



Aurora

Enriching lives, Enriching
Communities

Admission and Discharge Policy

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02 – Schedule 5	Aine Forde, Breda Hogan	15.11.2015
Version	Amendments	
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Reviewed by		Review completed
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CEO signature		Next Review Date
		17.05.2027

Mission Statement

Enable people with complex needs to experience the same rights as every other citizen and as equal members of the community.

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Section 1 Admissions Policy

1.0 Purpose of Policy

- 1.1. This document details the policy and procedures to be followed when Aurora Enriching Lives, Enriching Communities receive an admission application from HSE Disability Services.

2.0 Introduction

- 2.1. Aurora specialises in providing support to people who have moderate, severe or profound intellectual disabilities and underlying complex associated health needs.
- 2.2. People seeking admission to Aurora will be considered equally and on the basis of their assessed need and according to the Statement of Purpose of the Designated Centre.

3.0 Aims

- 3.1. This document outlines clear guidelines for the admission/discharge of Individuals who access Aurora services; their Families and Supporters, Aurora employees and external stakeholders.

4.0 Scope of this document

- 4.1. This document applies to:
 - All People Supported availing of services provided by Aurora.
 - All People Supported who wish to avail of services provided by Aurora.

5.0 Admissions Criteria

- 5.1. The Aurora Admission and Discharge Team (AD Team) shall ensure that each application for admission to Aurora Services is determined on the basis of the following criteria: -
 - The Person is over the age of 18 or over
 - The Person has a moderate, severe or profound intellectual disability as their primary disability
 - An Application to Kilkenny County Council has been made
- 5.2. Aurora works in partnership with the HSE and will provide supports to a Person who has been suitably assessed and the required revenue and capital funding is confirmed and received from the HSE
- 5.3. If Aurora has a suitable funded vacancy, confirmation of the

continued funding for this placement will be secured before allocation of the vacancy takes place. Any uplift of funding will be approved and secured prior to service provision commencing via a business case application to the HSE

- 5.4. If there is no vacancy, Aurora is operating a waiting list where applications will be recorded and reviewed as necessary.
- 5.5. Aurora will endeavor to provide services and supports to a person in their local community.
- 5.6. Referrals for admission are made in writing via Aurora referral form (Appendix 3).

