



ADMISSIONS AGREEMENT

PARTICIPANT NAME: _____ **START DATE:** _____

PROGRAM NAME: K&Y COMMUNITY BASE SERVICE

BASIC SERVICE: K&Y CBS is designed to develop and maintain the individual's functional skills, and includes arranges for utilization of available community resources. Individuals receive instruction in self-advocacy, community integration, self-care, and employment training in the community. Individuals also receive care and supervision in the following areas.

- Individual schedules and activities.
- Rights of individuals with development disabilities.
- Notification to family and other appropriate persons/agency of the participant's needs.
- Availability of telephone as needed or requested.
- Maintenance of day program rules for protection of individuals.

Individuals select goals from a variety of options depending on their interests and abilities: (*List is not inclusive*)

- Computer Training
- Thrift Shop
- Landscape Maintenance
- Art & Crafts
- Gym
- Volunteer Work at food pantry
- Carpet Cleaning
- Facility Maintenance
- Vehicle Paint Shop Assistant

Individuals at K&Y CBS will receive supervision and assistance with self-advocacy, community integration, self-care, and employment training, with the result that each participant will gain greater access to the community and achieve more independence in his/her life.

ENTRANCE REQUIREMENTS: All individuals must:

- Be eighteen (18) years or older
- Have a development disability
- No longer be in a high school program
- Be a client of or eligible for services from Regional Center
- Maintain socially acceptable hygiene
- The use of alcoholic beverages, illegal drugs, smoking, or vaping is prohibited during program hours.



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All Individuals must have, prior to admission, or within 30 days of admission, a current written medical assessment performed by a licensed physician which is no more than one year old. The assessment must include the following information:

- A record of any infectious or contagious diseases which would preclude care of the person by program staff
- A test for tuberculosis
- Identification of the participant's special problems and needs
- Identification of any prescribed medications being taken by the participant
- Statement from the doctor stating the participant may administer his/her own medication and knows when to take it
- Mobility status
- Immunization records

All Individuals must have a new medical assessment each year from the date of admission. The participant will be notified as to the date of expiration by the program staff. The cost of the medical assessment is to be borne by the participant.

Individuals should not display behavior that may be harmful to themselves or others and should not have medical condition which precludes regular participation in the program.

Regular attendance based on agreement between the participant, his/her case manager and the Program Coordinator is required:

- K&Y CBS will notify Regional Center on or before the participant's fifth (5) consecutive day of unplanned or non- medical absence.
- Program staff will re-evaluate on the fifth (5) consecutive day of unplanned or non-medical absence the participant's status in the program.

ASSESSMENTS: A reassessment shall be completed for each participant once a year to assure the accuracy of the assessment and appropriateness of the individual plan of care and to document significant occurrences which result in changes in the participant's physical or mental functioning.



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TRANSPORTATION / COMMUNITY ACCESS: Transportation to and from the day program is provided by K&Y CBS. Services include scheduled pick-up and drop-off at the participant's designated residence or approved location. Transportation is coordinated to support consistent attendance, timely arrival, and safe return. Staff provides supervision and assistance as needed to ensure the participant's safety during transit.

FAMILY VISITS/PARTICIPATION POLICY: As appropriate, family and members of the community are encouraged to participate in social activities, such as attending drama productions, specific projects, trips, etc. An open-door policy exists for facility site visits. Please advise the staff in advance of expected facility visits as the individuals may be out in the community with activities.

DISCHARGE POLICY: A minimum of thirty (30) days written notice shall be given to a participant and his/her family and care providers if it is determined that the program can no longer meet the needs of the participant, and/or the participant refuses to cooperate with the program's implementation of his/her needs and services plan, and participant must be discharged from the program.

The immediate discharge of an individual shall be allowed only when the following occurs:

- Participant's hygiene is socially unacceptable
- Abuse of alcoholic beverages or illegal drugs during program hours
- The condition or behavior of the participant may lead to harm to self or others

This written discharge decision will be sent by certified mail to the participant within 24 hours of dismissal.

