



## Abilities Enrichment Center Admission Checklist

Participant Name: \_\_\_\_\_

Date of Admission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff Completing Checklist: \_\_\_\_\_

### 1. Getting Started – Admission Process Checklist

- Obtain ISP and send to the internal team for review (include Nursing)
- Schedule a tour of Abilities Enrichment Center

### 2. Administrative Documentation

- Admission application completed
- Consent forms signed (medical, transportation, release of information, etc.)
- Individual Service Plan (ISP) received and reviewed
- Guardianship papers (if applicable)
- Emergency contact information updated
- Photo identification and insurance card copies on file
- Billing/Medicaid/Private Pay verification completed

### 3. Medical & Health Requirements

- Physician's orders received (if required)
- Medication Administration Records (MAR) set up (if applicable)
- Current medication list obtained
- Allergies documented (food, environmental, medical)
- Seizure protocol (if applicable)
- Dietary needs/restrictions documented
- Current physical exam & immunization records on file
- COVID-19 vaccination/testing documentation (if required)

### 3. Program Preparation

- Assessment of individual needs completed
- Personal goals identified in line with ISP
- Behavior support plan (if applicable)
- Adaptive equipment/supplies obtained (wheelchairs, communication devices, etc.)
- Sensory room accommodations reviewed

- Transportation schedule established
- Interest Inventory
- Determine start date
- Fill out and send the Admission form
- Send ISP to 19 Services to have plan entered into Brittco (must be final plan)
- Train staff (include Nursing if needed)
- Set up Admission Meeting
- Set up 30-day meeting

#### 4. Safety & Emergency Preparedness

- Emergency medical authorization signed
- Fire evacuation plan reviewed with individual
- Safety plan developed (if applicable)
- Individual-specific risk factors documented

#### 5. Orientation

- Participant tour of facility completed
- Introduction to staff and peers
- Daily schedule reviewed with participant and guardian
- Program expectations explained
- Rights of Individuals with Disabilities reviewed

#### 6. Family/Guardian Communication

- Orientation packet provided to family/guardian
- Policies and procedures reviewed (attendance, illness, reporting, etc.)
- Communication plan established (preferred contact method)
- Consent for photos/activities reviewed and signed
- Decide on how funds will be handled

Final Review & Sign-Off

AEC Director/Manager Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_