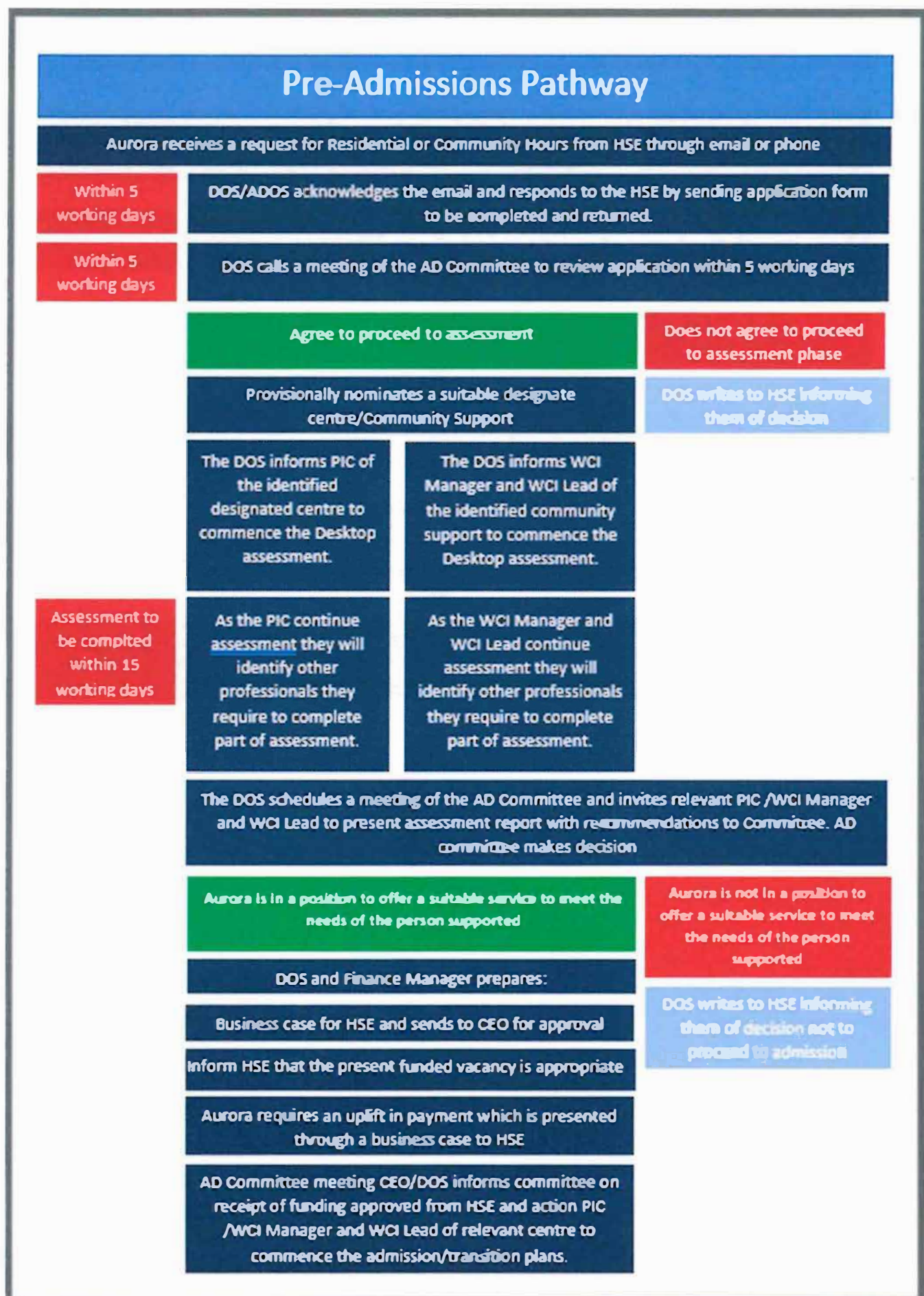
6.0 Catchment Area

- 6.1. The catchment area of Aurora traditionally comprises of:
 - Community Healthcare Organisation, South East Area 5 (CHO5)
 - In exceptional circumstances Persons with an intellectual disability from outside the catchment area may be admitted to the Residential Community Services, where requested by the HSE Disability Manager and with the approval of the Aurora Board of Directors.

7.0 Admission and Discharge Team

- 7.1. The decision to offer a placement at Aurora is reviewed and agreed by the AD team:
 - CEO
 - Director of Strategic Development
 - Director of Services
 - Housing & Facilities Manager
 - Assistant Director of Services
 - Behaviour Support Specialist and/or Social Worker
 - WCI Representative
- 7.2. The AD Team will consult with the Person in Charge (PIC) of the proposed Designated Centre as part of the assessment process for a residential placement.
- 7.3. The AD Team will consult with the Community Inclusion Manager in regards to meaningful day hours.

8.0 Pre-Admission Pathway



Admission Pathway

PIC commences the admission process based on the completed assessment



A transition plan is developed, with an accessible format available for person support



CEO drafts a Provision of Service for person supported on admissions



PIC and Community inclusion lead develops Personal Plan within 28 days



After a three-month trial period, PIC will present a report on new admission to ADT Committee, reflecting the service person supported has received and further recommendation



Agreement and sign off by ADT Committee

10.0 Upon Approval of Application

- When a residential place is available and deemed appropriate by the AD Team in consultation with the PIC of the proposed Designated Centre; and when the appropriate facilities are in place and the necessary employees and finances are available to meet the assessed needs of the person;
- the Director of Services will inform the person as well as their family member or representative and the HSE Disability Manager in writing that their admissions application has been successful.

11.0 Transition planning

11.1 Each person being admitted to an Aurora Designated Centre will have a period of transition to the service and a bespoke transition plan will be developed to ensure a smooth and safe transition.

These arrangements include:

- Visiting the residential setting;
- Meeting the supported people who live in the house
- Meeting the relevant PIC;
- Participating in the Transition Period;
- Agreeing rent and other charges;
- Preparation or sharing of an individual's profile or care plan.

11.2 The PIC for the available Designated Centre will ensure that each prospective person we support and his / her family or representative are provided with the opportunity to visit the residential home, as far as is reasonably practicable, before admission to view the location.

11.3 When it is proposed that a new person is moving into a Aurora Residential Community Home, the relevant PIC shall ensure that the people supported who reside in that home are informed of the potential admission to the residential centre.

11.4 When it is proposed that a new person is moving into an Aurora Residential Community Home the relevant PIC shall ensure that any identified risks are assessed and supports made available to ensure the person's safety and welfare and to ensure the safety and welfare of the existing people we support in the residential centre.

11.5 The relevant PIC shall, no later than 28 days after the person we support is admitted to the residential centre, prepare a personal plan for the Person Supported outlining the supports required. This plan is to be developed using a person-centred approach with the maximum participation of the Person Supported and where appropriate their family member or representative, in accordance with the person we support wishes, age and the

nature of his/her disability.

11.6 Relevant PIC will make this plan available (in an accessible format) to the Person Supported, their family member or representative.

