



**QUALITY SELF-ASSESSMENT PROGRAMME**

**3 CARE & WELFARE OF THE SERVICE USER**

**3.8 LEAVING THE HOME & MOVING ON**

**CARE HOMES - DRUG & ALCOHOL MISUSE**

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**OUTCOMES TO BE ACHIEVED:**

*The service user is enabled and supported in leaving the Home on a temporary or permanent basis.*

*Elements addressed:*

- Temporary Leave
- Unauthorised Absences from the Home
- Final Review & Discharge
- Enforced Discharge / Termination of Contract
- Relapse Prevention
- On-going Care & Support
- External Support Groups

#	Performance Indicator / Standard	SCORE	Evidence
1	There is a Policy to manage the temporary absence of a service user from the Home, for example for a weekend.		
2	Procedures ensure that the service user has sufficient clothing, personal effects & supply of medication to cover the period of absence, and suitable transport arrangements made.		
3	Procedures ensure that the service user's room is kept locked while the service user is away. In shared rooms personal effects are securely locked away.		
4	The service user's personal records clearly shows the period(s) of absence from the Home; these periods are reflected in the Admissions-Discharge Register.		
5	Upon return to the Home, the service user is screened for illicit substances (breathalyser, urine test) in accordance with the Detoxification Contract.		
6	There is a Policy for handling instances when a service user goes missing, or is in some other way absent from the Home without authorisation.		
7	There is a documented Policy for discharging a service user from the Home, and all discharges are recorded in the Admissions-Discharge Register.		
8	The date of discharge from the Home is agreed in advance with the service user / advocate.		
9	The service user has a Final Assessment of Need prior to discharge, which identifies all requirements for continuing care, including any "stop-gap" medication.		
10	The Final Assessment is incorporated into the service user's care records and summary points included in a Discharge Checklist.		
11	The service user is given a copy of his / her Continuing Care Plan which details contacts, support groups, on-going medication regimes and future appointment dates.		
12	At discharge, all personal possessions are returned to the service user, including any valuables held in a safe, annotating the Personal Property Register accordingly.		
13	At point of departure, the service user / advocate is provided with a questionnaire concerning their perception of the quality of the care service that they have experienced.		
14	Questionnaires are returned to the Home and are reviewed at Quality Management Review Meetings as part of the User Satisfaction Surveys.		
15	There is a Policy for the enforced Termination of a Residency by the Home where circumstances require it.		
16	This Policy clearly states the conditions under which a Contract for Residential Care / Detoxification Contract may be terminated.		
17	Service users / advocates are made aware of these conditions as part of the Contract for Care process.		

