

Admission Policy

Referral Process

Crossroads of Western Iowa shall follow a plan for acceptance of a person into the services they desire. All information will be given to the person and their families in an understandable manner. If a prospective person desires information about Crossroads, or shows interest in receiving one or more of the services offered, these steps shall be taken:

1. The person and or representative shall be given a tour of the facilities, housing options and the surrounding community as appropriate.
2. Informational materials, such as recent newsletter and brochures will be given to All members of the party.
3. The following steps for making an application will be:
 - Explain admission criteria specific to the services they are applying for and ensure the individual meets the criteria.
 - Give the person an application, placement information and Current Medical Information form
 - Other documents needed: Psychological Report, Physical with in the last year, Social History which includes educational, family history and employment background, Social Security Card, Photo I.D., Guardianship papers if applicable, immunization records if possible
 - Complete the appropriate Release of Information Forms

- Contact funding source as appropriate to the person.
- Admissions committee will review the application within 10 days of receiving the application and all the appropriate documents, make a decision and complete the Admission Decision form.
- The individual applying and other appropriate entities that have a Release of Information will be notified of the decision by sending the Admission Decision form to them.

Admission Criteria

Crossroads of Western Iowa does not discriminate on the grounds of race, creed, color, religion, sex, or national origin, in treatment, hiring or promotion of workers. No otherwise qualified individual with a disability shall, solely by the reason of his/her disability be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.

General Admission Requirements for all Services

- You want to receive the services for which you have applied
- You will benefit from the services for which you have applied
- You are funded by an outside source or by private pay
- You are not currently diagnosed as an alcoholic or abuser of drugs whose current use prevents you from benefiting from the services you receive
- You are not harmful to others around you
- You are not on the Sexual Offender Registry or have a felony on your record

Additional Admission Requirements for Vocational Employment

- You must have a condition that prevents you from getting a job on your own
- You must be able to feed yourself and use the bathroom on your own.
- You must be at least 16 years of age or older if you are not a student. If you are a student, you must be 14 years of age or older and be deemed ready for vocational training by the School Interdisciplinary Team.

Additional Admission Requirements for Community Vocational Work.

- You have a goal of having a job in the community
- You can take care of your medications while at work
- You are willing participate in classroom training
- You are able to follow instructions

Additional Admission Requirements for Supported Employment Services

- You want to have a job in the community
- You have a condition which prevents you from independently getting or holding a job in the community
- You must be at least 16 years of age or older
- You must be able to take care of your medications independently while at work
- You must be able to work at least 25 hours a week if funded by Ticket to Work

Additional Admission Requirements for Day Habilitation Program

- You must be at least 16 years of age or older if you are not a student. If you are a student, you must be 14 years of age or older and be deemed ready for the Day Habilitation program by the School Interdisciplinary Team.

Additional Admission Requirements for Residential Services

- You must be 16 years of age or older to access Daily SCL services.
- You can access hourly SCL or Respite as a child or an adult
- You must be able to provide for your own living expenses if you are accessing Daily SCL services.

Admission Committee

An admission committee for each of Crossroad's services will be comprised of the Coordinators of the services the person is applying for along with the Director. If application is made for more than one service, the Directors from each service will be on the admission committee. The committee will review the applications and make a decision whether to accept or deny the application. When an individual is in disagreement with the admission committee's decision they may make a written appeal to the Director at that location. The Director will respond to the appeal within 10 working days. A copy of the appeal will be kept with all grievances for the current year. When a person is deemed ineligible, an Admissions Decision form will be completed with reasons for not being accepted along with the recommendations for alternative services. When an individual is accepted, the Admission Decision form will be completed and a start day established.

Waiting List

In the event that a waiting list is in effect for the services applied for, individuals will be accepted in order of the date on the application and the availability of the resources needed such as housing, funding, etc. The Director of each service will be designated as the gatekeeper of the waiting list for that service.

Guardian/Family Involvement

A Social History should be supplied by the funding source that includes information about the individual's Family and their relationship and involvement with the applicant. The application form itself has an area that should be completed requesting the name of the Parent or Guardian. Documentation is needed to prove legal guardianship. Legal guardians are notified of all meetings, events, incidents involving the individual. Crossroads encourages open communication with legal guardians and families through e-mails, notes, information bulletins, phone calls, etc. Guardians and families are also encouraged to follow Crossroads of Western Iowa through Face Book, Twitter, LinkedIn, Word Press and YouTube. Newsletters are published on a regular basis and sent by email to families. Surveys are sent annually to guardians/families asking for feedback on the services Crossroads of Western Iowa has provided. The Annual Report is distributed to guardians/families at the Annual Meeting.



Intake Procedure

Service Coordinators will follow the General Admissions Check list that ensures that all forms for the intake of a new individual are completed and signed. The Service Coordinator will enter the new individual in Therapy with all identifying information. After the initial staffing is held and goals are established they will be entered into Therap. Staff working with the individual will be responsible to read the ISP in Therap so that they will know the goals that the new individual will be working on. The Service Coordinators prior to the individual's first day, will be responsible to inform the staff working with the individual in any service provided, of other needed information to acquaint them with the needs, wants and desires of the individual.

Staff Ratio

Crossroads of Western Iowa will employ personnel in such numbers as to meet the ratios as outlined in the county contract for services and any other funding sources.

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**Reviewed and combined admission policies
1-13**

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