



## Program Participant Admission Criteria Policy

### I. Policy

It is the policy of Cherish to promote continuity of care by ensuring that admission and service initiation is consistent with a person's service recipient rights and this licensed program's knowledge, skill, and ability to meet the service and support needs of person's served by Cherish.

### II. Procedures

#### A. Pre-admission

Before admitting a person to the program, Cherish must provide the following information to the person or the person's legal representative:

1. Information on the limits to services available from the program, including the knowledge and skill of the program staff and Cherish's ability to meet the person's service and support needs.

#### B. Service initiation

##### 1. Service recipient rights

Upon service initiation Cherish will provide each person or each person's legal representative with a written notice that identifies the service recipient rights 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. Cherish 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, procedures and access to their records

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, and provide copies of the following policies and procedures, within five working days of service initiation:

- Grievance policy and procedure.
- Access to records "You have the right to obtain your medical records in Minnesota. According to Minnesota Statute 144.292, a provider must promptly respond to a patient's written request to obtain their records."
- Service suspension and termination policy and procedure.
- Emergency use of manual restraints policy and procedure.
- Data privacy.

##### 3. Handling property and funds

Cherish does not generally handle program participant property or funds. Cherish 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 Cherish programs 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. Cherish will 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 the Cherish owners at a formal Board of Directors meeting

Last policy review: 8/22/2023