

*(Policy No: 3.1)*

# *Entry and Exit Criteria*

## **Client Management**

### **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.
  - are aged 18 years and above and no longer attend school.

### **Procedure:**

- 2.0 Individuals applying to access Sharing Places will be encouraged to consider seeking assistance from an external advocate in their application to Sharing Places. (A list of advocacy agencies will be available from Sharing Places reception.)
- 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.
- 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.
- 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, the capacity of the organisation, and the availability of adequate 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 relevant Service Funding Agreement and will be considered on a case by case basis in conjunction with the relevant funding body.



- 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 will, as much as possible, support participants who may be transitioning into other services or life stages, and the organisation encourages collaborative approaches to achieving individual aspirations.

**Responsibility:**

Executive Director  
 Director - Service Operations  
 Manager – Programs and Participants

**Relevant Forms:**

Participant’s Application

**Related Policies:**

- Grievances and disputes
- Rights and Responsibilities
- Complaints - participants

Date Endorsed:  May 2010	Review Date:	Approval Signature:  .....
--------------------------------	--------------	----------------------------------