11.7 In line with the Assisted Decision-Making Capacity Act, the CEO will, on admission, agree in writing with each person we support, the terms on which the person we support will reside in the residential home, this will be the form of a Provision of Service document which will include:

- The terms and conditions of the individual's placement.
- The nature and extent of the service being provided to meet their assessed needs.
- Rent and other charges.

11.8 The PIC shall ensure that, as far as is reasonably practicable, the people we support can bring their own furniture and furnishings into the rooms they occupy. This will not impact on Aurora obligations on providing essentials for the person's home.

11.9 In some admission cases considerable adjustment and adaptation is necessary and this may need time and consequently admissions may be planned or phased in over an appropriate period of time to accommodate same.

11.10 Aurora Transition Documentation to be used to facilitate all people supported involved in admissions & discharges (Appendix 1 to 5).

12.0 Emergency Respite Procedure

12.1. Admissions for emergency respite or crisis care will be assessed individually, agreed in writing with the Disability Manager (CHO5) and approval for emergency respite or crisis care will be at the sole discretion of the CEO. considering that a suitable place, employee levels and resources are available.

12.2. Where an individual has been admitted in an emergency, he/she is given time, information and, if necessary, access to an advocate, in order to decide whether or not to stay.

13.0 Emergency Admissions Procedure

13.1. Requests for emergency admissions will be assessed individually and approval for an emergency admission will be at the sole discretion of the CEO. considering that a suitable place, employee levels and resources are available.

13.2. Temporary emergency respite may be used to enable a full assessment to be carried out and/or for the admissions procedures (8.0, 9.0, 10.0) to be followed.

- 13.3. Where an individual has been admitted in an emergency, he/she is given time, information and, if necessary, access to an advocate, in order to decide whether or not to stay.
- 13.4. Emergency admissions can be difficult times for all involved. For the Person Supported, their families or representatives, other Persons Supported. Aurora is committed to ensuring, in as far as practicable, that resources and strategies are developed to mitigate the impact of transitioning into a new residential environment.

14.0 General Provision

- 14.1. Aurora Policy and Procedures for admission and discharge will be formally reviewed at least once every two years and adapted where necessary, to ensure that the organisation meets the needs of the persons supported and their families within the Aurora catchment area.

15.0 Discharge

- 15.1. There are two types of discharges within Aurora:

- Internal Discharge – from one Designated Centre to another
- External Discharge – from Aurora to another Service or to a person's home.

While an individual can transfer within the Aurora residential service from one Designated Centre to another Designated Centre, each transfer, in line with HIQA guidelines, is considered a discharge from the originating Designated Centre and a new admission to the chosen Designated Centre.

Therefore, both types of discharges follow the Admission/Discharge Pathway.

16.0 Discharge Process

- 16.1. Requests for discharge shall be received from Director of Services, Senior Manager within the Wellness Culture and Integration Team.
- 16.2. The discharge process will be formally activated when the AD Team receive an application for discharge with supporting documentation from the relevant senior manager.
- 16.3. Each person's discharge will be person-centred and managed in a planned and safe manner based on their assessed needs.
- 16.4. Discharges are discussed and planned with key stakeholders involved in supporting the person.

17.0 Criteria for Discharge

- 17.1. If the Person Supported has not attended the Service for a prolonged period of time.
- 17.2. If the person supported or representatives indicate they no longer wish to avail of the service in the designated centre and/or Aurora Hub.
- 17.3. If other People Supported are put at risk due to repeated safeguarding concerns. In this case, documentary evidence of the range of interventions, supports and programs which have been considered and implemented must be presented to the AD team.

18.0 References

- Health Information and Quality Authority (2013) National Standards for Residential Services for Children and Adults with Disabilities, Ireland.
- Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities) Regulations 2013.

19.0 Appendices available on the Q drive (Q:\1. Person Supported\Admissions, Transitions & Discharges)

1. Pre-Admission Pathway V5 20.05.2024
2. Admission pathway V5 20.05.2024
3. Ad Pre-admission Report Template V4 21.02.2023
4. Desktop Assessment V3 20.02.2023
5. Discharge pathway V6 20.05.2024
6. Referral for Admission to Aurora Residential Community Services V6 17.07.2023
7. Letter internal Transition V3 20.02.2023
8. Assessment of Need Template - Personal Plan V5 21.02.2023
9. Action Plan AD meetings Template 21.02.2023 V7
10. AD Checklist PIC CSM V6 21.02.2023
11. My moving story template
12. Person supported moving in or out of my house - template September 2020
13. Aurora Transition plan
14. ADT post-admission 3-month report template V3 21.02.2023