



*"Creating Life Opportunities"*

## Policy and Procedure # 401

### Residential Client Admission and Retention

Approval: \_\_\_\_\_

Effective Date: 5/9/24

#### POLICY:

Acceptance and retention of a client may be based on EFI facilities and EFI employees' ability to meet a prospective or current client's needs, including but not limited to; housing, health, nutritional, mental health, dementia, ambulation and nursing care needs. EFI will not restrict placement on the grounds of race, color, national origin, age, sex, religion, creed, marital status, sexual orientation, disabled veteran status, Vietnam-era veteran status, the presence of any physical, mental, sensory disability, or the presence of HIV / AIDS.

REFERENCE: WAC 388-101-3630 through 3690  
WAC 388-101-3430 through 3450  
RCW 18.79.260  
DDD Policy 4.02

#### PROCEDURE:

##### Admission Procedures

1. Prospective client referral information must include, but may not be limited to a health professionals' diagnoses, a comprehensive summary of the prospective client's personal, behavioral, health and mental health history, necessary and contraindicated medications, level of support and personal care needs and activity and service preferences.
2. Records will be reviewed and an interview with the prospective client along with any appropriate representative(s) may be conducted by EFI administration prior to placement.
3. An initial assessment of EFI's ability to meet the prospective client's housing, health, safety, and nursing needs will be based on referral information and interview outcome. During the initial 30 days of placement EFI and the individual referred will assess EFI's ability to provide necessary ongoing supports.
4. Without additional staffing or other supports from DDD, EFI may not accept individuals who present a risk of harming either themselves or others, including but not limited to self-mutilation, suicide attempts and hitting or striking out at others.
5. EFI's Executive Director shall make the final decision of acceptance into the program. Department Directors may provide recommendations and documentation to the Executive Director for consideration.

##### Retention Procedures



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### **Residential Client Admission and Retention**

1. Without additional staffing or other supports from DDA, EFI may not retain individuals who present a risk of harming either themselves or others, or who refuse to allow necessary employee assistance in providing for the client's needs and required level of support.
  - A. If at any time a client's needs are no longer being met; EFI, DDA, the individual and their guardian or other advocate will determine if adequate modifications can be made to support the client effectively.
  - B. If EFI continues to have inadequate staffing or lacks other resources to provide necessary support to an individual, this will be communicated to DDA verbally and in writing. After all avenues of intervention have been determined unsuccessful and it becomes apparent a client is to the point they are no longer able to receive appropriate care, EFI will begin discharge planning.
2. EFI will not attempt to retain clients who are at risk due to significant medical conditions.
  - A. Clients must be self medicating, or self medicating with assistance.
  - B. Medication assistance may not exceed that allowed by WAC 388-101-3630 through WAC 388-101-3690.
  - C. Medication assistance through nurse delegation may not exceed that allowed by RCW 18.79.260.