



## **Waiver Homes Admissions Policy**

Date of Origin: 6/2019  
Modification Date(s): 8/2021  
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### **I. Purpose**

To ensure Program can provide safe comfortable services to members served promoting maximum independence and supporting full community integration.

### **II. Policy**

It is the policy of UCP of Maine to provide services in a fully accessible home for individuals with 24-hour staffing. The agency will promote a resident centered choice making lifestyle along with full community integration as well as support of employment through training, policy, and audit.

UCP will maintain clean, comfortable, accessible, modern properties. Properties will be monitored for upkeep. Each year capital needs will be assessed. The settings will be licensed and meet all Federal, State, Local, and Life Safety requirements.

### **III. Procedure**

The home intends to provide 24-hour services to people with diagnoses of Developmental Delays (MR) and Autism.

Residents are supported and encouraged to partake of all that their community offers. We provide transport to medical appointments, work, day programs, worship services (if desired), social/recreational activities, family/friends, and shopping. Residents are encouraged to pursue interests in the wider community.

Handicapped transportation is available twenty-four hours per day. The agency maintains additional transportation at nearby settings. Each setting will have clearly displayed information about other non-program transportation options available.

All current and future employees are Direct Support Professionals with current experience ranging from three to eight years. The agency has full-time finance and human resources departments, and on-staff RNs available for consultation.

All DSPs are certified as such and are current in First Aid/CPR, Blood Borne Pathogens, and Safety Care or similar training. Most employees are CRMA certified. In addition, training is made available to EEs in specialized areas as needed.

The settings are ramped and single-storied. Some settings are equipped with an in-ceiling stationary lift system that serves two of the bedrooms and one bath. The baths have a roll-in shower and accessible sink. Kitchens have accessible sink and counters, and the laundry is front loading. The van is accessible and accommodates two wheelchairs.

Members will be encouraged to bring their own furniture and décor for their rooms. The common areas in the setting will be furnished and decorated by agency. If members have their own furniture and decor, the agency can place theirs in storage and allow for member choice. Agency will provide all furniture or décor if member does not have what they need. Home members can work cooperatively to decorate common settings. Staff will support members to choose and apply their décor. All furniture and décor must be in compliance with Life Safety and Licensing requirements.

At admissions, each member will receive his or her own keys for the setting. The keys will be for all exterior doors and member bedroom door. The member will receive keys to the private lock box to keep his/her personal cash and financial items.

Existing home members will be involved in recruiting process for new home members. Member will have opportunity to meet and spend time with potential new members prior to an offer of acceptance. Program Manager will seek input from current member before admitting new members.

Community integration and work life opportunities that match each member's interest will be determined through multiple ways. The process will start at admission. Information will be gathered during the initial interviewing process and again as member transitions into the home. If appropriate, staff will seek information from guardians, relatives, and friends of the member. Staff will have conversations with member seeking the information. Staff will be taught to communicate in a way the member can comprehend. For example, using pictures, sounds, or communication devices to transfer information.

The agency and member will sign an admissions agreement at entrance to ensure the optimum experience for the member. The admission agreement will outline services provided and responsibilities of both parties. The agency will utilize the pre-existing admission agreement developed by the State of Maine: 10-144 Chapter 113: Regulations Governing the Licensing and Functioning of Assisted Housing Program Level III Residential Care Facilities, Appendix A: Standard Contract.

When any staff member discusses or negotiates any contractual or binding agreement with a member, steps will be taken to ensure member has a full understanding of the information. At member's choice, guardians or representatives may be present to assist member in understanding any agreements. If staff members detects that member does not

comprehend the agreement, the process will be paused until alternative arrangements can be made to ensure member's interest are protected.

  
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Scott Tash, CEO

10-15-21  
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Date