



ADMISSION CRITERIA AND PLACEMENT INTO PROGRAMS	
Policy Owner: Senior Program Business Analyst Policy Originated by: Program	Date Written: 10/01/13
Applicable Programs: All	Date Reviewed and Approved by ELT: 3/11/14, 09/20/16, 03/23/17, 3/13/2019
Statutory or Regulatory Citation: 245D.11 - Subd 4	Signature if needed:

Policy: St. David's Center is committed to the provision of appropriate admission/placement within each program as applicable and for each client. St. David's Center will never discriminate against potential and/or current clients on the basis of race, color, creed, religion, national origin, gender, pregnancy, sexual orientation, age, disability, marital status, family status, covered veterans status, status with regard to public assistance, HIV/AIDS status, or any other classification protected by local, State, or federal law. St. David's Center reserves the right not to admit a potential client or to demit a current client from programming, if it is determined that the individual cannot be adequately served or, with respect to HIV/AIDS status, for clearly stated specific and compelling medical and/or public health reasons.

Procedure:

1. Central Office of Resources and Enrollment ("CORE") Staff work with program leadership staff to determine whether a client admission or placement is appropriate.
2. The decision to admit and/or place a client in a program is based on multiple factors.
 - a. Each program has its own enrollment criteria for admission / placement.
 - b. Even if a potential client meets all enrollment criteria for a program, such individual is not guaranteed admission and/or placement into a program.

Program	Admission and/or Enrollment Criteria
Adventure Program (Therapeutic Recreation)	<ul style="list-style-type: none"> ▪ Individual is at least 11 years old, except for Junior Adventure in the summer need to be at least 6 years old. ▪ Individual is able to participate in a supervised group setting safely when staffed at a 1:2 or 1:3 ratio.
Autism Day Treatment (ADT)	<ul style="list-style-type: none"> ▪ Children ages 18 months through 4 years at the time of evaluation. ▪ Child's primary diagnosis is one of autism spectrum disorder. ▪ Diagnostic criteria for occupational and speech therapy may be applied. ▪ Family commitment to a 5 mornings or 5 afternoons per week.

Program	Admission and/or Enrollment Criteria
Autism Spectrum Disorder Support Services (ASDSS)	<ul style="list-style-type: none"> Individuals ages 1.5 through 26 years of age.
Children's Mental Health Case Management (CMHCM)	<ul style="list-style-type: none"> Individual resides in Hennepin County. Individual has not yet graduated from high school. Individual has a severe emotional disturbance diagnosis.
Destination Anywhere (Therapeutic Recreation)	<ul style="list-style-type: none"> Individual is at least 16 years old. Individual is able to participate in a supervised group setting safely when staffed at 1:3 ratio.
Early Childhood Education (ECE)/ In-Center Respite	<ul style="list-style-type: none"> Children ages 16 months through six 6 years old (age 7 may be accepted for summer session).
Early Childhood Home Visiting (ECHV)	<ul style="list-style-type: none"> Children ages 0 through 5 years. Child's behavior is socially and emotionally concerning. Child /guardian resides in Hennepin County. Family income equals 175%-200% of poverty level.
Family Place Day Treatment (FPDT)	<ul style="list-style-type: none"> Children ages 33 months through kindergarten. Per a diagnostic evaluation, the child must receive a mental health diagnosis and must meet criteria for a severe emotional disturbance. Family commitment to programming 5 mornings or 5 afternoons per week.
Foster Care – Therapeutic (TFC)	<ul style="list-style-type: none"> Children ages 0 through 17 years who are referred through their county for out of home placement in a therapeutic foster care setting.
Foster Care – Treatment Foster Care Oregon (TFCO)	<ul style="list-style-type: none"> Children ages 6 through 11 years who are referred through Hennepin County for out of home placement in a treatment setting.
Mental Health – Outpatient Therapy (MHOP)	<ul style="list-style-type: none"> In general, there is no age restriction. Typically, adults served in this program have a connection to children receiving supports within St. David's Center.
Multidisciplinary Diagnostic Assessment & Testing (MDAT)	<ul style="list-style-type: none"> Children ages 2 through 5 years (in certain cases, older children may be served). Child presents with need for at least 2 out of the 3 categories of assessment: mental health, speech therapy, occupational therapy.
Mental Health Skills Training (MHST) Intensive Family Mental Health (IFMH)	<ul style="list-style-type: none"> <u>Individuals ages 0-18 years</u> <u>Parent Child relationship...</u>
Music Therapy	<ul style="list-style-type: none"> Children ages 16 months through 12 years. Client needs to qualify for treatment with MH diagnosis and/or Music Therapy evaluation.
Occupational Therapy (OT)	<ul style="list-style-type: none"> Children ages 12 months through 13 years . Client needs to qualify for treatment diagnosis through the evaluation process. Needs to work under referral of primary physician.
Physical Therapy	<ul style="list-style-type: none"> Children ages 0 to 12 years In general diagnosis of developmental delay, genetic disorders (including Down Syndrome), and cerebral palsy In general would not treat orthopedic or spinal cord injuries
School Linked Mental Health (SLMH)	<p>Children who meet the criteria for a mental health disorder, have barriers accessing outpatient mental health treatment and are referred by school personnel in the following <u>locations</u>:</p> <ul style="list-style-type: none"> Referrals go directly through program.

Commented [CG1]: Update program name (IFMH). Update criteria

Commented [CG2]: Do locations needs to be added? No

Program	Admission and/or Enrollment Criteria
Speech Therapy (ST)	<ul style="list-style-type: none"> ▪ Children ages 12 months through 13 years . ▪ Client needs to qualify for treatment diagnosis through the evaluation process. ▪ Needs to work under referral of primary physician.
Waivered Services (WS)	<ul style="list-style-type: none"> ▪ Individuals screened and authorized to receive Waivered Services (Developmental Disability- DD and/or Community Alternatives Inclusion- CADI) in accordance with Minnesota Statutes § 256B.092.

245D Licensed Programs

Commented [CG3]: I don't know about 245D. Is there someone more familiar also reviewing?

1. 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:

- A. 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.
- B. 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. [APPLIES ONLY TO 245D LICENSED PROGRAMS THAT MEET THE DEFINITION OF BEING A HEALTH CARE FACILITY UNDER SECTION 243.166, SUBD. 4b, INCLUDING ADULT FOSTER CARE HOMES, COMMUNITY RESIDENTIAL SETTINGS, ICFs/DD, AND SLFs.]

2. Service initiation

A. 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.

B. 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.

C. 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.

3. Refusal to admit a person

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

4. No St. David's Center client shall be subjected to testing, removed from normal and customary status, or deprived of any rights, privileges, or freedoms because of his or her HIV/AIDS status, except for clearly stated specific and compelling medical and/or public health reasons.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment: N/A

