

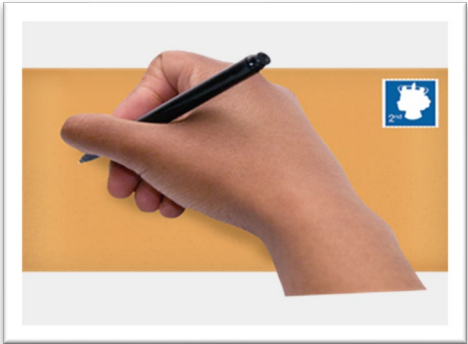


Easy to Read
Admissions for Day Services Policy
Sunbeam House Services

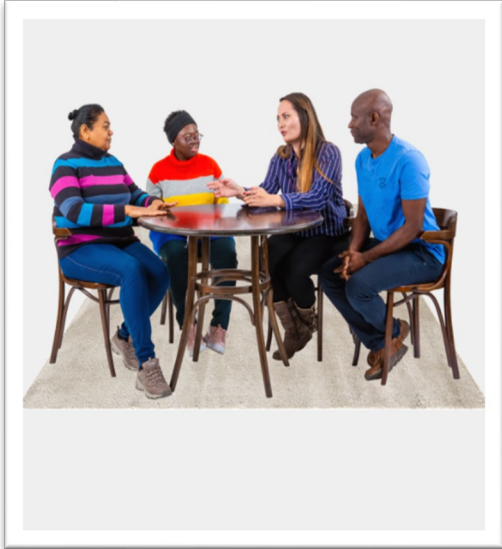
1	<p>When a client wants to join a Day service in Sunbeam House Services, the HSE will write to us on your behalf to let us know.</p> <p>They will send us in your information and school reports.</p>	 
2	<p>The Referrals Officer from Sunbeam House Services will send a letter to yourself and your nominated contact person to let you know that we have received your application.</p>	

Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
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3

The Referrals Committee will decide which of our locations would suit you best and ask the Client Service Manager to meet with you and your nominated contact person family.

They will complete a form called a support needs form. This gives us more information on the supports you will need, such as staffing or equipment.






4

If Sunbeam house Services can provide a service to meet your needs the Referrals Committee will let the HSE know what resources are needed, such as money for staff or money for equipment.



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<p>5</p>	<p>Once the HSE and Sunbeam House Services agree about the service and the cost of providing a service, the Referrals officer will then send a letter to yourself and your family, along with some entry forms. Once we have hired the staff we need to support you we will give you your start date.</p>	
<p>6</p>	<p>We will put all your information on CID which is our Client information computer database and send a form into the HSE to let them know you are starting in Sunbeam House Services.</p>	
<p>7</p>	<p>We will all look forward to you joining us at Sunbeam house services!</p>	

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