

**ADMISSIONS, TRANSITIONS AND EXITS**

**IS 2**

**INTENT**

To provide a framework for smooth and consistent movement in and out of services and, where applicable, within the programs or by referral, to better meet clients' growing needs.

**POLICY**

Sunshine Coast Community Services Society makes decisions to proceed with an admissions process based upon:

- A review of documented eligibility criteria to each program
- A review of the maximum service capacity of the program applied for
- An evaluation of applicants suitability based upon:
  - Applicant's choice
  - Review of documentation specific to the applicant
  - Review of applicant's needs and interests and a match of applicant's needs and interests to a majority of the program admissions criteria.

**PROCEDURE**

1. Program Coordinators in consultation with program staff and managers are responsible for making all admissions decisions.
2. During the orientation process, staff presents information about the programs and services offered by the Society, along with admission criteria to applicants and/or their families/caregivers in a manner that is fully understandable to them.
3. Where a person is not eligible for service, the person/family/caregiver and/or their referral source will be notified and given the reason for ineligibility and referral source will be notified and given the reason for ineligibility and referred to other services as appropriate.
4. Depending on the nature of the program, summary reports upon exit could include:
  - The results of the service received;
  - Transitions to internal and external services;
  - Recommendations for future services to meet stated life goals and objectives; and/or
  - Referrals to other services in the community where appropriate.
5. See program-operating manuals for program specific procedures for admissions, transitions and exits.

<b>EFFECTIVE: Dec. 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Management Team</b>	<b>FREQUENCY: Annually</b>