CEDAR LAKE LODGE, INC.
(An Intermediate Care Facility for Persons with Mental Retardation)
ADMISSION POLICY and GUIDELINES

ADMISSION POLICY

Admission shall be upon application as prescribed by admission policy and guidelines. Admission recommendations shall be submitted to and reviewed by the Executive Director, and subsequently forwarded to the Cedar Lake Lodge Board of Director's Admission/Discharge and Services Committee for consideration. If this committee agrees with the recommendation for admission, the Executive Director (or his designee) shall formally notify the resident and the family/guardian of the admission determination. The Board Committee is vested with the principal authority in all matters of admissions.

ADMISSION GUIDELINES

INTRODUCTION: At the heart of Cedar Lake's statement of mission and philosophy are two important considerations: (1) that our residential options provide a safe, stable and secure home, based on Christian values; (2) that our programs meet the resident's needs and maximize their abilities. These guidelines provide detailed criteria that delineate the Board's Admission policy.

1. Basic Criteria. Candidates for admission must meet the following basic criteria to be considered for admission:
   a) Candidates must be persons at least 21 years of age. Application and placement on the waiting list may take place after the 18th birthday.
   b) Candidates must have as their primary documented diagnosis, mental retardation that is within or below the Moderate Range (with a defined IQ of 50 or below), and in addition may have secondary disabilities such as epilepsy, diabetes, physical handicap(s), etc.
   c) Candidates must be behaviorally manageable so that they are not a danger to self or others.
   d) Candidates must be free of all contagious/communicable diseases/conditions and shall be able to benefit from the level of medical care provided.
   e) Candidates must be able to benefit from the active treatment and services that are available.
   f) Candidates must reside within a reasonable geographical service area of La Grange, Kentucky so that the family remains actively involved with the resident.
   g) Candidates must provide complete information (past/present) that could impact treatment or plan of care.
   h) Candidates must be behaviorally manageable so that they are not a danger to self or others.

2. Nondiscriminatory Practices. Cedar Lake agrees to abide by admission practices that are in accordance with the laws of the United States that prohibit discrimination. Issues of race, color, creed or ethnic origin shall not be a basis for admission decision-making.

3. Application Procedure
   a) Candidates may secure an application for admission and a copy of Admission Policy/Guidelines by phone call or letter.
   b) The application must be completed in its entirety and signed by the legal guardian/responsible party.
   c) When the application is returned to Cedar Lake for review, it must be accompanied by the following:
      1. Recent photo (snapshot) of candidate
      2. All supporting documentation as listed on the application
   d) When the completed application is received, an on-site visit for the candidate and his legal guardian/responsible party is scheduled.
e) The Cedar Lake Staff Placement Committee will evaluate the application and make its determination of appropriateness for the Cedar Lake Waiting List and submit their recommendation to the Admission, Discharge and Services (AD&S) sub-committee of the Board of Directors for approval.

f) Notification of the decision of the AD&S committee will be made to the legal guardian/responsible party in writing.

4. Waiting List Process. Placement on the waiting list does not constitute a commitment to provide future service. The list serves only as a registry to provide a pre-screened order of candidates to expedite the selection process when a vacancy occurs. All persons are placed on the list according to their chronological order of prescreened approval. The chronological date is derived from the date the individual is reviewed by the CL staff Placement Committee. The list will be divided into males and females.

The waiting list is comprised of those persons who seek immediate placement. When a vacancy occurs, the Placement Committee will refer to the waiting list to secure three candidates based upon their chronological date of staff placement committee review who appear most appropriate for the vacancy. The AD&S committee will then be contacted to give approval of this candidate pool. Only those individuals and their families will be contacted and considered.

To ensure that only those who truly seek immediate placement occupy the waiting list, a candidate who voluntarily declines an offered admission opportunity will be given the choice of going to the bottom of the waiting list or being removed completely.*

*Special consideration was approved by the Cedar Lake Lodge Board of Directors (August 19, 1999) to allow waiting list candidates who applied for admission and were accepted to the Cedar Lake Lodge waiting list during 1974 or before, the opportunity to decline an invitation for available residential services to CLL without loss of their chronological order on the list. Those having been accepted to the CLL waiting list after 1974 and who decline an invitation for residential services at any Cedar Lake operation will be given the choice of going to the bottom of the waiting list or being removed completely.

