



Midwest Special Services, Inc.

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Admission Policy and Procedure

Revised: October 2016

POLICY

The determination to proceed with admission in any of Midwest Special Services' (MSS) programs will be based upon the ability of the program to meet the needs and preferences of each person and his/her personal goals, consistent with the principles of person centered planning with the least restrictive environment and self-determination. The agency will not discriminate against anyone.

Admission Criteria

All individuals seeking admission to an MSS program must meet the following criteria:

- Have a desire to attend and participate in the program
- Have a documented disability
- Be at least 18 years of age
- Have an eligible funding source
- Be free of behaviors or medical conditions that would pose a serious threat to the safety of self or others
- Reside within the transportation service area in a location accessible to our vehicles or be able to arrange alternate transportation to and from the program site
- Have confirmation of sufficient funding for the service for which the person is seeking.*

Additional program-specific admission criteria:

Day Training and Habilitation (DTH) (including DTH services for persons with Autism/ASD and the "CARES" program for seniors and retirees).

- Screened and authorized for services in accordance with Minnesota Statutes, section 256B.092 (Services for Persons with Developmental Disabilities)
- In need of active treatment services as determined by a preliminary evaluation of need

Vocational Rehabilitation (VR), Employment-DTH (EDTH), Community Access for Disability Inclusions and Brain Injury (CADI/BI)?

- Provide for own self-care, e.g. using the bathroom, personal hygiene, eating, and mobility

Referral Procedure

The referral information (see referral information checklist) will be received and reviewed by the Designated Manager of the center/program to which the person was referred. The Designated Manager will review referral information with the Intake Committee. If the Intake Committee recommends acceptance based on the referral information, the Designated Manager will schedule a tour of MSS for the individual and any appropriate support team members. Additional visits may be scheduled, at MSS

or another location (e.g., school, home), if more information about the person is needed. The Designated Manager will make a decision for or against admission after reviewing the person's record, discussing the expectations of the person and his/her support team, and with consideration of the input from the Intake Committee, and verifying that the person has sufficient funding to support the cost of the desired MSS Service. The admission decision will be made as soon as possible and no later than 30 days after the request for admission. If the person is accepted, the person seeking services will be assigned to a Designated Coordinator and an intake meeting will be scheduled with the person and their support team. A service initiation date, and any transition services if appropriate, will be determined at this meeting. ***If admission is declined, a letter stating the reasons why with suggested alternative service providers will be sent to the referral source and applicant/legal representative and other team members as requested. If applicable, this will include appeal procedures available to them under Minnesota law should they wish to contest the decision.***

Referral Information Checklist

The following information is requested for individuals seeking admission to an MSS program:

- Complete MSS Information Form (contacts, demographic and background information)
- Summary of involvement in other rehabilitation or habilitation programs
- Conservator/Guardianship documents
- Relevant medical and psychological reports with documented diagnosis
- Vocational testing/evaluation reports (if applicable)
- Criminal history (if applicable)
- Employment and educational history
- Occupational, Speech, and Physical therapy reports (if applicable)
- Any additional pertinent information helpful to the development and delivery of services
- *Confirmation of sufficient funding for services**
 - Prior to accepting an individual into MSS, the Designated Manager will provide the individual's county case manager with information that will be used to generate a Rate Management System (RMS) rate. We need to have written verification of the approved rate and the number of days authorized prior to the start of services. This can be demonstrated through an RMS screen shot of approved final rate, Service Agreement or a copy of an Individualized budget showing amounts approved for MSS Services for those on CDCS funding.
 - ***Individuals without sufficient funding for the MSS service for which they are seeking may not be accepted into an MSS program.***
 - In unique situations, exceptions may be made to this process. These exceptions must be approved by the Intake Committee and the Vice President of Administration.

Additional items for DTH and EDTH program referrals:

- Most recent Coordinated Services and Support Plan (CSSP) or Individual Education Plan (IEP)
- Most recent Individual Abuse Prevention Plan/ Self-Management Assessment (IAPP/SMA)

Waiting List

In the event that a program has reached enrollment capacity, a waiting list will be established. As openings occur, admittance to the program will be offered to each person on the waiting list based on a number of factors, including the length of time they have been on the list, the availability of a spot on an MSS bus route if transportation services are needed, and the current staffing pattern and needs of the program. If you are on a waiting list but not able to accept the offer of admittance within a reasonable time, the offer will be withdrawn and extended to the next person on the list. You would, however, remain on the waiting list.

Refusal to admit a person

- Refusal to admit a person to the program must be based on an evaluation of the person's assessed needs and the licensed provider's lack of capacity to meet the needs of the person.
- This licensed program must not refuse to admit a person based solely on:
 - a. the type of residential services the person is receiving
 - b. person's severity of disability;
 - c. orthopedic or neurological handicaps;
 - d. sight or hearing impairments;
 - e. lack of communication skills;
 - f. physical disabilities;
 - g. toilet habits;
 - h. behavioral disorders; or
 - i. past failure to make progress.
- Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.