

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-003

SUBJECT: Admissions & Discharge Committee

PAGE(S): 1 of 1

EFFECTIVE DATE: July 1987

Policy:

The Admissions and Discharge Committee shall be responsible for making appropriate decisions regarding the admission of every consumer. The Committee is comprised of a representative from each department, the Administrator of Services and Chief Financial Officer. Coordinators from an applicant's potential team may also be invited to attend when appropriate.

Procedures:

1. The Director of Support Services is the point of contact for referral and follow-up for admissions into Cottonwood, Inc., and chairs the Admissions and Discharge Committee.
2. The applicant's file and trial visit information will be made available at the meeting.
3. The Admissions and Discharge Committee will review all applicants. For those approved for admission, a start date will be set. For those discharged, a completion date will be decided.
4. At this time, an Admissions Committee Action Report will be completed.
5. Any decision made is subject to appeal.