

ADMISSION / TRANSITION & DISCHARGE POLICY

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1. Policy Statement

1.1 COPE Foundation seeks to help people of every ability live their lives to the full

1.1.1 by striving to provide and develop the best models of service and care for persons with intellectual disability;

1.1.2 by leading and managing COPE Foundation in the most effective and efficient manner, in order to maximise the use of resources, for the benefit of persons with intellectual disability and their families; and

1.1.3 by influencing policy and best practice, and advocating for persons with intellectual disability and their families.

1.2 COPE Foundation provides services and support to persons of all ages, and all degrees of intellectual disability, through a system of:

1.2.1 early intervention;

1.2.2 education;

1.2.3 training;

1.2.4 housing/ living options;

1.2.5 development/occupation/activation/day services; and

1.2.6 residential services.

1.3 COPE Foundation is committed to ensuring that this Policy and its guidelines are available to staff to inform the management of admission, transition, and discharge.

1.4 COPE Foundation is committed to adopting practices and policies to address the need to protect persons accessing their services from all forms of abuse.

2 Policy Purpose

- 2.1** This policy has been produced to provide guidelines on admission, transition and discharge management to all involved in the active management of these processes.
- 2.2** This policy has been divided into three separate sections covering admission, transitions, and discharge of people.

3 Policy Scope

- 3.1** This Policy endeavours to provide the criteria and procedures for all those seeking admission to COPE Foundation day and residential services. In addition, it provides guidance for internal transition within COPE Foundation and discharge criteria and procedures.

4 Policy Review

- 4.1** It is intended that this Policy will be reviewed every three years and/or as considered appropriate by the Admissions Committee.

Part 1: Admission

5.1 Introduction

COPE Foundation endeavours to support people to access its services in an admissions process which seeks to place them and their support needs at its centre. It aims to provide the person and his/her family/guardian/designated representative with all the necessary information and support to assist them in making their decision re admission. COPE Foundation takes into account the need to provide for the safety and welfare of the person from potential abuse by their peers.

5.2 Catchment Areas

COPE Foundation provides services for persons with intellectual disability in the North Lee, South Lee, North Cork and West Cork catchment areas of Cork city and county. Autism Spectrum Disorder Services are provided to children in the North Lee Catchment Area.

5.3 Referral Sources

Requests for admission to services are accepted from many sources including:

- 5.3.1 Early Intervention Intake Forum;
- 5.3.2 General Practitioners, Area Medical Officers, Medical Consultants;
- 5.3.3 public health nurses;
- 5.3.4 teachers;
- 5.3.5 parents, guardians, or designated representative; and/or
- 5.3.6 health professionals and other agencies.

5.4 Referrals in Writing

All requests for admission must be in written form. On receipt of a written request, an application form and consent form for permission to request specialist reports will be forwarded to the applicant or parent, guardian, designated representative for completion, and must be returned to the Administration Office within [] days of issue.

5.5 Admissions Committee

The Admissions Committee is directly involved with every admission, transition and discharge. The Admissions Committee is comprised of the following staff members: Chief Executive or designate, Principal Psychologist, Principal Social Worker, Head of Homes & Community or designate, Head of Learning & Living or designate and, School Principal/Department Manager where applicable.

The information required for consideration by the Admissions Committee will include: the application form, psychology assessment/report, (if deemed necessary by COPE Foundation such as where the application is for a first time admission to COPE Foundation service and the person does not have a recent cognitive assessment i.e. within the last three years, he/she will be wait-listed for assessment), social work referral/report, medical reports, and others as deemed necessary.

5.6 General Criteria for Admission

The following general criteria must be met in order to secure admission to COPE Foundation services:

5.6.1 the applicant must be a person with intellectual disability and/or autism;

5.6.2 the applicant must be from Cork City or County or North Lee catchment area for persons with autism spectrum disorder (ASD);

5.6.3 a suitable vacancy must be available in the service requested;

5.6.4 the Admissions Committee must agree that the needs of the applicant can be met in the service requested;

5.6.5 the necessary resources as may be reasonably necessary to meet any additional disabilities and/or complex needs must be in place; and

5.6.6 the applicant has been deemed suitable for admission either to one of the three special schools under the aegis of COPE Foundation . Scoil Bernadette, Scoil Eanna and St. Paul's or to Scoil Aislinn a special school under the patronage of COPE Foundation

See also Appendices 1-4 of this Admission Policy for admission criteria relating to Early Intervention Service, Residential & Community Based Housing, Schools & Education Service, Adult Services, Behavioural Intervention Support Services, Respite Services, An Cuan Regional Support Services.

