



*Kerry  
Parents &  
Friends  
Association*

## **Referrals, Admissions, Discharge & Transfer**

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<b>Effective from:</b>	<b>April 2012</b>
<b>Reviewed:</b>	<b>October 2015 November 2019</b>
<b>Next Review Date:</b>	<b>October 2022</b>
<b>Distributed to:</b>	<b>All Organisation</b>
<b>Monitoring Mechanism:</b>	<b>Admission, Discharge &amp; Transfer Team</b>

## 1. Introduction

- 1.1 Kerry Parents and Friends Association provide person centred services to adults with an Intellectual Disability within the Kerry catchment area.
- 1.2 Kerry Parents and Friends Policy on Referrals, Admission, Discharge and Transfer is designed to ensure that the process of Referring, Enrolling, Admitting, Discharging and Transferring is carried out in an effective, efficient, supportive, caring, with dignity and transparent manner.
- 1.3 Kerry Parents and Friends Association actively acknowledge progression towards independence by helping each person we support reach their full potential, working in partnership with their families and carers within the community.
- 1.4 Kerry Parents and Friends takes into account the need to provide for the safety and welfare of each person we support from potential abuse by their peers.

## 2 Aim of the Policy

- 2.1 This document aims to clarify the organisation's procedures for:
  - Referral
  - Admission
  - Discharge
  - Transfer

## 3. Scope of the Policy

- 3.1 This policy applies to all adults referred to Kerry Parents and Friends Association who may wish to avail of our services.
- 3.2 This policy applies to all staff and management working in the Association.

## 4. Responsibilities

- 4.1 It is the responsibility of staff and management to act in accordance with this policy.

## 5. Definitions

- 5.1 Referral is normally a request for services in writing from the Health Service Executive (HSE) Disability and Community Care Services. However Kerry Parents and Friends Association can also receive referrals from other sources such as the individual, a family member, local GP, or Public Health Nurse, through a process of self referral or any referral process identified by the HSE.
- 5.2 Admission is the person entering and attending the service.
- 5.3 Discharge occurs when the person we support is no longer enrolled within the services.
- 5.4 Transfer means that the person we support is transferred to another service, i.e. within Kerry Parents and Friends Association or other service provider.

## 6. Referral

- 6.1 Referrals for admission to the Association's services will be accepted from the HSE Disability and Community Care Services, Special Schools and other education services, General Practitioners, Parents, siblings and carers of person with an intellectual disability, self-referral and organisations providing services for people with disabilities.
- 6.2 An assessment of need will be completed by a person nominated by the Director of services, (see appendix 1)
- 6.3 Following a referral the person seeking admission to the services, together with their parents/guardians/advocate should be invited to visit services provided by the Association.
- 6.4 If, after the visit takes place, the application is to be proceeded with it should be explained to the applicant and his/her family advocate at the outset that not all applications are successful. Applicants may not receive a service should there be resource implications which the Association may be unable to resolve or if the placement is not appropriate for the applicant.
- 6.5 Following the visit, the Director of Services or nominee, will meet with the applicant and his/her parents/guardian/advocate to discuss the suitability of the placement.

## 7. Admission

- 7.1 Applicants for admission to day or residential services run by Kerry Parents & Friends Association must have an intellectual disability as their primary disability.
- 7.2 Applicants must reside in the Kerry Parents & Friends Association Catchment Area which is County Kerry. In exceptional situations and with the approval of the HSE South some persons may be considered for referral from outside the catchment area.
- 7.3 The services of the Association must be deemed by the Admissions Team as being suited to the needs of the applicant. This is determined by the Assessment of need that is completed
- 7.4 The Admissions Team will comprise:
- Director of Services or other designated person,
  - Assistant Director of Services
  - Psychologist
  - Relevant Centre Manager.
  - Other relevant personnel at the discretion of the Admissions Team
- 7.5 Admission, Discharge and Transfer (ADT) team meetings will be chaired by the Director of Services or nominee. The ADT team will have responsibility for implementing the Admissions, Discharge and Transfers policies of the Association.
- 7.6 The ADT team must take account of the rights of existing people we support to a quality of life when recommending a placement for an applicant. The ADT team must take into account the need to protect residents from abuse by their peers.
- 7.7 The ADT Team must take account of the capacity of any day or residential centre to cope with a new admission particularly where programmes for people with behaviour that challenges are being implemented.
- 7.8 The ADT team must take account of the appropriateness of fit between the service being offered and the expressed wishes of an applicant for the best possible outcome within available resources.

## 8. Successful Applications

- 8.1 When agreement has been reached to offer a service a formal letter to this effect, prepared by the Director of Services and signed by the Chief Executive will be sent to the applicant/parents stating that a three-month placement was being offered after which a review would take place as to the suitability of the placement.
- 8.2 The Assistant Director of Services will ensure that all Admission forms are completed prior to commencement date of placement. A commencement date will be agreed with the applicant and his/her family.
- 8.3 The ADT team will review each placement after three months to discuss the suitability of the placement to the applicants needs. Where necessary other personnel familiar with the applicant, including multi-disciplinary support personnel, may be invited to this review meeting.
- 8.4 The ADT team may recommend:
- that the placement be made permanent
  - that the three-month placement be extended for a further period or
  - due to inadequate resources to meet the service requirements of the applicant the offer of a permanent placement be deferred.
- 8.5 On the recommendation of the ADT team the placement will be made permanent and the applicant/family will be so informed by letter from the Chief Executive.
- 8.6 Where a recommendation is made to extend the initial three-month placement the applicant/parent will be invited to meet with the ADT team to discuss the reasons for the extension and anticipated outcomes. The Director of Services will subsequently write to the applicant/parent to confirm the extension and outcome of the meeting between the applicant/parent and the ADT team.
- 8.7 If there are not sufficient resources to proceed with the placement, the Chief Executive will inform the referring agency, the applicant and/or parent. The applicant's name will be placed on a waiting list for that service or another service more appropriate to the needs of the applicant by the Director of Services and the HSE will be notified accordingly.
- 8.8 An applicant/parent may appeal a decision of the ADT team to the Chief Executive. Any such appeal must be in writing.

