

BENCO
Supported Living Program
POLICY AND PROCEDURE

SUBJECT: TRANSFER OAR: 411-328-0790 (7)
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POLICY:

(7) Under certain conditions, it is possible that an individual supported may desire or need to be transferred to another type of service program or setting within our Benvo or to an alternative service provider. Therefore, it is the policy of the Supported Living Program to facilitate requests for transfers within service type or settings in a constructive manner, consistent with the determination of an individual's ISP team, and in accordance with the applicable administrative rules.

PROCEDURES:

- If a request is made for an individual to transfer from Supported Living to another type of service setting, that person's ISP team will be called to discuss the request and decide on a course of action. No action regarding a transfer will be initiated until the transfer ISP team meeting can take place.
- At the transfer ISP team meeting, the rationale for the transfer will be thoroughly discussed and a determination of action made. The findings of this meeting will be recorded in the individual's record and will include at a minimum:
 - The name of the individual considered for transfer;
 - The date of the meeting;
 - Documentation of the circumstances leading to the proposed transfer;
 - Documentation of the alternative considered, including the transfer;
 - Documentation of the reasons why any preferences of the individual, legal representative, or family members cannot be honored;
 - Documentation of a majority agreement of the participants with the decision; and
 - The written plan for services to the individual after transfer.
- If the decision to transfer is disputed by the individual or their representative, the appropriate people will be informed of their appeal rights.

*SPECIAL NOTE: This policy is not intended to reflect the "natural" movement from one household to another that may be a part of someone's desired lifestyle or preference as part of the Supported Living concept.

Approved by: Julie Hansen
Julie Hansen, Benco Board President

Date: 1/30/24