5.7 Specific Criteria for Admission applicable to people with specific support needs

With certain applications, decisions regarding admission will only be made by the Admissions Committee upon the availability of adequate resources and an appropriate environment.

5.7 Admission Documentation

If the applicant is deemed suitable for admission, the following forms must be completed by the applicant, or parent/ guardian/designated representative and returned to the Administration Officer in COPE Foundation prior to admission and in any event within [] days of such form (s) issuing:

- 5.8.1 Application for Admission to Services;
- 5.8.2 Consent form: Request for Specialist Reports;
- 5.8.3 Medical Report;
- 5.8.4 Hepatitis B Immunisation Programme;
- 5.8.5 Authorisation & Consent for Emergency Medical or Surgical Treatment;
- 5.8.6 Service Contract/ Terms & Conditions;
- 5.8.7 Consent to data processing form;
- 5.8.8 Intellectual Disability Database consent form;
- 5.8.9 Client entering Bulk Payment System form; and
- 5.8.10 HSE Financial Assessment form (applicable to residential clients only).

The person in charge of each designated area shall ensure that each prospective person to be supported and or their parent(s), guardian or designated representative are provided with an opportunity to visit the designated centre, as far as is reasonably practicable, before admission.

COPE Foundation shall, on admission, agree in writing with each person wishing to access its services and/or parent(s), guardian or designated representative where the person is not capable of giving consent, the terms on which that person shall attend the designated area.

Part 2: Transitions

6.1 Proposed transitions within COPE Foundation are dealt with using the same procedures as Admissions, including the requirement to convene the Admissions Committee. The information sought by the Admissions Committee regarding internal transitions, will include the views of the person, the views of their parents/guardian/designated representative, as well as school/ department reports.

Part 3: Discharge

7.1 Discharge Criteria

The criteria that determine a person's discharge from any service may include one, or more, of the following:

- 7.1.1 Self-discharge by the person himself/herself;
- 7.1.2 If Parents/Guardians/designated representative of the person requests discharge;
- 7.1.3 If the Person completes his/her educational/training programme and there is no suitable vacancy in another service area;
- 7.1.4 In addition to an intellectual disability, conditions are present, which prevents the person from benefiting from the service he/she is attending; In such circumstances the Board of COPE Foundation may decide to discharge the person from the service;
- 7.1.5 Person transfers to another agency/ service; and
- 7.1.6 Death.

7.2 Formal Written Notification of Discharge

Following discharge, formal written notification of this decision will be made by Administration Officer, COPE Foundation to:

- 7.2.1 Person supported and/or Parent/ Guardian/designated representative;
- 7.2.2 Disability Services Manager, HSE;
- 7.2.3 Department of Social Protection(when applicable); and
- 7.2.4 The National Intellectual Disability Database.

Appendix I: Early Intervention Services

1.1 COPE Foundation's Early Intervention Service currently provides a birth to 3-year service, pre-school programme and an outreach programme for young children with Intellectual disabilities. The aim is to promote the optimal development of abilities and skills, which occur normally during the first few years of life, while providing support and information to families on how best they can encourage and maximise their own child's development, in the child's most natural environment - their own home.

Early Intervention endeavours to support family wellbeing, through supporting children and their families to develop socially, emotionally, culturally, physically and intellectually. Children and their families are facilitated to attend a variety of services in COPE Foundation, including social development groups, weekday family therapy-pool sessions, gross motor developmental groups, and individual sessions.

1.2 Pre-School Service

Rainbow Lodge is a pre-school for children aged between **3 to 6 years** and is part of COPE Foundation's Early Intervention Service. It provides a supportive learning environment for children who attend on a sessional basis, in small groups.

