



***POLICY ON LEAVING KARE'S  
ADULT SUPPORTS***

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KARE POLICY DOCUMENT				
<b>Policy Owner:</b> Adult Day Services Manager				
<i>Rev. No.</i>	<i>Approved by Heads of Units/OMT</i>	<i>Approved by KARE Board</i>	<i>Launched at Heads of Units</i>	<i>Operational Period</i>
Rev 1				1995- Sept 2005
Rev 2	May 2005	June 2005		Oct 2005- March 2009
Rev 3	December 2008	February 2009	April 2009	April 2009 – Jan 2014
Rev 4	November 2013	January 2014	February 2014	Feb. 2014- June 2014
Rev 4.1	July 2014	Not applicable (reference and procedural changes only)	July 2014	July 2014 – Feb 2018
Rev 5	February 2018	March 2018	March 2018	March 2018 -

## **Section 1: Policy**

### **1.1 Background to this Policy**

The first version of this policy was written in 1995, it has been updated many times since to reflect circumstances within KARE.

### **1.2 Aim of this Policy**

The aim of this policy is to make it clear how people availing of KARE Adult Supports may leave the services.

### **1.3 Scope of this Policy**

This policy is for people leaving KARE's Adult Supports. More detailed information on the services and supports provided is available in the KARE Adult Supports Information Book.

### **1.4 Non Scope of this Policy**

This policy does not apply to temporary absence or transfer to another service for a specific reason/support/care e.g. hospital.

### **1.5 Policy Statements**

1.5.1 KARE will no longer provide supports to a person when they:

- relocate and no longer live in KARE's catchment area (except in exceptional circumstances and with prior agreement with KARE)
- move to another Service Provider resulting in KARE's funding being stopped for that particular support
- have chosen to stop using services
- require specialised services and supports that KARE as an organisation are not in a position to provide

1.5.2 In the event of KARE not being able to sustain the necessary funding and resources to maintain a specific service KARE may have to discontinue providing the service.

## **Section 2: Procedures when leaving KARE Adult Supports**

2.1 When a person plans to move out of Catchment Area/ move to another Service Provider the Operations Manager will:

- make the person and their family/advocate aware in writing that this will result in KARE being unable to continue providing Services/Supports.
- assist the person with any requests for reports from KARE

2.2 When a Person chooses to stop using services the Operations Manager will:

- work with relevant others to establish why the person has stopped engaging with KARE. They will discuss the matter with the person and their family

as appropriate and if relevant will make them aware of KARE's Managing Complaints Policy

- encourage the person to re-engage with KARE
- review the situation again in 3 months

2.3 If the person continues not to engage during this review period, the Operations Manager will:

- inform the person and their family/advocate that they are being discharged from KARE.
- make relevant KARE reports available as requested

2.4 When a decision is made that KARE are unable to continue to meet the needs of a person using the service, following detailed considerations by the Operations Manager and relevant team members in consultation with the person/their family/advocate, the Operations Manager will:

- co-ordinate the development of a proposal to access more appropriate services and supports for the person
- liaise with the Adult Supports Manager to develop this proposal further in terms of requesting HSE/Other Providers co-operation.
- keep the person/their family/advocate and relevant other team members informed of the options available and updated on progress.

2.5 When a suitable alternative service is agreed on, the Operations Manager will:

- ensure transition arrangements are made in consultation with the person, their family/advocate and other relevant people.
- engage with relevant departments in KARE to transfer funding if relevant.

When a person leaves KARE, The Leader will ensure all personal property/monies are returned to the person/representative and that a list of the items returned is documented, dated and signed.

The Operations Manager will ensure all relevant documentation is completed including:

- forwarding any relevant reports that are available, with the person's consent, to external services as requested
- updating relevant KARE databases e.g KARE CID
- archiving documentation
- informing the Intake Team that the person has left
- recording the funding status of this vacancy