Policy:
Mid-Missouri Supported Living, LLC, is an equal opportunity service provider that does not and will not discriminate against any of our individuals served based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, and especially disability.

Admission Criteria
When considering an individual to be admitted into Mid-Missouri Supported Living's services, Mid-Missouri Supported Living will consider the following:
• The individual must have a developmental disability, has a Medicaid waiver or has private funding to be able to pay for the services.
• Mid-Missouri Supported Living is able to provide adequate supports to effectively and safely meet the individual's needs.
• Mid-Missouri Supported Living will not consider for admissions individuals with highly specialized medical needs that require services and/or equipment beyond those available to Mid-Missouri Supported Living; individuals with dangerous behaviors who may be a danger to themselves or others; and individuals who lack funding to pay for services.

Admission:
When considering an individual to be admitted into Mid-Missouri Supported Living's Residential services, the following will occur:

<u>Residential Program</u>
- Identify an Opening or Opportunity for services.
- Research the Consumer Database in CIMOR database or receive calls about services.
- Review the individual's ISP, profile and roommate survey.
- Give a tour of the home to the individual or guardian/caregiver/Support Coordinator.
- Meet the Individual if it hasn't happened.
- Determine if Mid-Missouri Supported Living's staffing and available service meets the individual's needs.
- If yes, then a meeting with the Degreed Professional Manager (DPM), House Manager, and potential housemate will be arranged if possible.
- If Mid-Missouri Supported Living and the individual and his guardian if applicable choose to move forward with placement in residential services, then the Support Coordinator will be notified, and then appropriate funding will be sought by the Support Coordinator. The individual and his guardian if applicable will also receive a copy of Mid-Missouri Supported Living's Individual Supported's Handbook and a copy of the HCBS Participant Services Handbook, the Department of Mental Health's Knowing Your Rights handbook, Mid-Missouri Supported Living's Grievance policy, and agency contact information.
- Once all parties have agreed to placement, then Mid-Missouri Supported Living will participate in any transitional meeting and paperwork as required by CMRO and the Support Coordinator.
- Paperwork/items requested prior to move-in date for the individual include:
    - Approved UR budget for ISL services
    - ISP plan and any amendments, Photo ID, Health Insurance cards, Birth Certificate and Social Security card.

- Copies of the most recent doctor's notes for last physical, last PCP visit, last vision, dental and specialty doctor visit notes. This includes therapist and psychiatrist. Also diagnoses and allergies, and any upcoming appointment information.
- Last lab work notes.
- Signed physician orders for all medications and pharmacy information.
- 30 days' supply of medications.
- Immunization records, including Tuberculosis and Hepatitis B screening.
- Any needed Adaptive equipment and the corresponding physician orders.

Community Support Services (Community Networking, Individualized Skills Development, Support Broker and In-Home Respite)

- Receive calls from Support Coordinator or parents and guardians about services.
- Review the individual's ISP.
- Meet the Individual, parents, guardians, and Support Coordinator.
- Determine if Mid-Missouri Supported Living's staffing and available service meets the individual's needs.
- If yes, then a meeting with the DPM, House Manager will be arranged if possible.
- If Mid-Missouri Supported Living and the individual and his guardian or parent choose to move forward, then the Support Coordinator will be notified, and then appropriate funding will be sought by the Support Coordinator. The individual and his guardian if applicable will also receive a copy of Mid-Missouri Supported Living's Individual Supported's Handbook and a copy of the HCBS Participant Services Handbook, the Department of Mental Health's Knowing Your Rights handbook, Mid-Missouri Supported Living's Grievance policy, and agency contact information.
- Once all parties have agreed to the services, then Mid-Missouri Supported Living will participate in any transitional meeting and paperwork as required by CMRO and the Support Coordinator.
- Paperwork/items requested prior to the commencement of services for the individual include:
  - Approved UR budget for CN, ISD, SB and In-Home Respite services.
  - ISP plan and any amendments, Photo ID, Health Insurance cards, Birth Certificate and Social Security card.

