

## Admission Criteria Policy

**Program name:** BEHAVIOR LANGUAGE CONSULTANTS, LLC

### I. Policy

It is the policy of this DHS licensed provider, Behavior Language Consultants, LLC, 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 person or the person's legal representative certain criteria that will be used by the program to determine whether the program is able to develop services to meet the needs specified in the person's support plan. This criteria includes:

1. The determination to admit a person will be based upon the program's eligibility requirements and the program's ability to meet each person's needs.
2. Persons must have a current service agreement, vendor agreement, or private pay agreement in place within the program prior to service initiation.
3. If the determination not to admit a person is based on program capacity, the person may choose to be added to an interest list for services.

#### 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:

- Grievance policy and procedure.
- Service suspension policy and procedure.
- Service 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.

- 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.

Policy reviewed and authorized by:

Kaitlin Dornbusch-Fenner and Marissa Stordahl, Owners



Print name & title

Signature

Date of last policy review: 11/4/2022

Date of last policy revision: N/A

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