Thrive Youth Services
1710 Douglas Drive North Suite 111
Golden Valley, MN 55422

Admission Criteria Policy

Program name: Thrive Youth Services, LLC

I. Policy

It is the policy of this DHS licensed provider (program) to promote continuity of care by ensuring that admission and service initiation is consistent with a person's service recipient rights under section 245D.04 and this licensed program's knowledge, skill, and ability to meet the service and support needs of persons served by this program.

II. Procedures

A. Pre-admission

Before admitting a person to the program, the program must provide the following information to the person or the person's legal representative:

1. Identifies the criteria to be applied in determining whether the program can develop services to meet the needs specified in the person's support plan.
2. A copy of the fact sheet the program received from a law enforcement authority or corrections agent for a person who is a registered predatory offender currently being served by the program when the fact sheet includes a risk level classification for the offender. The fact sheet received by the program should not be altered when it being provided and should contain the following information: (1) name and physical description of the offender; (2) the offender's conviction history, including the dates of conviction; (3) the risk level classification assigned to the offender under section 244.052, if any; and (4) the profile of likely victims. If a person is being admitted to the program who is a registered predatory offender and the program has received a fact sheet, a copy of the fact sheet must be provided to all persons currently served by the program, or their legal representative.

B. Service initiation

1. Landlords/providers must have a written agreement with people who live in homes and receive foster care and supported living services when provided in a licensed setting. Upon service initiation and annually thereafter, the program will provide a copy of the signed and complete residency agreement to document that people have been informed of and agree to the process the landlord/provider follows before ending services/housing, must be provided to the person and the legal representative and a copy must be maintained in the person's record.
2. Service recipient rights

   Upon service initiation the program will provide each person or each person's legal representative with a written notice that identifies the service recipient rights under 245D.04, and an explanation of those rights within five working days of service initiation and annually thereafter. Reasonable accommodations will be made to provide this information in other formats or languages as needed to facilitate understanding of the rights by the person and the person's legal representative, if any. The program will maintain documentation of the person's or the person's legal representative's receipt of a copy and an explanation of the rights.
3. Availability of program policies and procedures

   The program must inform the person, or the person's legal representative, and case manager of the policies and procedures affecting a person's rights under section 245D.04, and provide copies of the following policies and procedures, within five working days of service initiation:

- Grievance policy and procedure.
- Service suspension policy and procedure.
- Service termination policy and procedure.
- Emergency use of manual restraints policy and procedure.
- Data privacy.

4. Handling property and funds
   The program will obtain written authorization from the person or the person's legal representative and the case manager whenever the program will assist a person with the safekeeping of funds or other property. Authorization must be obtained within five working days of service initiation and renewed annually thereafter. At the time initial authorization is obtained, the program will ask the person or the person's legal representative and the case manager how often they want to receive a statement that itemizes receipts and disbursements of funds or other property. The program will document the preference. The program will document changes to these preferences when they are requested.

C. Refusal to admit a person
   1. Refusal to admit a person to the program must be based on an evaluation of the person's assessed needs and the licensed provider's lack of capacity to meet the needs of the person.
   2. This licensed program must not refuse to admit a person based solely on:
      a. the type of residential services the person is receiving
      b. person's severity of disability;
      c. orthopedic or neurological handicaps;
      d. sight or hearing impairments;
      e. lack of communication skills;
      f. physical disabilities;
      g. toilet habits;
      h. behavioral disorders; or
      i. past failure to make progress.
   3. Documentation of the basis of refusal must be provided to the person or the person's legal representative and case manager upon request.

Policy reviewed and authorized by:

James Grear, Owner _____
Print name & title Signature

Date of last policy review: 10/1/2024 Date of last policy revision: 08/01/2024

Legal Authority: MS §§ 245D.11, subd. 4; 245D.04, subd.2,(4) to (7), and 3, (8)