6.2.9 Discharge Procedure

Department: Transitional Housing

Approved By: Planning Team

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Policy

Gateway of Hope transitional housing team will be consistent and follow the established procedures when discharging a resident from the transitional housing.

Procedure

If a resident is at risk of having their program agreement revoked due to violation of program rules and regulations and/or failure to work on their personal action plan, the advisor will give the resident a written notification outlining why their placement is in jeopardy. The written notification given to the resident will provide an official warning regarding the possibility of termination and the conditions that must be met to retain their placement in the program.

If there is no change, then a second written notification will be forwarded advising the guest that he/she is at risk of termination and a meeting will be set up with the housing team to address the situation at hand.

If the resident does not comply after the meeting, a third written notification will be given stating that the resident will be discharged within a set time frame.

The resident will be given a maximum of 30 days to find alternative housing unless it involves a critical or an acute event. A critical or an acute event results in automatic termination from the program. The written notification will include the exit date.

When a resident`s term of placement is ending an exit interview will be conducted where the resident will have an opportunity to provide input and make recommendations regarding the program.

On the exit date, the advisor will meet with the resident to ensure all paperwork has been completed; retrieve the key fob and review the exit strategies that have been put in place for them.

The residents assigned advisor, the resident and one other advisor or designate will do an inspection of their designated living space and all parties will sign off on the final inspection report.