

## **ADMISSIONS/PLACEMENT CRITERIA AND POLICY**

### ***Referral Guidelines***

No child will be denied admission on the basis of race, color, creed, religion, or national origin. Referrals for placement at Home On The Range must meet the following general pre-placement guidelines.

1. Youth referred must be between the ages of 12 - 18 years.
2. Youth must currently function at 40 or above on the Axis V, GAF scale as outlined by the Diagnostic and Statistical Manual of Mental Disorders - Fourth Edition (DSM-IV) of the American Psychiatric Association.
3. Youth must be able to demonstrate an understanding of cause and effect and participate in verbal therapy.
4. Youth will be given the opportunity to participate in the spiritual component of programming.
5. Incidents of physically/sexually assaultive or self-injurious behavior will be evaluated on an individual basis.
6. Parents or guardians of the youth must be prepared to make reasonable efforts to participate in Strengthening Family Workshops if return home is a part of discharge planning.
7. Youth must be prepared to participate in all specialized outpatient therapy services and/or day treatment educational services, as deemed necessary.
8. Youth referred by managed care companies must have pre-authorization.
9. Private Placements—If a youth is referred by a parent/guardian, the parent/guardian is considered the referring agency and must complete all requirements of the referring agency.

### ***Application Requirements***

In addition to the completed application packet provided by Home On The Range, we request the following information regarding the referral:

1. Complete Social/Family History -- This is best done by a representative of a social service agency or juvenile court, after consultation with the custodial parent.
2. Medical/Medication Records and History -- This must include current medical

status; physical examination within 30 days of the projected date of placement; immunization records; current medical insurance policy number, group number and authorization information (a 30-day supply of all applicable medication, as well as a written physician's order are required upon placement) and any other pertinent medical information. Home On The Range requires all female youth to have a current pregnancy test. The pregnancy test is completed with the physical examination.

3. Complete Transcripts of School Records -- This is to include a complete transcript of all permanent school records. Recent records and a current Individual Education Plan (IEP) for special education youth are required. We are also interested in achievement test results. We require a written report from the school last attended describing the applicant's behavior, attitude, ability, achievement and social functioning.
4. Clinical History, Psychological/Psychiatric -- This is to include any psychological and psychiatric evaluations, consultations or clinical interviews.
5. Reports from Previous Placements -- This is to include any reports, summaries, discharges, etc. from any other previous placements that the applicant has participated in (i.e. treatment centers, group homes, etc.).
6. Current Court Order -- This includes the custodial order, as well as all applicable legal charges.
7. Referral/Authorization by managed care organization (if applicable).
8. Documentation of any apparent need of special consideration of sexual, cultural, religious, national, racial or ethnic identity issues.
9. The terms and methods of payment for the child's maintenance, clothing, personal allowance, medical care, and other expenses.
10. The name, address, and telephone number of the legal custodian or guardian, if any, and copies of the documents which establish the authority of the legal custodian or guardian.
11. The legal custodian's or guardian's authorization to obtain necessary medical treatment.

### ***Immediate Placement Policy***

Home On The Range may admit a child without first securing all the above required information if:

- We have secured substantially all required information, documented diligent efforts to secure all required information and the admissions

committee has determined that the resident is appropriate for placement;  
or

- The child's circumstances require immediate placement and the admissions committee has preliminarily determined that the placement is appropriate; and
- We have a bed available for the child.

If a child is admitted under one of the above two circumstances, the referring agency must agree to provide, or arrange for provision of, substantially all required information within 30 days of the child's admission.

### ***Candidates for Application***

Our current program is designed to serve the following types of residents:

1. Pre-delinquent/Problematic - Youth who are beginning to act out, and are experiencing difficulty in their school setting, home environment, or community setting.
2. Disadvantaged/Neglected - Youth who lack the necessary home setting, financial resources, social skills and/or those that have been abused or neglected and otherwise may not have the opportunity for a successful and productive future.
3. Unruly/Youth In Need Of Care - Youth who have been adjudicated as unruly or youth in need of care may be accepted provided they meet necessary referral criteria outlined above, and have not demonstrated a history of chronic failure to function appropriately in a structured setting.
4. Delinquent / Youth In Need of Supervision - Youth who have been adjudicated as delinquent or youth in need of supervision may be accepted. Individual referrals will be reviewed for any history of physical aggression/violence/sexual assault and the apparent ability of the youth to function in a non-secure environment without jeopardizing the safety of residents or staff. (Additional restrictions in the review of delinquent youth may apply.)

### **Admissions Staffing**

Upon receipt of the above information an admissions committee will review the materials and conduct an admissions staffing. The admissions committee is chaired by the admissions director and consists of the executive director, clinical director, quality services director, residential director, social worker(s), education coordinator, as well as other staff when deemed appropriate. Every attempt will be made to expedite this process and contact the referring agency regarding acceptance or denial. If all the necessary materials are received, a decision will be made as soon as possible but no later than one week after the application materials are received.

In the case of out-of-state placements, an Interstate Compact Agreement must be completed prior

to placement by the referring agency.

### **Admission Review Notification**

Notification will be given to the referring agency regarding the decision of the admissions committee. Upon acceptance, a tentative intake assignment (date and time) will be designated.

Should the placement request be denied, written notice of denial with an explanation for the denial will be forwarded promptly.

### **Pre-placement Visits**

In an effort to include the youth in the placement process and prepare for admissions, Home On The Range requests that each youth referred participate in a pre-placement visit. If distance or emergency needs exist, the pre-placement visit may be facilitated on the day of admission.

When an applicant is accepted, the parents and/or a representative are to accompany the applicant during admission.

### **Family's Documentation of Services Received**

Home On The Range will request documentation of the services the parent(s) or custodian will be receiving in their home community while the child is receiving services in placement. Home On The Range will request quarterly progress reports from the agency providing services to the parent(s) or custodians. Note—in the case of a private (direct) placement by a parent or guardian, the individual making the placement is considered the referring agency.

### **Intake Interview**

Upon admission, an intake interview is conducted with all new residents and his/her family, if present. This interview is designed to:

1. Orient the resident – basic expectations of placement are reviewed with the resident. Overviews of the social skills curriculum, the job program, and basic disciplinary procedures are presented. The resident is given ample opportunities to ask questions and every effort is made to assist the resident in adjusting to and reducing his/her anxiety regarding the placement. The resident is presented with a copy of the “Residents Rights and Expectations” and the Home On The Range “Residential Living Manual.”
2. Provide descriptions of behaviors or incidents that may result in termination of services and discharge from the program. Such behaviors include absenting (AWOL), assault or attempted assault of a peers and/or staff, and sexually offensive behaviors.

3. Assess risk level and/or presenting problems – the intake interview is also used to assess the potential suicide and/or absenting (AWOL) risk of the resident. Specific discussion is facilitated with the resident and family regarding such areas as:

- Resident's view of reason for placement,
- Family dynamics,
- Educational factors,
- Abuse/neglect history,
- Offending history/legal charges,
- Substance abuse history,
- Behavior management,
- Medical concerns/needs.

This review is done in addition to the referral screening completed prior to admission.

### **Resident Waiting Lists**

Youth accepted for placement by Home On The Range may be placed on a waiting list, based on the immediacy of program placement openings. Youth will be placed on the waiting list, and subsequently placed in the program, in the order in which the admissions committee approves them.

Referrals are reviewed by the committee in the order in which they are received. Failure to provide required documentation may result in a referral being "held" pending receipt of the missing documents. Lower priority for placement on the waiting list may be given to an incomplete referral.