The waiting list will be updated every two (2) years. This will provide all families a regular opportunity to evaluate their needs and select the status that best suits those needs. Periodic updates of your application information will be required.

Once placed on the waiting list, the responsible person or family is encouraged to join and to maintain membership in the Cedar Lake Association.

5. Admission Process

When a vacancy occurs, the CL staff Placement Committee will refer to the waiting list to secure the candidate who appears appropriate for the vacancy based upon their chronological date of staff placement committee review. When confirmed that the legal guardian/responsible party wishes to proceed with the admission process:

a) Candidate must visit Cedar Lake with the responsible parent and/or guardian.

b) Following the visit, when the family and social worker agree to proceed with the application process, the legal guardian/responsible party must secure the following comprehensive evaluations: psychological, physical, dental, visual, neurological, physical therapy, speech/language, hearing and others as may be necessary to satisfy the Placement Committee as to the condition and needs of the candidate.

These evaluations must be secured within 30 days of the on-site visit. Failure to meet the 30-day response time frame without documented cause will be reason for loss of this admission opportunity.
c) Should the Placement Committee determine that these evaluations confirm the appropriateness of the candidate for the designated vacancy, they will submit recommendations to the Executive Director, who in turn submits to the Board Committee for approval of admission.

6a. Continued placement. Continued placement of an individual in CLL, as a licensed ICF/MR facility is based on the person's needs, the parent/guardian agreement to allow care and treatment deemed appropriate by the interdisciplinary team and the agency's ability to serve their needs. The resident must be involved in and benefit from the active treatment plan prescribed by the Interdisciplinary Team. They must not be a danger to themselves or others, and their medical needs must be able to be met by the agency. An individual's continued placement must provide the least restrictive environment for appropriate service provision. (Refer to the separate, but companion, Cedar Lake Lodge Policies: Discharge Policy, Continuing Care Policy.)

6b. Continuing Care Policy. It is the policy of Cedar Lake to provide continuing care to individuals with mental retardation admitted into its residential service programs. Continuing care will be provided within the limits of professional and financial resources and its obligation to other residents as long as it may be possible to do so. Residents qualifying for continuing care must have at some point been admitted to and lived in a CL owned or managed facility. (Please refer to the CL Continuing Care Policy for additional information and an outline of family and agency responsibilities under this policy).

7. Financial Concerns. As a not-for-profit corporation with limited charitable resources, it is necessary to expect all residents to have substantial ability to provide funds to meet their cost of care. Funding assistance for residents may be governmental (Medicaid, Social Security, etc.), private (parents, trusts, etc.) or a combination of resources. An approved "sliding fee scale" is available for private paying residents who comply with financial disclosure information in order to establish their ability to pay. In this manner, the difference between the sliding scale and the daily cost of care may be considered (for qualified applicants) by the Cedar Lake Foundation, Inc. via a grant request.

8. Appeals. A legal guardian/responsible party is permitted to appeal an admission-related decision to the Board AD&S Committee as follows: a) A written request and justification for reconsideration is received within thirty (30) days of the initial determination notice. b) Appeal justification is limited to two situations: Either (1) information, not previously available, is presented, or (2) a clear injustice can be shown. c) failure to act in a timely fashion will be grounds for refusing an appeal. d) Appeal request should be addressed to the CLL President who with the leadership of CLL Board Admission/Discharge and Services Committee will determine if an appeal is warranted based upon policy and guidelines as herein outlined.

9. Epilogue. Cedar Lake acknowledges that its residential operations are subject to licensure by the state, which places defined limitations on the scope of services provided. And finally, the CLL Board of Directors is the final authority in all matters of resident admission and discharge from the ICF/MR.

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Revised & approved by AD&S - November 2004