

**Policy Title: Admission Criteria and Placement Into Programs**

<b>Policy Owner:</b> Senior Program Business Analyst <b>Policy Originated by:</b> Program	<b>Date Written:</b> 10/1/13
<b>Applicable Programs:</b> All	<b>Date Reviewed and Approved by PLT:</b> 3/11/14, 09/20/16, 03/23/17, 3/13/2019, 6/10/2020, 5/18/21
<b>Statutory or Regulatory Citation:</b> Minn. Stat. § 245D.11 - Subd 2	<b>Signature if needed:</b>

**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.

**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
Preschool Autism Day Treatment (ADT)	<ul style="list-style-type: none"> <li>• Children ages 18 months through 4-5 years at the time of evaluation.</li> <li>• Child's primary diagnosis is one of autism spectrum disorder or related condition.</li> <li>• Minnetonka or Harman Center location</li> <li>• Diagnostic criteria for occupational and speech therapy may be applied.</li> <li>• Family commitment to 5 mornings or 5 afternoons per week.</li> </ul>

School Age Autism Day Treatment	<ul style="list-style-type: none"> <li>• Children aged 6 through 11 years</li> <li>• Child's primary diagnosis is one of autism spectrum disorder or a related condition.</li> <li>• Family commitment to 2 afternoons per week.</li> </ul>
Autism Outpatient Treatment & Support	<ul style="list-style-type: none"> <li>• In general, there is no age restriction. In general, there are no age restrictions for MH therapy.</li> <li>• Typically, adults served in this program have a connection to children receiving supports within St. David's Center. Adult therapy services available – generally parents/guardians.</li> <li>• Other adult therapy available with Program Director Approval · Psychological Assessments – ages 2+ (cognitive, social-emotional, and behavioral functioning, including autism spectrum disorders)</li> </ul>
Autism Family Floortime Clinic	<ul style="list-style-type: none"> <li>• Children ages 18 months to 7 years</li> <li>• Per a diagnostic assessment, the child must receive a mental health diagnosis of ASD or a related condition.</li> <li>• Family commitment to participate in 1-3 sessions per week and incorporate learning outside of sessions</li> </ul>
Children's Mental Health Clinic (CMHC)	<ul style="list-style-type: none"> <li>• In general, there are no age restrictions for Mental Health Therapy.</li> <li>• Psychological Assessments – ages 2+ (cognitive, social-emotional, and behavioral functioning, including autism spectrum disorders)</li> <li>• Adult therapy services available – generally parents/guardians. Other adult therapy available with Program Director Approval</li> </ul>
Children's Mental Health Case Management (CMHCM)	<ul style="list-style-type: none"> <li>• Individual resides in Hennepin County.</li> <li>• Individual has not yet graduated from high school.</li> <li>• Individual has a severe emotional disturbance diagnosis.</li> </ul>
Community-Based Disability Services In-Home Support	<ul style="list-style-type: none"> <li>• Individuals screened and authorized to receive Waivered Services (Developmental Disability- DD and/or Community Alternatives Inclusion-CADI) in accordance with Minnesota Statutes § 256B.092.</li> <li>•</li> </ul>
Community-Based Disability Services PCA Consultation	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
Community-Based Disability Services Therapeutic Rec: <ul style="list-style-type: none"> <li>• Adventure Program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual is at least 11 years old.</li> <li>• Individual can participate in a supervised group setting safely when staffed at a 1:2</li> </ul>
Community-Based Disability Services Therapeutic Rec: <ul style="list-style-type: none"> <li>• Destination Anywhere</li> </ul>	<ul style="list-style-type: none"> <li>• Individual is at least <del>16</del> 18 years old.</li> <li>• Individual can participate in a supervised group setting safely when staffed at 1:3 ratio.</li> </ul>

