

Bergen County Special Services

Adult Services Program Policy

Title: Discharge Process & Discharge Criteria

The Board of Education recognizes the need for procedures to define criteria for discharge; stating the process by which an individual receiving services may be discharged from a BCSS Adult Program.

Definition

For the purpose of this policy, “individuals with intellectual disabilities” will be interchangeable with individual and individual receiving services.

“Professionals” will refer to individuals employed with local and state agencies and Support Coordination Agencies.

Criteria for Discharge

1. Individual demonstrates behavior which cannot be safely managed in a BCSS Adult Program.
2. Individual demonstrates dangerous, aggressive behavior that is unresponsive to interventions.
3. Individual cannot benefit or has maximized their potential with stated BCSS staff to client ratio.
4. Emergence or re-emergence of psychiatric symptoms requiring services/treatment beyond the capabilities of a BCSS Adult Program.
5. Significant change and/or increase in supports an individual requires that cannot be safely and effectively met, nor sustained within a BCSS Adult Program.
6. Inability or voluntary decision to not comply with BCSS stated criteria for return to program.
7. Individual no longer desires to attend a BCSS Adult Program.
8. Repeated and consistent refusal to participate in program activities, despite accommodations and/or repeated personalized intervention methods by BCSS personnel.
9. Individual can be more effectively served by another program and/or agency.
10. Individual has moved to a location which makes continued participation impossible.
11. Individual has demonstrated a lack of consistent attendance within any given year based on BCSS Attendance Policy.

When an individual demonstrates a lack of attendance, the Program Nurse/Health Care Professional will contact individual and legal guardian(s) inquiring if illness has prevented the individual from attending the program. If absences are not based on any medical reason, Managers and the Clinical Specialist will reach out to the individual in an attempt to reengage and facilitate return to program. The Support Coordinator will be advised of BCSS Attendance Policy and all attempts made to facilitate the individual’s return to program. If several attempts have been made by BCSS representatives, and the individual still has not

returned to program, a decision will be made to terminate services. The individual, legal guardian (s) and Support Coordinator will be notified of this decision immediately.

12. Inability to follow rules and safety directions while on BCSS vehicles or BCSS contracted vendor vehicles.

This includes the following:

- a. Remain seated while vehicle is in motion;
- b. Fasten seatbelt and keep it on at all times;
- c. Refrain from physical aggression and dangerous behavior while on the bus;
- d. Refrain from throwing objects while on the bus;
- e. Refrain from loud vocalizations, yelling and/or screaming that may distract the driver and distress fellow passengers;
- f. Refrain from attempting to open back door of vehicle;
- g. Inability to safely follow evacuation directions; and
- h. Refrain from destruction of property.

When the individual presents behaviors that pose a safety concern for others, the individual and legal guardian will be informed of stated concerns, action and intervention taken and proposed, as well as, the potential for discharge. Parties will be informed of BCSS Discharge Policy. The individual and legal guardian(s) will be made aware of all efforts to maintain the individual in program.

The reason for discharge must be explained to the individual and their legal guardian(s) including the process through which the agency arrived at this decision. This should include any warnings and/or outreach efforts by BCSS representatives. All interventions and efforts by the BCSS program will be documented for the individual's file. DDD/Support Coordination Agency will be informed of same.

13. The individual has maximized their potential to benefit from a BCSS Adult Program.

14. The individual no longer requires level of care/support provided by a BCSS Adult Program and can participate in Employment First options.

15. The individual has attended a BCSS Adult Program for a very long period of time, participated in the program's instructional opportunities multiple times, and has plateaued in skill development.

The individual and legal guardian(s) will be involved in a dialogue and program process which demonstrate the individual's achievements over time, participation in several instructional opportunities and the individual's current skill level in various program components. Discharge planning will include Individual Service Plan review, attainment of goals, completed assignments and/or assessments, current level of functioning and recommended next steps in the transition to another program or service.

Termination decisions shall be finalized by the Coordinator of Adult Services and his/her designee.

If the individual and legal guardian(s) disagree with the discharge determination, they may appeal to the BCSS Coordinator of Adult Services within 15 days of notification. If they are still dissatisfied they may then appeal to the Director of Instruction within 15 days of the Coordinator of Adult Services or his/her designee response to the original appeal.

A discharge summary will be maintained in the individual's file which will include the following:

- a. Reason for Discharge
- b. Date individual and legal guardian were notified of discharge plans and outcome of discussion.
- c. Date Support Coordinator was contacted and outcome of discussion.
- d. If applicable, communication and correspondence reflecting intervention and steps to maintain individual in program.
- e. Status and time of last contact.
- f. Discharge outcome to include support needs, preferences, strengths and abilities.
- g. Any other significant information.