

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Transfer and discharge

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-105-010

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Prior to transfer or discharge of a child, the Keystone shall inform, and when possible discuss with, the child's parent and, if applicable, the child's guardian or custodian, the recommended transfer or discharge. Documentation of the discussion or transfer of the information shall be kept.

DISCUSSION: