

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

<b>SUBMITTED BY:</b> Kathleen Swantek	<b>DATE SUBMITTED:</b> 05/77	<b>SECTION:</b> Intake/Discharge	
<b>BOARD APPROVED ON:</b> 10/31/81	<b>DATE REVISED:</b> 04/11/17	<b>SUBJECT:</b> Discharge	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 04/11/17, 06/20/18, 7/15/20		<b>POLICY #:</b> ID-001	<b>PAGE #:</b> 1 of 3

**I. APPLICATION**

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to ensure a timely and appropriate discharge or transfer of individuals supported.

**III. NOTIFICATION/PROCEDURE**

**PLANNED DISCHARGE OR TRANSFER**

**WHO**

**DOES WHAT**

Program Supervisor

1. The person-centered planning team identifies in the individuals plan of service of the individual planning a discharge/transfer. This movement is occurring because it is in the best interest of the individual supported.
2. The person identified for movement should have as positive transition as possible. This would include the following:
  - Preparing the individual for a visit at the new location.
  - Planned visit(s) which may include a dinner visit at the new site, an overnight stay and an activity with the current housemates.
  - Share relevant information with new location.
3. Informs division director within 24 hours of person centered planning team identification of the individual supported for discharge/transfer via telephone.

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Division Director

4. Notifies the executive director verbally within 5 days of receiving the discharge/transfer.

**EMERGENCY DISCHARGE OR TRANSFER**

**WHO**

**DOES WHAT**

Program Supervisor

1. When an emergency discharge/transfer is being considered works with the person-centered planning team to identify the best possible outcome.
2. If the best possible outcome is discharge/transfer provides written notification with supporting documentation to the division director.
3. The person identified for movement should have as positive transition as possible. This would include the following:
  - Preparing the individual for a visit at the new location.
  - Planned visit(s) which may include a dinner visit at the new site, an overnight stay and an activity with the current housemates.
  - Share relevant information with new location including 'My Health Passport'.

Division Director

4. If agreed upon will submit to the executive director in writing along with the supporting documentation within 24 hours.

Executive Director

5. Provides a 30-day written notice of discharge/transfer to the individual supported and their designated representative, which states reasons for discharge. A copy of the discharge

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notice will be forwarded to the contracting agency.

6. Discharge may occur before the 30-day period if the criteria of Adult Foster Care Licensing Rule R400.14302 is met.
7. Notification to the individual supported/designated representative, responsible agency and the adult foster care licensing not less than 24 hours before discharge. The notification shall include the nature of substantial risk. Also included shall be alternatives to discharge that have been tried and the location to which the individuals supported will be discharged, if known.

Division Director