

ADMINISTRATIVE POLICY

1 General Admission Requirements

- 1.1 Candidates requiring active treatment and meeting OPTIONS admission criteria, including criteria for developmentally disabled individuals as specified in Federal and State regulations, will be admitted to OPTIONS programs.
- 1.2 Admission and treatment of candidates will not be affected by the applicants' race, color, creed, sex, marital status, sexual orientation, age, religion, ancestry or national origin.

2 General Admission Criteria

- 2.1 All candidates must be able to benefit from services provided by OPTIONS and be compatible with other persons served in the program(s).
- 2.2 Funding for services must be identified prior to final acceptance.
- 2.3 Candidates for all programs must be available for pre-admission visits prior to final acceptance.
- 2.4 A complete program specific referral packet containing the following information, if applicable, must be submitted for candidates for all programs:
 - 2.4.1 Identified and approved funding sources
 - 2.4.2 Current Individual Program Plan (IPP), Individual Service Plan (ISP) or Individual Education Plan (IEP) (if applicable)
 - 2.4.3 Medical/Neuropsychological and/or Psychological Evaluation detailing disability
 - 2.4.4 Legal status (conservatorship/probation/legal issues, etc.)
 - 2.4.5 CDER (if applicable)
 - 2.4.6 Ambulatory status
 - 2.4.7 Notification of Known Dangerous Propensities
 - 2.4.8 Any Other Pertinent Information
- 2.5 The adequacy and appropriateness of a candidate's current placement options will be considered in the selection process. The first 30 days of placement with OPTIONS are considered probationary and must confirm satisfaction of the entrance criteria.

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3 Application Procedure

- 3.1 If the initial referral contact is by telephone, general information will be gathered for the purpose of determining whether the referral is appropriate for any program operated by OPTIONS.
- 3.2 The referral source will be instructed to mail or fax a complete referral packet to the OPTIONS Central Office, and will explain that no further action can be taken until the referral packet is received.
- 3.3 When the referral packet is received from the referral source, OPTIONS will review the information and open a file on the referral.
- 3.4 A referral committee comprised of the Chief Executive Officer, Chief Operating Officer, Program Director, Nurse Consultant, and other relevant management personnel will convene as needed to discuss the status of each person currently on referral to OPTIONS. The Referral Status Update list will be maintained in a referral binder.
- 3.5 After the referral committee has reviewed a new referral, the referring source will be contacted either by phone or by mail to convey the committee's decision regarding the referral and to arrange for one of the following actions:
 - 3.5.1 If the referral is appropriate for an OPTIONS program, additional information will be requested if needed and a pre-admission visit will be scheduled.
 - 3.5.2 If the referral is appropriate for an OPTIONS program but there are no current openings, additional information will be requested if needed and a pre-admission visit will be scheduled so that all necessary documentation will be on hand when an opening becomes available.
 - 3.5.3 If the referral is not appropriate, the referral source will be contacted and the reasons for denial will be reviewed. Alternative placement resources will be discussed when applicable.

4 Pre-admission Screening Evaluation

- 4.1 Admission decisions will be based on a preliminary evaluation of the candidate and will be conducted or updated by members of the OPTIONS referral committee.

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- 4.2 The preliminary evaluation will include, but not be limited to:
- 4.2.1 Background information.
 - 4.2.2 Current comprehensive functional assessment of developmental, behavioral, social, health and nutritional status.
 - 4.2.3 Identification of specific individual needs, and the services required to meet those needs.
 - 4.2.4 Identification and discussion of dangerous propensities as indicated on the completed Notification of Known Dangerous Propensities form.
 - 4.2.5 OPTIONS will screen all candidates for admission to ensure that appropriate services can be provided by the organization.
 - 4.2.6 The Chief Operating Officer will conduct pre-admission interviews with the applicant, the candidate's referring and/or funding source case manager, physician, significant family member(s), and/or advocate, as appropriate.
 - 4.2.7 At the conclusion of the pre-admission interview, OPTIONS will discuss the outcome with the candidate or send a letter of outcome to the applicant and referral source when a decision is made.
- 4.3 If an applicant meets all general and program specific admission criteria and is deemed appropriate for admission, but no current openings exist, then he or she may be placed on a waiting list until an opening becomes available in the program or service for which he or she applied. When an opening does become available, the following information will be used to establish priority for admission:
- 4.3.1 Length of time on waiting list. Generally, OPTIONS will admit the applicant who has been on the waiting list longest.
 - 4.3.2 Compatibility of the applicant with the persons currently served in the program or service for which the applicant has applied.
 - 4.3.3 Current place of residency for candidates seeking admission to one of OPTIONS residential programs. OPTIONS generally assigns priority status to applicants already residing in San Luis Obispo

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5 Admission Procedure

- 5.1 When an individual is admitted to an OPTIONS program, the following documents must be available, if applicable, either prior to or at the time of admission:
 - 5.1.1 All financial arrangements will be in place
 - 5.1.2 OPTIONS Admission Agreement signed by all relevant parties
 - 5.1.3 Individual Service Plan (ISP), Individual Program Plan (IPP), or Individual Education Plan (IEP) (if applicable)
 - 5.1.4 Consent forms (if applicable)
 - 5.1.5 Rights of Supported Persons forms
 - 5.1.6 Medical Reports (if applicable)
 - 5.1.7 Psychological Reports (if applicable)
 - 5.1.8 Relevant Physical, Occupational, or Speech Therapy reports (If applicable)
 - 5.1.9 Current CDER (if applicable)
 - 5.1.10 Arrangements for medical treatment (Medi-Cal card)
 - 5.1.11 Notification of Known Dangerous Propensities
- 5.2 Needs assessments and signed orders, if applicable, for the following will be obtained prior to placement:
 - 5.2.1 Dietary Services
 - 5.2.2 Medication
 - 5.2.3 PRN Orders
 - 5.2.4 Physical Therapy
 - 5.2.5 Occupational Therapy
 - 5.2.6 Speech Therapy
 - 5.2.7 Psychological Services
- 5.3 Every newly admitted supported persons will be given a program orientation and an OPTIONS “Handbook for Supported Persons, Parents and Significant others” with a Orientation form and Receipt of Handbook completed and placed in the supported person’s record.
- 5.4 If the new supported person is taking any medication, then:
 - 5.4.1 Any medication brought with the supported person for personal use will be reviewed by a pharmacist.

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- 5.4.2 OPTIONS will make arrangements with its contracted pharmacy to have the medication packaged in bubble packs (when appropriate) so that the dispensation of medication can be properly documented.
- 5.5 The new supported person will have the opportunity to identify and take an inventory of any valuable possessions.
- 5.6 Any other supported person's needs will be identified.
- 5.7 The Interdisciplinary (ID) Team will meet to identify the treatment requirements of the new supported person. Arrangements will be made for the following:
 - 5.7.1 Assessment within 30 days
 - 5.7.2 Day treatment within 3 days
 - 5.7.3 Development of an Individual Service Plan (ISP) within 30 days
- 5.8 The OPTIONS Registered Nurse Consultant will perform a nursing evaluation, when appropriate, on the day the new supported person is admitted.

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