

Policy Title: Admission

Benedictine Programs and Services Policy # 3.B.1

Effective Date: 03/2016

Board of Directors Approval:

Revised: 04/2019

Purpose:

To outline the policy, criteria, and procedures for admission into Benedictine Adult Services

Scope:

Applies to Program Director and Admissions coordinator, and admissions committee

Responsible Party:

Adult Services Director x1166

1. Policy Statement

This policy has been established to ensure consistency of procedures for all people supported and family members, throughout the admissions process. The Benedictine Organization is an equal opportunity facility and places no restrictions on the applicant's race, color, creed, or national origin.

2. Residential Services and Personal Supports: Criteria for Admission

A. Choose to receive services from Benedictine Adult Services

B. Be 21 years of age or older for residential services

C. Receive and provide proof of Maryland state funding through the Developmental Disabilities Administration (DDA), funding through another state agency, or proof of sufficient funds for private pay, and/or proof of qualification for waiver funding

D. Complete the Benedictine Adult Services Application for Services, found online at [Adult Services Admissions - Benedictine \(benschool.org\)](http://Adult Services Admissions - Benedictine (benschool.org)). Due to the need for current information, applications will only be accepted if the application was completed no more than one year prior to the requested start date. Applications beyond that time period will not be considered

E. Provide documentation that includes, but is not limited to, recent annual planning document (IEP/IP/Person-Centered Plan), copy of identification card, copy of Social Security card, certified copy of birth certificate, medical

and social histories, psychological and psychiatric evaluations, residential records, and current or past behavior plan (if applicable)

- F. Provide medically certified documentation that includes
 - 1. Current (within a year) physical and dental exams
 - 2. Comprehensive Evaluation completed within one year prior to application review. The comprehensive evaluation should include, but not be limited to, a medical examination and a psychological evaluation. Such evaluations shall be made by professionally qualified individuals from the fields of medicine, social work, and psychology. Additional evaluations appropriate to the needs of the applicant may also be requested
 - G. Be enrolled or have written evidence of acceptance into a full time day program, if not participating in Benedictine's Employment and Community Services Program.
 - H. Be eligible for Medicaid, Medicare, or some other third party insurance for medical expenses. The applicant will be responsible for all medical costs not covered by insurance
3. Employment and Community Services criteria for admission
- A. Choose to receive services from Benedictine Adult Services
 - B. Receive and provide proof of Maryland state funding through the Developmental Disabilities Administration (DDA), funding through another state agency, or proof of sufficient funds for private pay
 - C. Complete the Benedictine Adult Services Application for Services, found online at [Adult Services Admissions - Benedictine \(benschool.org\)](http://benschool.org)
 - D. Provide documentation that includes, but is not limited to, recent annual planning document (IEP/IP/Person-Centered Plan), copy of identification card, copy of Social Security card, medical and social histories, psychological and psychiatric evaluations. If complete within 12months, also include DORS or vocational evaluations, vocational/employment records, and current or past behavior plan (if applicable)
 - E. Provide medically certified documentation that includes
 - 1. Current (within a year) physical and dental exams
 - 2. Comprehensive Evaluation completed within one year prior to application review. The comprehensive evaluation should include, but not be limited

to, a medical examination and a psychological evaluation. Such evaluations shall be made by professionally qualified individuals from the fields of medicine, social work, and psychology. Additional evaluations appropriate to the needs of the applicant may also be requested

4. Family Supports/Community Supports Waiver criteria for admission
 - A. Choose to receive services from Benedictine
 - B. Receive and provide proof of Maryland state funding through the Developmental Disabilities Administration (DDA), funding through another state agency, or proof of sufficient funds for private pay
 - C. Complete Sections A, B, and C of the Benedictine Adult Services Application for Services, found online at [Adult Services Admissions - Benedictine \(benschool.org\)](http://Adult Services Admissions - Benedictine (benschool.org))
 - D. Provide documentation that includes, but is not limited to, recent annual planning document (IEP/IP/Person-Centered Plan), copy of identification card, medical and social histories, psychological and psychiatric evaluations if applicable. If accepted for services, additional documentation may be requested.

5. Procedures for Admission
 - A. Applications and required information should be mailed to:

Program Analyst
Benedictine Adult Services
14299 Benedictine Lane
Ridgley, MD
21660

Or emailed to:

adultadmissions@benschool.org
 - B. When an application is received, the applicant will receive correspondence from a member of the Admissions Committee which states:
 1. The date the application was received
 2. The date of the next Admissions Committee meeting

3. A list of information still needed in order for the application to be reviewed
- C. Applications will only be reviewed once all of the required information is received by the Admissions Committee.
- D. Priority consideration for admission is not based solely on the length of time the applicant is on the waiting list.
1. Consideration for admission into the Residential Program and/or to receive Personal Supports is given to candidates who have similar developmental support needs, social needs, and interests as those presently residing in the residential group home where the vacancy has occurred.
 2. Consideration for admission into Vocational/Employment Services is given to candidates who have already or are willing to access services through the Division of Rehabilitative Services (DORS), who desire community employment services, and those available services that can be best matched to the support person.
- E. The Admissions Committee will meet quarterly and on an as needed basis to review applications and assess program capacity to meet need and requests. The Admissions Committee decision is final.
1. Applications will be reviewed by all Admissions Committee members. Once reviewed, the Admissions Committee will determine if referrals to outside agencies, personal interviews, and/or residential visits are appropriate
 - a. Residential applicants must successfully complete a minimum of two trial visits at the residential group home being considered for he/she to live. One of these visits must be overnight. In some cases additional visits may be required.
 2. After the referral, interview and residential visits (if required) are conducted, the Admission Committee will meet to make a final determination of acceptance.
 3. If it is determined that the program cannot meet the needs of an applicant, a written letter indicating the reasons for denial will be sent to all appropriate parties.
 4. If it is determined that a program can meet the needs of the applicant, the following will occur:

- a. If there is an available opening, the applicant will receive a formal acceptance letter with the anticipated start date, pending the approval of DDA funding, along with detail on the next steps
 - b. If there is not an opening, applicants will be placed on the waiting list and will receive a formal letter indicating so. The applicant will then receive correspondence annually from the Admissions Committee on the waiting list status. This correspondence will give the applicant the opportunity to request to remain on the waiting list or be removed from the waiting list.
 - i. If an applicant requests to remain on the waiting list, annually updated information on the applicant is required.
 - ii. If an applicant requests to be removed or does not respond all information on the applicant will be destroyed.
- F. Upon acceptance, the Admissions Committee will transfer all of the applicant's information to the designated Program Coordinator. The Program Coordinator will then make contact with the applicant, the applicant's family, and the Coordinator of Community Services or Service Coordinator to set up services. For those receiving limited services under the Family Support or Community Support waiver, short term case coordination may be more appropriate. This assigned staff will make initial contact to set up services.
- G. For all services, an orientation meeting may be scheduled to include the applicant, the family of the applicant, the Program Coordinator, Nurse, Vocational Team Leaders, Coordinator of Community Services or Service Coordinator, and any other necessary members of the team as determined by the Program Coordinator or as requested by the applicant.
- H. The Coordinator of Community Services or Service Coordinator will submit a Letter of Intent for funding purpose to Benedictine.
- I. A representative from Benedictine will submit the "Service Funding Plan" to DDA.
- J. The approved Service Funding Plan will determine the start date of the supported person.
- K. Supported people transferring from other agencies will follow the same process