



Cedar Lake Residences, Inc.

Admission/Discharge Policy: 1.09

PURPOSE

The purpose of this policy is to describe the procedures for initiation, termination or relocation of services provided by Cedar Lake Residences, Inc. (CLR) to individuals with mental retardation/developmental disabilities.

EQUAL ACCESS STATEMENT

CLR offers services to adult individuals with mental retardation/developmental disabilities without regard to sex, national origin, religion, color, physical handicaps, or age. Clients and residents are given all the rights, privileges, programs and activities generally accorded to all citizens.

The only priority consideration for admission to CLR is given to current residents of Cedar Lake Lodge ICF/MR, and other Cedar Lake operations.

PROCEDURE

It will be the policy of CLR to admit only those applicants for whom the organization can provide appropriate programs to meet the spiritual, psychological, physical and social needs of the applicants. A probationary period shall be required for all newly admitted group home or apartment residents. Recommendations for continued service in all programs shall be subject to staff determination based upon admission criteria and discharge policy.

Prior to admission, the service needs of each applicant will be analyzed and the applicant will be admitted to a program only if he or she chooses and if his or her needs can be met through that program.

A. Application Process

Application for services through CLR for a person who has mental retardation/developmental disabilities may be made by the individual, his/her parents,

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relatives, guardian or the person with whom the applicant is permanently living. Inquires should be made to:

Cedar Lake Residences, Inc.
7984 New LaGrange Rd.
Louisville, KY 40222
(502) 327-7706

The application process is as follows:

1. Upon the initial request for admission information, the Executive Director or the appointed designee informally evaluates the request and qualifications of the applicant in regard to CLR's ability to meet the needs. The Executive Director or the appointed designee will advise and counsel the applicant and family regarding available programs.
2. If the applicant appears to be eligible, a copy of the application packet will be forwarded and an appointment will be scheduled for an initial contact meeting. The information to be returned includes: application form, picture, psychological evaluation, medical, dental, educational, and vocational data.
3. All completed applications will be reviewed in a pre-placement meeting. If there is no clear conflict, the application data will be forwarded to the Cedar Lake Joint Placement Committee for appropriate placement on the waiting list. Notification in writing of the decision of the committee will be sent to the legal guardian/responsible party.

Placement on the waiting list does not constitute a commitment to provide future service. The list serves only as a registry to provide a pre-screened order of candidates to expedite the selection process when a vacancy or in-home opportunity occurs. To ensure that only those who truly seek immediate placement occupy the waiting list, a candidate who voluntarily declines an offered service opportunity will be given the choice of going to the bottom of the waiting list or being removed completely. The waiting list will be updated every two years.

Incomplete applications will be held in the CLR office for 30 days. After 30 days a letter will be sent requesting the missing information. The application will be held an additional 60 days (90 total) then returned to the applicant.

4. In the event there is a clear conflict with, or if CLR, based on the pre-admission information, can not meet the applicants needs, the

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applicant shall be informed in writing of the conflict and the rejection of the application. The applicant may appeal this decision by contacting the President of Cedar Lake, Inc.

B. Admission Process

When a vacancy or in-home opportunity occurs the waiting list will be reviewed by appropriate personnel in an admission meeting to determine the next candidates. Candidates will be required to visit the available site or meet with an in-home facilitator, which ever is applicable. Candidates will only be accepted if support and/or residential needs can be met. Such decisions will be made by the CLR management team in conjunction with the ratification of the CLR Board of Directors represented by the Cedar Lake Residences Services Committee.

Prior to initiation of services, Support Agreements and all other contracts must be agreed upon and signed.

C. Relocation of Services

The client's support team will convene to discuss the individual's choice to relocate, whether within CLR or a different provider. The support facilitator may assist the individual in the relocation. The inventory of property, where one exists, will be reviewed. If another provider is chosen, banking accounts will be closed, representative payees will be changed, and reconciliation of any outstanding bills will be made.

D. Termination of Services

In the event that services are unable to be provided by CLR the individual and parent/guardian will be notified of the cancellation of the Support Agreement by CLR with thirty days written notice. In turn, when a client or parent/guardian wishes to terminate services they will be required to notify CLR by providing thirty days written notice. Per state regulations, services through the SCL Waiver program, can not be terminated until alternative services have been secured. If, after termination of services, a client or parent/guardian wishes to return to CLR they must reapply and will treated as a new applicant.

Origination date: September 2000
Revised: May 2002
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