

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-001

SUBJECT: Entrance and Exit Criteria

EFFECTIVE DATE: September 1990

Policy:

Day Enrichment services has established entrance and exit criteria to help guide individuals in choosing how they want their day to look. An individual may request participation in more than one service area of Cottonwood, Inc. Such requests, in addition to requests for full-time participation in Day Enrichment services, will be considered based on the following criteria. Services scheduled will be in accordance with the Individual's Person-Centered Plan.

Note: *For individuals admitted into Life Enrichment Services prior to January 2023, WIOA requirements will be met before working under the provisions of 14C of the Fair Labor Standards Act. Those individuals admitted into Life Enrichment Services after January 2023 will not participate in paid work. Services will instead focus on learning, leisure, life skills training, and integration activities.

Life Enrichment Services

Description of Services: Adult Day Services offering, health support, community integration, learning and leisure activities.

Entrance Criteria: Person meets admissions criteria for Cottonwood, Inc. (see policy 05-001) and the Admissions Committee deems referral appropriate.

1. For reasons related to disability and choice, person benefits from the type of environment offered in Life Enrichment.
2. For reasons related to disability, the person benefits from service options that may include, community integration, frequent breaks, alternating tasks, sensory enhancement, small group activities, health support and life skills training in accordance with the Person-Centered Support Plan.
3. Increased staffing needs.
4. All medical related documentation is obtained.

Exit Criteria:

1. Transfer to another service, or
2. Consumer initiated discharge, or
3. Team deems participation in services to be inappropriate.

Community Outreach and Recreation Enrichment (CORE):

Entrance Criteria:

1. Person meets admissions criteria for Cottonwood, Inc. (see policy 05-001) and the Admissions Committee deems referral appropriate.
2. For reasons related to disabilities and choice, the person benefits from the type of environment offered in CORE.
3. For reasons related to disability and choice, the person benefits from service options that do not include paid work. The person benefits from a self-scheduled day with the opportunity to use independent skills and participate in the community.
4. The person and their team deem the person has the ability to be successful in a minimally structured environment with minimal to moderate staff oversight based on the needs of the individual.

Extra Criteria:

1. Transfer to another service, or
2. Consumer initiated discharge, or
3. Team deems participation in services to be inappropriate

Retirement Enrichment Services:

Description of Service: A leisure, educational and wellness based adult day program that provides services at various community settings.

Entrance Criteria:

1. Person meets admissions criteria for Cottonwood, Inc. (see policy 05-001) and the Admissions Committee deems referral appropriate.
2. The Admissions Committee deems referral appropriate and one or both of the following are met:
3. 62 or more years of age with a desire to enter service or
4. Deterioration in health in later years that results in increased staffing needs and that diminishes ability to work. Appropriateness of full-time work-oriented goals is no longer present.

Exit Criteria:

1. Team deems participation in service to be inappropriate, or

2. Team/Consumer initiated discharge, or
3. Transfer to another service area.

Procedures:

1. An individual who is not currently receiving Cottonwood, Inc. services, but who is interested in receiving Day Enrichment Services must access services through the CDDO, as outlined in Policy #05-001.
2. When the consumer's team recommends a trial visit in a Day Enrichment day service(s), a trial visit will be scheduled so that the person can experience the service setting and Cottonwood, Inc. staff can assess what is needed to adequately support the individual. The results of the trial visit will be forwarded to the Admissions Committee for discussion and final decision.
3. While all persons meeting entrance criteria and requesting services from Day Enrichment will be considered for admission, priority will be given to those individuals who require the specialized support provided by the department. Day Enrichment will consider the availability of funding for increased staffing if needs are greater than current capacity allows. Capacity is determined at the discretion of the Day Enrichment Director and the Admissions Committee.