

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
 DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	Application & Service Policy for Admission to Human Development Centers	1086

1. Purpose. This policy establishes the referral and placement procedures for services from a Human Development Center.
2. Scope. This policy applies to all DDS employees, individuals and their families, and other interested parties.
3. Services, Eligibility, and Admission. A Human Development Center (HDC) is a state-operated Intermediate Care Facility for the Mentally Retarded (ICF/MR). This six-center system provides residential ICF/MR care and services to individuals who have mental retardation as a primary diagnosis and a disability as defined in DDS Policy 1035. The system serves people with mild, moderate, severe, and profound mental retardation and with developmental disabilities related to autism, epilepsy, or cerebral palsy.

Each center provides, in a residential setting, on-going evaluation, planning, 24-hour supervision, coordination, and integration of health and habilitative services to help each individual function at his or her greatest ability. Each center provides the necessary training and services to prepare each individual to return to his or her community with the applicable supports, when such transition is determined appropriate and is desired by the individual.

Eligibility requirements for appropriate placement are specific to each HDC. The minimum age of admission is eighteen (18) years of age at Arkadelphia, Conway, Jonesboro, and Southeast Arkansas centers.

The minimum age of admission at the Alexander and Booneville centers is twenty-two (22) years of age for individuals who do not have a certificate of completion from high school. Individuals between the ages of 18 and 22 that possess a certificate of completion will be considered for admission. There will be no waiver of this minimum age for these two centers.

A person referred for regular admission at an HDC providing services for school-aged persons must be eighteen years of age or older unless one of the following issues are present:

1. Maladaptive behavior tendencies exist which have prevented the individual from successfully residing in a less-restrictive environment without endangering the health and safety of the individual or of others, OR
2. Physical disabilities exist to the degree that the individual is in need of the extensive medical treatment and therapies offered at a Center.

Before a person less than eighteen years of age is accepted for regular admission at an HDC, one of the above two issues must be confirmed by a Center, based upon current evaluations presented with the admission request.

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NOTE: For purposes of this policy, an individual who has not reached his or her twenty-second birthday and who has not completed a high school education will be treated in the same manner as an individual under the age of eighteen (18).

The center's Interdisciplinary Team (IDT) must conduct a comprehensive review of the individual's physical, emotional, social, and cognitive status. An individual's need for services offered by an HDC must be clearly established and documented.

An ICF/MR will consider for admission any individual who is eligible for ICF/MR level of care, once the Center's IDT has determined that:

- admission is in the best interest of the individual, and
- his or her needs cannot at the current time be met in the community.

4. Procedural Guidelines: Referral Process.

A. To assess eligibility for and appropriateness of ICF/MR services, the following information, known as the referral packet, is required when referring an individual for residential placement and services at an HDC:

1. Application for Services;
2. Consent(s) for Release of Information;
3. Freedom of Choice form;
4. Current social history, to include:
  - description of consumer's immediate situation and need for services with results to resolve the problem(s)
  - general and behavioral description of the individual
  - family status and profile
  - developmental history and background information
  - medical status, including current medications, allergies, health problems and treatment, status of vision and hearing, and notation of any communicable disease(s)
  - diet requirements
  - financial status
  - history of agency and professional contact, and outcome of service
  - review of alternate placement options considered and reasons placements were rejected or denied
  - DDS Service Specialist's impressions and recommendations;

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5. Current psychological evaluation (within 12 months) to include intellectual functioning levels and adaptive behavior;
6. Specialized evaluations as available (occupational therapy, physical therapy, speech/language, etc.);
7. Reports, evaluations, discharge summaries, etc., from other agencies;
8. Most recent educational and/or habilitation plan;
9. Financial questionnaire completed within a year; and
10. Client Outreach Program Behavioral Questionnaire (only for referral for short-term, residential behavior management training at Conway Human Development Center).

5. Field Service Review. The referral packet is compiled by the Service Specialist working with the individual seeking placement and is forwarded to the Service Specialist Manager, who reviews it for completeness within five (5) working days.

The referral packet is forwarded to one or multiple HDC Superintendent(s) according to:

1. the individual's request
2. the age or needs served by an HDC
3. the location of existing and appropriate vacancy(ies)

6. Human Development Center Review. Within ten (10) working days of receipt of the referral packet, the packet is reviewed by the Interdisciplinary Team at all HDCs to which referrals were made.

Recommendations of both eligibility and of appropriateness of admission are made by the IDT and communicated to the Superintendent for final approval. The Service Specialist Manager is notified in writing; copies are sent to the Service Specialist, and the Service Specialist Administrator, and a copy is placed in the center's Master File. This notification will address the items below as appropriate:

1. If the HDC's IDT determines the individual to be not eligible for services, the reason will be specifically documented. The Service Specialist will advise the individual/family and assist as requested in securing necessary services/supports in the community or with other placement. Appeal rights, as outlined in DDS Policy 1076, apply to admission denials.
2. If the HDC's IDT determines the individual to be eligible but admission is denied for reasons of no vacancy, the reason will be specifically documented. The Service Specialist will advise the individual/family and assist as requested in

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3. If the HDC's IDT determines the individual to be eligible but admission is denied for reasons of no appropriate vacancy, the reason will be specifically documented. The Service Specialist will advise the individual/family and assist as requested in securing necessary services/supports in the community or with other placement. Appeal rights, as outlined in DDS Policy 1076, apply to admission denials.
4. If the HDC's IDT determines the individual to be eligible and the admission to a current vacancy is approved, this will be documented and the individual/family will be notified by the Service Specialist.

7. Procedural Guidelines: Pre-admission Process.

A. When a Service Specialist receives notification that an individual has been approved for admission, he or she will provide the following information, or will verify that the information will be provided, to the HDC prior to admission:

1. Copy of birth certificate (must provide the original certificate or a certified copy if individual is not SSI/SSA recipient);
2. Copy of social security card or valid social security number;
3. Copy of/original Medicaid card or other insurance identification;
4. Completed "agreement to pay" worksheet;
5. Copy of/original immunization history;
6. Copy of/original current TB skin test results (within one year);
7. Current physical examination (dated within 30 days of admission);
8. Current diagnostic evaluation
9. Letter of acknowledgement from the local educational agency (LEA) for an individual who has not completed high school and is under 22 years of age;
10. Guardianship papers and other legal papers as may apply in instances of adoption, custody, etc.

B. The HDC Admission Coordinator will schedule a date for admission and notify the Service Specialist of any diagnostic and evaluation (D&E) assistance available. The Service Specialist will assist the individual as needed.

8. Emergency Referral. The Service Specialist Administrator shall review any emergency referral from the Service Specialist and contact an appropriate HDC for that individual's

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needs. The Service Specialist will provide as much of the referral and pre-admission information as possible. A preferred minimum would be a physical examination or statement from a physician on communicable disease(s), and a list or two-week supply of medication. However, failure to obtain this information will not negate consideration for emergency placement.

Emergencies are considered as those where the person is in a position which may be life threatening and there are no other residential options. The Service Specialist will consider such placement as temporary and will continue to seek other options as rapidly as possible. Until other placement is located, the Service Specialist will contact the HDC Admission Coordinator by telephone or by electronic mail at least weekly to address the status of the individual.