

Northeast Contemporary Services, Inc.

Admission Criteria Policy

I. Policy

It is the policy of this DHS licensed provider (program) 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 the program, the program must provide the following information to the person or the person's legal representative:

1. Information on the limits to services available from the program, including the knowledge and skill of the program staff and the program's ability to meet the person's service and support needs.
2. Certain criteria will be used by the program to determine whether the company is able to develop services to meet the needs of the person as specified in their Coordinated Service and Support Plan (CSSP). In addition to registration and licensed ability, the criteria includes:
 - a. The person is 18 years of age or older;
 - b. The person is not requesting services that will replace those that are the statutory responsibility of a local educational agency or that are available from a rehabilitation agency;
 - c. The person has fee sponsorship assured by the county of financial responsibility or other applicable source verified by the person or their legal representative;
 - d. The person and/or their legal representative and/or their county case manager have submitted complete and factual referral information as requested by NCSI;
 - e. The person cannot use tobacco products in NCSI's buildings and vehicles. A person receiving services can only use tobacco products in designated areas outside of the building, at designated times, and if they are able to use tobacco products independently and without supervision by staff;
 - f. The person cannot use alcohol or controlled substances, or abuse prescription medications, in NCSI's buildings and vehicles, or while receiving services from NCSI;
 - g. The person cannot be in the possession of weapons, including look-alike weapons, and other dangerous or hazardous devices or substances, in NCSI's buildings and vehicles, or while receiving services from NCSI; and
 - h. The person and/or their legal representative have identified service preferences, needs, and required supports that are within NCSI's capacity for service, as determined by NCSI.

B. Service initiation

1. 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.

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:
 - a. Grievance policy and procedure;
 - b. Service suspension policy and procedure;
 - c. Service termination policy and procedure;
 - d. Emergency use of manual restraint not allowed policy and procedure; and
 - e. Data privacy policy and procedure.

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.

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

Legal Authority: MS §§ [245D.11](#), subd. 4; [245D.04](#), subd.2,(4) to (7), and 3, (8)