



Heartspring



RESIDENTIAL & DAY SCHOOL

ADMISSIONS REFERRAL & ENROLLMENT PROCESS

IN ORDER FOR A CHILD TO BE CONSIDERED FOR ENROLLMENT AT THE HEARTSPRING SCHOOL, WE REQUIRE THE FOLLOWING:

□ STEP 1

Referral documents required for the Admissions Review Team to determine appropriateness:

Educational Documents

- Current IEP
- Any other related services evaluations: such as a speech, OT, etc.

Psychological/Behavioral Information

- Psychological evaluation, including full developmental history and IQ testing
- Behavior plan(s)
- Behavior data
- Functional Behavioral Assessment/Analysis - if one has been done

Medical Information

- Preferably the Heartspring Health Assessment Form
- Parent/guardian can fill out a "Medical Release of Information" and we can request medical records be sent directly to us.
- (OR) Another physical may be acceptable
- Medication information
- Additional records for any applicable specialists

Other

- Heartspring Student Information Sheet
- Proof of guardianship for a child over the age of 18. Proof of custodial parent, if parents are divorced.
- Short video clips (1-3 minutes in length) may be required. Situations to consider are:
 - Academic work (classroom setting, speech or OT therapy session, working on classroom tasks at home, etc.)
 - Child at home during mealtime, sample of self-care skills like brushing teeth, child completing a chore
 - Interaction between child and a peer, or the child and an adult
 - Inappropriate/aggressive behaviors
 - If video clips are not available, we may request a Skype session.

□ STEP 2

Admissions Review Team reviews records and determines acceptance/denial. If additional information and records are needed before a decision can be made, the Admissions Department will facilitate this with the parents/guardians and/or referring school or agency. Students must have a diagnosis of autism or a developmental delay/intellectual disability.

Please note, requests for additional information (including a possible site visit by a Heartspring Admissions Review Team Member) will be made if one or more of the following criteria are present:

- Absence of a diagnosis of autism
- Absence of a diagnosis if a developmental delay/intellectual disability
- Evidence of intentional, premeditated aggressive behavior
- Reports of sexually aggressive behavior
- Records indicating psychiatric diagnoses such as schizophrenia, bipolar, oppositional defiant disorder, conduct disorder, personality disorder, etc.
- Extremely dangerous behavior toward self or others with the use of weapon(s) or fire.
- Suicidal, homicidal ideations
- Student having two or more placements in the past 24 months
- Severity of medical needs including diabetes, allergies, TBI, or physical handicap
- Unmediated sensory impairment, such as deafness or blindness
- Student who received an autism diagnosis late in life, or the diagnosis is not clearly agreed upon

We are unable to accept students with the following diagnoses, or combinations of diagnoses, or presenting issues:

- Primary diagnosis of conduct or oppositional disorder(s), especially combined with low average/average IQ scores, or above
- Unstable or life threatening medical diagnoses or the need to provide 1:1 medical staff to assure safety, such as students with tracheostomies, ventilators, heart arrhythmias, C-Pap machines, or any other complex airway/breathing difficulties
- Students with a history of sexual aggression or predatory behavior towards others.
- Students with a history of drug or alcohol use

□ STEP 3

Formal acceptance letter (or denial letter) emailed and postal mailed to the parents/guardians and or referring school or agency. If a denial letter is issued, the letter will describe the reasons for denial.

□ STEP 4

Explore the possibility of a TOUR with parents/guardians and/or referring school or agency representative.

□ STEP 5

An ENROLLMENT date will be offered, once funding is confirmed. Once an enrollment date has been offered, that date will be held for up to two weeks.

- If added to the waiting list, it's important to stay in regular contact with the Admissions Department.
- Enrollments are determined based on available openings in the classroom and residential setting, as well as the best available fit.

□ STEP 6

Once Enrollment is confirmed, the Admissions Department will send parents:

- Admissions Checklist
- Parent Handbook and Enrollment Paperwork
- Packing List and Inventory List
- Psychology Behavior Rating Scales

□ STEP 7

An Intake-Student Support Plan meeting is scheduled.

This meeting is held at least two weeks prior to enrollment day. Parents/guardians, the referring school/agency, and anyone else who knows the student well, should participate via conference call. This is approximately two hours long. This meeting is what helps guide the creation and implementation of a behavior plan, what we call a Student Support Plan.

□ STEP 8

Funding/Contract is secured and is in place for private pay, and/or school/agency funded students.

□ STEP 9

Enrollment Day (Sample itinerary below):

- 8:30/9 a.m.
Student arrives - goes to classroom
- 9:30 a.m.
Parents meet with Psychology - discuss/approve Student Support Plan (behavior plan)
- 10:30 a.m.
Parents meet with Medical - discuss medical needs, medications, sign some paperwork, etc.
- 11:30 a.m.
Parents meet with Director of Admissions - orientation and finalize all paperwork
- 12:30 p.m.
Parents begin setting up the student's bedroom in the group home and begin unpacking
- 3:00 p.m.
Parents attend a Team Meeting to discuss student's first day
- 3:45 p.m.
Parents spend time with student in the group home, after school, continue unpacking, etc.
- 5:00 p.m.
Parents leave group home at dinner time - say "good-bye"