

ADMISSION AGREEMENT

JEREMY'S PLACE, INC

SERVICE TYPE: ☐ CAG ☐ CAI ☐ PREVOC ☐ SE ☐ TRANSPORTATION ☐ SOURCE ☐ CCSP

FULL NAME: _____

LEGAL STATUS: ☐ COMPETENT ☐ LEGALLY INCOMPETENT (DOCUMENTATION REQUIRED)

RACE: ☐ BLACK ☐ WHITE ☐ _____ **SEX:** ☐ MALE ☐ FEMALE

CURRENT AGE: _____ **DATE OF BIRTH:** _____

SOCIAL SECURITY NO: _____ - _____ - _____ **MEDICAID ID:** _____

ADDRESS: _____ GA _____

TELEPHONE: _____ **CELL NUMBER:** _____

EMAIL: _____

DESIGNATED REPRESENTATIVE: _____ **RELATIONSHIP:** _____

CELL NUMBER: _____ **HOME NUMBER:** _____

ADDRESS: _____ GA _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____ **RELATIONSHIP:** _____

CELL NUMBER: _____ **HOME NUMBER:** _____

ADDRESS: _____ GA _____

EMAIL ADDRESS: _____

PROVIDER AGENCY NAME: _____

CEO NAME: _____ **CELL NUMBER:** _____

EMAIL ADDRESS: _____

DIRECTOR: _____ **CELL NUMBER:** _____

EMAIL ADDRESS: _____

REGISTERED NURSE: _____ **CELL NUMBER:** _____

EMAIL ADDRESS: _____

PRIMARY CARE PHYSICIAN: _____

ADDRESS: _____ GA _____

TELEPHONE: _____ **FAX NO:** _____



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

ADMISSION AGREEMENTS

- A. Jeremy's Place, Inc shall complete and maintain an individual written admission agreement with each individual and the individual's authorized representative, if any
- B. Admission agreements must specify the following:
 - 1) Basic services;
 - 2) Available optional services;
 - 3) Payment provisions, including the following:
 - A. Basic rate;
 - B. Optional services rates;
 - C. Payor;
 - D. Due date; and
 - E. Frequency of payment
 - 4) Modification conditions, including requirement for provision of at least 30 calendar days' prior written notice to the individual or his/her authorized representative of any basic rate change
 - 5) Right of the licensing agency to perform the duties authorized
 - 6) Conditions under which the agreement may be terminated
 - A. The individual's refusal to cooperate with Jeremy's Place, Inc's implementation of his/her Needs and Services Plan
 - 7) The program's policy concerning family involvement and participation with individuals
- C. Admission agreements must specify the following:
- D. Agreements shall be dated and signed, acknowledging the contents of the document, by the individual and the individual's authorized representative and Jeremy's Place, Inc or Jeremy's Place, Inc's designated representative, no later than seven calendar days following admission
- E. Modifications to the original agreement shall be made whenever circumstances covered in the agreement change, and shall be dated and signed
- F. Jeremy's Place, Inc shall retain in the individual's file the original of the initial admission agreement and all subsequent modifications
- G. Jeremy's Place, Inc shall provide a copy of the current admission agreement to the individual and the individual's authorized representative, if any
- H. Jeremy's Place, Inc shall comply with all terms and conditions set forth in the admission agreement
- I. The admission agreement shall be automatically terminated by the death of the individual
No liability or debt shall accrue after the date of death, unless ordered by a court

NEEDS AND SERVICES PLAN

- A. Prior to admission, Jeremy's Place, Inc shall determine whether the day program can meet the prospective individual's service needs
- B. If the individual is to be admitted and has no restricted health condition(s) then, no later than 30 days after admission, Jeremy's Place, Inc shall complete a written Needs and Services Assessment
- C. If the individual is to be admitted, and has a restricted health condition then Jeremy's Place, Inc shall develop the Needs and Services Plan prior to admission and must include a Restricted Health Condition Care Plan



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

D. If the individual has an existing need appraisal or individual service plan (ISP) completed by a placement agency, or a consultant for the placement agency, the Department may consider the plan to meet the requirements of this section provided that:

- 1) The needs appraisal or ISP is not more than one year old
- 2) Jeremy's Place, Inc and the placement agency agree that the individual's physical, mental and emotional status has not significantly changed since the assessment
- 3) The written Needs and Services Plan shall be maintained in the individual's file

The completed Needs and Services Plan shall include:

The individual's desires and background and formal supports, obtained from the individual's family or his/her authorized representative, if any, regarding the following:

