



## HAPPINESS BAG, INC. ADMISSION PROCEDURES for PROGRAM & SERVICES

Any individual(s) wishing to enroll in one or more of the programs offered by Happiness Bag, Inc. must initially meet with the following for:

- Residential Habilitation; Respite Services; or PAC services – Respite/ResHab Program Director
- Facility based programming, including Community Day Habilitation – Day Program Coordinator(s)
- Wellness Coordination – Executive Director and/or Wellness Coordinator
- Rec Sports and Special Olympics – Rec Sports Program Director

During these meetings, information will be provided to ensure the individual understands the program(s), availability of service(s), determination of waiver status and/or alternative pay options. A tour of a facility-based program will be provided, in order for the individual to view activities as they occur during the visit. Following the face-to-face meeting, it will be determined if the individual would like to pursue consideration for enrollment. If appropriate, an Application for Enrollment will be provided, with the understanding that submission of a completed application does NOT guarantee enrollment, nor will a partially completed packet be accepted. For individuals wishing to only enroll for Rec Sports and/or Special Olympics, an on-line application and participation form must be completed, submitted, and returned with required examiner(s) signature prior to participating in any sport(s) program.

Once determination is made that the individual is eligible for enrollment in either/or the Facility-based or Residential programs and a recipient of Medicaid Waiver services, all required verification from the individual's assigned Case manager must be received and has program hours adequate to meet their needs and/or hours desired to participate in the program(s), if applicable. Each application is reviewed on a case-by-case basis. The individual and/or their family, guardian/provider will be notified once the individual's eligibility is determined for enrollment.

If an individual is determined to not be eligible for service, the respective Director/Coordinator will notify the individual, in writing or their normal mode of communication of the reason(s) for that determination. The letter will also include a recommendation(s) for referral to another agency/organization. A copy of the letter/notification will be forwarded to the parent/guardian/provider, in addition to the Executive Director for periodic review of trends or patterns.

Once the fully, completed application has been submitted, the designated Program Director/Coordinator will schedule a follow-up meeting to further discuss the application, training, and potential development of schedule and if applicable, staffing assignment(s). Meeting(s) may also be scheduled for individuals receiving services from the Medicaid Waiver, to include Individual Support Team members, to also include Behavior Specialists and their training of all Happiness Bag personnel.

Happiness Bag presently has a waiting list for Facility-based and Residential Habilitation. Individuals and their IST members, including parent/guardian/provider will be notified of the wait list upon initial meeting for consideration of enrollment. Typically, a thirty (30) day wait is customary for Facility-based programming. Residential Habilitation is handled on a case-by-case basis, determined in part on housing options, roommate(s); hours availability; and staffing.