

SD- 04

POLICY AND PROCEDURE

Admission, Transfer and Discharge

Approved by:

Pat O'Leary

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Carriglea Cáirde Services

Procedures Manual

Title: ADMISSION, TRANSFER AND DISCHARGE

1.0 Scope

1.1 The Procedure for admission to, transfer within or discharge from Carriglea Cáirde Services.

2.0 Aims and Values

2.1 To ensure that each individual's admission, transfer or discharge is determined on the basis of fair and transparent criteria.

2.2 To take account of the rights of all concerned in the process of admissions, transfer and discharge of service users.

3.0 Contents

6.0 General Provisions.

7.0 Eligibility criteria for admission to services.

8.0 Referral-Admissions process

9.0 Admission to Respite Services.

10.0 Transfer Policy

11.0 Discharge Policy

12.0 Appeal

13.0 Membership of Admissions Transfer and Discharge Committee

4.0 Referenced Documents

SD-43 Safeguarding Vulnerable Persons at risk of Abuse

SD-40 Respite Services

HR-28 Trust in Care

C4-72 Services Application Form

C4-34 Medical Examination Form

C4-56 Residency Agreement

C4-01 Admissions/Transfer Checklist

 Barthel Assessment Tool

 Person Centred Plan

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5.0 Responsibilities

5.1 The manager, members of the admission transfer and discharge committee.

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6.0 GENERAL PROVISIONS

- 6.1 It is the policy of Carriglea Cáirde Services to manage the admission, transfer and discharge of service users in a fair and transparent manner
- 6.2 All requests for services are carefully assessed to ascertain the suitability and availability of the appropriate services for the applicant and his/her family Admission will be on condition that there is a suitable place available in the particular service that is being sought or that a suitable service can be developed within available resources.
- 6.3 Carriglea Cáirde Services promotes integration of service users into the local community and every effort is made to provide day and residential services in the community Where this is not feasible or when a persons needs are better served in a more secure environment, in exceptional circumstances, services may be provided on campus at Carriglea.
- 6.4 A waiting list for services is maintained by the chairperson of the Admissions, Transfer and Discharges committee. In the event of a place becoming available, the waiting list is consulted and the vacancy is filled appropriately from that list, taking into account the criteria for prioritisation outlined below and any criteria that may be recommended from time to time by the HSE.
- 6.5 Decisions in relation to admissions, transfers or discharges are taken by the Admissions, Transfer and Discharges committee. Relevant personnel in the HSE are also consulted with separately in relation to the filling of vacancies.
- 6.6 Prospective service users, parents and families are welcome to visit the services by appointment. Such visitors will always be received with dignity and respect, and their privacy respected. It will, however, be necessary to make certain information available to the Admissions, Transfer and Discharges Committee. Also, the privacy and dignity of existing service users will be respected.
- 6.7 All admissions will take account of the Services responsibility to protect service users from abuse by their peers. All staff have an obligation to promote the welfare of vulnerable person and to protect them from any form of abuse. Carriglea Cáirde Services has a duty of care to ensure that all service users will be protected from abuse.

It is the responsibility of all staff to ensure that any allegations of abuse are responded to promptly and in accordance with our *Policy and Procedure for Safeguarding Vulnerable Persons at risk of Abuse* and *Trust in Care HR-28*

- 6.8 Carriglea Cáirde Services admissions, transfer and discharge policy will be influenced by government reports and legislative developments such as *Time to Move on from Congregated Settings A Strategy for Community Inclusion (June, 2011)* and *New Directions- Review of Day Services*.

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7.0 ELIGIBILITY CRITERIA FOR ADMISSION TO SERVICES

7.1 *Any person seeking admission must:*

- Be at least 18 years of age
- Reside within the catchment area agreed with the HSE. (In certain circumstances applicants from outside the catchment area may be considered in consultation with the HSE). It is preferable that services should be provided as near as possible to a person's home/local community Therefore, services will primarily be provided to people who reside within the West Waterford area.
- Be formally assessed as having an intellectual disability The persons primary and predominant disability must be intellectual disability

7.2 *Admission may be refused in the following circumstances*

- Applicant has medical needs that cannot be met within Carriglea Cáirde Services
- Applicant requires specialist mental health services which cannot be provided within Carriglea Cáirde Services
- Applicant who in the opinion of the admissions committee, cannot have his/her overall needs met within Carriglea Cáirde Services

8.0 REFERRAL/ADMISSIONS PROCESS

8.1 Referrals can be made by self-referral, by a family member/carer, by a school or by staff of the HSE.

8.2 All applications for admission must be in writing and a *Services Application Form Medical Examination Form* must be completed and sent to the Chairperson of the Admissions, Transfer and Discharge Committee. (Completion of the application form does not infer entitlement to an offer of a place).

