

Admission and Release

A. Admission Requirements

- a. Individuals who desire to receive services from Friendship Community must meet the following criteria:
 - i. Have a primary diagnosis of an Intellectual Disability which is generally given prior to age 22 based on standardized test results.
 - ii. Have a Supports Coordinator through their local Supports Coordination Organization
 - iii. Approved Funding
 1. Residential and Lifesharing (also known as ‘Family Living’) Services: Approved for Consolidated Waiver funding by the applicable county, or documented commitment of county Base funding reimbursements for all residential costs.
 2. Home Based Services: Approved for Person/Family Driven Support (P/FDS), Community Living Waiver, Consolidated Waiver or Base funding by their office of Intellectual and Developmental Disabilities services.
 3. Day Services: Approved for P/FDS, Community Living Waiver, Consolidated Waiver, or Base funding by their office of Intellectual and Developmental Disabilities services.
 4. An Individual or their family member may also consider private pay as an option to acquire services not otherwise funded.
 - iv. Be at least 18 years of age.
- b. Individuals who do not meet criteria above shall be advised to contact their Supports Coordination Organization and request a meeting with the Intake Unit to determine eligibility for applicable funding and services.
- c. Accessing Services:

Individuals who meet eligibility criteria may access services as follows:

 - i. Residential: Individuals shall be referred to the Vacancy Committee for consideration for a current vacancy which is appropriate for their needs or through the development of a new residential setting, as applicable.
 - ii. Lifesharing: Individuals shall be referred to the Vacancy Committee for consideration of existing Lifesharing vacancies and potential future Lifesharing options with emphasis on an appropriate match of Individual and Lifesharing host family (Contractor).
 - iii. Home Based: Individuals shall be referred directly to Home Based Services leadership for consideration of services which may be acquired through expansion of the Home Based Services Program.
 - iv. Day Services: Individuals shall be referred directly to Day Services leadership for consideration for a current vacancy or expansion of the Day Services Program.
- d. Individuals and their families are encouraged to visit various provider organizations to make an informed choice. Interested Individuals and their family members shall be provided information regarding Friendship Community’s mission and values in addition to programs and services offered to eligible candidates.

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- e. Those who choose Friendship Community shall be asked to complete relevant paperwork provided by Vacancy Committee Lead or designee, and to provide a current Individual Support Plan (ISP) or Individual Program Plan (IPP) following a phone or face to face consultation with a Vacancy Committee representative and/or others in Friendship Community Leadership. All preliminary documentation provided to Friendship Community shall be retained in a secured file and reviewed by the Vacancy Committee as vacancies arise.
- f. All admissions are voluntary unless otherwise specified by a court of law.

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B. Active Residential Vacancy Process in Existing Programs

- a. Vacancies in existing programs shall be reported to the appropriate county office of Intellectual and Developmental Disabilities services as well as the regional Office of Development Programs (ODP), as applicable.
- b. The applicable Supports Coordination Organization makes referrals for existing vacancies.
- c. Individuals who are referred for existing vacancies shall be provided a tour of the program and be assessed by a Behavior Support Consultant, Nursing representative, and/or designated members to determine whether their needs can be met in that particular program. Assessments may occur across multiple settings, as applicable. During the assessment phase, the needs of the referring Individual(s) are considered along with the needs of Individuals currently receiving services within that setting.
- d. A copy of the Individual's current ISP or IPP and other supporting documentation may be requested as part of the assessment process.
- e. If the Individual is assessed to be appropriate for services at Friendship Community, a transition plan shall be determined, including input from the Individual, their family member(s), Supports Coordinator, Vacancy Committee representative, and appropriate members of the program(s) where the Individual intends to receive services upon admission.
- f. Based on Vacancy Committee advisement, designated members of Leadership shall oversee the admission process, ensuring time frames and regulatory requirements are met.
- g. If an Individual's needs are assessed and are unable to be supported in the program of current vacancy, the Vacancy Committee Chairperson or designee shall communicate this to the referring Supports Coordination Organization.
- h. If multiple referrals are received for a singular vacancy, Friendship Community's assessment data shall be reviewed by the Vacancy Committee and the most appropriate selection shall be made.

