

Rehabilitation Opportunities, Inc. (ROI)

Admission Criteria: Day Program

Admission to ROI's Day Program / Production Facility is based on a number of factors. If an individual meets all of ROI's criteria, he or she will be admitted into the program, pending written approval from the Developmental Disabilities Administration (DDA).

- I. **Diagnoses:** ROI considers applicants who are diagnosed with one or a combination of disabilities, but whose primary diagnoses is a developmental disability. Disabilities other than those listed below will be reviewed on a case by case basis:
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| A. Mental Retardation | F. Neurological Impairments |
| B. Down Syndrome | G. Seizure Disorder |
| C. Learning Disabilities | H. William's Syndrome |
| D. Physical Disabilities | I. Prader Willi Syndrome |
| E. Cerebral Palsy | J. Autism |
- II. **Functional Ability:** Applicants should be able to do the following:
- A. Perform Activities of Daily Living (ADLs) and Self Care independently
 - 1. Toileting
 - 2. Eating
 - 3. Dressing
 - 4. Showering
 - 5. Grooming
 - 6. Self-medicate
 - B. Learn to perform simple tasks in the workshop with reasonable accuracy. Examples of tasks include, but are not limited to: collating, inserting, labeling, stuffing and sealing envelopes, folding, counting, notebook assembly and poster rolling.
 - C. Follow simple and some multiple step instructions
 - D. Work fairly independently once a task is learned. Individuals requiring continuous one to one supervision are not appropriate.
 - E. Ambulate independently and navigate through the facility safely.
 - F. Safely and independently board and descend from the vans provided by ROI for transportation to and from the facility. In cases where ice or other hazards are present, van drivers may assist passengers.
- III. **Behavior:** Applicants must have manageable behaviors to ensure their safety and the safety of others. ROI carefully evaluates applicants with any of the following behaviors before admission.
- A. Acts of verbal or physical aggression
 - B. Behaviors which endanger the individual or coworkers
 - C. Elopement
 - D. Spitting
 - E. Inappropriate public sexual behavior
 - F. Setting fires
 - G. Handling bodily wastes

- IV. **Funding:** Applicants must have or be eligible for funding from:
- A. Developmental Disabilities Administration (DDA)
 - B. Private Funding
 - C. Grant
 - D. Other
- V. **Transportation**
- A. ROI will provide transportation to and from the facility if it is covered by the funding agreement. Transportation also depends on availability and accessibility. When appropriate, ROI may help arrange alternate means of transportation.
 - B. Individuals must safely and independently board and descend from the vans provided by ROI for transportation to and from the facility. In cases where ice or other hazards are present, van drivers may assist passengers.
- VI. **Submission of all supporting documentation:**
- A. ROI's Application for Services
 - B. Psychological Evaluation (Within 3 years)
 - C. Medical Evaluation, including current medication information (Within 1 year)
 - D. Dental Evaluation (Within 1 year)
 - E. Release of Information
 - F. Previous IHP (transfer) or IEP (graduating students)
 - G. Crisis Resolution letter from the DDA (where applicable)
- VII. **Successful Work Trial:** Once documentation and proof of funding is received, ROI will schedule an individual for a work trial in the Production Facility. Transportation will be provided to and from ROI. The trial is designed for ROI staff to evaluate an individual's appropriateness for the program as well as to provide an individual with the opportunity to decide whether or not they like the program.
- A. Individuals will be evaluated by Floor Supervisors and Counseling Staff
 - B. Individuals will be evaluated on the following criteria:
 - 1. Ability to follow directions and adapt to a routine
 - 2. Ability to exhibit appropriate social and work behaviors
 - 3. Ability to learn how to perform the work provided
- IX. **Admission:** If an individual meets all of the above requirements and ROI has space available, ROI staff will submit the admission paperwork to the DDA (or other funding agency when applicable.) When ROI receives written notification of approval, an individual will be admitted to the program. ROI staff will arrange transportation and schedule a start date with the individual and his or her family.