

Placement Committee

Purpose *To ensure ASC has a consistent accountable and impartial process to make decisions regarding applications for Services.*

Policy Statement *The Placement Committee will review, make decisions and/or recommendations regarding:*

- *Application for services*
- *Transfer of services*
- *Issues of a contentious nature that may affect services*
- *Discontinuation of services*
- *Applications for approved home provider(s)*

Binder(s):	Adult Services, Family Support Services					Page:	1 of 1
Section(s):	Entry/Exit	A	94-12-21	R	96-06-14	R/R	98-05-20
Program Area(s):	Adult Disability, Family Support Disability	R/R	01-12-06	R/R	April 7, 2005	R/R	Mar 6/08
		R/R	Sept 27/12	R	Apr 4/18		

Placement Committee

1. The Placement Committee must be comprised of at least two Coordinators including the specific area Coordinator responsible for service delivery and a Program Director. If the issue is identified as contentious in nature, the Executive Director must be involved in the Placement Committee meeting.
2. A committee member may be in conflict of interest if he/she:
 - Is a family member or personal friend
 - Stands to derive personal gain from a decision
 - Is biased on the basis of discrimination, association, prejudice, etc.
 - Decides they cannot make a fair, impartial decision

If, through consensus, the committee determines the conflict will affect decision-making, the placement meeting will be rescheduled with other impartial committee members present.

3. The Placement Committee shall review all relevant information including but not limited to:
 - Application information
 - Risk assessment information
 - Funding source
 - Staffing availability
 - Caseload availability
 - Availability of resources to meet needs
 - Contract requirements
 - Other areas of consideration
 - Applications for Approved Homes including results of completed Home Study, personal reference checks, acceptable results of completed criminal record checks and if applicable, intervention checks
4. Once all relevant information has been reviewed, the Placement Committee will reach a decision by consensus.
5. If a decision cannot be reached, the designated Coordinator(s) will follow up with the recommendations of the Placement Committee. A follow up Placement Committee meeting will be scheduled, preferably with the original members present, to review additional information and make a decision.

Binder(s):	Adult Services, Family Support Services					Page:	1 of 2
Section(s):	Entry/Exit	A	94-12-21	R	96-06-14	R/R	98-05-20
Program Area(s):	Adult Disability, Family Support Disability	R/R	01-12-06	R/R	April 28, 2005	R/R	Mar 6/08
		R/R	Sept 24/12	R/R	Apr 4/18		

Placement Committee Procedure Continued . . .

6. All information presented, and decisions or recommendation made, will be summarized and documented on the Placement Committee minute form.
7. The designated Coordinator is responsible to forward the Placement Committee Meeting Minutes to the pending file.
8. The designated Coordinator will forward a letter to the applicant indicating the decisions or recommendations of the Placement Committee within 14 days. Copies of this letter are retained for ASC files and forwarded to the applicable referral source.
9. In the event the Placement Committee does not approve the application for services the letter to the applicant will include appeal procedure information. All Information, including original application documents, will be maintained in the pending file until a main file is opened upon commencement of services.
10. Any information pertaining to a person who will not be commencing services will be returned as per the specific funder requirements. If there is no funder requirements stipulated ASC will retain the information for 10 years.
11. Approved Home relations are contractual; therefore, they must meet criteria for providing services, and will not receive an appeal procedure.

Binder(s):	Adult Services, Family Support Services					Page:	2 of 2
Section(s):	Entry/Exit	A	94-12-21	R	96-06-14	R/R	98-05-20
Program Area(s):	Adult Disability, Family Support Disability	R/R	01-12-06	R/R	April 28, 2005	R/R	Mar 6/08
		R/R	Sept 24/12	R/R	Apr 4/18		