

# Bergen County Special Services

## Adult Services Program Policy

### Title: Intake and Admission Process

The Board of Education recognizes the need for procedures to respond to individuals with intellectual disabilities, family members, professionals and interested parties seeking information and admission to a BCSS Adult Program.

#### **Definition**

For the purpose of this policy, “individuals with intellectual challenges” will be interchangeable with individual and individual being served. Furthermore any individual to be considered for enrollment in a BCSS Adult Program must be 21 years of age or older.

“Professionals” will refer to individuals employed with local and state agencies, school personnel (i.e. Child Study Team members and Transition Coordinators) and Support Coordination Agencies.

“Interested Party” will refer to a stake holder, advocate, friend, who is familiar with the individual with intellectual disabilities and has his/her consent and support to be involved in the process.

#### **Intake and Admissions Process**

##### 1. Program Tour

The initial process includes a tour of the adult sites. A Program Tour will be scheduled and will include at a minimum the individual seeking services, the parent(s)/legal guardian(s) and a BCSS representative. BCSS representatives will typically include the Coordinator of Adult Services or his/her designee, Clinical Specialist and/or Adult Services Manager.

BCSS may schedule one tour with multiple parties as an initial introduction to BCSS adult services and/or to accommodate multiple interested parties in a timely manner.

The selection of the site is initially based on referral requests and type of service desired by an individual. However, part of any site determination is contingent upon the location of the individual’s residency, the BCSS transportation catchment area, available resources, as well as, the assessment by BCSS team on how best to meet the needs and maximize potential of the individual requesting services.

## 2. Request for Documentation

Upon referral from a Support Coordination agency BCSS will request documentation regarding the individual seeking services regardless of type or origin of referral. BCSS will request at a minimum the Person Centered Planning Tool (PCPT) and the Individual Service Plan (ISP) before or after Program tours to determine if the BCSS Adult Programs have the ability to effectively meet the preferences and support needs of the individual seeking services. If so, BCSS will schedule a program tour with the individual, parent(s)/guardian(s) and Support Coordinator. At the conclusion of the Program tour, and upon request, the intake process will be discussed and an interview/assessment will be scheduled.

If there is a hold on admissions at the time of the referral, BCSS will provide an opportunity for the individual to pursue all steps involved in the intake process. A decision will be made within a reasonable timeframe regarding BCSS's ability to provide programming at a later date, based on the existing wait list.

If upon review of the stated documentation, BCSS Coordinator of Adult Services and his/her designee, Manager, Nurse and Clinical Specialist do not feel that a BCSS Adult Program can meet the preferences, support needs and stated outcome of the individual seeking services, this will be communicated to the individual, parent(s)/legal guardian(s) and or HIPAA authorized stakeholder(s).

## 3. Interview and Assessment

Generally, the interview and assessment will be scheduled for the same day. Typically, the individual requesting services participates in an interview with Adult Services personnel at the start of the day. The individual remains to experience a full day and participate in a full day assessment process. At the close of the day BCSS personnel will meet with the individual, parent(s)/legal guardian(s) and any involved stakeholders to review the day.

During this meeting, involved parties will discuss and evaluate the following:

- a) The individual's participation level and interest in the program;
- b) The individual's ability to benefit from the program;
- c) Ability to provide the environment preferred by the individual;
- d) Ability to meet the needs of the individual;
- e) Ability to benefit and progress within the established staff to client ratio of specific BCSS Adult Program;
- f). Transportation services and BCSS catchment area; and
- g). Involvement in community based instruction, if applicable.

A key and vital component of the decision making process is the experience, preference and feedback expressed by the individual seeking services. BCSS will look for the individual to voluntarily express their desire to attend or not attend the BCSS Adult Program.

#### 4. Admission Criteria

Acceptance into a BCSS adult program shall be based on criteria including, but not limited to the following:

- a) Review of most recent Individual Service Plan and Person Centered Planning Tool;
- b) Review of Employment First and Division of Vocational Rehabilitation Services status;
- c) If fairly recent and available: review of prevocational experience, Adaptive Behavior Summary, Social History and Psychological Evaluation and any Safety or Situational Assessments;
- c) Ability to benefit from program;
- d) Level of functional independence that is sufficient for the program's staff to client ratio, which will include level of support needed in areas related to: individual and small group instruction; following a daily schedule; participating in activities; personal care; eating a snack or meal; volunteerism, recreation and leisure type pursuits; community based instruction; and skills of daily living;
- f) Absence of intermittent or consistent aggression of self-injurious behaviors, unless it is determined that one of the two BCSS specialized programs can support the individual – without a behaviorist on staff;
- g) Individual Service Plan outcome(s) must match the Program's ability to service the stated outcome; and
- h) Current resources and availability of same to effectively respond and meet the needs of the individual seeking services.

#### 5. Admissions Planning

The admissions process will include exploration and feasibility of providing transportation to and from the program site for the individual seeking services.

The Coordinator of Adult Services and his/her designee will look at established routes and those operated and performed by contracted vendors. The individual, parents(s)/legal guardian(s) and Support Coordinator will be informed of BCSS's ability to provide transportation on existing established bus routes.

If BCSS is unable to provide transportation, other community options will be discussed, which may include Access Link and/or a DDD/Medicaid qualified transportation provider.

The admission process will include information sharing and distribution of admission of paperwork in the following areas:

- a) *Emergency Client Information Form* and requirements
- b) *Transportation Guidelines Form* and transportation requirements including contact information.
- c) *Consent to Administer Medication Form*
- d) *Consent for Emergency Treatment Form*
- e) *HIPAA Form and Notification of Privacy Practices*
- f) Program Calendar
- g) Program Hours and Program Contact Information
- h) Program Rules/Code of Conduct
- i) Attendance Policy
- j) Admissions Policy
- k) Suspension and Termination Policy and Practices
- l) Health Standards and Requirements/Emergency Administration of Epinephrine
- m) Client Rights and Responsibilities
- n) Start date based on completion of required paperwork and any extenuating circumstances.

## **Wait List**

If no openings exist at the conclusion of the admissions process and commitment the individual, parent(s)/legal guardian(s) and Support Coordinator will be notified, and if requested their names put on a wait list. The wait list will be maintained on a "first come first served basis" by the Coordinator of Adult Services and his/her designee. Information for the wait list will include: name and contact information of individual; BCSS program of choice, tier level; date individual requested to be put on the wait list, level of service desired (part time or full time) and specific services requested (i.e. Day Habilitation).

Each additional contact made during this process and thereafter will be documented in the BCSS intake file. BCSS representatives will ask the individual and parent(s)/guardian(s) to keep BCSS representative apprised of their continued interest to remain on the wait list, the intent to

enroll in another day program or to request a change in desired program schedule (i.e. part time to full time or to change specific days of the week requested)