**Dynamic Services**

**Service Admission Checklist for Basic Services**

Person name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of service initiation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **ADMISSION/SERVICE INITIATION REQUIREMENTS** | **DATE OBTAINED/ COMPLETED** | **INITIALS OF RESPONSIBLE STAFF** |
| --- | --- | --- |
| **Within 24-hours of Service Initiation - Due date:** |  |  |
| FOR ADULTS: Provided orientation to the internal and external vulnerable adult maltreatment reporting procedures [[245A.65](https://www.revisor.mn.gov/statutes/?id=245A.65), subd. 1]   * If applicable, the person’s legal representative was notified of the orientation. * For a person who would benefit more from a later orientation, the orientation took place within 72 hours. |  |  |
| **Within Five (5) Working Days of Service Initiation - Due date:** |  |  |
| Obtained signed and dated admission form from person or the person’s legal representative, if any [[245D.095](https://www.revisor.mn.gov/statutes/?id=245D.095), subd. 3]. |  |  |
| Obtained signed and dated consent to release and exchange information from person or the person’s legal representative, if any [[245D.04](https://www.revisor.mn.gov/statutes/?id=245D.04), subd. 3]. |  |  |
| Obtained information required for service recipient record (see service recipient record checklist) [[245D.095](https://www.revisor.mn.gov/statutes/?id=245D.095)]. |  |  |
| Provided the person or the person’s legal representative, if any, with a written notice that identifies the service recipient rights and an explanation of those rights (see service recipient rights packet) [[245D.04](https://www.revisor.mn.gov/statutes/?id=245D.04), subd. 1]. |  |  |
| Informed the person , or the person’s legal representative, if any, and case manager of the policies and procedures affecting a person's rights under section [245D.04](https://www.revisor.mn.gov/statutes/?id=245D.04), and provide copies of those policies and procedures, including:   * Grievances; * Service suspension and service termination [[245D.10](https://www.revisor.mn.gov/statutes/?id=245D.10), subd. 4]; and * Emergency use of manual restraints [[245D.061](https://www.revisor.mn.gov/statutes/?id=245D.061), subd. 9] |  |  |
| Obtained written authorization from the person, or the person’s legal representative, if any, to assist with safe keeping of property and funds [[245D.06](https://www.revisor.mn.gov/statutes/?id=245D.06), subd. 4]. |  |  |
| Surveyed and documented the preferences of the person or the person’s legal representative, if any, and case manager for frequency of receiving a statement that itemizes receipts and disbursements of funds or other property (see survey form) [[245D.06](https://www.revisor.mn.gov/statutes/?id=245D.06), subd. 4]. |  |  |
| FOR ADULTS: Developed an individual abuse prevention plan (IAPP) [[245A.65](https://www.revisor.mn.gov/statutes/?id=245A.65), subd. 2] |  |  |
| **Within 15 calendar days of service initiation - Due date:** |  |  |
| Completed a preliminary coordinated service and support plan addendum based on the coordinated service and support plan (see CSSP addendum) [[245D.07](https://www.revisor.mn.gov/statutes/?id=245D.07), subd. 2].   * If the case manager, LTC coordinator, or responsible party from the lead agency, has not provided a CSSP, the provider may rely on the existing service plan until a CSSP is provided. However, the provider must ensure that the CSSP addendum is developed as required in 245D based on the existing plan and current information provided by the person’s support team. |  |  |
| **Within 60 calendar days of service initiation - Due date:** |  |  |
| Reviewed and revised, as needed, the preliminary coordinated service and support plan addendum, documenting the services that will be provided including:   * How the services will be provided * When the services will be provided * By whom the services will be provided * The person responsible for overseeing the delivery and coordination if services [[245D.07](https://www.revisor.mn.gov/statutes/?id=245D.07), subd. 2]. | Refer to CSSP addendum for details. | |
| FOR ADULTS: Reviewed and revised an individual abuse prevention plan (IAPP) [[245A.65](https://www.revisor.mn.gov/statutes/?id=245A.65), subd. 2] |  | |
| **Reports** |  |  |
| Written progress or status reports were requested by the person or the person’s legal representative, if any, or case manager (Y / N) |  |  |
| Frequency of requested reports (circle the applicable option):  Monthly; quarterly; semi-annually; annually; other (describe): |  |  |