Day Program

- Identify an Opening or Opportunity for services.
- Receive calls or emails about our services.
- Give a tour of the day program to the individual or guardian/caregiver/service coordinator.
- Review the Individual Plan.
- Meet the Individual if it hasn't happened.
- Determine if MMSL's staffing and available service meets the individual's needs.
- If Mid-Missouri Supported Living, LLC, chooses to move forward with placement in Day services, then the service coordinator will be notified, and then appropriate funding will be sought by the service coordinator.
- Once funding has been secured, then the individual can start with MMSL's Day Habilitation Services.
- Paperwork requested prior to start date for the individual is:
  - Approved UR budget for Day Hab services.
  - IP plan and any amendments pertinent to the services.
  - Any physician orders for any medication given at day program and the medication.

If any of the information is not delivered by the caregiver upon move-in date for residential services, Mid-Missouri Supported Living has the right to postpone move-in date. At times, Mid-Missouri Supported Living's staff will be able to obtain the needed information after move-in.

Program Costs:
Mid-Missouri Supported Living's program costs will vary based on the desired services and the level of supports you need. Total costs for ISL services for example, are based on room and board charges as well as the cost of staffing services and other expenses. Your Social Security benefits will typically pay for your room and board charges, including rent, supplies and food and utilities, among other things. The cost of staffing is calculated based on the staffing needs desired and level of care needed and can vary from $41.86 per hour to $51.08 per hour. Individual ISD services cost $48.28 per hour; individual CN costs $49.61 per hour; SB costs $42.16 per hour and In-Home respite, individual, costs $35.88 per hour. All costs associated with services, including the process for invoicing and submitting payments. MO Healthnet will pay for these services if the individual has an approved waiver, and Mid-Missouri will bill directly for the services through CIMOR. The individual and/or his family and trust (if one is available) can also choose to make the payments directly to Mid-Missouri Supported Living from their private funds if they do not have a MO HealthNet waiver. MID-Missouri will typically send monthly invoices to all its private pay clients. The agency also sends out monthly invoices for the room and board charges and clients have the option to submit the payments through a check or money order.

Our staff will help you in applying and reapplying for public assistance programs such as food stamps and MOHealthnet if you are eligible for them and you and or your guardian consents to it.

Discharge:
Mid-Missouri Supported Living strongly believes in the individual rights of every individual served and wants the best care and services to be provided to everyone. Mid-Missouri Supported Living will go above and beyond in providing exceptional care to everyone and will work hard to make every placement in our residential, PA and CN programs successful. Mid-Missouri Supported Living's staff will meet with the interdisciplinary team to look for solutions to the issues that arise in order to find solutions to those issues. However, not all placements will be successful, and Mid-Missouri Supported Living believes that, at times, the individual can receive the services that better meet their needs from other providers. If Mid-Missouri Supported Living cannot continue providing the appropriate support for an individual, then that individual may be discharged:

Reasons for Discharge:
- Extreme Physical Aggression
- Continued or Extreme Property Destruction
- Continued disruptive behavior affecting other individuals.
- Continued behavior that does not follow DMH ISL guidelines and services.
- Refusal for Medical Treatment as ordered by Physician that Mid-Missouri Supported Living feels the individual will have a negative outcome/effect on their life.
- Other issues as they arise.

If Mid-Missouri Supported Living has exhausted all resources, and discharge is needed, then a 30-day notice will be sent to the guardian of the Individual, and the individual. Mid-Missouri Supported Living will contact DMH and CMRO through the Provider Notice Portal (redcapdd.azurewebsites.net) 30 days prior to terminating services as well. Mid-Missouri Supported Living will continue to provide service to the individual as an appropriate placement is sought by the Interdisciplinary team.

Payment sources:
Admission and ongoing: Mid-Missouri Supported Living will issue an invoice for room and board to the designated payee for the individual supported. Billing will occur only for the days the individual is in our services per DMH billing requirements.

Mid-Missouri Supported Living will not bill for any services once the individual supported is no longer in our care. Room and Board will also no longer be collected or returned once the individual supported is no longer living in a home provided by Mid-Missouri Supported Living. If Mid-Missouri Supported Living is the payee, our agency will contact the Social Security office within 30 days and return any money being held by our agency. All personal money of the individual supported will be sent to either the new provider or directly to the guardian (based on the decision of the transition meeting in regards to this person's funds).

Approved by: _____

Robert Palmer, RN, BSN, Owner MMSL