## 9. Admission Forms

9.1 The following Admission forms must be completed and returned prior to admission:

- |       |   |             |                |
|-------|---|-------------|----------------|
| (i)   | Parental Permission Form.                 | <i>Ref</i>  | <i>Par. 1</i>  |
| (ii)  | Medical Examination Form.                 | <i>Ref.</i> | <i>Med. 1</i>  |
| (iii) | Personal Admission Form.                  | <i>Ref.</i> | <i>Adm. 1</i>  |
| (iv)  | Hepatitis B information and Consent Form. | <i>Ref.</i> | <i>Hep.B1</i>  |
| (v)   | Respite Information Form                  | <i>Ref.</i> | <i>Resp. 1</i> |

9.2 The Association's policy on retention and security of files must be adhered to at all times. This policy takes account of Data Protection and Freedom of Information legislation.

9.3 The Assistant Director of Services will be responsible for the security and channelling of application forms and reports on individual applicants in consultation with the Director of Services. This includes keeping records of the removal of forms and reports, including copies thereof, from service user files.

9.4 Admission files will be transferred to relevant Centre Manager following admission of applicant to a service. Centre Manager will be responsible for the security of service user files held in their Centre.

## 10 Changes in existing placement

10.1 Changes in existing placements should be notified to the Chief Executive for approval. Changes may be proposed in the following circumstances (a) changing needs of an individual, this will require an assessment of needs form to be completed (See appendix 1), or an assessment to determine if a person requires additional clinical support, i.e nursing support, (See appendix 2) (b) expansion of service resulting in greater range of day / residential options (c) individual requests. The Chief Executive may approve the changes proposed or convene a meeting of the Admissions Team to examine the proposed changes and to make recommendations.

10.2 Admission procedures will not apply to internal placement changes.

## 11 Respite Services

- 11.1 Respite services are provided to support families who are full time carers of people with an intellectual disability. It is provided also as a service to the individual e.g. to get a break from home etc. Research shows that parents can care longer for their son/daughter at home where regular respite breaks are available.
- 11.2 Planned and Emergency day and residential respite is provided by the Association.
- 11.3 Respite should strive to meet the support needs of both the person we support and family and should where possible be pre-planned.
- 11.4 Emergency respite will normally take precedent over planned respite following consultation with the person we support /family.
- 11.5 Respite services will be co-ordinated by the Assistant Director of Services in consultation with the person we support/family and the relevant respite Centre Manager. The Director of Services will approve respite arrangements including staff resources required.
- 11.6 The Assistant Director of Services must ensure that relevant documentation i.e. medical and medication records must be completed for all respite service users.

## 12. Part-Time Residential Services

- 12.1 Some part-time residential services will be offered by the Association.
- 12.2 People we support availing of part-time residential services will normally alternate occupation of residential accommodation including beds, with other part-time residential or respite service users.

## 13. Crisis Intervention

- 13.1 The Association will endeavour to assist people we support and their families in time of crisis. The full resources of the Association will be made available in crisis intervention situations.
- 13.2 Crisis intervention will normally be co-ordinated by the Assistant Director of Services in consultation with the Director of Services and other relevant staff

- 13.3 The Chief Executive will be notified and updated in cases of crisis intervention.
- 13.4 The HSE and other relevant state agencies will be notified, if appropriate by the Chief Executive, the Director of Services or other designated person.

## 14. Discharge Criteria

- 14.1 The Admissions Team will examine issues that arise regarding the suitability or appropriateness of services offered by Kerry Parents & Friends Association in meeting the needs of individual person we support.
- 14.2 Following a thorough examination of the issues and relevant reports the Admissions Team will make recommendations to the Chief Executive. These will include possible alternative services or initiatives within the Association or that the needs of the person would better be met in services provided by another service provider.
- 14.3 If the Chief Executive supports a recommendation to transfer a person we support to an alternative service the proposed transfer will be co-ordinated by the Director of Services.
- 14.4 Kerry Parents & Friends Association will make every effort to find an appropriate service for the person recommended for transfer to another service provider in consultation with the person we support/family, the HSE and other relevant interest groups.
- 14.5 Where a more appropriate service cannot be found in the short term the Association will enter discussions with the HSE regarding the resources necessary to maintain the person within the Association's services pending transfer to a more appropriate service. Such arrangements will be subject to regular review including the implications for other people we support and staff of the person remaining in the Association's services.



## 15 Management of Waiting Lists

- 15.1 Kerry Parents & Friends Association will maintain a waiting list for services.
- 15.3 The Association will maintain a waiting list for services in full consultation with the HSE Disability Services subject to the following understandings:
- that the Association's Admissions, Discharge and Transfers Policy will apply in all cases.
  - that responsibility for providing services for those on the Association's waiting is jointly shared by the Association and the HSE.
  - that services will be provided subject to availability of adequate resources to meet the service needs of the applicant in an appropriate manner consistent with best practice, health & safety considerations and impact on other people we support and staff.
- 15.4 The Association will prioritise admission to services from waiting lists based on assessment of current needs, availability and suitability of services, impact of admission on existing people we support and the availability of adequate resources to meet the service needs of applicants.

**KERRY PARENTS AND FRIENDS ASSOCIATION**

[Initial Assessment Questionnaire.docx \(sharepoint.com\)](#)

[Health Care Needs Assessment Care Tool.docx \(sharepoint.com\)](#)