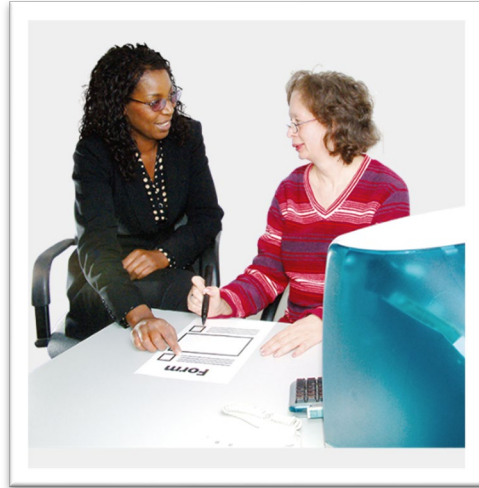


Easy to Read Transfer Policy Sunbeam House Services

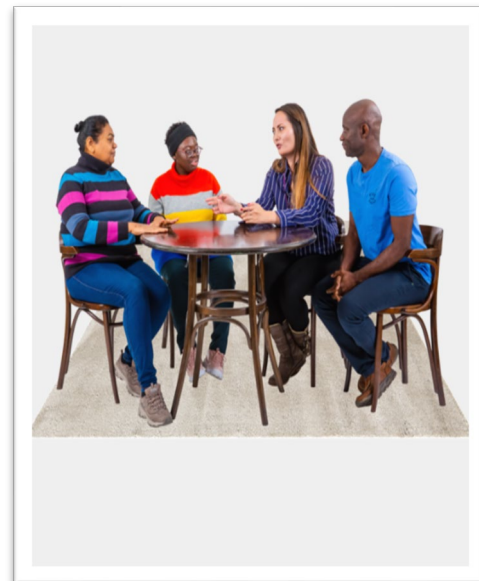
1 If you would like to transfer to a different service in Sunbeam House Services, the Client Service Manager will meet with you and your nominated contact person or advocate to find out why you would like to move.

They will also tell the Senior Services Manager and the Referrals officer.






2 The Client Service Manager will organise a meeting with you to complete a support needs form to help decide which service would support you best.

This will also help decide what other supports you may need if you were to transfer to another service, such as staffing or equipment.



Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
Easy to Read Transfer Policy	018	185	1.0	018.185.1.0	Senior Services Manager	10 Jan 2023	10 Jan 2026	Page 1 of 3	<i>Joe Lynch</i>

<p>3</p>	<p>The Referrals officer will write to you to let you know that we have received your request to transfer.</p>	
<p>4</p>	<p>The Client Service Manager will let the Referrals committee know what the outcome of your support needs assessment was.</p> <p>The Referrals committee will also meet to discuss if there is another location that may suit your needs.</p>	
<p>5</p>	<p>Sometimes it takes a bit longer to find a placement to transfer to and so the Client Service Manager and Senior Service Manager will decide what support can be given to you until the transfer is possible.</p> <p>Your transfer will be reviewed every month at the Referrals committee meeting until a final solution is found.</p>	

Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
Easy to Read Transfer Policy	018	185	1.0	018.185.1.0	Senior Services Manager	10 Jan 2023	10 Jan 2026	Page 2 of 3	<i>Joe Lynch</i>

6 You will be informed when a place is available for you to move to, and before you move the Clients Service Manager of the new location will meet with you and your family to work on a plan to help you settle in.



7 When you have settled into your new location, the referrals officer will write to the HSE to let them know that you have moved to a different location and they will also change your location details on CID, our computer database.



Policy Name	Department No.	Policy No.	Version No.	Full Policy No.	Policy Owner	Effective Date	Review Date	Page	CEO Approval
Easy to Read Transfer Policy	018	185	1.0	018.185.1.0	Senior Services Manager	10 Jan 2023	10 Jan 2026	Page 3 of 3	<i>Joe Lynch</i>