



THE EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

ESCNJ Adult Community Services (ACS) PROGRAM

Section: Adults
Policy Number: 2801

Title: Intake and Admissions

The Board of Education recognizes the need for procedures to respond to individuals with intellectual disabilities, family members, professionals and interested parties seeking information and admission to a ESCNJ ACS Program.

Based upon the ESCNJ Board of Directors equal opportunity resolution, the board guarantees admission provided an individual has completed New Jersey Department of Human Services Division of Developmental Disabilities' "Steps to Accessing Services/Supports from the Division of Development Disabilities (DDD)" including the Eligibility/Intake procedures as follows:

Definition

For the purpose of this policy, "individuals with intellectual challenges" will be interchangeable with individual and individual being served. Furthermore any individual to be considered for enrollment in a ESCNJ ACS Program must be 21 years of age or older.

"Professionals" will refer to individuals employed with local and state agencies, school personnel (i.e. Child Study Team members and Transition Coordinators) and Support Coordination Agencies.

"Interested Party" will refer to a stake holder, advocate, friend, who is familiar with the individual with intellectual disabilities and has his/her consent and support to be involved in the process.

Publicly Funded

Ensure Individual meets ESCNJ ACS Intake Criteria

Ensure Medicaid Eligibility

All individuals shall be deemed Medicaid eligible.

Ensure DDD Eligibility

All individuals shall be confirmed eligible for services through DDD after attaining age 18.

Ensure the Completion of the NJ Comprehensive Assessment Tool (NJ CAT)

All individuals shall have completed the NJ Comprehensive Assessment Tool (NJ CAT).



Ensure the Completion of the Support Coordination Agency Selection Form All individuals shall have selected a Support Coordination Agency.

Privately Funded

Ensure Individual meets ESCNJ ACS Intake Criteria

The ESCNJ ACS Program Executive Director shall develop the application for admittance to the ESCNJ ACS Program. All ESCNJ ACS Program applicants must complete the ESCNJ ACS Program Application in accordance with the ESCNJ ACS Program Admissions Policy following the completion of the New Jersey Department of Human Services Division of Developmental Eligibility/Intake procedures listed above and NJ DDD approval of same. Applicants may elect to participate in any/all programs offered by the ESCNJ ACS Program and may decline to participate in any/all programs or activities as may be appropriate for the individual. Participants must be motivated to learn the life skills and/or prevocational skills necessary for independence.

Intake and Admissions Process

1. Request for Documentation

Upon referral from a Support Coordination agency ESCNJ ACS will request documentation regarding the individual seeking services regardless of type or origin of referral. ESCNJ ACS will request at a minimum of the Individual Service Plan (ISP), Person Centered Planning Tool (PCPT), before or after Program tours to determine if the ESCNJ ACS Program have the ability to effectively meet the preferences and support needs of the individual seeking services.

2. Program Tour

If so, ESCNJ ACS will send out the Application (appendix 01a) and Adaptive Behavior Summary (appendix #4) for the ESCNJ ACS day program. Once the application and Adaptive Behavior Summary is received back, a tour with the individual, parent(s)/guardian(s) and Support Coordinator will be scheduled. If the individual, family/guardian, and program feel this might be a perfect match for the individual's needs, a copy of the individuals NJCAT will be requested. At the conclusion of the Program tour, and upon request, the intake process will be discussed and an interview/assessment will be scheduled.

The initial process includes a tour of the adult site. A Program Tour with a member of the management team will be scheduled and will include at a minimum the individual seeking services, the parent(s)/legal guardian(s) and the Support Coordinator. ESCNJ ACS may schedule one tour with multiple parties as an initial introduction to ESCNJ ACS adult services and/or to accommodate multiple interested parties in a timely manner.

The selection of the site is initially based on referral requests and type of service desired by an individual. However, part of any site determination is contingent upon the location of the individual's residency, the ESCNJ ACS transportation catchment area, available resources, as



well as, assessments by ESCNJ ACS team on how best to meet the needs and maximize potential of the individual requesting services.

3. Intake Interview and Assessments

Generally, the interview and assessment will be scheduled for the same day. Typically, the individual requesting services participates in an interview with Adult Services personnel at the start of the day. The individual remains to experience a full day and participate in a full day assessment process. At the close of the day ESCNJ ACS personnel will meet with the individual, parent(s)/legal guardian(s) and any involved stakeholders to review the day.

During this meeting, involved parties will discuss and evaluate the following:

- a) The individual's participation level and interest in the program;
- b) The individual's ability to benefit from the program;
- c) Ability to provide the environment preferred by the individual;
- d) Ability to meet the needs of the individual;
- e) Ability to benefit and progress within the established staff to participant ratio of specific ESCNJ ACS Program;
- f). Transportation services and ESCNJ ACS catchment area; and
- g). Involvement in community based instruction, if applicable.

During the intake, multiple assessments will take place. These assessments include, Unsupervised Time (appendix 37c), evacuation (appendix 37a), self-care (CCW- appendix 37b).

A key and vital component of the decision making process is the experience, preference and feedback expressed by the individual seeking services. ESCNJ ACS will look for the individual to voluntarily express their desire to attend or not attend the ESCNJ ACS Program.

If the individual is recommended for the three day trial period, an acknowledgement packet (Appendix will be given to the individual or guardian/parent for completion.

If upon review of the stated assessments and documentation, ESCNJ ACS Directors/Managers do not feel that the ESCNJ ACS Program can meet the preferences, support needs and stated outcome of the individual seeking services, this will be communicated to the individual and/or parent(s)/legal guardian(s).

