



Admission and Termination Policies (Policy AT)

Admission Policies

1. Eligibility Requirements:

- a) Age (e.g., 18 years or older).
- b) Diagnosis of a developmental, intellectual, or physical disability.
- c) Ability to benefit from the program's services (e.g., social, recreational, educational).
- d) Medical clearance or proof of stable health (e.g., no contagious conditions, manageable chronic conditions, low support needs).
- e) Behavioral suitability (e.g., ability to participate in group settings with minimal risk to self or others).

2. Documentation Requirements:

- a) Completed Fee Schedule/Application.
- b) Medical history and immunization records.
- c) Individualized Service Plan (ISP), Individualized Education Plan (IEP), or similar documents, as available.
- d) Proof of guardianship (if applicable).
- e) Signed Policies and Procedures page.
- f) Proof of medical insurance/copy of coverage card.
- g) List of medications, dietary restrictions, allergies, etc.
- h) Signature of Hold Harmless Agreement.
- i) Payment of Program Fee

3. Assessment Process:

- a) Initial intake assessment by program staff (e.g., review of functional abilities, medical needs, and goals).
- b) Family or caregiver interviews.
- c) Trial or observation period, as necessary.

4. Financial Requirements:

- a) Funding eligibility (e.g., Medicaid waiver, private pay, or other funding sources).
- b) Agreement to program fees or co-payments, if applicable.
- c) Payment of yearly Program Fee.

5. Behavioral or Support Needs:

- a) Clear communication about CAI's ability to provide specific levels of supervision and assistance (e.g., staff-to-client ratio, toileting assistance, or behavior management).
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Termination Policies

1. Notice Period:

- a) CAI requires ten day (10) written notice for voluntary withdrawal or termination, except in cases of immediate safety or health concerns.

2. Health or Medical Needs:

- a) The participant develops medical conditions or requires care beyond the program's scope (e.g., nursing care, help with feeding/toileting or other self-care tasks, and/or unmanageable medical conditions).
- b) Changes in mobility that cannot be reasonably accommodated.

3. Behavioral Issues:

- a) Aggressive, harmful, or disruptive behaviors that compromise the safety of the participant, staff, or other clients.
- b) Failure to comply with behavior management plans or interventions. Clients will be given multiple opportunities to improve behavior:
 - i. Verbal Warning (with written documentation)
 - ii. Formal Warning (with written documentation)
 - iii. Final Warning (with written documentation)
 - iv. Termination (with written documentation)

4. Non-Compliance:

- a) Non-payment of program fees.
- b) Failure to provide necessary medical or documentation updates (e.g., annual health evaluations).

5. Absenteeism or Non-Engagement:

- a) Extended unexcused absences.
- b) Lack of participation in scheduled program activities.
- c) Communication in writing will be provided to client and parent/guardian, with one week allowed for improvement.

6. Voluntary Withdrawal:

- a) Ten day (10) written notice to discontinue participation is required, unless circumstances require immediate withdrawal. This will be reviewed by CAI's executive director.
- b) Participant or family/caregiver decides to discontinue services, due to goals being met or client's desire to withdraw.
- c) Transition to another care setting (e.g., residential facility, vocational program).

7. Administrative Decision:

- a) The program decides it can no longer meet the participant's needs due to staffing or resource limitations.

Appeal and Review Processes

- a) Except in cases of client behavior which puts him/herself or others at risk, participants can ask for a probation period of two (2) weeks to show significant improvement in the area in question. This request will be accepted at the discretion of the executive director.
 - b) Families may appeal the program's decision to our non-profit Board of Directors.
 - c) Before a client is excluded from CAI, the management team will document reasons (with dates and examples) for this decision.
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