



Admission Criteria Policy

1. Scope

This policy is for CANA employees.

2. Terms and Definitions

Term	Definition

3. Policy Details

It is the policy of CANA-Center for Africans Now in America to promote continuity of care for client by ensuring that admission and service initiation is consistent with the client's services and rights and provided by CANA employees with knowledge, skill, and ability to meet the client's needs.

4. Procedures

A. Pre-admission

Before admitting a person to CANA program, CANA staff 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 the program's ability to meet the person's service and support needs.

B. Service initiation

1. Service recipient rights

Upon service initiation the program will provide each client or each client'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 client's or the client'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 client, or the client'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.

3. Handling property and funds

The program will obtain written authorization from the client or the client's legal representative and the case manager whenever the program will assist a client 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 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.