



Udac Inc. | 4724 Mike Colalillo Dr. | Duluth, MN 55807

Admission Criteria Policy

I. Policy

It is the policy of Udac 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 Udac's knowledge, skill, and ability to meet the service and support needs of person's 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. Identifies the criteria to be applied in determining whether the program can develop services to meet the needs specified in the person's coordinated services and support plan.

B. Service initiation

1. Service recipient rights

Upon service initiation Udac 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 and 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. Udac will document the preference. Udac 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.

III. In addition to the statute above Udac has some additional service admission and initiation policies.

If the recommendation is for Udac services, every attempt will be made to begin these services, on a trial basis within 10 program days. This trial period of time will not exceed 45 calendar days, and will be used to determine the ability of Udac to develop and provide service based on the individual needs in a cost effective manner.

We will provide the opportunity to use agency transportation to all persons served if the provision of this transportation is not an unreasonable burden or cost. We encourage all people served to use the least restrictive means of transportation available. To that end, we encourage the use of transportation that best serves the person's needs.

The person's county of financial responsibility will determine the method of payment for services. People served are asked to cover the cost of purchases they make for themselves and other expenses made that are not covered through the daily rate or expenditure that must be covered by Udac.

IV. Attendance

The extent and regularity of expected attendance of each person shall be determined upon admission. We encourage regular and consistent attendance to benefit from the services offered by Udac. Udac's funding is based on daily attendance; if the person does not attend we do not get paid. Termination of services may be considered for absences greater than 60 days. Udac will consider extenuating circumstances. Support teams will be asked to review placements of individual with consistent poor attendance.

We ask that appointments i.e. doctor and dentist, be made outside program our work hours. We ask that the person served or their primary contact notify the office by phone or in person if they are to be absent for any reason. We also ask that if you use Voyageur Bus Company our contracted transportation provider if you do not need to be picked up on any given day.

Date of last policy review: 6/1/2020

Date of last policy revision: 3/29/19

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

A handwritten signature in blue ink, appearing to read "Karen D. Herman", is written over a horizontal line.

Karen Herman, Executive Director

Date 06.01.2020