2.1.5 Admission/Discharge Process

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| Manual: BV Operational Policies | Section: Programs |
| Approver: Arthur Mathews | Original Date: April 1, 2002 |
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**POLICY STATEMENT**

Broadview Village is committed to an admission process that provides both the candidate and the Agency with clear and concise information in order to provide effective service. We participate in a collaborative system with other agencies in the GTA who provide services for adults with a developmental disability.

**PROCEDURE**

1. The Program Directors ensure that the Intake packages are complete and that a transition plan is in process.
2. The Program Directors facilitate an intake meeting.
3. The intake meeting agenda includes: consents forms, release of information forms, service agreement, letter of agreement and transition plans.
4. At intake, residents/participants will receive a resident/participant handbook and will be introduced to the resource manual “Your Right To Know”. This manual includes the following rights and responsibilities:
   * Say no to abuse
   * Mission statement/vision statement
   * Agency philosophy
   * Confidentiality and privacy information
5. Resident/participant handbook reviewed annually.
6. For residential programs: it is the referring agency, or family/caregiver’s responsibility to notify ODSP that the individual will be moving into a group home that is owned and operated by The Salvation Army Broadview Village.
7. A letter from the agency confirming a permanent placement.
8. For fee for service programs: The Day Program Director in consultation with the ED will establish, receive and maintain documentation of fees to be paid for services rendered.
9. Discharge process is facilitated by the Program Directors. The Program Directors ensure that discharge package is completed; and that file is kept for at least seven years.