

SECTION: PROGRAMS – Lilli House

POLICY TITLE: Intake Alerts

This policy is issued under the authority of the Comox Valley Transition Society Board of Directors and is administered by the Executive Director and Transition House Coordinator.

Rationale

The Comox Valley Transition Society goal is to provide a safe environment free from violence and minimize risks to safety and wellbeing while at the same time providing for the safety and security to women and their children who have experienced violence, or are at risk of violence, in a supportive environment.

Policy

When a woman has been asked to leave Lilli House due to violent, aggressive, abusive or threatening behavior or other behavior such as possessing, using or distributing alcohol or drugs at Lilli House an INTAKE ALERT will be completed.

Purpose

To ensure the safety and wellbeing of all women and children residents, staff, volunteers visitors, and neighbors of Lilli House.

Procedure

- Following the discharge of a woman for behavior that cannot be accommodated at Lilli House, staff will complete an INTAKE ALERT detailing the behavior that led to the discharge.
- A copy of any INCIDENT REPORTS related to the behavior that lead to discharge will be attached to the INTAKE ALERT.
- The Transition House Coordinator will review and sign off on all INTAKE ALERTS.
- INTAKE ALERTS will be filed in the INTAKE ALERT Binder alphabetically by first name.
- All discharges for behavior that cannot be accommodated at Lilli House will not be considered for readmission for 30 days.*
- Individual INTAKE ALERTS will be reviewed every two (2) years to ensure any recent updates are reflected.
- When a woman is identified by one or more trusted professional partners of the Transition Society, for example: the RCMP, MCFD, MSD, MHSU or other CVTS programs, as a potential safety risk an INTAKE ALERT will be completed and filed in the INTAKE ALERT binder.

Transition House Coordinator Responsibility

- It is the Transition House Coordinator's responsibility to orient all new staff to the policy.
- It is the Transition House Coordinator's responsibility to ensure staff are implementing the policy and procedures.

Staff Responsibility

- It is staff responsibility to be familiar with the policy and procedure.
- It is staff responsibility to ensure the policy is implemented and procedures are followed in all incidents related to this policy.

*Reference Policies: Admissions