1.3 Community Nurse Service

This service assists parents to cope with their **new-born** child's special needs. Home based programmes are provided for persons who have an intellectual disability and / or additional multiple disability.

1.4 Access to Early Intervention Services.

Access to Early Intervention Services shall initially be by way of:

- 4.3.1 referral through Early Intervention Service Intake Forum;
- 4.3.2 referral from General Practitioner or public health nurse;
- 4.3.3 referral from Community RNID, psychologist or social worker;
- 4.3.4 request of medical or nursing staff of Cork Maternity Hospitals;
- 4.3.5 internal transfer from other services of COPE Foundation;
- 4.3.6 application from parent/guardian or designated representative direct to: Chief Executive, COPE Foundation, Bonnington, Montenotte, Cork. Tel. 021 . 4643100/ 4507131.

Appendix II: Residential & Community Based Housing

2.1 COPE Foundation provides residential and community based housing for children and adults with intellectual disability and complex needs.

Eligibility Criteria: Determined by age, degree of intellectual disability, and assessment of need.

Appendix III: Schools & Education Services

3.1 In line with its Mission of *%We help people of every ability live their lives to the full+*, COPE Foundation has, *under its aegis*, three schools catering for pupils with special or specific educational needs. These are Scoil Eanna, Scoil Bernadette and St. Paul's School. In addition Scoil Aislinn which caters for pupils with Autism is under direct patronage of COPE Foundation.

Eligibility Criteria: Determined by Department of Education & Science criteria, age, and as per assessment of need.

Appendix IV: Client Adult Services

4.1 Rehabilitative Training Services

Three specialised training programmes are delivered to Trainees . all use a ~~p~~erson-centred approach to identify agreed goals or outcomes, which ultimately focus on improving each individuals ~~a~~quality of life~~q~~ both within the workplace and in the community at large. These training services are located at Bonnington Training Centre, Montenotte, DORAS, Penrose Wharf, COPE Foundation Mallow and COPE Foundation Clonakilty.

Eligibility Criteria: The Training Programmes are suitable for persons over eighteen years of age with an intellectual disability and/or autism. Candidates should have the potential to achieve the course objectives and demonstrate potential for development through training.

4.2 Adult Day Service

The process of Person Centred Planning is the impetus for many activities in COPE Foundation's three Developmental Services based in Togher, Mallow and Clonakilty.

Eligibility Criteria: Determined by age, intellectual disability, residential location.

4.3 Occupational Centre Services

Four Occupational Centres, catering for over three hundred persons with an intellectual disability, are located at Glasheen and Hollyhill in Cork City, and at Fermoy and Midleton in the County.

Eligibility Criteria: Determined by age, intellectual disability, residential location.

Appendix V: Short Breaks

A total of 35 beds are available for respite, for people who are not in receipt of a full-time residential service. This service provides for planned relief, crisis intervention, and holiday relief.

5.1 Crisis Intervention (Emergency Respite) Admission

Persons may be admitted to COPE Foundation services on an emergency basis, provided a suitable bed is available and, on the approval of Head of Homes and Community. The duration of the stay will be outlined to the Head of the residential unit concerned and, if an extension to this time period is required, it will be dealt with as a request for admission.

5.2 Planned Respite Admissions (for existing people supported)

Persons may be admitted for planned respite care short breaks, when a designated bed is available. Application to this service is made to the **Short Break Co-Ordinator, COPE Foundation, Bonnington, Montenotte, Cork.**

Eligibility Criteria: Determined by age, currently accessing COPE Foundation services and family circumstances.

Appendix VI: Behavioural Intervention & Support Services

6.1 COPE Foundation provides support services, both day and residential, for adults with behaviour that challenges.

Eligibility Criteria: Adult persons with intellectual disability who COPE Foundation considers require behavioural intervention and support.

7.1 An Cuan – Regional Support Service

Eligibility Criteria:

Eligible individuals should be:

7.1.1 be of adult age, have a mild or moderate intellectual disability with or without autism and presenting with behaviours that challenge;

7.1.2 be living in counties Cork or Kerry;

7.1.3 not have mental health as their primary challenge; and

7.1.4 be in receipt of residential and/or day service supports from a Voluntary Agency, For Profit Agency and/or HSE Services;