8.3 Applications for placement on the Rehabilitative Training Programme must also be processed through the HSE Occupational Guidance Officer

8.4 Carriglea Cáirde Services Admissions Transfer and Discharges Committee process all applications, having regard to the funding, staffing and facilities available. Account will also be taken of needs assessments of applicants and the outcome of any relevant risk assessments and other relevant reports.

8.5 *In circumstances where there is more than one suitable applicant for an available place, the criteria for prioritisation will be based on which applicant is.*

- Deemed by the Admissions Committee to have the greatest need for a place taking into account prioritisation criteria documentation provided by the HSE
- Lives alone or with persons who are unable to adequately care for him/her
- Is in any kind of immediate danger in his/her present location

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- Is within our catchment area
- Is receiving no service at present
- Is about to lose his/her present service

8.6 In circumstances where a vacancy arises in an existing service, account will be taken of the needs and wishes of the existing service users of that service.

8.7 The Area Co-Ordinator for Disability Services in the HSE is informed of all new applications and will be consulted in relation to prioritisation prior to any offer of a day or residential place.

8.8 *Any person seeking admission will normally.*

- Be invited to visit the services and/or be invited to meet with representatives of the admissions committee. A home visit by the social worker may be organised if required.
- Be requested to complete the *Services Application Form* supply a medical report, psychological reports and any other relevant reports or information which are available relating to the applicant. In situations where the applicant attended the services of another agency, the Chairperson of the Admissions Committee will write to the CEO of that agency seeking release of relevant reports.
- Have their needs assessed using the *Barthel Assessment Tool* and the *Are You at Risk Form from the Person Centred Plan* completed in order to ensure that the new admission and his/her peers are protected from abuse.
- Applicants for Rehabilitative Training normally receive a period of placement in the day services in order to assess suitability for the programme.

8.9 If the applicant is not filling an existing vacancy, an application for funding/staffing is made to the HSE. A person must have sufficient funding, commensurate with his/her needs sanctioned by the HSE. No offer of a place will be made until funding/staffing has been agreed in writing.

8.10 *If it is possible to offer a place to the applicant*

- The person who completed the application form will be contacted, the nature and extent of the service is agreed and a written offer of a service will be made.
- A consent form for any necessary and urgent medical procedures will be requested to be signed and a medical report form completed by the person's GP
- Permission will be sought to include the person being admitted on the National Intellectual Disability Data Base.
- A written agreement will be drawn up and signed by the applicant and/or his/her representative, outlining the terms and conditions of the placement.
- The person to be admitted will be provided with a service user guide/information pack relating to the services.
- Either prior to admission, or as soon as practicable after admission, a Person Centred Plan will be developed to ensure maximum participation by the person in daily living and community activities. With the agreement of the service user, his/her

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family/representative will be involved in developing this plan.

- After a person is admitted to any area of the residential or day services, an assessment will be carried out (through the Person Centred Planning process) within a period of six months to assess whether or not the person is in the most suitable location/programme. If an alternative location within the services is thought to be more appropriate, then, if possible, an internal transfer may take place.

8.11 As soon as possible after a person is admitted to a residential setting (either as a new admission to the Services or a transfer from another location within the services) the manager should have an *Admissions/Transfer Checklist Form* completed.

9.0 ADMISSIONS TO RESPITE SERVICES

9.1 The same policy and criteria which apply to admission to residential and day services also apply to admission to respite services.

9.2 Carriglea Cáirde Services Admissions Transfer and Discharge Committee process all applications being made for respite care for the first time.

9.3 When the respite service is to be provided on campus, any requests for further periods of respite care after the initial respite break, should be directed to the Senior Service Manager & Clinical Governance Lead.

9.4 Allocation of bed nights in White Strand respite facility are agreed twice yearly by a sub-committee of the Admissions, Transfer and Discharge Committee. This is done following communication with all service users and their families regarding their anticipated needs for the coming year

9.5 In the event of emergency applications, the relevant Senior Services Manager, in consultation with as many of the Committee as are immediately available, will decide whether or not a service can be provided.

9.6 *When a respite service is being offered:*

- The person who completed the application form will be contacted.
- A request will be made for a consent form for any necessary and urgent medical procedures to be signed and a medical report form completed by the person's GP
- Arrangements regarding dates for respite break will be arranged with the relevant Senior Services Manager or her deputy
- A letter will be sent outlining the agreed dates for admission and discharge. It will also list items the person should bring with him/her
- Any medication, which the person is currently taking, should be brought with him/her, in the original pharmacy container.
- Those offered a respite place should make their own transport arrangements for getting to and from the Services.
- Those who are currently availing of a day place within Carriglea Cáirde Services will

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attend that day service during the respite break.

