



**MARY T. INC.
PROGRAM POLICY MANUAL**

POLICY TITLE: Admission & Referral **SECTION;** 2-10
REVISED BY: Scott Rugel, Program Director **PAGE:** 1 of 3
APPLIES TO: All Services Operating Under Rule 245D
EFFECTIVE: 3/1/92 **REVISED:** 11/94; 11/96;
1/99; 12/01; 5/05,
1/14

POLICY PURPOSE: It is the policy of Mary T Inc. to promote continuity of care by ensuring that admission and service initiation is consistent with a person's service recipient rights under section [245D.04](#) and this licensed program's knowledge, skill, and ability to meet the service and support needs of person's served by this program.

POLICY PROCEDURE

A. Pre-Admission

Before admitting a person to the program, Mary T Inc. will 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.
2. A copy of any fact sheets that Mary T Inc. has received from a law enforcement authority or corrections agent for a person who is a registered predatory offender currently being served by Mary T Inc. when the fact sheet includes a risk level classification for the offender. The fact sheet received from Mary T Inc. will not be altered when it being provided and will contain the following information: (1) name and physical description of the offender; (2) the offender's conviction history, including the dates of conviction; (3) the risk level classification assigned to the offender under section 244.052, if any; and (4) the profile of likely victims. If a person is being admitted to the program who is a registered predatory offender and the program has received a fact sheet, a copy of the fact sheet must be provided to all persons currently served by the program, or their legal representative.

B. Service Initiation

1. Service recipient rights.
Upon service initiation Mary T Inc. will provide each person or each person'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. Mary T Inc. 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 and procedures.

Mary T Inc. will inform the person, or the person'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.
- Data privacy.

3. Handling property and funds

Mary T Inc. will obtain written authorization from the person or the person's legal representative and the case manager whenever we will assist a person with the safekeeping of funds or other property. Authorization will be obtained within five working days of service initiation and renewed annually thereafter. At the time initial authorization is obtained, Mary T Inc. 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. Mary T Inc. will document the preference. The program will document changes to these preferences when they are requested.

C. Nonacceptance of Admission

1. Non-admission of a person to the program will be based on an evaluation of the person's assessed needs and our lack of capacity to meet the needs of the person.
2. Mary T Inc. will not fail 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 disabilities
 - d. Sight or hearing impairments
 - e. Lack of communication skills
 - f. Physical disabilities
 - g. Toilet habits
 - h. Behavioral disorders

- i. Past failure to make progress.
3. Documentation of the basis of refusal will be provided to the person or the person's legal representative and case manager upon request.