



Policy Title: Deferment of Services	Effective Date	4-1-14
	Revision Date	1/31/14
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	Approval	TH
	File	Policies

**I. Purpose**

PAI strives to ensure persons are served with competent trained staff at ratios adequate to meet their needs. When attendance declines it adversely impacts PAI's ability to anticipate and respond to overall program and staffing needs. Additionally, extended absences may hinder or delay services for other persons interested in enrollment. This policy provides an overview of PAI's service limits related to refusal to attend and extended absence from services.

**II. Revision History**

Date	Rev. No.	Change	Reference Section(s)

**III. Persons Affected**

Service Recipients

**IV. Policy**

- A. In order to afford maximum opportunities for skill development and personal growth PAI strongly encourages regular attendance.
- B. Planned deferments of program services
  - 1. In the event a person needs to defer services for more than a week:
    - a. The person, their legal representative or designate should submit their request in writing.
    - b. Requests should be submitted as far in advance as possible.
    - c. The request should include:
      - i. The reason for the request.
      - ii. The anticipated return date.
      - iii. Any anticipated additional supports that the person will need upon their return and the length of time the supports will be necessary.
  - 2. Upon receipt of a request for service deferment, PAI will review the request and determine if the individual's placement can be maintained for the interval of time requested and if any additional requested supports can be provided within the scope of PAI services.
  - 3. Should a deferment extend beyond the approved time for a period greater than 60 days it will be deemed a voluntary abandonment of services if any of the following are applicable.

- a. The person is incapacitated to the point of being unable to attend for the foreseeable future.
  - b. The person support needs have increased beyond the scope of PAI services.
  - c. A reasonable amount of time until a return date cannot be determined.
  - d. PAI will notify the team of the person's status, and send the team a discharge report summary.
- C. Unplanned deferment of services
- 1. In the event a currently enrolled person ceases to participate in services for a period of more than the 30 days or attends less than 50% of their available days for a quarter and
    - a. The absence is unexcused, i.e., without notice or
    - b. Due to refusal to attend:
      - i. The person's caregiver and team will be contacted regarding the extended absence and notified:
        - A.) That the amount of absence from services has reached a level that is a significant impediment to PAI's ability to provide services.
        - B.) That all case management functions will be placed on hold until a plan for resumption of services is agreed upon by the person's extended support team.
    - c. Should the absence continue or the person fail to attend consistently beyond an agreed upon return to program date:
      - i. PAI will determine that the person is voluntarily abandoning services and;
        - A.) Notify the team of the person's status and
        - B.) Send the team a discharge report summary
    - d. If the individual decides at a later date that they wish to return to PAI they will need to submit a new application
- D. Any discontinuation of services for more than thirty consecutive days will necessitate a team meeting prior to the individual's return.