

## **76924 Admission Contract**

### **(a)**

Each facility shall have a written contract with each client or client's authorized representative. Such a contract shall be completed prior to or at the time of admission. It shall be dated and signed by the licensee or licensee's authorized representative, the client, if possible, and the client's authorized representative and the placement agency, if a party to the contract. A new contract shall be signed if there is any change in the terms of the original admission contract. A signed copy of the admission contract shall be provided to the client or the client's authorized representative and the placement agency, if any. A signed copy of the admission contract shall be retained in the unit client record.

### **(b)**

The contract shall specify: (1) Services to be provided by the facility. (2) Rate of charge for service. (3) When and by whom payment shall be made. (4) Conditions for modification of the agreement, including provisions for at least 30 days' prior written notice of any rate change. For the client whose care is funded at rates prescribed by government funded programs, the agreement may specify that the facility's rate may be changed effective on the operative date of any rate change made in that program. (5) Conditions under which refunds shall be made, and the time period within which they shall be made. (6) Conditions under which the agreement may be terminated. (7) That no client shall be summarily

discharged by the licensee unless the client is clearly engaged in behavior which is a threat to property or to the safety of others in the facility.

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**(5)**

Conditions under which refunds shall be made, and the time period within which they shall be made.

**(6)**

Conditions under which the agreement may be terminated.

**(7)**

That no client shall be summarily discharged by the licensee unless the client is clearly engaged in behavior which is a threat to property or to the safety of others in the facility.

**(c)**

Prior to any discharge, the client's authorized representative or placement agency, if any, shall be notified to coordinate transition to a new residential

setting.

**(d)**

A written report of any client being summarily discharged shall be sent to the local licensing district office within five days.