

Admission and Discharge Policy

Background to this Policy

Drumlin House Training Centre CLG., admission and discharge policy was originally developed in 2014. The policy was revised to form this edition, in order to reflect developments in the service and to make the process more user friendly and transparent.

Aim of this Policy

The aim of this policy is to outline the key elements of how individuals are admitted into Drumlin House Training Centre CLG adult day services, transferred within and discharged from these services.

Scope of this Policy

- This policy relates to Drumlin House Training Centre CLG., Adult Day Services
- Admission relates to admission to the Rehabilitative Training Service.
- Transfer relates to movement within a particular service i.e. from Rehabilitative Training to Day Services or from one local service to another
- Discharge relates to termination of a day service.

Details of this Policy

Managing Admission and Discharge to Drumlin House Training Centre CLG., Adult Day Services.

- Referrals are made through the H.S.E. Occupational Guidance service, if the referral comes directly to Drumlin House management, correspondences are forwarded to the Adult Day Services Occupational Guidance Officer and or Disability Area Manager.
- The Management Team will manage the admission of individual's to and discharge from Drumlin House Training Centre CLG Adult Day services. They will

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include the Principal Key Stakeholders and the Adult Day Services Occupational Guidance Officer and or Disability Manager.

Admission to Adult Day services

The Centre Manager or his/her Deputy will review each application for admission, to determine the individual's eligibility for the service and to establish if Drumlin House Training Centre CLG. is in a position to meet the needs of the individual.

Criteria for Admission

- Individuals must be 18 yrs or more and under 65 yrs of age, have an intellectual disability as their primary disability and reside within the Cavan/Monaghan CH01 area to be eligible for admission to Drumlin House Training Centre C.L.G. Rehabilitative Training Service.
- A referral application will be made to Drumlin House Training Centre C.L.G. requesting admission to the service from H.S.E. Occupational Guidance Office. Cavan/Monaghan Disability Service Manager will be informed of the referral.
- The Manager will inform the referral source of the outcome of the initial review within one month of receipt of the request for admission. Where a referral is deemed appropriate, an arrangement will be made to provide sampling visits for the individual. The outcome of these visits will be recorded and an initial assessment made to ascertain if Drumlin House Training Centre C.L.G. may be in a position to meet the needs of the individual.
- Where it is deemed that Drumlin House Training Centre C.L.G. may be in a position to provide a service, a request will be made for the personal information and clinical reports to be forwarded to the Centre manager or his/her Deputy following signed consent from service user and parent/guardian on 'Data Protection Consent' form.
- Admission to the START Rehabilitation Programme in Drumlin House is generally in September each year and is for a four-year period.

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- Information sought following signed Data Protection Consent includes:
 - I. Name, address and date of birth
 - II. School report
 - III. GP's report and other relevant medical / clinical reports
 - IV. Current Psychological report (within the last two years) including a formal psychological assessment of current functioning and a functional description of the person's abilities.

The Centre Manager or his/her Deputy will meet within one month of receipt of all reports to make a decision about offering a place to the applicant, the outcome of this meeting will be recorded.

Where an admission is deemed appropriate the Centre Manager or Deputy Manager will communicate the decision in writing, to both the referral source and the applicant. Admission to the START Rehabilitation Programme in Drumlin House is generally in September each year and is for a four-year period.

When an individual has been formally admitted to the service, all master copies of admission documentation / reports will be retained in the Central Filing system, including a completed Database Form, Consent to Database Registration, Consent forms relevant to the programme activities.

Transfer from Drumlin House Training Centre C.L.G. Services

In order to prepare for the completion of The START Rehabilitative Training programme an initial Circle of Support meeting is arranged in October of year four to explore options available for follow on Day Services and facilitate smooth transition. The process will be supported by the H.S.E. Occupational Guidance Service.

Transfer to other programmes within Drumlin House are subject to available capacity and resources in these programmes.

Drumlin House Training Centre CLG recognises that individuals may need to transfer from one Provider to another for a variety of reasons. An individual's need to transfer will be identified through their person centred plan. The Centre manager or his/her Deputy of the individual's current service will inform the H.S.E. of the identified new service of the impending need for transfer and convene a transfer meeting to include family members, H.S.E. and any other relevant stakeholders.

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The Centre manager or his/her Deputy of the individual's current service will ensure relevant information is available for discussion at the transfer meeting, including:

- Medical reports
- Personal Profile and Person Centred Plan
- Any other relevant reports

The transfer meeting will discuss the individual's support needs and agree a transfer plan, the outcome of which will be recorded.

A member of the individual's current Service Team will communicate the outcome of the meeting to the individual, their family and other relevant people.

When the individual has completed their transfer to the new Provider, all documentation / reports will be forwarded to the new service following signed consent from service user and parent/ guardian on 'Data Protection Consent' form.

Discharge from Adult Day Service

Drumlin House Training Centre CLG recognises that an individual may need to be discharged from the service for a number of reasons.

Service users may be discharged from the Drumlin House Training Centre CLG., services for a number of reasons including but not limited to:

- Service User no longer wishes to avail of Drumlin House services, a written request to leave the service is required.
- Rehabilitative Training Programme is complete and no follow on programme within Drumlin House is suitable or available
- repeated & unexplained failure to attend
- quality of life for others is undermined
- ID is no longer the primary need
- Geographical relocation of service users – no longer residing in catchment area.
- Service user admitted to another service or change of service provider.
- Where a Service user attends Drumlin House for Day Services other than Rehabilitative Training reaches the age of 65

On completion of the Rehabilitative Training Programme or a request to leave the service the arrangements for the individual's discharge will be discussed at a Senior Team meeting and the necessary arrangements put in place.

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Other than the completion of the Rehabilitative Training Programme or a request to leave the service, if it becomes apparent that an individual may need to be discharged from the Service, the Senior Team will meet to consider evidence for possible discharge and review the range of interventions which have been considered. Any recommendation will be submitted to the Management Committee for approval.

A member of the Senior Team will communicate the details of the discharge to the individual, their family and other relevant people.

Documentation relevant to this Policy

- Admission / Transfer Form
- Sampling Assessment Form
- Database Form
- Drug Kardex