

## **Admissions and Assessment (#75-03-40-33)**

***Admissions policies and procedures.*** Home On The Range's written admission resident admission policies and procedures that describe the primary treatment offered onsite, range of presenting behaviors we treat, and procedures for admitting a resident are contained in this section.

***Admission and discharge committee.*** Home On The Range has an admission and discharge committee with written policy specific to employees on the committee and the timeliness the committee has in responding to referrals. The committee meets at least weekly. The written policy for admission and discharge committee are contained in this section.

***Admission determination.*** The admissions committee completes a written, dated, and signed admission determination on a prospective resident which includes a preadmission review and identification of the prospective resident's primary presenting needs. Home On The Range provides the admission determination to the referring agency within seven days of receipt of the completed application.

Referral may be completed by:

- A public agency, if a prospective resident is in foster care and a public agency is granted custody and given full placement authority pursuant to law or court order; or
- A parent or guardian, if a prospective resident is preapproved by the Department as a private placement.

***Admission conditions.*** Home On The Range may admit a prospective resident as determined by the admissions determination and the following conditions are met:

***Qualified Individual – Level of care assessment.***

- ***Completed assessment.*** Home On The Range has received a copy of the completed documentation from the Department approved Qualified Individual granting approval for the child to be admitted to a QRTP based on the North Dakota level of care assessment; or
- ***Emergency placement.*** A resident may be admitted to Home On The Range for an emergency placement for a thirty-day level of care assessment period. Emergency placements denied for continued placement may not exceed thirty days from admission. For residents placed at Home On The Range during the thirty-day level of care assessment period, Home On The Range shall allow access to the Qualified Individual and collaborate in the completion of the required level of care assessment;

***Juvenile court approval.*** For foster children, custodial case managers must receive confirmation from the juvenile court approving the QRTP placement within 60-days of the resident's date of entry into placement at Home On The Range;

***Interstate placement.*** In accepting a prospective resident from outside the state of North Dakota, Home On The Range shall receive prior written approval under the interstate compact on the placement of children and meet all requirements of Interstate Compact;

*Non-discrimination against a resident.* Home On The Range does not discriminate in accepting residents into placement; and

*All documentation required for the resident record,* including medical consent, medical history, family contact information, family history, placement care agreement, and financial responsibility.

1. Youth referred must be males or females ages 12 to 18 years.
2. Youth must be able to demonstrate an understanding of cause and effect and participate in verbal therapy.
3. Custodian, parents or guardians, of the youth must be prepared to make reasonable efforts to participate in family workshops if return home is a part of discharge planning.
4. Youth must be prepared to participate in all specialized outpatient therapy services and/or day treatment educational services, as deemed necessary.
5. 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 universal application Home On The Range request the following information regarding the referral:

1. Qualifying Individual assessment that a QRTP is the appropriate level of care or in the case of an emergency placement, results from the pre-screening that indicates a QRTP is likely the appropriate level of care. In the case of an emergency placement, this must be provided within the first 30 days of the child's placement.
2. 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.
3. Medical/Medication Records and History -- This must include current medical status; physical examination within 30 days 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.
4. 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.

5. Clinical History, Psychological/Psychiatric -- This is to include any psychological and psychiatric evaluations, consultations or clinical interviews.
6. 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.).
7. Current Court Order -- This includes the custodial order, as well as all applicable legal charges, 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 custodian, parent, or guardian.
11. The written authorization from the custodian, parent, or guardian to obtain necessary medical treatment.

#### Information Provided by Referring Agency to Home On The Range

Home On The Range will request from the referring agency:

- Quarterly child and family team meeting progress reports.

Note: If a private placement is made by parent or guardian, rather than a court-appointed custodian, the parent or guardian making the placement is the referring agency.

#### **Admissions Committee**

Upon receipt of the above information an admissions committee will review the materials and conduct an admissions meeting. The admissions committee is chaired by the admissions director and consists of the executive director, clinical director, and residential directors. The committee meets on at least a weekly basis, but generally more often. The committee shall evaluate the needs of the prospective resident using information and procedures described in policy and determine whether Home On The Range can meet the identified needs of the prospective resident. 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.

Upon acceptance, a tentative admission date will be determined.

### ***Denied Referrals***

Should the placement request be denied, written notice of denial with an explanation for the denial will be sent to the referring worker within seven days of receipt of the completed application.

### **Interstate Compact on the Placement of Children (#75-03-40-34)**

All placement of children made from out-of-state must follow the interstate compact on the placement of children or the interstate compact on juveniles and be in full compliance with the appropriate interstate compact. It is the responsibility of Home On The Range to ensure, prior to the placement in the facility, all necessary procedures pursuant to the interstate compact on the placement of children or the interstate compact on juveniles have been completed.

Before admitting an out-of-state child, Home On The Range shall make arrangement with the referral to assure a lawful return of the child to the sending state without regard to the circumstance under which the child is discharged.

Out-of-state referrals must adhere to all requirements of this chapter.

### **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.