****

**ADMISSION POLICY**

Opportunity Services provides training and job support to adults with disabilities who reside in the community. The Agency affirms to be non-discriminatory in admission to services because of race, religion, creed, origin or sex. An individual, customized plan will be developed and any cultural issues will be included.

**Waiting List Notification**

Opportunity Services commits to serving all consumers who meet our admission requirements. If a situation occurred where Opportunity Services was unable to meet the needs of all clients referred for services, a special meeting will be called with the Board of Directors (including senior managers) to determine the order of selection or acceptance to services to assure fairness to all clients and applicants.

**Admissions Requirements**

Persons with criminal records or uncontrolled mental illness may not be considered for admissions. Criminal record is defined as the Minnesota Statute 245A.04, which disqualifies a person from working with Vulnerable Adults. Persons with minor or rehabilitated criminal histories may be admitted. However, notice of the record will be given to any potential employers, upon consumer’s approval.

“Uncontrolled mental illness” is defined as including, but not being limited to, one or more of the following existing in the judgment of Opportunity Services:

1. The symptoms of the applicant’s diagnosed mental illness appear to not be controlled by medication or treatment;
2. The symptoms of the applicant’s mental illness could pose a danger to existing clients or the community as a whole;
3. There is uncertainty as to whether applicant is not complying with their health professional’s medical treatment plan for the mental illness.
4. The applicant’s behavior poses the risk of undermining the effectiveness of their medical treatment plan, e.g., through the use of alcohol or drugs contrary to the plan;
5. The applicant poses a high risk of suicide.

For Minnesota Day Training and Habilitation Services - Positive Behavioral Supports:

Persons who currently use prohibited procedures such as manual restraint, mechanical restraint or seclusion will not be considered for admission. Manual and Mechanical restraint as defined in 245D.02 sub 15a,b is any other form of restraint that results in limiting free and normal movement of body or limbs. Seclusion as defined in 245D.02, sub 29 as removal of a person to a room from which exit is prohibited by a staff person or mechanism such as a lock, a device or object positioned to hold the door closed or object positioned to hold the door closed or otherwise prevent the person from leaving the room, otherwise involuntarily removing or separating a person from an area, activity, or situation, or social contact with other others and blocking or preventing the person’s return.

Person requesting admissions to the Positive Behavioral Support Services must have a Positive Behavior Support Plan prior to beginning services. The Positive Behavior Support plan must be for community integrated services.

The following information must be transferred to Opportunity Services in order for the client to be reviewed by the Agency’s Admission Committee; prior to the client being admitted. When this information medical history, identifies criteria to be applied in determining whether the program can develop services to meet the needs specified in the persons’ coordinated service and support plan, provider reports, and any other documents need to provide continuity of services for the person. This information is needed to determine what resources will be needed to provide services to the client being referred. When this information has been received, Opportunity Services will act on the referral and provide written notification to the consumer, guardian and/or case manager of its actions.

**Service Initiation**

1. Service initiation
2. Service recipient rights

Upon service initiation the program 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.

1. 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.

1. 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.

**Refusal to admit a person**

If Opportunity Services denies admission, the notice shall be in writing to the consumer, the consumer’s case manager and guardian within three days of the determination. The reasons for non-admittance shall be clearly stated in the letter and alternative recommendations made, when the Agency’s programs have been determined not to be appropriate. Consumer/guardian/case managers shall be notified of the Grievance and Appeal Rights as outlined in the consumer handbook.

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. This licensed program must not refuse to admit a person based solely on:
3. the type of residential services the person is receiving
4. person’s severity of disability;
5. orthopedic or neurological handicaps;
6. sight or hearing impairments;
7. lack of communication skills;
8. physical disabilities;
9. toilet habits;
10. behavioral disorders; or
11. Past failure to make progress.
12. Documentation of the basis of refusal must be provided to the person or the person’s legal representative and case manager upon request.