- A. Admission to the facility
- B. A written medical assessment including primary physician, health problems and medical history, prescribed medications and their strength, quantity, frequency required and purpose
- C. Mental and emotional functioning
- D. Functional limitations including physical impairments or concerns as follows:

DIAGNOSIS

- ☐ History of Seizures
- ☐ Epilepsy
- ☐ Cerebral Palsy
- ☐ Ambulation Deficits
- ☐ Sensory Deficits
- ☐ Chronic Health Concerns
- ☐ Behavior Concerns
- ☐ Autism
- ☐ Spina Bifida
- ☐ Prader-Willi Syndrome
- ☐ Learning Disability
- ☐ Other: _____

NEEDS AND SERVICES PLAN

- ☐ Bathing
- ☐ Does not bathe or shower self
- ☐ Performs some bathing or showering tasks
- ☐ Bathes or showers self independently
- ☐ Dressing:
- ☐ Does not dress self
- ☐ Puts on some clothing by self
- ☐ Dresses self completely
- ☐ Grooming:
- ☐ Does not tend to own personal hygiene
- ☐ Tends to some personal hygiene tasks
- ☐ Tends to own personal hygiene



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

☐ Toileting:

- ☐ Not toilet trained
- ☐ Does not toilet by self
- ☐ Goes to toilet by self
- ☐ Transferring:
- ☐ Unable to move in and out of a bed or chair
- ☐ Needs assistance to transfer
- ☐ Is able to move in and out of a bed or chair

NEEDS AND SERVICES PLAN (Continued)

- ☐ Repositioning:
- ☐ Unable to reposition
- ☐ Repositions from side to side
- ☐ Repositions from front to back and back to front
- ☐ Wheelchair:
- ☐ Unable to sit without support
- ☐ Sits without support
- ☐ Needs assistance moving wheelchair
- ☐ Moves wheelchair independently
- ☐ Does not use wheelchair

CONTINENCE:

- ☐ No bowel and/or bladder control
- ☐ Some bowel and/or bladder control
- ☐ Use of assistive devices, such as a catheter
- ☐ Complete bowel and/or bladder control
- ☐ Wears depends
- ☐ Need assistance in the bathroom

VISION:

- ☐ Severe/profound impairment
- ☐ Mild/moderate impairment
- ☐ No vision impairment
- ☐ Wear Glasses

HEARING:

- ☐ Severe/profound loss
- ☐ Mild/moderate loss
- ☐ No hearing loss
- ☐ Wear Hearing Aide

COMMUNICATION:

- ☐ Does not express nonverbally
- ☐ Does not express verbally



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

- ☐ Expresses by sounds or movements
- ☐ Expresses self well, both verbally and nonverbally

WALKING:

- ☐ Does not walk
- ☐ Walks with support
- ☐ Walks well alone
- ☐ Need Walker ☐ Wheelchair ☐ Cane
- ☐ Special Shoes
- ☐ Helmet
- ☐ Braces
- ☐ Hand Braces
- ☐ Special Chair

MEDICAL HISTORY AND CONDITIONS:

- ☐ Need for prescribed and non-prescribed medications
- ☐ Mental and emotional conditions
- ☐ Socialization and cognitive status
- ☐ Propensity for behaviors that result in harm to self or others and that require supervision

DIETARY NEEDS | EATING PATTERNS:

- ☐ Ability to feed self (incapable, finger, utensils, etc.)
- ☐ Food Seeker
- ☐ Meal restrictions or dietary needs: _____
- ☐ Dislikes | Foods to Avoid | Allergies: _____
- ☐ Favorite Food | Drinks: _____

BEHAVIORS

- ☐ Risk of Violence
- ☐ Use of Weapons
- ☐ Verbal Threats of Physical Harm
- ☐ Violent Thoughts\Fantasies
- ☐ Sexual Behaviors
- ☐ Suicidal Thoughts
- ☐ Suicidal Attempts
- ☐ Self-Injury
- ☐ Fire Setting
- ☐ Cruelty to Animals
- ☐ Assault ☐ Sexual ☐ Physical

If boxes are checked for past or current history please explain: _____



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

MODIFICATIONS TO NEEDS AND SERVICES PLAN

Jeremy's Place, Inc shall ensure that each individual's written Needs and Services Plan is updated as often as necessary, but at least annually, to ensure its accuracy, and to document significant occurrences that result in changes in the individual's physical, mental, psychological, and/or social functioning

- 1) An updated list of medications currently taken by the individual shall be included in the reassessment
- 2) These reassessments shall be maintained in the individual's file
 - a. If Jeremy's Place, Inc determines that the individual's needs cannot be met, Jeremy's Place, Inc shall inform the individual, and his/her authorized representative, if any, and the placement agency, if any, and request that the individual relocate where needed services can be provided

