

Policy Title: Regulations Governing Admission to Mental Retardation Facilities Operated By the Department of Mental Health

Scope: All mental retardation facilities (Boswell Regional Center, Ellisville State School, Hudspeth Center, North Mississippi Regional Center, and South Mississippi Regional Center) operated by the Department of Mental Health shall follow the established criteria when considering a person for admission to each facility.

Policy: It shall be the policy of the Department of Mental Health to follow the regulations established pursuant to Section 41-21-63 et seq., and other relevant statutes when considering a person for admission to a mental retardation facility operated by the Department of Mental Health.

Procedure: Consideration for admission to a mental retardation facility operated by the Department of Mental Health shall follow the following criteria:

I. AGE

Every person admitted to a retardation facility operated by the Department of

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Mental Health must be at least five (5) years of age. Persons under five (5) years of age may be admitted only upon approval of the Board of Mental Health. Referral to the Board can only be made after review and approval of the Chief of the Bureau of Mental Retardation and the Executive Director of the Department of Mental Health.

Every person admitted to Boswell Regional Center must be at least twenty-one (21) years of age.

II. CATCHMENT AREAS

Catchment areas depend both on county of residence and level of retardation.

Nothing in the delineation of catchment areas shall be construed to limit the authority of center directors to transfer patients from one facility operated directly by the Department of Mental Health to another.

III. APPLICATIONS FOR ADMISSION

A. Voluntary Admission:

Application for voluntary admission will be accepted from the following:

1. Persons over eighteen (18) years of age or married persons, who have not been adjudicated incompetent;
2. Legal guardians or conservators when authorization to make application has been received from the court having jurisdiction of such

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guardianship or
conservatorship; and

3. Parents of persons under
eighteen (18) years of age.

B. Involuntary Admission:

Court order pursuant to Sections 41-
21-61 et seq., shall be required for
involuntary admission.

IV. SCREENING AND PLACEMENT

All persons being considered for
admission shall be given a comprehensive
evaluation and results will be reviewed
by the Administrative Services and Review
Committee (ASRC). This committee shall
be an interdisciplinary team which shall
evaluate the individual's social,
psychological, and developmental
background and define the individual's
need for service. The committee shall
then determine whether the person will
benefit from care and treatment at the
center and whether admission is the best
available plan.

Persons over eighteen (18) or married
persons, who applied for voluntary
admission and who are not found capable
of managing their own affairs in the
opinion of the committee will be
requested to seek an adjudication of
competence and, if necessary, the
appointment of a legal guardian or
conservator.

Persons found not to be mentally retarded
will be refused admission.

Admission may be refused of persons whose

primary problems are of a medical nature, who have a diagnosis of psychosis in an acute state or whose medical problems or physical disabilities would prevent meaningful participation in the activities or services offered at the center.

A decision with respect to admission may be deferred pending the outcome of court action as in paragraph above, or if additional information is necessary to make a decision.

V. PLACEMENT

Each center may admit only that number of individuals that does not exceed its rated capacity and its capability to provide adequate programming.

Subject to the availability of facilities, persons determined eligible for admission shall receive a placement according to their level of retardation and individual needs. Residents may be admitted for trial placements if necessary to determine if placement would be appropriate.

Waiting lists will be maintained by sex and date of application for admission. Persons determined eligible for admission will be placed on a waiting list if bed space is not available when the determination of eligibility is made. Separate waiting lists will be maintained for residents requiring different levels of care. Applicants, or the court (in cases of involuntary commitment) shall be notified of placement on a waiting list.

VI. RESPITE OR CRISIS ADMISSION

A small number of respite or crisis admissions may be possible at each center, depending on the availability of bed space. Such admissions shall not exceed thirty (30) days unless approved by the committee and the facility director.

VII. TRANSFER

Individuals may be transferred when such a transfer is necessary for the welfare of that or other patients. The reasons for the transfer and appropriateness of the receiving facility to the resident's needs shall be documented.

The resident, and his parent or guardian, shall be notified in advance, and written consent sought. When consent is refused, the resident may be discharged.

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