



Admission Policy

I. Policy

It is the policy of Lakes Homes and Program Development to promote continuity of care by ensuring that admission and service initiation is consistent with a person's service recipient rights under section [245D.04](#) and this licensed program's knowledge, skill, and ability to meet the service and support needs of persons served by this program.

II. Procedures

A. Pre-admission

Before admitting a person to Lakes Homes and Program Development, Lakes Homes must provide the following information to the person or the person's legal representative:

1. Identifies the criteria to be applied in determining whether the program can
2. develop services to meet the needs specified in the person's coordinated service and support plan.
3. Is consistent with the service-related rights.
4. Meets the criteria that Lakes Homes can develop services to meet the needs specified in the person's CSSP. A refusal to admit the person must be based on an evaluation of the person's assessed needs and Lakes Homes lack of capacity to meet the needs of the person.
5. A copy of the fact sheet the program received from a law enforcement authority or corrections agent for a person who is a registered predatory offender currently being served by the program when the fact sheet includes a risk level classification for the offender. The fact sheet received by the program should not be altered when it being provided and should contain the following information: (1) name and physical description of the offender; (2) the offender's conviction history, including the dates of conviction; (3) the risk level classification assigned to the offender under section 244.052, if any; and (4) the profile of likely victims. If a person is being admitted to the program who is a registered predatory offender and the program has received a fact sheet, a copy of the fact sheet must be provided to all persons currently served by the program, or their legal representative.

B. Service initiation

1. Service recipient rights

Upon service initiation Lakes Homes will provide each person or each person's legal representative with a written notice that identifies the service recipient rights under 245D.04, and an explanation of those rights within five working days of service initiation and annually thereafter. Reasonable accommodations will be made to provide this information in other formats or languages as needed to facilitate understanding of the

rights by the person and the person's legal representative, if any. The program will maintain documentation of the person's or the person's legal representative's receipt of a copy and an explanation of the rights.

2. Availability of program policies and procedures

The program must inform the person, or the person's legal representative, and case manager of the policies and procedures affecting a person's rights under section 245D.04, and provide copies of the following policies and procedures, within five working days of service initiation:

- Grievance policy and procedure.
- Service suspension and termination policy and procedure.
- Emergency use of manual restraints policy and procedure.
- Data privacy.

3. Handling property and funds

The program will obtain written authorization from the person or the person's legal representative and the case manager whenever the program will assist a person with the safekeeping of funds or other property. Authorization must be obtained within five working days of service initiation and renewed annually thereafter. At the time initial authorization is obtained, the program will ask the person or the person's legal representative and the case manager how often they want to receive a statement that itemizes receipts and disbursements of funds or other property. The program will document the preference. The program will document changes to these preferences when they are requested.

4. Each person receiving services must have a choice of roommate and must mutually consent, in writing, to sharing a bedroom with one another. No more than two people receiving services may share one bedroom.

- a. A single occupancy bedroom must have at least 80 square feet of floor space with a 7-1/2 foot ceiling. Bedrooms must be separated from halls, corridors and others habitable rooms by floor to ceiling walls containing no openings except doorways and must not serve as a corridor to another room used in daily living.
- b. A person's personal possessions and items for the person's own use are the only items permitted to be stored in a person's bedroom.
- c. Unless otherwise documented through assessment as a safety concern for the person, each person must be provided with the following furnishings.
 1. A separate bed of proper size and height for the convenience and comfort of the person, with a clean mattress in good repair.
 2. Clean bedding appropriate for the season.
 3. An individual cabinet or dresser, shelves, and a closet for storage of personal possession and clothing and
 4. A mirror for grooming.
- d. When possible, a person must be allowed to have items of furniture that the person personally owns, in the bedroom, unless doing so would interfere with safety precautions, violate a building or fire code, or interfere with another person's use of the bedroom, if applicable.
 1. A person may choose to not have a cabinet, dresser, shelves, or a mirror in the bedroom, as otherwise required by Lakes Homes. A person may choose to use a

mattress other than an innerspring mattress and may choose not to have the mattress on a mattress frame or support. If a person chooses not to have a piece of required furniture, Lakes Homes must document this choice and is not required to provide the item. If a person chooses to use a mattress other than an innerspring mattress or chooses not to have a mattress frame or support, Lakes Homes must document this choice and allow the alternative desired by the person.

