

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-001

SUBJECT: Access to Cottonwood Services

PAGE(S): 1 of 2

EFFECTIVE DATE: July 1988

Policy:

Access to services of Cottonwood, Inc. shall be based on the individual needs of prospective consumers as determined by medical, psychological and social history reports, and Cottonwood, Inc.'s ability to meet these needs. Individuals shall be considered for services without regard to race, sex, religion, national origin, sexual orientation, ancestry or political affiliation. If it is determined that the individual does not meet eligibility criteria, a referral to another, more appropriate resource shall be made. Each person accessing a Cottonwood, Inc. licensed service must meet the following criteria with the exception of JobLink Services. Each department establishes entrance criteria. If an individual wants to access another level of service the case manager is informed and options are discussed through the person centered planning process and admissions process. Transition is generally accomplished in a timely fashion resulting in no service interruption.

ADMISSION CRITERIA

1. As of April 2016 an individual seeking services from Cottonwood, Inc. will not be eligible to apply if they have a close family member or legal guardian who is employed at Cottonwood, Inc. (see policy 03-031 Conflict of Interest)
2. 18 years of age or older.
3. Diagnosis of Intellectual/developmental disabilities (I/DD) as defined by the CDDO contract with the state of Kansas. Priority will be given to persons whose home counties are Douglas or Jefferson.
4. Applicant does not present a clear and present danger to self or others in the community.
5. Meets entrance criteria (see department specific criteria) required for the service desired.
6. Completion of application packet including agency forms, physical assessment, and psychological evaluation.
7. Completion of trial visit when appropriate.
8. Application to available benefit resources (SSI, SS, etc.) made prior to admission.
9. Identified funding source, or private-pay agreement.

Procedures:

1. When a call is received requesting information about I/DD services, the call will be referred to the CDDO, who will implement procedures from policy # CDDO-003 Single Point of Application and Referral.
2. Once the individual has chosen a case manager and the consumer has HCBS funding, state aid, or the ability to private pay, the case manager will provide the person with basic information regarding HCBS funded services and refer the Consumer to the CDDO for options counseling and completion of choice form.
3. If the individual chooses Cottonwood, Inc. the case manager may then be invited to the next scheduled Admissions meeting to discuss the applicant's needs and arrange a meeting with applicable directors and the applicant's support network to plan for services.
4. For Cottonwood, Inc.'s Residential or Day Services, a trial visit may be arranged, as per Policy #05-002. The following potential outcomes may ensue:
 - A. Admission into a service with support system already in place.
 - B. Commitment to the development and implementation of a support plan with possible admission in the future.
 - C. Refer to Kansas Department of Aging & Disability Services (KDADS) if support needs are beyond service capabilities (#4 on admission criteria) or to CDDO for other referrals.
5. In the event of option "B" the existing or chosen case manager will continue to coordinate the process necessary to develop supports and keep team members informed of changes and developments. The person will be formally admitted when services are in place.
6. The order in which individuals will receive services will be based on consumer preference, funding, policy, and the availability of resources to meet support needs.
7. A decision made by the Admissions and Discharge Committee is subject to an appeal process as described in Policy #05-014.