

**Policy Title: Admission Criteria and Placement Into Programs**

Policy Owner: Chief Operating Officer Policy Originated by: Program(s)	Date Written: 10/1/13
Applicable Programs: All	Date Reviewed and Approved by PLT: 3/11/14, 09/20/16, 03/23/17, 3/13/19, 6/10/20, 5/18/21, 5/15/24, 6/24/25
Statutory or Regulatory Citation: Minn. Stat. § 245D.11 - Subd 4 Minn.Stat.245D.10	Signature if needed:

**Policy**

St. David’s is committed to the provision of appropriate admission/placement within each program as applicable and for each client. St. David’s will never discriminate against potential and/or current clients on the basis of race, color, creed, religion, national origin, gender, pregnancy, sexual orientation, age, disability, marital status, family status, covered veterans’ status, status with regard to public assistance, HIV/AIDS status, or any other classification protected by local, State, or federal law. St. David’s reserves the right not to admit a potential client or to demit a current client from programming, if it is determined that the individual cannot be adequately served.

**Procedure**

- I. Central Intake Staff work with program leadership staff to determine whether client admission or placement is appropriate.
- II. The decision to admit and/or place a client in a program is based on multiple factors.
  - A. Each program has its own enrollment criteria for admission / placement.
  - B. Even if a potential client meets all enrollment criteria for a program, such individual is not guaranteed admission and/or placement into a program.

Program	Admission and/or Enrollment Criteria
Preschool Autism Day Treatment (ADT)	<ul style="list-style-type: none"> <li>• Children ages 18 months through 5 years at the time of evaluation.</li> <li>• Child's primary diagnosis is one of autism spectrum disorder or related condition.</li> <li>• Minnetonka or Harman Center location</li> <li>• Diagnostic criteria for occupational and speech therapy may be applied.</li> <li>• Family commitment to 5 mornings or 5 afternoons per week.</li> <li>• HC Families commit to 3-5 mornings or 3-5 afternoons per week.</li> </ul>
Family Floortime Clinic	<ul style="list-style-type: none"> <li>• Primary population is 1-8 years. Secondary population is 9-12 years; children that are 9-12 years old need to be returning clients that have received services prior to the age of 9 and are returning for an episode of care.</li> <li>• Need to qualify for treatment diagnosis through evaluation process.</li> <li>• Family commitment to participate in 1-3 sessions per week and incorporate learning outside of sessions</li> </ul>
Children's Mental Health Clinic (CMHC)	<ul style="list-style-type: none"> <li>• Primary population is Prenatal-8. Secondary population is 9-12. Decisions to serve secondary population are made based on enrollment and staffing.</li> <li>• In general, there are no age restrictions for Mental Health Therapy.</li> </ul> <p>Adult therapy services available – generally parents/guardians. Other adult therapy available with Program Director Approval</p>
Children's Mental Health Case Management (CMHCM)	<ul style="list-style-type: none"> <li>• Individual resides in Hennepin County</li> <li>• Individual has not yet graduated from high school.</li> <li>• Individual has a severely emotionally disturbed/serious mental health illness designation and a billable mental health diagnosis</li> </ul>
Community-Based Disability Services In-Home Support	Individuals screened and authorized to receive Waivered Services (Developmental Disability- DD and/or Community Alternatives Inclusion-CADI) in accordance with Minnesota Statutes § 256B.092.
Community-Based Disability Services Therapeutic Rec: <ul style="list-style-type: none"> <li>• Adventure Program</li> </ul>	<ul style="list-style-type: none"> <li>• Individual is at least 11years old and up to 22 years old.</li> <li>• Individual can safely participate in a supervised group setting when staffed at a 1:2 ratio</li> </ul>
Community-Based Disability Services Therapeutic Rec:	<ul style="list-style-type: none"> <li>• Individual is at least 18 years old.</li> <li>• Individual can safely participate in a supervised group setting when staffed at 1:3 ratio.</li> </ul>