The licensing agency shall be notified by telephone within the agency's next working day during the normal business hours and in writing within seven (7) days when a participant is discharged without a thirty (30) day notice.



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EXIT CRITERIA: That the day program may no longer meet the participant's needs is indicated when the participant:

- And their ID Team have determined through an individual evaluation that the vendor's program no longer meets the individual's needs
- Can no longer attend the program due to an unanticipated change in residence
- Cannot be maintained in the current staff-to-participant ratio; Requires a level of 1:1 staff/participant ratio such that it denies other individuals their right to program services
- Does not display behaviors that are compatible with accepted standards of behavior in the community
- Demonstrates behaviors that disrupt program activities and may result in discharge if not addressed; namely (a) consistently poor hygiene, (b) abuse of alcoholic beverages or illegal drugs during program hours, and (c) threatening injury to persons or property
- Exhibits excessive, unexcused absenteeism
- Has a prohibitive medical condition that no longer allows individual to attend the program or renders the program ineffective for the individual
- Has shown that continued participation would jeopardize the individual's health and safety
- Is a threat to health and safety of others
- Moves into Supported Employment
- Refuses to cooperate with the program's implementation of the participants' needs and services plan
- Requests to leave the program for any reason
- Shows that program cannot serve the participant in fulfilling Individual Program Plan goals
- A change in participants' Restricted Health Condition Care Plan, and program staff do not receive updated training. (A change in the individual's plan may require the individual to be temporarily suspended from program until program staff receive the updated training and may safely provide service).



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CASH/VALUABLES: K&Y Community Base Service will not be responsible for any cash resources, valuables or personal property brought into the facility. Bringing personal items to the program is discouraged and is done at the participant's risk. K&Y Community Base Service is NOT responsible for loss or theft.

RIGHTS OF THE LICENSING AGENCY: The licensing agency shall have the authority to interview individuals or staff members without prior consent. K&Y Community Base Service shall ensure that provisions are made for private interviews with any clients or any staff members. The licensing agency shall have the authority to inspect, audit, and copy client or facility records upon demand during normal business hours. Records may be removed if necessary for copying. K&Y Community Base Service shall ensure that provisions are made for the examination of all records relating to the operation of the facility. 82044(b)&(c).

PERSONAL RIGHTS, TITLE 22 § 82072: Per Title 22, Community Care Licensing Regulations, each person receiving services has basic personal rights. These rights are reviewed verbally, pictorially, and in writing with each participant prior to being admitted for services and on an annual basis at the time of ISP/IHSP meetings. At any time, a participant may review their rights and be provided with any necessary clarifications.



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I hereby grant K&Y Community Base Service permission to record and use my photograph, video image, voice, audio recordings, and other media likeness for program, educational, documentation, and promotional purposes.

These materials may be used in printed publications, program materials, training materials, websites, social media platforms, and other digital or broadcast media, whether now known or developed in the future.

I understand that:

- My name, image, voice, or likeness may appear in photographs, video recordings, audio recordings, or other media produced by K&Y Community Base Service.
- These materials may be used for program documentation, community awareness, marketing, or educational purposes.
- I will receive no financial compensation for the use of these materials.

HIPAA & Privacy Protection

K&Y Community Base Service will not disclose protected health information (PHI) in any media release without separate written authorization as required under the Health Insurance Portability and Accountability Act (HIPAA) and applicable Regional Center privacy regulations.

Participant confidentiality and dignity will be maintained in accordance with California Department of Developmental Services (DDS) and Regional Center vendor requirements.

Withdrawal of Consent

I understand that this authorization is voluntary and may be revoked at any time in writing. Revocation will apply to future use but will not affect materials already published.

PARTIES TO THIS AGREEMENT:

Participant: _____ Date: _____

Authorized Representative: _____ Date: _____

Program Administrator: _____ Date: _____

Start Date: _____ Termination Date: _____