

THE HARFORD CENTER

Procedure Title: Admissions Process for Day Habilitation, Supported Employment, and Personal Supports Services

Department: Program/ Transportation/ Administration

Updated: October 2018

Purpose: To detail and delegate specific responsibilities when accepting an individual into the program.

Procedure:

1. When an application or a referral for a tour is requested of The Harford Center, the Program Coordinator responds to this request within 3 days. Generally, this request is generated through the Coordinator of Community Services (CCS).
2. A tour of The Harford Center services and the locations (when requested) is scheduled and conducted by Program Coordinator, Supervisor of that specific service, or designee. At the time of the tour, the staff conducting the tour provides the applicant with an application and a request for authorization and release form. The staff also has the applicant fill out a Tour Survey form.
2. A summary of the tour is created by staff conducting the tour within 2 days of the tour. This summary is returned to the Program Coordinator to place in the applicant's folder.
3. The Administrative Assistant creates a file for the applicant on the Shared drive and in the Database. Once an application is received, the Program Coordinator contacts the CCS and or the applicant and requests any additional information that would be helpful in determining admission eligibility and appropriateness, i.e. psychological evaluation, Matrix, last PCP, etc.
4. Information is gathered and presented to the Admission's Committee (comprised of the Executive Director, the Highland and Earlton locations' Supervisors, the Transportation Manager, the Program Director, Medical Coordinator and the Program Coordinator). An admissions meeting is scheduled by the Program Coordinator within two weeks of application package being completed.

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6. If the Admissions Committee agrees that the individual is appropriate, The Harford Center Program Coordinator contacts CCS and requests a Service Funding Plan (SFP) or Modified Service Funding Plan Request (MSFPR) meeting with the team within 5 days, or as soon as all parties can meet. If the applicant is denied admissions, the Program Coordinator will notify the CCS is sent within 5 days.
7. The Administrative Assistant, once prompted by Program Coordinator, sends acceptance letter to the individual seeking services within 5 days of Admissions Committee's decision. The Acceptance letter will include information about the Harford Center's Parent Resource Meeting, the Advocate, activity fee and billing, the inclement weather policy and nursing procedures. If the applicant is denied admissions, a denial letter is sent within 5 days.
8. The Program Coordinator writes section F of the MSFPR and submits it to the CCS prior to the MSFPR meeting.
9. A confirmation to proceed with writing a Service Funding Plan (SFP) will come from the CCS. The SFP meeting is scheduled by CCS and held at the Harford Center. This is an ideal time for the applicant and the Harford Center to ask questions of each other. Sometimes the MSFPR and SFP meetings will be held together.
10. The Program Coordinator writes the SFP. The team signs it and the Program Coordinator submits it to the Developmental Disabilities Administration (DDA) within 10 days of the meeting.
11. DDA will send an e-mail with a request for a start date, to which the Program Coordinator responds. A letter of acceptance, including a start date, to the provider is sent out by DDA within a month of start date.
12. The Program Coordinator notifies the applicant, CCS, and Harford Center management (Program Supervisors, Transportation Supervisor, Finance, Program Director, Executive Assistant) of start date and then inputs necessary information into the Database within 3 days of receiving a start date from DDA.
13. Supervisors meet with Program Coordinator to plan supports and receive summary of the applicant at least two weeks before the applicant's start date.

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14. The Transportation Supervisor contacts the applicant in writing and by phone at least one week prior₇ to give an estimated pick up and drop times.
15. The Transportation Supervisor ~~follows~~follows-up with a phone call to the applicant two days before the start date.