

PROGRAM POLICY - COMMUNITY INTEGRATION SERVICES

Admission, Change of Daily Schedule, and Discharge Policy No. 300.3.2 Page 1

1 Admission

- 1.1 Individuals admitted to Community Integration Services must meet admission criteria and be able to benefit from the services provided.
- 1.2 Admission, treatment or discharge of persons served will not be made on the basis of any protected class, including: race, religion (all aspects of religious beliefs, observance or practice, including religious dress and grooming practices), color, national origin or ancestry, physical or mental disability, medical condition including (including cancer or a record of a history of cancer), gender, sexual orientation, marital status, registered domestic partner status, veteran status, current or prospective service in the uniformed services, age, or any other protected class under federal, state, or local law.
- 1.3 Prior to admission, each participant will present proof of a negative tuberculin skin test and physical exam to be completed no more than one year prior to beginning Community Integration Services activities.
- 1.4 A Pre-Admission Admission Screening Assessment will be conducted prior to acceptance. Areas of assessment will include, but are not limited to the following:
 - 1.4.1 Ambulatory Status
 - 1.4.2 Toileting needs
 - 1.4.3 Expressive and Receptive Communication
 - 1.4.4 Adaptive Technology
 - 1.4.5 Health Care Conditions and Medical Needs
 - 1.4.6 Hobbies and Interests
 - 1.4.7 Behavioral Concerns
 - 1.4.8 Mental Health Status
 - 1.4.9 Cultural Needs
 - 1.4.10 Safety Concerns
- 1.5 Upon admission, each participant will receive a program handbook. The program handbook includes information about the rights of each individual, the grievance procedures, disaster information and general programmatic information
- 1.6 Upon admission, each participant will review an admission agreement and sign consent forms for emergency medical care, release of information and participation in services.

PROGRAM POLICY - COMMUNITY INTEGRATION SERVICES

Admission, Change of Daily Schedule, and Discharge Policy No. 300.3.2 Page 2

- 1.6.1 If a person is conserved, the conservator must also sign all consent forms and an admission agreement before receiving services.
 - 1.7 Upon admission, an emergency disaster form will be completed.
 - 1.8 A Needs and Services assessment will be completed within the first 3 days of admission and will serve as an initial Individual Service Plan (ISP). An ISP meeting will be held within the first 30 days of admission to set goals and objectives to be addressed in the Community Integration Services program.
- 2 Admission Criteria
- 2.1 Both the general admission criteria and the following must be met:
 - 2.1.1 Candidates must be eighteen years of age or older.
 - 2.1.2 The ambulatory status of participants is designated by the license of each program site as follows:

Morro Bay CIS : Ambulatory
Atascadero CIS: Ambulatory
 - 2.1.3 Have an identified funding source.
 - 2.1.4 Have a desire to participate and benefit from Community Integration Services activities.
- 3 Conditions for Discharge
- 3.1 Persons may be discharged from Community Integration Services under the following conditions:
 - 3.1.1 The person has made sufficient progress to no longer require the services of Community Integration Services.
 - 3.1.2 The person no longer desires to participate in activities.
 - 3.1.3 The person exhibits drug or alcohol use/abuse at the program .
 - 3.1.4 The person represents a danger to themselves or others.
 - 3.1.5 Funding is discontinued.
 - 3.2 Prior to discharge, a team meeting will be held to identify and seek a resolution for the concerns.
 - 3.3 If a concern persists that cannot be adequately resolved, a 60 day notice

PROGRAM POLICY - COMMUNITY INTEGRATION SERVICES

Admission, Change of Daily Schedule, and Discharge Policy No. 300.3.2 Page 3

may be presented. A serious threat to the health or safety of an individual may result in a 3 day discharge notice with approval from Community Care Licensing.

3.3.1 A person may use the grievance procedure to appeal a decision to discharge but may not attend during a dispute if it is determined there is a health and safety issue, danger of harm to the person or others or funding has been discontinued.

4 Change of Daily Schedule

4.1 A person can request a change in their daily schedule at any time for any reason. Contingent upon availability, OPTIONS will make every effort to meet the request as quickly as possible.

4.1.1 A person can request an ISP meeting to discuss or change goals at any time. Upon request, an ISP meeting will be scheduled within 30 days of the request.

4.2 Some requests for changes in daily schedules may include, but are not limited to, the following reasons:

4.2.1 Desire to participate in activities with others in another staff-peer activity group.

4.2.2 Desire to work with a different Community Support Specialist staff.

4.2.3 Desire for different employment.

4.2.4 Request to work on different goals.

POLICY DATE: February 1996

REVISED: September 23, 2002
April 2004
January 2011
May 2012
August 2014

REVIEWED: September 2015

REVISED: November 2016

REVIEWED: October 2017

October 2018

November 2019

PROGRAM POLICY - COMMUNITY INTEGRATION SERVICES

Admission, Change of Daily Schedule, and Discharge Policy No. 300.3.2 Page 4

	November 2020
REVISED:	January 2022
REVIEWED:	May 2023
REVISED:	April 2024
REVISED:	May 2025
REVISED:	August 2026