



Promoting Inclusion for People with Intellectual Disabilities

Policy On Leaving Kare's Adult Supports

Kare Policy Document.

Policy Owner: Adult and Childrens support manager.

Rev. No.	Approved by the Policy Management Committee.	Approved by Kare Board/Sub Committee.	Launched at Heads of Units	Operational Period
Rev.7	24 th January 2023	N/A	February 2023	February 2023 -

*** Additional revisions at the end of this document.

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
- no longer have adequate funding and resources to maintain a specific service, Kare may have to discontinue providing this service.

1.5.2 Kare recognise that the best outcome for an individual may require a collaborative approach and other agencies, e.g. HSE, Tulsa, other service providers. Kare also recognises that in certain circumstances, the individuals needs may not be best met by Kare.

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 or the persons preferred method of communication, that this will result in Kare being unable to continue providing Services/Supports.
- assist the person with any requests for reports from Kare
- support the transition to a new service where relevant (See Appendix 1)

2.2.1 When a Person chooses to stop using services;

Kare will engage with the person and their family to seek the best possible outcome for the individual: This may include:

- The person continuing to receive the same services and supports from Kare.
- Kare will work with the individual to develop and deliver alternate supports and services
- Kare will work with the individual to plan and carry out discharge from the service.

2.2.1.1 When Kare is unable to continue to deliver the current service due to lack of resources or other issues, Kare will seek to work with the person and their family to:

- carry out a new assessment of need / review of support needs.
- seek to identify specific services and supports that Kare can provide to meet some or all of the identified needs.
- liaise and if necessary advocate, with the HSE to optimise the supports that can be offered within the available resources.

2.4 If 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~~ as required.

2.5 Where a person leaves Kare;

2.5.1 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.

2.5.2 The Operations Manager will ensure all required steps are completed including:

- informing the Manager of Operational Services and Supports that the person has left the service
- informing the Administration Officer for Adult & Children Services and Supports
- forwarding any relevant reports that are available, with the person's consent, to external services as requested
- archiving documentation
- recording the funding status of this vacancy and liaising with the HSE and Kare's Finance Dept as relevant

2.5.3 The Administration Officer for Adult & Children Services and Supports will submit relevant documentation to the HSE

2.5.4 The Administration Officer for Adult & Children Services and Supports will archive the individuals file on Kare's database following a period of 60 days. This time frame may be extended on a case-by-case basis and in consultation with the Manager of Operational Services and Supports

Appendix 1

Transition Plan – into and between Kare Services

Individuals name _____ **PIN** _____ **Kare ID:** _____

Transition from (Location) _____ **Transition to (Location)**-----

Date	Present	Discussion	Relevant Actions required	By Who	Date Complete

Date transition complete _____

Signed : _____

Revisions:

<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 -
Rev 6	July 2021		Sept 2021	September 2021-2025