



ADMISSION POLICY

Criteria & Procedures

CRITERIA FOR ADMISSION (Residential Services):

To be considered for admission to a Benedictine Adult Services group home, an applicant must:

1. Choose to receive services from Benedictine Adult Services;
2. Be 21 years of age or older;
3. Receive and provide proof of Maryland state funding through the Developmental Disabilities Administration (DDA), funding through another state agency, or proof of sufficient funds for private pay;
4. Complete the Benedictine Adult Services Application for Services, found online at http://benschool.org/AdultServices/open_community.html. Due to the need for current information, applications will only be accepted if the application was completed no more than one year prior to the requested start date. Applications beyond that time period will not be considered.
5. Provide documentation that includes, but is not limited to, recent annual planning document (IEP/IP/Person-Centered Plan), copy of identification card, copy of Social Security card, certified copy of birth certificate, medical and social histories, psychological and psychiatric evaluations, residential records, and current or past behavior plan (if applicable);
6. Have a current, comprehensive evaluation completed within one year prior to application review. The comprehensive evaluation should include, but not be limited to, a medical examination (see Admissions Procedure #7) and a psychological evaluation. Such evaluations shall be made by professionally qualified individuals from the fields of medicine, social work, and psychology. Additional evaluations appropriate to the needs of the applicant may also be requested;
7. Provide medically certified documentation that includes current (within a year) physical and dental exams;
8. Be enrolled or have written evidence of acceptance into a full time day program, if not attending Benedictine's Vocational Program;

9. Be eligible for Medicaid, Medicare, or some other third party insurance for medical expenses. The applicant will be responsible for all medical costs not covered by insurance.

CRITERIA FOR ADMISSION (Vocational/Employment Services/Personal Supports):

To be considered for admission to the Benedictine Adult Services Vocational/Employment Services or to receive Personal Supports from Benedictine Adult Services, an applicant must:

1. Choose to receive services from Benedictine Adult Services;
2. Be 21 years of age or older;
3. Receive and provide proof of Maryland state funding through the Developmental Disabilities Administration (DDA), funding through another state agency, or proof of sufficient funds for private pay;
4. Complete the Benedictine Adult Services Application for Services, found online at http://benschool.org/AdultServices/open_community.html;
5. Provide documentation that includes, but is not limited to, recent annual planning document (IEP/IP/Person-Centered Plan), copy of identification card, copy of Social Security card, medical and social histories, psychological and psychiatric evaluations, DORS or vocational evaluations, vocational/employment records, and current or past behavior plan (if applicable);
6. Have a current, comprehensive evaluation completed within one year prior to application review. The comprehensive evaluation should include, but not be limited to, a medical examination (see Admissions Procedure #7) and a psychological evaluation. Such evaluations shall be made by professionally qualified individuals from the fields of medicine, social work, and psychology. Additional evaluations appropriate to the needs of the applicant may also be requested;
7. Provide medically certified documentation that includes current (within a year) physical and dental exams.

APPLICATIONS AND REQUIRED INFORMATION SHOULD BE MAILED TO:

Benedictine Adult Services
Admissions
14299 Benedictine Lane
Ridgely, Maryland 21660

OR EMAILED TO:

ocpadultadmissions@benschool.org

ADMISSION PROCEDURES:

When an application is received, the applicant will receive correspondence from a member of the Admissions Committee which states the date the application was received, the date of the next Admissions Committee meeting, along with the information still needed in order for the application to be reviewed. Applications will only be reviewed once all of the required information (see criteria) is submitted to and received by the Admissions Committee. Priority consideration for admission is not based solely on the length of time the applicant is on the waiting list. Consideration for admission into the Residential Program is given to candidates who have similar developmental support needs, social needs, and interests as those presently residing in the residential group home where the vacancy has occurred. Consideration for admission into Vocational/Employment Services is given to candidates who the Admissions Committee feel would best fit the work sites and opportunities available. Consideration for admission to receive Personal Supports is based on hours approved and staff skills and availability.

1. The Admissions Committee will meet quarterly and on an as needed basis to determine openings and vacancies.
2. Applications will be reviewed by all Admissions Committee members. Once reviewed, the Admissions Committee will determine if a tour of programs and personal interview is appropriate. If it is determined that a tour of programs and personal interview is not needed, please skip #3.
3. After the personal tour and interview, final determination of acceptance will be made by the Admissions Committee.
4. If it is determined that the program cannot meet the needs of the applicant, the applicant will receive a formal letter indicating so.
5. If it is determined that program can meet the needs of the applicant, the following will occur:
 - a. If there is an available opening, the applicant will receive a formal acceptance letter with the anticipated start date, pending the approval of DDA funding and the successful completion of trial visits, if indicated, along with detail on the next steps (see Admission Procedures #5 - #7)
 - b. If there is not an opening, applicants will be placed on the waiting list and will receive a formal letter indicating so. The applicant will then receive correspondence annually from the Admissions Committee on the waiting list status. This correspondence will give the applicant the opportunity to request to remain on the waiting list or be removed from the waiting list. If an applicant requests to remain on the waiting list, updated information on the applicant is required. If an applicant requests to be removed or does not respond all information on the applicant will be destroyed.
6. Upon acceptance, the Admissions Committee will transfer all of the applicant's information to the designated Program Coordinator. The Program Coordinator will then

make contact with the applicant, the applicant's family, and the Coordinator of Community Services or Service Coordinator to set up the following:

- a. Residential trial visits. If the applicant is accepted into the residential program, he/she must successfully complete a minimum of two trial visits at the residential group home where he/she will be residing. One of these visits must be overnight. In some cases additional visits may be required.
 - b. Vocational trial visits. If the applicant is accepted to receive Vocational Services, the Program Coordinator will determine the need for vocational visits based on any previous DORS evaluations or vocational evaluations. The applicant must successfully complete the number of trial visits as requested by the Program Coordinator.
 - c. For all services, an orientation meeting will be scheduled to include the applicant, the family of the applicant, the Program Coordinator, Nurse, Worksite Managers, Coordinator of Community Services or Service Coordinator, and any other necessary members of the team as determined by the Program Coordinator or as requested by the applicant.
7. The Coordinator of Community Services or Service Coordinator will submit the required funding request to DDA.
 8. Upon approval of the funding request, a representative from Benedictine will submit the "Service Funding Plan" to DDA.
 9. After the successful completion of the trial visits and the approval of sufficient DDA funding, the Program Coordinator will contact the applicant and family of the applicant to confirm the start date.