

Company Name

Category: Administrative

Number: 1.009.1

Subject: Admission Criteria

Applies: Intake Staff

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Purpose: To establish criteria for admission to the Agency.

Policy: The Agency will evaluate each individual for the appropriateness of admission without regard to age, color, creed, sex, national origin or handicap.

Procedure: The Staff determines appropriateness for admission. He/she may consult with other staff members if necessary.

1. Clients are accepted for Personal Assistance Services based on a reasonable expectation that the client's needs can be met adequately in the client's residence.
2. The initial assessment must be done in the client place of residences or the place where services will primarily be rendered by the PAS Supervisor within 7 days of the referral or on the date requested by the client.
3. Considerations relevant to acceptance of a client may include:
 - a. Adequacy and suitability of Agency personnel and resources to provide the services required by the client.
 - b. Safety of staff related to client's housing, neighborhood and attitude of members in the home.
4. Upon referral, the decision regarding acceptance of and initiation of service by staff will be made within 48 hours, of the referral or within 48 hours of the clients return home or knowledge of return home.
5. If the client cannot be admitted, appropriate persons are notified and the Agency attempts to refer the individual to other community resources related to the client's needs.
6. The assessment shall include the following:
 - The social component: Identification of the responsible party, an emergency contact, and the client's involvement with social and community activities.
 - The environmental component: Identification of safety or health hazards and presence of adequate living arrangements. Home environmental assessments include the potential for safety and security hazards

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(i.e., throw rugs, furniture layout, bathroom safety, cluttered stairways and blocked exits, unsecured doors, lack of smoke detectors, fire risks).

Instructions and interventions are directed to minimizing safety risks and preventing injury.

- The economic component: A review of the financial resources available to pay for the services/care provided.
- Functional limitations: The client's caregiver's ability to ambulate and documentation of all functional limitations.
- The physical health component: Identification of health problems, review of medications, special dietary requirements and other needed information that could impact the level of services/care required to meet the client's needs.
- The mental component includes an evaluation of the client's orientation, memory, reasoning and judgment.

7. The agency shall establish and maintain for each client accepted for care a health record which shall include at least the following information:

- a) Name
- b) Current address
- c) Date of birth
- d) Sex
- e) Date of admission
- f) Name, address and telephone number of the responsible party
- g) Reason for admission
- h) Allergies and known untoward reactions to drugs and food. This information shall be given such prominence in the record that it is obvious to any health practitioner or agency personnel who have reasons to provide food or medication to the client.
- i) Service Plans
- j) Service notes
- k) Billing Agreement
- l) Discharge statement. The discharge statement shall include the date of discharge, reason for termination of services, and condition upon discharge.

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8. If the functional assessment reveals that the client's needs exceed the personal care services, the health care professional shall make a referral to a home health agency or other alternative service.

9. There shall be initial documentation of the agreed upon days and times of services to be provided based upon the consumer's needs that is updated at least annually.

10. If the agency receives a referral of a client who requires care or services that are not available at the time of referral, the agency shall advise the consumer's primary care provider, if applicable and the client or authorized representative of that fact. The agency shall only admit the consumer if the primary care provider and the consumer or client's representative agree the requested services can be delayed or discontinued.

11. There shall be a specific plan for discharge in the client record and there shall be ongoing discharge planning with the consumer. If no improvement or no discharge is expected, the agency shall document in the consumer record this assessment. If no improvement or no discharge is expected, the agency will document in the client record this assessment.