

WPSBC LAVI Adult Program Administrative Procedures

ENROLLMENT/ADMISSIONS

Background: A structured admissions process is necessary to guide School personnel and parents in determining whether the LAVI Program can provide a safe and appropriate habilitative environment for a graduate of the Western Pennsylvania School for Blind Children (hereinafter, WPSBC), aged 21 to 59. Gathering and analyzing available records and data supports accurate decision-making and a smooth transition for the graduate into the LAVI Adult Program.

Procedures: The Admissions Team at the WPSBC is comprised of the CEO, Program Director, Health Services Director, and Registrar. The participation of all members of the Admissions Team is not required for the decision-making process. Admissions Team members will be determined on a case by case basis.

1. Parents or other interested persons are encouraged to contact the Program Director to inquire about the enrollment of a potential student in the LAVI Adult Program.
2. Upon receipt of pertinent information an Admissions Team meeting will be convened.
3. The Admissions Team shall first determine if the collected information is sufficient to make an enrollment decision. Members of the Admissions Team may request additional information before making a recommendation for enrollment.
 - a. The CEO may require additional data to make a final determination of acceptance for admission. Additional processes for gaining needed information to make a final admissions decision may include but not be limited to arranging an:
 - Evaluation of the applicant by personnel employed by the WPSBC; and/or
 - Evaluation of the applicant by medical experts independent of the WPSBC; and/or
 - On-site visit of the applicant in his or her current educational placement or natural environment by Western Pennsylvania School for Blind Children personnel.
 - b. If additional behavioral data is needed to determine if the LAVI Adult Program can maintain the safety of the student, other students, and staff, a risk assessment will be required using an outside evaluator who can address the following questions:
 - If a prospective participant has a behavior level of a 1,2,or3 that requires behavioral support, the admission team will determine whether or not the LAVI program can safely meet his or her needs.
 - Based on the available records, can the LAVI Adult Program maintain a safe facilitative environment without a positive behavioral support plan?

- c. If the Admissions Team anticipates that the student may need to be physically restrained or require behavioral interventions that may preclude personnel from satisfying mandatory staffing ratios, the applicant will not be admitted to the LAVI Adult Program.
4. Once the CEO and the Admissions Team determines that sufficient information has been collected to make an admissions decision, the Admissions Team shall make a recommendation to the CEO. The standard for decision-making is whether or not the LAVI Adult Program can meet the student's habilitative, social, and medical needs based on current evaluations, educational and medical records, parent report, and other pertinent information. The Program Director shall present to the CEO a summary of relevant issues concerning any enrollment recommendation by the Admissions Team that lacks consensus. The CEO shall make a final decision concerning the admission of the applicant.
5. The CEO or designee shall contact both the applicant and parent/guardian regarding the admissions decision without delay.

Our participants come from diverse economic and social backgrounds. The Western Pennsylvania School for Blind Children maintains an open door admission policy, which provides full and equal opportunities without regard to race, color, religion, creed, sex, national origin, ancestry, physical disabilities or cognitive development.

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