



## TITLE: KOKUA'S MISSION, VISION & ADMISSION PROCESS

**Policy 1.0**  
**Rev. July 2015**

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### PURPOSE AND SCOPE

This policy outlines Kokua's process for the acceptance of new clients into Supported Living. This policy also affirms the rights of both Kokua and the client receiving service to initiate a termination of services. WAC 388-101-3450, WAC 388-101-3210, DDA Policy 4.02, DDA Policy 6.18

#### A. KOKUA'S MISSION

Provide citizens with disabilities the support needed to live full and meaningful lives.

#### B. VISION

Kokua is a welcoming, compassionate community organization providing information, support and services to individuals with disabilities and their families.

#### C. ADMISSION TO SUPPORTED LIVING SERVICES PROGRAM:

Kokua's decision to accept a referral for Supported Living services will be based upon the agency's capacity to effectively support the individual and upon an agreement reached between all parties as to the types of support to be provided.

#### D. NONDISCRIMINATION:

Kokua will not discriminate against any client or prospective client based upon the person's race, religion, marital status, age, gender, sexual orientation, color, creed, national origin, veteran or Vietnam era veteran status, use of a trained dog guide or service animal by a person with a disability, or a handicapping condition, the presence of any sensory, mental or physical disability, including communicable diseases and HIV/AIDS.

#### E. DISCHARGE:

If Kokua decides that it can no longer provide the appropriate type or level of service that a specific client requires, Kokua may request DSHS to locate a more appropriate service provider. Clients receiving services from Kokua have the right to change service providers at any time. Kokua will actively advocate for clients who express a desire to change service providers.

#### F. SERVICES:

Kokua will provide services in a manner that encourages and supports our clients to have as much power and choice in their own lives as possible. Kokua measures the success of our program by the quality of life for individuals receiving support.

#### G. REFERRAL PROCESS

The referral process begins when Kokua receives a referral packet from the Developmental Disability Administration (DDA) or a request for service is received from a private party. The Administrator will do an initial review of the request. If it appears that the request is not a good match for Kokua or if insufficient staffing resources exist to provide adequate services, the referral will be declined.

If the Administrator believes that the referral is a good match for Kokua, the Administrator will share the referral packet with the Service Coordination Team. The Administrator will make the initial contact with the individual and their family/guardian. The Administrator will provide the individual and their family/guardian with a Kokua Information Packet (copy of the Annual Report, copy of the Client Grievance Policy, copy of the Client Rights Policy, copy of the Kokua newsletter) and will offer the individual the opportunity to tour some homes supported by Kokua. During this process, the Administrator will keep the DDA Resource Manager apprised of the progress of the referral.

If the individual and their family/guardian select Kokua as their residential provider, the Administrator will provide the individual and their family/guardian with an Intake Information Sheet to complete prior to the Intake Meeting. The individual should be requested to bring copies of the following documentation to the Intake Meeting:

- Washington State ID
- Social Security Card
- Guardianship documents (if applicable)
- Power of Attorney (if applicable)
- Provider One Medicaid Card
- Medicare Card
- Private insurance coverage card
- Pre-Arranged Funeral Plan (if such a plan has been purchased)
- Drug plan card
- Lease or rental agreement (if the individual already lives in the residence where they will be receiving support)
- Signed releases of information for all medical or mental health providers and for all other organizations which Kokua staff might contact on the client's behalf
- Restraining Orders (if applicable)

Kokua staff will encourage the client and their family/guardian to be an active part of the move transition planning.