PROCEDURES FOR DISCHARGE

- a. A minimum of two weeks' notice shall be given to an individual and his/her family and care providers if the Adult Day Program determines that the day program can no longer meet the needs of the individual, and he/she must be discharged from the day program
- b. The immediate discharge of an individual shall be allowed when it is determined that the individual's condition has suddenly changed and participation in the day program is likely to cause danger to self or others
- c. The licensing agency shall be notified by telephone within the agency's next working day during normal business hours and in writing within seven days when a individual is discharged without the two weeks' notice
- d. Jeremy's Place, Inc shall refer the individual to other agencies for continuing care and follow-up, as needed

INDIVIDUAL MEDICAL ASSESSMENTS

- A. Prior to or within 30 calendar days following the acceptance of an individual, Jeremy's Place, Inc shall obtain a written medical assessment of the individual that determines Jeremy's Place, Inc's ability to provide necessary health-related services to the individual
The assessment shall be used in developing the Needs and Services Plan
 - 1) The assessment shall be performed by a licensed physician or designee, who is also a licensed professional, and the assessment shall not be more than one year old when obtained
- B. The medical assessment shall include the following:
 - 1) The results of an examination for communicable tuberculosis and other contagious/infectious diseases
 - 2) Identification of the individual's special problems and needs
 - 3) Identification of any prescribed medications being taken by the individual
 - 4) A determination of the individual's ambulatory status
 - 5) Identification of physical restrictions, including any medically necessary diet restrictions
- C. The licensing agency shall have the authority to require Jeremy's Place, Inc to obtain a current written medical assessment, if such an assessment is necessary to verify the appropriateness of an individual's placement



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

RECORDS

- A. Jeremy's Place, Inc shall ensure that a separate, complete, and current record is maintained in the facility for each individual A separate, complete, and current record shall be maintained at the program site for each individual being served.
- B. Each record must contain information including, but not limited to, the following:
 - 1. Name of individual
 - 2. Birthdate
 - 3. Sex or Gender
 - 4. Date of admission
 - 5. Names, addresses, and telephone numbers of the authorized representative
 - 6. A signed copy of the admission agreement
 - 7. Name, address, and telephone number of physician and dentist, and other medical and mental health providers, if any
 - 8. Medical assessment, including ambulatory status
 - 9. Record of any illness or injury requiring treatment by a physician or dentist and for which the day program provided assistance to the individual in meeting his/her necessary medical and dental needs
 - 10. Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding control and custody of medications
 - 11. Restricted health condition care plan, if required
 - 12. Date of termination of services
 - 13. In those cases, in which Jeremy's Place, Inc handles the individual's cash, an account of the individual's cash resources, personal property, and valuables entrusted
 - 14. Needs and Services Plan as specified
 - 15. Modifications to the Needs and Services Plan
 - 16. Authorization, signed and dated by the individual or his/her authorized representative, to specific individuals/agencies for release of medical information, or a statement signed and dated by the individual or authorized representative, that the individual or authorized representative will not sign an authorization
 - 17. Authorization, signed and dated by the individual or his/her authorized representative, for the individual to receive emergency medical care, if necessary, or a statement signed and dated by the individual or authorized representative, that the individual will not sign an authorization
 - 18. Correspondence and incident reports relating to the individual
 - 19. Reason for discharge from the center
- C. All information and records obtained from or regarding individuals shall be confidential
 - 1. Jeremy's Place, Inc shall be responsible for safeguarding the confidentiality of individual records contents
 - 2. Except as specified in Section, or as otherwise authorized by law, Jeremy's Place, Inc and all employees shall not reveal or make available confidential information
- D. All individual records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours Records may be removed if necessary for copying Removal of records shall be subject to the following requirements:
 - 1. Licensing representatives shall not remove the following current records for current individuals unless the same information is otherwise readily available in another document or format:
 - a. Name, address, and telephone number of the authorized representative(s)



ADMISSION AGREEMENT

JEREMY'S PLACE, INC

- b. Name, address, and telephone number of an individual's physician and dentist, and any other medical and mental health providers
 - c. Medical assessment, including ambulatory status
 - d. Record of any current illness or injury
 - e. Record of current medications
 - f. Restricted Health Condition Care Plan
 - g. Any other records containing current emergency or health-related information for current individuals
- E. Prior to removing any records, a licensing representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee
- F. Licensing representatives shall return the records undamaged and in good order within three business days following the date the records were removed
- G. An individual's records shall also be open to inspection by the individual's authorized representative, if any