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C. Individuals Considering a New Residential Home

- a. Friendship Community may develop new residential opportunities based on the needs and desires of Individual(s) being considered, as well as availability of appropriate funding to do so. Recommendations for expansion of Residential Services shall be provided by the Vacancy Committee for Executive Team consideration.
- b. Friendship Community is able to serve 2 – 4 people per home.
- c. The Vacancy Committee Chairperson or designee shall coordinate all transition activities up to and following admission to the program.
- d. The Program Coordinator shall ensure compliance with all regulations, including the collection of all programming and medical paperwork required at the time of and following admission.

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D. Transfer and Discharge

- a. There are occasions when it becomes necessary for an Individual to either be transferred to another Friendship Community setting or be discharged to a place that better addresses their needs. While each situation is different, they most often fit into one of three categories:
 - i. Their needs can no longer be met in their current setting.
 - ii. Chronic failure to pay room and board charges.
 - iii. Extenuating circumstances beyond the control of Friendship Community.
- b. Involuntary transfer or change of provider is allowable by ODP only the following circumstances:
 - i. Individual is a danger to self or others within the program, even with provision of supplemental services.
 - ii. Individual's needs have changed and no longer can be met within the program, even with the provision of supplemental services.
 - iii. Meeting the needs of the Individual(s) requires significant alternations of the program or building.
- c. All discharge and/or transfer needs shall be determined by the Individual's Support Team, based on data and documentation related to the Individual's current needs.
- d. Individuals have the right to select a provider other than Friendship Community.
- e. Regardless of the reason for the discharge, Friendship Community shall comply with all appropriate regulatory guidelines and collaborate with the appropriate Supports Coordination Organization to ensure a successful transition. Friendship Community shall ensure the following:
 - i. Participation in transition planning meetings to aid in the successful transition to the new location.
 - ii. Cooperation with visitation schedules identified during the transition meeting.
 - iii. Arrangement for transportation of the Individual to support the visitation schedule.
 - iv. Close active Incident Management incidents, as applicable.
 - v. Support the Individual's active engagement and choices regarding transition to a new location, ensuring no exertion of undue influence.
- f. In the event of an involuntary transfer or discharge, Friendship Community shall provide at least 45 days' written notice to the Individual, those designated by the Individual, Individual Plan Team Members, designated Administrative Entity, Supports Coordinator and the Office of Developmental Programs (Central Region).
- g. The written notification shall include, at a minimum:
 - i. The service Friendship Community is unable or unwilling to provide.
 - ii. The location where the service is currently provided.
 - iii. The reason Friendship Community is no longer able or willing to provide service to the Individual.
 - iv. A description of the efforts made to address or resolve the issue that has led to Friendship Community becoming unable or unwilling to provide the service to the Individual.

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- v. Suggested time frames for transitioning the delivery of the service to another provider.
- vi. The Friendship Community name and Master Provider Index number.
- h. Friendship Community shall continue to provide the authorized services during the transition period to ensure continuity of care until a new provider is selected and/or the transition to another provider takes place, unless otherwise directed by ODP.
- i. Friendship Community shall provide written notification to ODP if Friendship Community is unable to continue the provision of services until another provider is selected due to extenuating circumstances.
- j. Friendship Community shall provide available records to the selected provider when requested within 7 days of the date of transfer, retaining a copy of all records to be stored per record retention policies.
- k. All transfer/discharge plans are subject to review and approval by Friendship Community's CEO.
- l. A discharge note must be included in the Individual's record, which shall be retained as per the record retention policies.

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E. Individual Death/Autopsy

- a. All incident management guidelines related to an Individual's death shall be followed.
- b. A Certified Investigator shall be assigned to investigate all deaths in accordance with relevant regulations.
- c. Friendship Community shall request an autopsy in the following situations, if the death occurred while the Individual was in the care of Friendship Community:
 - i. Sudden or unexpected deaths
 - ii. Unexplained deaths or a death with no witnesses
 - iii. Death involving earlier accidents or trauma
 - iv. Deaths involving questionable contributing factors
 - v. Deaths that are not caused by a previously diagnosed condition or disease.
- d. An autopsy cannot be performed unless it is approved by the Individual's next of kin. Friendship Community has no legal authority to override decisions made by the Individual's next of kin regarding the autopsy.
- e. Upon an Individual's death, their body becomes the property of the next of kin or legal guardian who is responsible for all arrangements up to and including funeral and/or burial plans. If an Individual does not have a next of kin or legal guardian, the primary Substitute Health Care Decision Maker shall coordinate these plans on the Individual's behalf.