


Residential Admissions and Discharge

<p>SECTION: Services and Supports</p> <p>DEPARTMENT: Clinical</p>	<p>EFFECTIVE DATE: March 2000</p> <p>DATE LAST REVISED: February 2021</p>	<p>Approved by:</p>  <p>Chief Executive Officer</p>
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POLICY STATEMENT

Kerry's Place Autism Services (Kerry's Place) provides services and supports to persons with Autism Spectrum Disorder, and their families. For this purpose, Autism Spectrum Disorder is defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) as distinguished by severe impairments in social communication and social interactions and restricted, repetitive patterns of behaviour.

Note: Individuals with a well- established DSM-IV diagnosis of Autistic Disorder, Aspergers Disorder or Pervasive Developmental Disorder not otherwise specified should be given the diagnosis of Autism Spectrum Disorder.

Purpose

Applicable to all persons with Autism Spectrum Disorder living in Ontario seeking residential services and meeting criteria set out by Kerry's Place policy, Provincial Legislation and/or various funding sources.


Scope

The procedure outlined within this policy defines eligibility and criteria requirements for seeking residential support within Kerry's Place.

Roles and Responsibilities

The Admitting Authority for all new admissions to Kerry's Place will be the Chief Executive Officer which will be delegated to the Regional Executive Director and Manager of the

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respective centre or service after the completion of an Admission assessment by the Department of Clinical Services which indicates that support for the proposed new admission does not exceed the expertise or capability of Kerry's Place.

The Chief Executive Officer shall ensure that each person admitted to Kerry's Place has met the eligibility criteria which include confirmation of a diagnosis of Autism Spectrum Disorder (ASD) as defined in the DSM-5.


Standard/Procedure

1. ELIGIBILITY FOR RESIDENTIAL ADMISSION TO KERRY'S PLACE

In order to qualify for admission to residential supports offered by Kerry's Place, all of the following conditions must be met;

- i. The individual has been given a confirmed diagnosis of Autism Spectrum Disorder by a regulated healthcare professional as defined operationally in the current Diagnostic and Statistical Manual of Mental Disorders (DSM-5);
- ii. The supports must be shown to be financially viable for the period for which the commitment is implied; as an admission to Kerry's Place cannot be made unless sufficient resources exist;
- iii. Eligibility for one program does not prevent the persons from attending other programs nor does it strengthen one's eligibility to other programs;
- iv. The Admitting Authorities who have been given the responsibility for prioritizing and selection have recommended the Admission;
- v. The admission to any Kerry's Place program has met both Ministry and local admissions criteria, where applicable;

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- vi. All necessary preliminary information has been completed and noted on the Residential Admission Checklist (e.g. intake application, proof of diagnosis, budget, confirmation of Ministry funding if applicable, planning documentation and Admission Assessment completed by the Department of Clinical Services);
- vii. Prior to consideration by the Admitting Authorities who have been given the responsibility for prioritizing and selection, the appropriate financial documentation has been reviewed by the Department of Finance and an Admission Assessment has been completed and reviewed by the Chief Executive Officer, who then signs the Residential Admission Checklist;
- viii. Admission to Kerry's Place does not guarantee that the person will have access to all supports that are offered by Kerry's Place;
- ix. Kerry's Place has the right to refuse a new admission if it is determined that (1) the person does not need support, or (2) resources are not sufficient to support the needs of the person and/or (3) the support needs for the person are beyond the expertise of Kerry's Place due to associated mental health, medical conditions (as determined by the Admission Report and Assessment carried out by the Department of Clinical Services and/or the most appropriate Health Care Professional if associated mental health or medical conditions) or (4) other grounds that would adversely affect the integrity of the support or unduly jeopardize the well-being of persons supported and employees.

2. ADMISSIONS PROCESS

- i. The While the procedure for admission may vary somewhat according to local, regional and/or Ministry requirements for the particular type of support to be

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provided, it will follow the Kerry's Place Admissions Process as outlined in Appendix A.

- ii. Adherence to the requirements as well as the provision of necessary documentation for admission to Kerry's Place will be the responsibility of the Regional Executive Director and Manager of the respective centre or service.
- iii. For cases in which diagnostic clarity is required for a prospective new admission, the Department of Clinical Services must be informed with the Chief Executive Officer being the final Admitting Authority.

