

TRANSITIONING POLICY

Individuals

Transition of an individual may include entering into a program with the company, obtaining new or different supports and services within the company, and leaving the company. The provider will make every effort to ensure a smooth transition into a program and with obtaining different supports and services with the company. The provider will talk to the individual as well as the individual's circle of support (family, previous provider, support coordinator, etc.) who might help provide insight into what the needs are for the individual if he or she agrees to have them participate about personal goals. The individual's desires will be primary. Health, safety, well-being, skill-building, housing, and paperwork will become focuses when needed to make the transition as easy for the individual as possible.

The provider will also help the individual in whatever way possible when leaving its program. The provider will provide any necessary documentation if the individual will agree to release the information, as well as meet with the new provider should a request be made.

Staff

The provider will assist any staff interested in terminating employment with the company to transition into new employment, and leave current employment, as smoothly as possible. Staff are requested to give as much notice as possible so that a replacement can be found, introduced to and approved by consumers, and trained before current staff leave. A minimum of two weeks is requested, but notification further in advance of leaving is appreciated. The company encourages growth in everyone, and will help with transferring paperwork or in any way to ensure leaving staff can move as easily as possible into new employment. The provider requests that people who stay in the field do not use the relationships developed with consumers while working for the provider to entice them away from the provider for a period of at least one year. The provider is more than happy to compete on an equal basis in the open market with former employees for new work.

Administration

Should the owner no longer be able to contribute fully in running Life's New Beginnings, the administration of the company will continue. The company will be run by Natasha Powell of Powell Supportive Services and will be responsible for its continuance. The policies and procedures set by the company will remain and other staff will continue to provide quality service without incident.

I have read and fully understand the Transitioning Policy and agree to follow its dictates.

Staff Signature

Date