2. A person must be allowed to bring personal possessions into the bedroom and other designated storage space, if such space is available, in the residence. The person must be allowed to accumulate possessions to the extent the residence is able to accommodate them, unless doing so is contraindicated for the person's physical or mental health, would interfere with safety precautions or another person's use of the bedroom, if applicable, or would violate a building or fire code.
 3. Lakes Homes must allow for locked storage of personal items. Any restrictions on the possession or locked storage of personal items, including requiring a person to use a lock provided by Lakes Homes, must meet the rights restriction procedures and Lakes Homes must allow the person to be present if and when Lakes Homes opens the lock.
 4. A person must be allowed to lock the person's bedroom door. Lakes Homes must document and assess the physical plant and the environment, and any populations served, and identify the risk factors that require using locked doors, and the specific action taken to minimize the safety risk to a person receiving services at the site.
5. Assessment and initial services planning
- e. Within 15 calendar days of service initiation, Lakes Homes must complete a preliminary coordinated service and support plan addendum based on the coordinated service support plan provided by the primary agency.
 - f. Within the scope of services, Lakes Homes must, at a minimum, complete assessments in the following areas before the 45-day planning meeting:
 1. The person's ability to self-manage health and medical needs to maintain or improve physical, mental, and emotional well-being, including, when applicable, allergies, seizures, choking, special dietary needs, chronic medical conditions, self-administration of medication or treatment orders, preventative screen and medical and dental appointments
 2. The person's ability to self-manage personal safety to avoid injury or accident in the service setting, including, when applicable, risk of falling, mobility, regulating water temperature, community survival skill, water safety skills and sensory disabilities and
 3. The person's ability to self-manage symptoms or behavior that may otherwise result in an incident as defined in section 245D.02, suspension or termination of services by Lakes Homes, or other symptoms or behaviors that may jeopardize the health and welfare of the person or others.
 - g. Assessments must produce information about the person that describes the person's overall strengths, functional skills and abilities, and behaviors or symptoms. Assessments must be based on the person's status within the last 12 months at the time of service initiation. Assessments based on older information must be

documented and justified. Assessments must be conducted at a minimum of annually by the support team or expanded support team as part of a service plan review.

- h. Within 45 days of service initiation, Lakes Homes must meet with the person, the person's legal representative, the case manager and other members of the support team or expanded support team, to determine the following based on information obtained from the assessments, the person's identified needs in the CSSP and the subdivision 4 and section 245D.07, subd 1a.
 - 1. The scope of the services to be provided to support the person's daily needs and activities.
 - 2. The person's desired outcomes and the supports necessary to accomplish the person's desired outcomes.
 - 3. The person's preferences for how services and support are provided, including how the provider will support the person to have control of the person's schedule.
 - 4. Whether the current service setting is the most integrated setting available and appropriate for the person and
 - 5. How services must be coordinate across other providers licensed under 245D, serving the person and members of the support team or expanded support team to ensure continuity of care and coordination for services for the person.
- i. A discussion of how technology might be used to meet the person's desired outcomes must be included in the 45-day planning meeting. The CSSP or CSSP addendum must include a summary of this discussion. The summary must include a statement regarding any decision that is made regarding the use of technology and a description of any further research that needs to be completed before a decision regarding the use of technology can be made. Nothing in 245D requires that the CSSP include the use of technology for the prevision of services.

C. Refusal to admit a person

- 1. 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.
- 2. Lakes Homes 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.
- 3. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.

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