9.7 Every effort will be made to facilitate requests for respite services on the preferred dates of the applicant. However, as the needs of all those requesting the service must be considered, we cannot ensure that a bed will be available for the dates requested.

9.8 Carriglea Cáirde Services endeavours to give equal opportunities to all eligible persons who apply for respite services. When demand is greater than the amount of service available, we allocate the available bed days taking into account the individual circumstances of the applicants and their families and prioritise the allocation of available respite accordingly

9.9 Further details in relation to respite services are set out in the policy/procedure on *Respite Services SD-*

10.0 TRANSFER POLICY

10.1 *The transfer of a service user from one area of Carriglea Cáirde Services to another will be considered in the following circumstances*

- If he/she requests a transfer
- If his/her parents/guardians requests a transfer
- If management/staff of the service deem it appropriate to meet the needs of the service user
- If the transfer is in accordance with the service user's Person Centred Plan

10.2 *The following transfers may take place without reference to the Admissions, Transfer and Discharges Committee.*

- Temporary and emergency transfer from one house to another within the residential campus. Such transfers will be in consultation with the Senior Services Manager and the managers of the relevant houses.
- Transfer from one section of Shepherds Wood Lodge to another Such transfers will be in consultation with the Senior Services Manager and the Senior Supervisor

10.3 *A meeting of the Admissions, Transfer and Discharge Committee must be called for any of the following long-term transfers within the service.*

- From the residential campus to a community house
- From one residential house to another (on campus)
- From a community house to the residential campus
- From one community house to another
- From any of our individual day services to another

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10.4 Short-term/temporary transfers may take place between the above services by agreement with the service user and/or his/her family/representative, the chairperson of the Admissions, Transfer & Discharges Committee and the managers of the relevant services, without a meeting of the full committee.

10.5 *Transfer from one area of the services to another may be for one or more of the following reasons, which will be identified in the persons Person Centred Plan.*

- Changing needs due to ageing or the onset or deterioration of a physical disability or mental health problem
- Development of a more appropriate service
- Reasons of health and safety
- Progression to a lower support environment
- Need for a higher support environment
- Incompatibly with others within the service

10.6 Any transfer should be for the benefit of the person being transferred and any transfer should not diminish the quality of life of the person. The service user and his/her family will be consulted in relation to any internal transfer and where relevant, other persons who may be affected by the transfer will be informed.

11.0 DISCHARGE POLICY

11.1 Certain circumstances may arise whereby it will not be possible for a person to remain within the services, thus necessitating a discharge meeting.

11.2 *Possible reasons for discharge may include*

- Development of a condition which it is not possible to safely treat/manage within Carriglea Cáirde Services.
- Failure to attend the service for long periods of time, without reasonable cause or without the agreement of management
- Failure to comply with the terms agreed on admission to the service/programme
- Termination of temporary funding to provide a service
- Withdrawal or curtailment of funding to provide services
- On completion of training, if funding is not provided to remain in the day services
- Any other unforeseen reason

11.3 Any decision to discharge a service user must be agreed at a meeting of the Admissions Transfer and Discharge committee. A decision to discharge will not be taken without the service user being offered support and every avenue explored to facilitate the person remaining in the Services, should they wish to do so. The HSE will be consulted with in relation to any proposed discharge from services.

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- 11.4 The service user and his/her parents or guardians will be given access to an advocate, time to consider their position and an opportunity to state their views prior to a final decision to discharge.
- 11.5 Any service user who wishes to discharge himself/herself or the parents/guardians of any service user who wish to discharge their son/daughter from the services, must do so in writing to the chairperson of the Admissions, Transfer and Discharge Committee.
- 11.6 When the service user so wishes, Carriglea Cáirde Services will support the person leaving the service to make alternative arrangements and support him/her through any transition process to another service.

12.0 APPEAL

12.1 If admission to the Service is refused by the Admissions Committee, an appeal can be made to the Chief Executive Officer

13.0 MEMBERSHIP OF ADMISSIONS TRANSFER AND DISCHARGE COMMITTEE

- Chief Executive (Chairperson)
- Administrator Quality & Standards Manager
- Senior Services Manager & Clinical Governance Lead
- Senior Services Manager (Medium/low support service areas)
- Social Worker
- Psychiatrist
- Psychologist

Other Managers may be invited to participate at meetings depending on the issues for discussion.

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