FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **ADMISSIONS AND DISCHARGE**		POLICY NO: SI-001
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME:
	DATE Reviewed: July 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: FVI Policy APPLICATION: SUPPORTED INDIVIDUALS	

POLICY:
Supported Individuals will experience a well-planned and informed transition from one home to another.

PROCEDURE:
All admissions and discharges of Supported Individuals are to be processed through the Executive Director/designate.

Admissions

1. A referral from a Community Service Worker (CSW) with all necessary documents must be presented to the Executive Director for consideration.
2. Priority will be given to persons who are considered to be in a crisis situation.
3. Persons to be admitted to Family Visions Inc. (FVI) must be diagnosed with an intelligence Quotient (IQ) less than 70 prior to their 18th birthday.
4. A pre-admission visit of the prospective individual must take place and they and their Substitute Decision Maker (SDM) must give an indication that the Supported Individual would like to receive services from FV and/or that receipt of services from FVI is in their best interest.
5. Funding must be guaranteed in writing by Department of Families – Community Living Disability Services (CLDS) prior to acceptance of the Supported Individual.
6. The Supported Individual will attend FVI with these three completed documents:
   a) My Support Plan
   b) Financial Care Plan
   c) Person Centered Planning Plan

Discharge

The Executive Director/designate and The Board Chair/designate will meet prior to any action to inform of the necessity of a client to be discharged, a discussion will take place, if necessary. A Supported Individual may be discharged if:

1. He/she indicates a desire to leave and other appropriate arrangements can be made
2. He/she would be better served by another agency

His/her needs can no longer be met by the supporting agency