

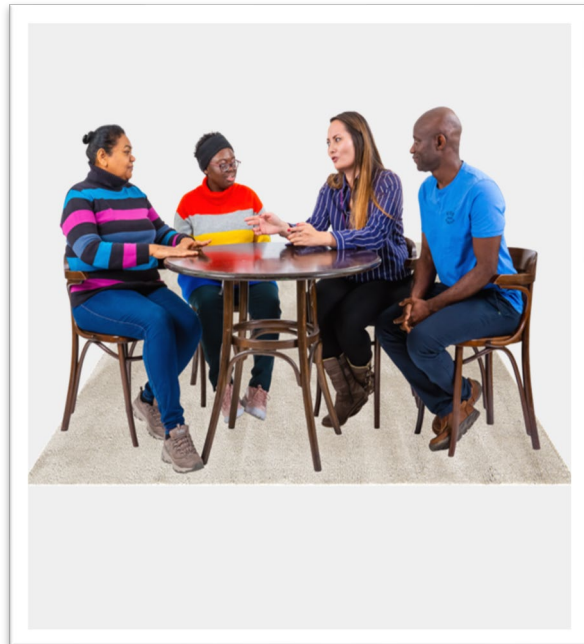
## Easy to Read Discharge Policy Sunbeam House Services

**1** Sometimes Sunbeam House Services may no longer be the right service to meet your needs.


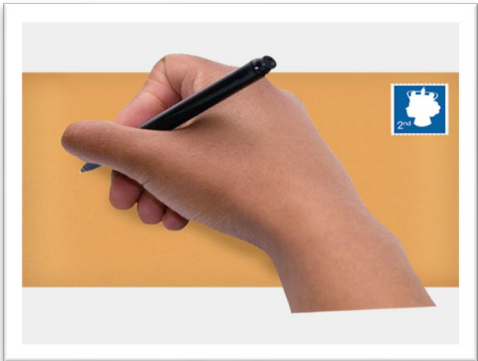

This may be why either yourself or Sunbeam House Services will look to change to another service provider.


When this happens , the Client Service Manager will meet with you and your nominated contact person.



They will talk about why you might want to leave or why the change of services is needed. They will also tell the Senior Services Manager and the Referrals officer.



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Easy to Read Discharge Policy	018	184	1.0	018.184.1.0	Senior Services Manager	10 Jan 2023	10 Jan 2026	Page 1 of 3	<i>Joe Lynch</i>

<p><b>2</b></p>	<p>If a you stop attending our service, the Client service manager will ask to meet you and your nominated contact person.</p> <p>Sometimes we can put a plan together to help you to return but you might decide not to come back.</p>	
<p><b>3</b></p>	<p>The Referrals Officer will send you a letter to record the reason.</p>	
<p><b>4</b></p>	<p>When you leave Sunbeam House Services, you will be asked to sign a form and send it back to the Referrals Officer.</p>	

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<p><b>5</b></p>	<p>The Referrals Officer will write to the HSE to tell them that you have left Sunbeam House Services.</p> <p>In some cases Sunbeam House Services will have to give the HSE money back as you may need this for a new service.</p>	
<p><b>6</b></p>	<p>All forms are saved on CID which is our Client Information Database.</p> <p>Your profile is then closed off with the date that you left.</p>	

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