Acceptance into a ESCNJ ACS program shall be based on criteria including, but not limited to the following:

4. Admission Criteria

- a. A letter will be sent both in writing and email to family with start date.
- b. Participants start date is guaranteed for ten (10) business days from the date identified in the letter, placement cannot be held for more the then ten days.
- c. Three day (paid) trial inside program.



- d. Review of most recent Individual Service Plan and Person Centered Planning Tool;
- e. Review of Application and Adaptive Behavioral Summary
- f. Review of NJCAT
- g. Outcome of Intake Interview
- h. Review of all completed assessments
- i. Review of receipt of complete acknowledgement packet
- j. Review of Employment First and Division of Vocational Rehabilitation Services status;
- k. If fairly recent and available: review of prevocational experience, Social History and Psychological Evaluation.
- l. Ability to benefit from program;
- m. Level of functional independence that is sufficient for the program's staff to participant ratio, which will include level of support needed in areas related to: individual and small group instruction; following a daily schedule; participating in activities; personal care; eating a snack or meal; volunteerism, recreation and leisure type pursuits; community based instruction; and skills of daily living.
- n. Absence of intermittent or consistent aggression of self-injurious behaviors, unless it is determined that one of the two ESCNJ ACS specialized programs can support the individual without a behaviorist on staff:
- o. Current resources and availability of same to effectively respond and meet the needs of the individual seeking services.
- p. Criminal Background Check.

5. Admissions Planning

The admissions process will include exploration and feasibility of providing transportation to and from the program site for the individual seeking services.

The Coordinator of Adult Services and his/her designee will look at established routes and those operated and performed by contracted vendors. The individual, parents(s)/legal guardian(s) and Support Coordinator will be informed of ESCNJ ACS's ability to provide transportation on existing established bus routes.

If ESCNJ ACS is unable to provide transportation, other community options will be discussed, which may include Access Link and/or a DDD/Medicaid qualified transportation provider.

The admission process will include information sharing and distribution of admission of paperwork in the following areas:

1. Acknowledgement Packet Policy
2. Mission
3. Vision
4. Core Values



5. Goals and Objectives
6. Rights and Responsibilities
7. Stephen Komninos' Law
8. Life Threatening Emergencies (Danielle's Law)
9. Creature Comfort Form
10. Transportation
11. Community Outings Permission
12. Website, Newsletter and Social Media Consent
13. Suspension Policy
14. Discharge Policy
15. Notice of Privacy Practice (HIPAA)
16. Code of Conduct & Use of Restraint
17. Release of Records
18. Permission to Discuss Protected Health Information Verbally (HIPAA)
19. Emergency Card
20. Program Information Sheet
21. Physical Form
22. Emergency Consent
23. Unusual Incident Pamphlet
24. Consent to Administer Medication Form
25. Evacuation Questionnaire
26. Self-Medication Questionnaire
27. Acknowledgement Packet Sign-off
28. Acknowledgement Packet Checklist
29. Program Calendar
30. Program Hours and Program Contact Information
31. Start date based on completion of required paperwork and any extenuating circumstances.

Wait List

If no openings exist at the conclusion of the admissions process and commitment the individual, parent(s)/legal guardian(s) and Support Coordinator will be notified, and if requested their names



put on a wait list. The wait list will be maintained on a “first come first served basis” by the Executive Director and Direct Care Manager. Information for the wait list will include: name and contact information of individual; date individual requested to be put on the wait list, tier level; level of service desired (part time or full time) and specific services requested (i.e. Day Habilitation).

Each additional contact made during this process and thereafter will be documented in the ESCNJ ACS intake file. We ask the individual and parent(s)/guardian(s) to keep ESCNJ ACS apprised of continued interest to remain on the wait list, the intent to enroll in another day program or to request a change in desired program schedule (i.e. part time to full time or to change specific days of the week requested).

Appeal Process

A denial of eligibility for acceptance to the ESCNJ ACS Program shall be in writing and shall include the reasons for which eligibility was denied, notice of the applicant’s right to appeal the denial, and the procedures for appeal. Appeal procedures shall include a hearing, held with reasonable promptness and at the convenience of the provider and the applicant and before an ESCNJ ACS IDT; the applicant shall have the opportunity to be represented by the Support Coordinator or legal counsel; a decision shall be rendered promptly and in writing; and an opportunity to appeal the decision of the hearing officer to the ESCNJ ACS Program Executive Director.

Approved: August 30, 2019
Revised October 3rdth, 2023



Pre-Admissions Check off List

Receipt of Referral, ISP, PCPT, NJCAT Assessment and Tier from Support Coordination	
Send out Application and ABS (Adaptive Behavior Summary)	
Set up Tour date pending receipt of Application and ABS On Tour day confirm with Support Coordination Medicaid eligibility/ DDD Eligibility	
Set up intake day: Assessment to take place and include Alone time/ Fire/Medication/CCW (self-Care)	
If accepted have Folder with Welcome letter and Acknowledgement Packet. Ask for email to send a backup via email.	
Discuss distance and transportation	
Conditionally accepted Start Date: (pending three trial dates) _____ Clarify only 10 day wait for no show/ new participants.	
Make sure they are on the emergency text list	
Start Date: _____	
Within the first 24 hours of individual being on site a fire drill must take place. (during the three trial dates)	

Executive Director Signature: _____

Date: _____