<ul style="list-style-type: none"> <li>• Destination Anywhere</li> </ul>	
Community-Based Disability Services Therapeutic Rec: <ul style="list-style-type: none"> <li>• Venture Forward</li> </ul>	<ul style="list-style-type: none"> <li>• Individual is at least 23 years old</li> <li>• Individual can safely participate in a supervised group setting when staffed at a 1:2 ratio</li> </ul>
Early Childhood Education (ECE)	<ul style="list-style-type: none"> <li>• Children ages 16 months through six 6 years old</li> <li>• Maintaining student-teacher ratios at or below state levels</li> <li>• Child Schedule and Staff Scheduling</li> <li>• Individual needs of each child</li> <li>• Teacher availability and strengths</li> <li>• Synchronizing sibling schedules</li> <li>• A balance of genders in the classroom</li> <li>• Limiting the number of transitions</li> <li>• Child's established friendships</li> </ul>
Parent-Child Home Visiting (PAT, HFA)	<ul style="list-style-type: none"> <li>• Children age 0 through 5 years.</li> <li>• Family is experiencing stressors and /or in need of support.</li> <li>• Child /guardian resides in Hennepin County.</li> <li>• Family income equals 175%-200% of poverty level.</li> </ul>
Sensitive Parenting Support Program (SPS)	<ul style="list-style-type: none"> <li>• Pregnant or parenting persons who are experiencing significant, persistent mental health symptoms OR</li> <li>• Caregivers who are parenting a child who has been or is currently being parented by someone experiencing significant, persistent mental health symptoms (partner, foster care provider, new adoption etc.)</li> <li>• Expecting or parenting at least 1 child in the home under age 4</li> </ul>
Family Place Day Treatment (FPDT)	<ul style="list-style-type: none"> <li>• Children age 3.5 through 5 years at the time of evaluation</li> <li>• Per a diagnostic evaluation, the child must receive a mental health diagnosis and must meet criteria for a severe emotional disturbance.</li> <li>• Family commitment to programming 5 mornings or 5 afternoons per week.</li> <li>• Minnetonka or Harman Center Location</li> </ul>
Pediatric Therapies: Occupational and Speech Therapy	<ul style="list-style-type: none"> <li>• Primary population is 1-8 years. Secondary population is 9-12 years; children that are 9-12 years old need to be returning clients that have received services prior to the age of 9 and are returning for an episode of care.</li> <li>• Need to qualify for treatment diagnosis through the evaluation process.</li> <li>• Needs to work under referral of primary physician.</li> <li>• Minnetonka, Harman Center, or Nicollet Centers</li> </ul>
Community Mental Health	Serve clients ranging between the ages of 1-12

	<ul style="list-style-type: none"> <li>• Children who meet the criteria for a mental health disorder, have barriers accessing outpatient mental health treatment, and/or are referred by school personnel within schools that we have a current partnership.</li> <li>• We determine if a child needs mental health services with a diagnostic assessment</li> <li>• We can offer services in school, home, and/or within the community; determination of service location is dependent on the diagnostic assessment.</li> <li>• Psychotherapy is provided to all clients; if the client is eligible, other mental health services are determined as part of the diagnostic assessment treatment recommendations.</li> </ul>
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### III. 245D Licensed Programs

#### A. Pre-admission

Before admitting a person to the program, the program must provide the following information to the person or the person's legal representative:

- i. 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 needs specified in the person's support plan.

#### B. Service initiation

- i. Service recipient rights - Upon service initiation the program 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. The program will maintain documentation of the person's or the person's legal representative's receipt of a copy and an explanation of the rights.
- ii. Availability of program policies and procedures

The program must 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:

- a. Grievance policy and procedure.
- b. Service suspension policy
- c. Service termination policy
- d. Policies that promote the health and welfare of the person such as medication administration, incident, and emergency procedures
- e. Data privacy.
- f. Admission Criteria

iii. Handling property and funds

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

- i. 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.
- ii. 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;
  - i. past failure to make progress; or

- iii. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.

### **Violation of this Policy or Procedure**

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

### **Reference or Attachment:**