
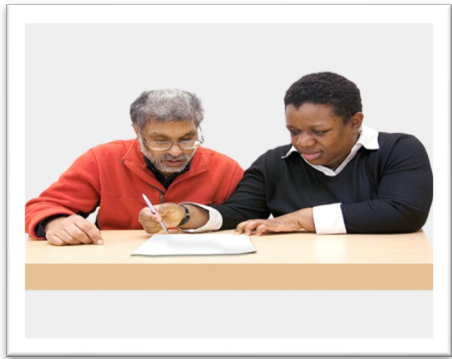








Easy to Read Admissions for Respite Policy Sunbeam House Services

1	<p>When you want to apply for respite service in Sunbeam House Services, you must apply to the HSE Central Respite Referrals Committee.</p> <p>Your Keyworker or Client Service manager can help you or your nominated contact person to do this.</p> <p>The HSE will then contact us on your behalf to let us know that they think we may be a suitable service provider for you.</p>	 
2	<p>The Client Services Manager at Sunbeam House Services will arrange to meet you and complete a support needs form, which will give us more information on the supports you will need.</p>	

Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
Easy to Read Admissions for Respite Policy	018	188	1.0	018.188.1.0	Senior Services Manager	10 Jan 2023	10 Jan 2026	Page 1 of 3	

<p>3</p>	<p>If we do not have suitable location that can meet your needs, we will let the HSE Central Respite Referrals Committee know so that they can look at other options for you.</p> <p>If we feel we do have a service and location that would meet your needs, we will invite you to visit and look around the location and meet the staff and other clients.</p>	 
<p>4</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 will be using Respite services in Sunbeam House Services.</p>	

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<p>5</p>	<p>You can plan in dates to attend Respite with the Client Service Manager of the Respite house.</p>	
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