PERSONAL RIGHTS

- A. Each individual shall have personal rights which include, but are not limited to, the following:
 - 1) To be accorded dignity in his/her personal relationships with staff and other persons
 - 2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs
 - 3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with the daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning
 - 4) To be informed, and to have his/her authorized representative, if any, informed, by Jeremy's Place, Inc of the provisions of law in Health and Safety regarding confidential or anonymous complaints and of the address and telephone number of the applicable licensing agency
- B. Health and Safety Code, provides in part:
 - a. "Any person may request an inspection of any community care facility... in accordance with this chapter by transmitting to the state department notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state
 - b. "The substance of the complaint shall be provided to Jeremy's Place, Inc... no earlier than at the time of the inspection
 - c. "Upon receipt of a complaint, other than a complaint alleging denial of a statutory right of access to a community care facility ..., the state department shall make a preliminary review and, unless the state department determines that the complaint is willfully intended to harass a Jeremy's Place, Inc or is without any reasonable basis, it shall make an onsite inspection of the community care facility... 10 days after receiving the complaint, except where a visit would adversely affect the licensing investigation or the investigation of other agencies In either event, the complainant shall be promptly informed of the state department's proposed course of action"

ADMISSION AGREEMENT

JEREMY'S PLACE, INC

- C. To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice
 - I. Attendance at religious services, in or outside of the day program, shall be on a completely voluntary basis
 - II. To leave or depart the day program at any time
 - a) Jeremy's Place, Inc shall not be prohibited by this provision from setting house rules for the protection of individuals
 - b) This provision shall not apply to individuals for whom a conservator, or other legal representative with authority to prohibit the individual's departure, has been appointed
 - III. Not to be locked in any room, building, or day program site
 - a) Jeremy's Place, Inc shall not be prohibited by this provision from locking exterior doors and windows or from establishing rules for the protection of individuals, provided the individuals are able to exit the day program
 - b) Jeremy's Place, Inc shall be permitted to utilize egress control devices
 - IV. Not to be placed in any restraining device Postural supports may be used under the following conditions:
 - V. Postural supports shall be limited to appliances or devices including braces, spring release trays, or soft ties, used to achieve proper body position and balance, to improve an individual's mobility and independent functioning, or to position rather than restrict movement including, but not limited to, preventing a individual from falling out of bed, a chair, etc.
 - a) Physician-prescribed orthopedic devices such as braces or casts used for support of a weakened body part or correction of body parts are considered postural supports
 - VI. A written order from the individual's physician indicating the need for postural supports shall be maintained in the individual's record the licensing agency shall be authorized to require additional documentation if needed to verify the order
 - VII. Postural supports shall be fastened or tied in a manner which permits quick release by the individual
 - VIII. Under no circumstances shall postural supports include tying of, or depriving or limiting the use of, an individual's hands or feet
 - IX. Protective devices including, but not limited to, helmets, elbow guards, and mittens that do not prohibit an individual's mobility but rather protect the individual from self-injurious behavior are not to be considered restraining devices for the purpose of this regulation Protective devices may be used if they are approved in advance by the licensing agency as follows:
 - a) All requests to use protective devices shall be in writing and include a written order of a physician indicating the need for these devices the licensing agency shall be authorized to require additional documentation including, but not limited to, the Individual Service Plan (ISP) and the written consent of the authorized representative, in order to evaluate the request
 - X. Welfare and Institutions:
 - a) It is the intent of the Legislature to ensure that the ISP and provision of services and supports by the regional center system is centered on the individual and the family of the individual with developmental disabilities and takes into account the needs and preferences of the individual and the family, where appropriate, as well as promoting community integration,

ADMISSION AGREEMENT

JEREMY'S PLACE, INC

independent, productive, and normal lives, and stable and healthy environments It is the further intent of the Legislature to ensure that the provision of services to individuals and their families be effective in meeting the goals stated in the ISP, reflect the preferences and choices of the individual, and reflect the cost-effective use of public resources

- b) The ISP is developed through a process of individualized needs determination
- XI. The licensing agency shall have the authority to grant conditional and/or limited approvals to use protective devices
- XII. To receive or reject medical care, or health-related services, except for individuals for whom a conservator, or other legal authority has been appointed
- XIII. To be informed of the program's policy concerning family involvement and participation with individuals
- XIV. At admission, an individual and the individual's authorized representative shall be personally advised of and given a list of the agency rights
- XV. Jeremy's Place, Inc shall ensure that each individual is accorded the personal rights as specified in this section

Individual's Signature

Date

Individual's Printed Name

Representative's Signature

Date

Representative's Printed Name

Intake Coordinator's Signature

Date

Coordinator's Printed Name & Title

