

Policy Name		Policy Number
Entry and Exit Criteria		3.01
Manual Section		Version
Participants and Programs		3
Date Endorsed: May 2010	Date Reviewed: July 2020	

### Policy:

- 1.0 Sharing Places participants are members of the disability community. They:
- have a primary intellectual disability that:
    - is likely to be permanent;
    - results in a substantially reduced capacity for self-care, mobility, communication, interpersonal and social skills, education, learning, work, and leisure; and
    - requires intensive support services.
    - Turn 18 years of age during the first twelve (12) months of accessing Sharing Places service provision.

### Procedure:

- 2.1 Individuals who meet *all* the defining characteristics of Sharing Places participants (1.0 above) are eligible to access the programs and services offered by Sharing Places. Those who meet only some of these characteristics may be granted access to some services, under terms and conditions specified by Sharing Places before services commence and specified in the potential participant’s Sharing Places Service Agreement and National Disability Insurance Scheme (NDIS) plan.
- 2.2 Sharing Places provides for participation in community, social and civic activities; development of daily living and life skills including work readiness transition skills training; development and implementation of communication strategies and use of augmentative communication aids and, development and implementation of behaviour support programs leading to positive outcomes for all participants. Programs and services will meet the needs of individual participants and focus on skills development together with all aspects of the participant’s NDIS plan.

- 2.3 Each decision for an individual to access Sharing Places' programs and services will be made after due regard to the level of support required by the individual and specified in the participant's NDIS plan, the capacity of the organisation, and the availability of adequate NDIS funding for the requested support.
- 2.4 Access to Sharing Places by eligible participants will be organised as early as is practicable, subject only to adequate support arrangements being in place.
- 2.5 Access to funded service hours are subject to the conditions of the participant's NDIS plan and the participant's Sharing Places' Service Agreement.
- 2.6 Sharing Places adopts a human rights approach to the entry and exit procedures and, as such, respects each individual's choices. Each application to access Sharing Places' services will be considered on a case by case basis having regard to the organisation's vision and values.
- 2.7 Sharing Places support participants who may be transitioning into other services or life stages, and the organisation encourages collaborative approaches to achieving individual aspirations.
- 2.8 Two weeks' notice is required if the participant and or Sharing Places wish to terminate Sharing Places' services.

### **Responsibility:**

Executive Director  
Senior Manager – Programs and Participants

### **Relevant Forms:**

Participant's Application  
National Disability Insurance Plan  
Sharing Places Service Agreement

### **Related Policies:**

- Grievances and disputes
- Rights and Responsibilities
- Complaints – participants
- Child Protection