**Spiritual Care Orientation, Assessment, Care Plan, and Case Notes**

A process providing for intentional support and encouragement of clients in their spiritual development in the Christian faith will be in place at Harbour Light.

ORIENTATION

A brief orientation to chaplaincy / spiritual care programs & services will be provided to all new clients on Wednesday mornings at the Spirituality small group immediately following daily Reflections.

Orientation will include the following:

• purpose of the spiritual care program: to support clients in their spiritual growth

• a description of spiritual care services and activities provided

• how to access spiritual care services, chaplains’ hours, availability, and office locations

• availability of referrals to local churches and faith communities

• a reminder to meet with a chaplain within 14 days to obtain a chaplain’s signature as required by their residential program orientation to Harbour Light

New clients will also be made aware of the opportunity to participate in an individualized spiritual assessment

A brochure will be provided to each client that will include the above noted information.

SPIRITUAL ASSESSMENT

When the new client meets with the chaplain to obtain the Chaplain’s signature, the Chaplain will invite the client to participate in the spiritual assessment.

Participation is on a voluntary basis and the assessment will include such things as:

• an outline of the client’s personal journey of faith /spirituality

• their understanding of faith

• their involvement in a faith or religious community

• their spiritual practices and interests

• and their spiritual goals once completed, a client file will be opened, and the spiritual assessment will be included as the first document in the file.

Should a new client not meet with a chaplain within 14 days of the spiritual care orientation, chaplaincy staff will advise the client's counsellor, who will then follow-up with the client.

INDIVIDUALIZED SPIRITUAL CARE PLAN

Following the spiritual assessment, clients interested in deepening their understanding and experience in the Christian faith will be invited to participate in putting together an individualized spiritual care plan.

The spiritual care plan will normally be developed within 7 days of completion of the spiritual assessment. The spiritual care plan may provide for such things as regular meetings with chaplains, Bible study, prayer and devotional plans, suggestions for workshops, services and other discipleship related meetings or activities.

CASE NOTES

Chaplains will keep case notes on day-to-day interactions and conversations with clients where these are tied to matters related to the client’s interest in or questions about God, spirituality, life, family, etc., or where a client requires or requests a follow-up meeting.

Spiritual Care notes will be kept digitally, will be accessible to all chaplains, and will be kept confidential and password protected.