<p>Early Childhood Education (ECE)</p>	<ul style="list-style-type: none"> <li>• Children ages 16 months through six 6 years old</li> <li>• Maintaining student-teacher ratios at or below state levels</li> <li>• Child Schedule and Staff Scheduling</li> <li>• Individual needs of each child</li> <li>• Teacher availability and strengths</li> <li>• Synchronizing sibling schedules</li> <li>• A balance of genders in the classroom</li> <li>• Limiting the number of transitions</li>   <li>• Child’s established friendships</li> </ul>
<p>Parent-Child Home Visiting (ECHV, IPDP)</p>	<ul style="list-style-type: none"> <li>• Children age 0 through 5 years.</li> <li>• Family is experiencing stressors and /or in need of support.</li> <li>• Child /guardian resides in Hennepin County.</li> <li>• Family income equals 175%-200% of poverty level.</li> <li>•</li> </ul>
<p>Parent Child Program (PCP)</p>	<ul style="list-style-type: none"> <li>• Parent-Child provides dyadic Parent-Child therapy serving ages Prenatal to age 8. Either the parent or child needs to qualify for a mental health diagnosis. Referrals for the ABC (Attachment &amp; Biobehavioral Catch-up) intervention can also be directed to this program.</li> </ul>
<p>Family Place Day Treatment (FPDT)</p>	<ul style="list-style-type: none"> <li>• Children ages 3.5 through 6 years at the time of evaluation</li> <li>• Per a diagnostic evaluation, the child must receive a mental health diagnosis and must meet criteria for a severe emotional disturbance.</li> <li>• Family commitment to programming 5 mornings or 5 afternoons per week.</li> <li>• Minnetonka or Harman Center Location</li> </ul>
<p>Foster Care Services Therapeutic (TFC)</p>	<ul style="list-style-type: none"> <li>• Children ages 0 through 17 years who are referred through their county for out of home placement in a therapeutic foster care setting.</li> </ul>
<p>Foster Care Services – Treatment Foster Care Oregon (TFCO)</p>	<ul style="list-style-type: none"> <li>• Children ages 67 through 11 years who are referred through Hennepin County for out of home placement in a treatment setting.</li> <li>• We are accepting referrals from any county now who will agree to host county contract</li> </ul>
<p>Intensive Family Mental Health (IFMH)</p>	<ul style="list-style-type: none"> <li>• Typically, Individuals ages 5+ but can see clients younger.</li> <li>• Can offer services in the home and community.; determination of service location is part of the intake and diagnostic assessment treatment recommendations.</li> <li>• Psychotherapy is provided to all clients; skills training is determined as part of the diagnostic assessment treatment recommendations. A client must receive</li> </ul>

	<p>psychotherapy at SDC for skills training to be a provided service.</p> <ul style="list-style-type: none"> <li>• Clients may be referred for Circle of Security Parenting without necessity for other services.</li> <li>•</li> </ul>
Pediatric Therapies: Occupational and Speech Therapy	<ul style="list-style-type: none"> <li>• Children ages 12 months through 13 years (exceptions can be made when approved by Program Director).</li> <li>• Client needs to qualify for treatment diagnosis through the evaluation process.</li> <li>• Needs to work under referral of primary physician.</li> <li>• Minnetonka or Harman Center location</li> <li>•</li> </ul>
School-Linked Mental Health (SLMH)	<ul style="list-style-type: none"> <li>• Children who meet the criteria for a mental health disorder, have barriers accessing outpatient mental health treatment and are referred by school personnel within schools that we have a current partnership.</li> <li>• Referrals go directly through program.</li> </ul>

## 245D Licensed Programs

### 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:

- i. Grievance policy and procedure.
- ii. Service suspension and termination policy and procedure.
- iii. Emergency use of manual restraints policy and procedure.
- iv. 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:

- i. the type of residential services the person is receiving
- ii. person's severity of disability;
- iii. orthopedic or neurological handicaps;
- iv. sight or hearing impairments;
- v. lack of communication skills;
- vi. physical disabilities;
- vii. toilet habits;

- viii. behavioral disorders; or
- ix. 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.
  - 5. Upon Admission and annually St. David's Center will provide all parents/caregivers a copy of the Program Participant Handbook, and a day treatment program specific handbook if applicable.
    - a. Day treatment program handbooks will address:
      - i. the availability of services throughout the year
      - ii. duration and frequency of service components including noting that behavioral skills training is used if identified on the Individual Treatment Plan
      - iii. duration of presence of clinical supervision during day treatment service hours
      - iv. hours of operation
      - v. staffing ratios including what type of qualified providers will be present to facilitate group services.
      - vi. noting determination of client eligibility for the service
      - vii. availability of transition service options based on a clinical determination of individual client need.

#### **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:**