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**Discharge Policy**

I understand that Crossroads Services, Inc. is a residential/day program provider in which I have an option to participate in. I accept my responsibility to engage in residential/program activities and to excuse myself from this program if it does not meet my personal needs. I recognize the organization has the responsibility and authority to remove participants who are disruptive to the program or for any other reason listed below.

A discharge from Crossroads Services, Inc. may occur for the following reasons:

* A resident/participant develops behaviors which require the use of restraints to protect themselves or others.
* A resident has achieved independent functioning and is deemed able to reside within the community.
* A resident/participant develops a chronic, debilitating medical condition which requires extensive medical care or causes the resident/participant to need medical supervision which cannot be provided in the home/program.
* A resident/participant fails to adjust to the residential/program setting and/or experiences a severe emotional disturbance or regression as a result of placement.
* If it is determined by the individual and his team that another type of residence/program would be more appropriate to meet the individual’s needs.
* If a resident/participants guardian, parent, caregiver refuses to provide the required physical examination and communicable disease screening, to sign a program contract, emergency medical procedure form, or other required program forms.
* If a resident/participant engages in harassment or intimidation.
  + Bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other oral or physical actions.
    - In a sudden severe instance of bullying or reoccurring offenses of bullying, Crossroads Services, Inc. may take immediate action by issuing a suspension of up to 3 days from Program depending on the severity of the bullying.
* A participant will dress in a manner that is appropriate, tasteful and respectful. A participant will avoid clothing and accessories that depict violence, sex, drugs, alcohol, tobacco, death, gangs or other offensive or obscene pictures or language. Clothing that reveals underclothing, midsection, torso, chest, cleavage or upper thighs will not be acceptable.
* A resident/participant will be expected to maintain good hygiene. This includes wearing clean/well-kept clothing.
  + In the event of a resident/participant having a strong odor, the program specialist will make his/her team aware of the issue. Once all efforts to rectify this issue have been exhausted the resident/participant may be discharged as a result. (This issue has the potential to negatively affect the person who is having the hygiene issue due to his/her peer’s response to the odor as well.)

Under most circumstances, decisions regarding the discharge are made with the active involvement of the resident, parent/guardian/caregiver, support coordinator, and other members of his/her team. A 30-day notice will be given in both written and oral forms unless it has been determined that a threat is posed to an individual or others. Immediate discharge will then take place in this situation.

Upon discharge, recommendation will be made for continuing care and referrals will be made for other community resources. When a discharge is initiated by Crossroads Services, Inc., oral and/or written notice will be given to the resident/participant, responsible party, and support coordinator, at least 30 days in advance of the impending discharge.

A resident who experiences a sudden change in the level of functioning which, as determined by Crossroads Services, Inc. poses a threat to the resident/participant or others, may be discharged immediately. This includes any of the above situations that may go unresolved or suddenly change.

**Interim Immediate Action**

Crossroads Services, Inc. shall take appropriate interim immediate action to protect the health and safety of the resident and others in the home/program.

Appropriate interim immediate action includes steps which a responsible person would take in a potentially volatile or dangerous situation, and may include any of following.

* Preventing the individual from harming themselves or others
* Calling the police
* Notifying local emergency mental health officials
* Notifying the individuals physician
* Notifying the individual, responsible party, team and family if appropriate.
* Arranging to have the individual transferred

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Resident / Participant Signature Date

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Parent / Guardian Signature/ Caregiver Signature Date

Updated 10/2022