3. DISCHARGE PROCESS

- i. Kerry's Place has the right to discharge a person supported if it is determined that (1) the person supported no longer needs or does not want our support, or (2) resources are not sufficient to support the needs of the person, or (3) the support needs for the person are beyond the expertise of Kerry's Place due to associated mental health, medical conditions, or (4) does not consent to the services offered, or (5) other grounds that would adversely affect the integrity of the support or unduly jeopardize the well-being of persons supported and employees.
- ii. In cases where it is determined that Kerry's Place is no longer able to support the needs of the person, Kerry's Place will work with the person, family, Ministry and prospective support providers to ensure that the person receives appropriate supports.

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Evaluation

This policy will be reviewed every 3 years. Related Documents, Forms and Tools: Residential intake form Memorandum of understanding template Code of Conduct Policy Transition Process and Guidelines

Related Documents, Forms and Tools

- Residential intake form
- Memorandum of understanding template
- Code of Conduct Policy
- Transition Process and Guidelines

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APPENDIX A - ADMISSIONS PROCESS FOR KERRY'S PLACE

Residential Admission Process

This document/process explains the key pieces that are required to complete the Residential Admission Report.


- Each step in this process is dependent on the previous step being completed fully.
- All documentation is to be collected by the Transition Coordinator and/or Transition Team and provided to the Clinical Coordinator via email.
- The Clinical Coordinator will determine, based on the documentation provided, if the candidate continues to move through the process and will inform the Transition Team

Step 1 – Mandatory Documentation for Consideration

Diagnosis


- *Must* confirm the diagnosis of ASD (Autism Spectrum Disorder) signed by a regulated health professional, can include and is not limited to assessment reports or OAP (Ontario Autism Program) documents
- Ideally the assessment report would include the diagnostic tools used.
- A regulated health care professional can confirm the diagnosis of ASD based upon previous reports/assessments.

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<p><input type="checkbox"/> Consent forms</p> <ul style="list-style-type: none"> All documentation received directly from another agency/licensed professional or family must have a consent form completed by the SDM (Substitute Decision Maker)
<p><input type="checkbox"/> DSO (Developmental Services Ontario) documentation</p> <ul style="list-style-type: none"> SIS (Supports Intensity Scale) ADSS (Applications for Developmental
<p><input type="checkbox"/> Budget</p> <ul style="list-style-type: none"> Confirmation of funding allocated to person Identify where it is from: _____
<p>Confirmed by the Clinical Coordinator</p> <ul style="list-style-type: none"> Moving forward? <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No – explain – The Transition Team will provide a letter of Admission Status Update to the referring agency.</p> <p>_____</p> <p>_____</p> <p>AND</p> <p><input type="checkbox"/> Transition Team will inform the DSO of person’s status (either through DSO form or planning tables)</p>

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Step 2 – Information About the Person

- Communication
- Behaviour
- Medical history
- Education
- Legal status
- Family history
- Current living situation
- Collection of documents:
 - Current/past treatment/behaviour/safety plans

Confirmed by the Clinical Coordinator

- Moving forward?

Yes


No – explain – The Transition Team will provide a letter of Admission Status Update to the referring agency.

AND

Transition Team will inform the DSO of person's status (either through DSO form or planning tables)

- Clinical Coordinator to connect with Vice President to assign a BT for Step 3.

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Step 3 – Anticipated Supports Required

- Anticipated support and proposed living situation
 - Behaviour Therapist
 - Environmental assessment
 - Staffing needs
 - Safety considerations
 - Proposed housemates
- Business Manager – Budget – based on above factors, can Kerry's Place support this person on the budget they came with

Confirmed by the Clinical Coordinator

- Moving forward?

Yes

No – explain – The Transition Team will provide a letter of Admission Status Update to the referring agency.


AND

Transition Team will inform the DSO of person's status (either through DSO form or planning tables)

Step 4 – Transition Plan

- Transition Plan completed by Transition Coordinator/Team

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- Support Plan to be completed by BT
- MOU (Memorandum of Understanding) completed by Manager and Transition Coordinator/Team

All documentation gathered through the above steps will be provided by the Transition Team via email to the Clinical Coordinator who will complete the following below steps in the admission process.

Administrative Steps Completed by Clinical Coordinator

Create Kerry's Place Admission Binder and ensure the following has been completed:

- All steps have been completed fully
- All documentation for each step has been included and uploaded to EMHware system
- Manager, BT, Transition Coordinator (if applicable) and Clinical Coordinator are listed on Admission Report
- RED has signed Admission Report

Approvals


This is a 2-step approval process:

1. Approval by the Vice President Clinical Supports and Services
2. Approval by the Chief Executive Officer

Final Step

- Person moves in

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