



Admission Policy

Purpose

The purpose of this policy is to establish a consistent process for admitting clients into K&K Legacy Home Care LLC and to ensure that services are provided only when the agency can safely and effectively meet the client's needs.

Policy

K&K Legacy Home Care LLC shall provide home care services to eligible clients based on an assessment of needs, service availability, and the agency's ability to deliver appropriate care. Admission decisions shall be made without discrimination and in accordance with applicable federal, state, and local laws.

Eligibility for Admission

Individuals may be considered for admission if they:

- Require non-medical home care services.
- Reside within the agency's service area.
- Have needs that can be safely met by the agency.
- Consent to receive services or have an authorized representative provide consent on their behalf.
- Agree to comply with agency policies and procedures.

Admission Process

Initial Inquiry

Potential clients, family members, referral sources, or authorized representatives may contact the agency to request information regarding available services.

Preliminary Screening

A preliminary discussion shall be conducted to determine:

- Client service needs.
- Location of services.
- Availability of agency staff.
- General eligibility for services.



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Assessment

Prior to admission, the agency shall conduct a comprehensive assessment to evaluate:

- Physical condition.
- Functional abilities.
- Personal care needs.
- Home environment and safety.
- Support systems.
- Service preferences and goals.

Service Plan Development

Based on the assessment findings, an individualized care plan shall be developed outlining:

- Services to be provided.
- Frequency and duration of services.
- Client goals and preferences.
- Special instructions or precautions.

Service Agreement

Before services begin, the client or authorized representative shall review and sign all required documents, including:

- Service Agreement.
- Client Rights Acknowledgment.
- Consent Forms.
- Privacy and Confidentiality Acknowledgments.
- Any additional agency-required documentation.

Acceptance for Services

The Administrator or designated representative shall review all documentation and determine whether the agency can safely and effectively provide services.

Once approved, services may be scheduled and initiated.

Non-Discrimination

Admission decisions shall not be based on:

- Race



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-
- Color
 - National origin
 - Religion
 - Age
 - Gender
 - Disability
 - Marital status
 - Sexual orientation
 - Source of payment

Reasons for Denial of Admission

The agency may deny admission when:

- Client needs exceed the scope of services offered.
- The agency lacks sufficient staffing or resources.
- The home environment presents significant safety risks.
- Required documentation or consent is not provided.
- The agency determines that services cannot be delivered safely.

When possible, referrals to alternative providers or community resources shall be provided.

Client Notification

Clients shall be informed of admission decisions promptly. If admission is denied, the reason for denial shall be documented and communicated to the client or authorized representative.

Documentation Requirements

The following records shall be maintained for each admitted client:

- Intake Form
- Assessment Form
- Care Plan
- Service Agreement
- Emergency Contact Information
- Client Rights Acknowledgment
- Other required agency forms



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Policy Review

This policy shall be reviewed periodically and updated as necessary to comply with applicable regulations and agency standards.

Approved By: Administrator

Agency: K&K Legacy Home Care LLC

Effective Date: _____

Review Date: _____



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