

Procedures Manual

Title: MOVING ON FROM THE DAY SERVICE

1.0 Scope

1.1 The procedure for moving on from the service.

Aims and Values

2.1 To ensure that service users have a positive and supported experience when moving on from the day service.

2.2 To ensure that a transition plan is created that enables a smooth transition from the day service.

3.0 Contents

6.0 Making the Decision to Move On to a New Service

7.0 The Transition Plan

8.0 When a Service User is Asked to Leave the Service

4.0 Referenced Documents

C4-075C Individual Person Centred Plan.

C4-SUF Service User's File.

DSP-05 Termination of a Service Users Placement/Exclusion.

5.0 Responsibilities

5.1 The Manager, all Day Service staff and the Service User.

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|----------------------|----------------|-----------------------|
| Procedure No: DSP-04 | | Manual Section No: 69 |
| Issue No: 1 | Revision No: 1 | Page 1 of 3 |
| Issue Date: | Authorised By: | |

This is the procedure to be followed

6.0 MAKING A DECISION TO MOVE ON TO A NEW SERVICE.

- 6.1 Where a service user makes a request to move to a new service, the Day Services Manager will be informed. This will be recorded in the Individual Person Centred Plan, C4-075C.
- 6.2 The preparation for the transition should be discussed and involve the service user, and, if the service user agrees, members of his/her family, representative or advocate and a member of staff from the new service
- 6.3 The meeting should set out a formal plan and date of commencement.
- 6.4 The service user's records for the arrangements will be updated and agreement reached with the service user as to the content, passing the information and the Service User's File, C4-SUF on to the new service.

7. THE TRANSITION PLAN

- 7.1 The transition plan should detail the number of days the service user will attend the transition programme.
- 7.2 The transition plan should record any identified risks and risk assessments undertaken by the day service.
- 7.3 A named person from the new service should be appointed to ensure that the transition is organised, and there is someone available to answer any worries, problems or concerns. A named person from the current day service will be identified to accompany the service user to the new service and facilitate the introduction where practicable.
- 7.4 The transition plan should outline the agreed mode of transport to and from the new service.
- 7.5 Any specific requirements for the provision of personal requisites and finance for meals and any other daily necessities will be detailed in the transition plan.
- 7.6 The transition plan will identify methods of service users maintaining friendships after their move, where practicable.
- 7.7 The transition plan will detail how long the transition will take place and identify a formal commencement date for the service user.

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|----------------------|----------------|-----------------------|
| Procedure No: DSP-04 | | Manual Section No: 69 |
| Issue No: 1 | Revision No: 1 | Page 2 of 3 |
| Issue Date: | Authorised By: | |

8.0 WHEN A SERVICE USER IS ASKED TO LEAVE THE SERVICE

- 8.1 When a service user is asked to leave the Day Service then the procedure Termination of a Service User's Placement/Exclusion, DSP-05, is to be followed.

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|----------------------|----------------|-----------------------|
| Procedure No: DSP-04 | | Manual Section No: 69 |
| Issue No: 1 | Revision No: 1 | Page 3 of 3 |
| Issue Date: | Authorised By: | |