

Title: Discharge from Program
Issued By: Rights of Passage
Applies To: Program Services

I. POLICY

Youth who leave the Rights of Passage (ROP) program, either of their own choice or as deemed appropriate by the program staff, will follow a discharge plan that supports their transition to a stable and secure setting.

II. PURPOSE

To facilitate the transition of youth from the ROP program into appropriate housing.

III. PROCEDURE

A. Discharge from the ROP program is either planned or unplanned.

1. Planning Discharge involves prior planning with a youth who is –

- a. Aging out of the program;
- b. On an approved move-out plan; or
- c. No longer suitable for the ROP program, based on the assessment of the Key Youth Worker (KYW), assigned Case Manager (CM), and Program Manager.

2. Unplanned Discharge occurs when a youth is immediately and unexpectedly discharged from the ROP program.

B. Planned Discharge

1. Youth will notify the KYW about their decision to move out of ROP.

2. Youth, KYW, and assigned CM will collaborate on the move-out plan –

- i. Set a move-out date; and
- ii. Determine the supports needed by the youth

3. If necessary, assigned CM will refer youth to appropriate resources in the community they plan on residing.

4. The Program Manager may provide a reference letter for the youth –

- 1. Indicate ROP as the youth's last place of residence; and
- 2. Do not attest to the youth's behaviour or character.

5. The youth is responsible for packing and moving their belongings.

- 1. Once the belongings are packed and the room is cleaned, youth must complete a Move-out Checklist

with the Youth Support Worker (YSW) or designate;
and

2. Once belongings are removed from ROP, youth will receive the proportionate refund of the program fee (*Refer to the Policy on Program Fees*).
 6. Upon discharge, youth must return the room key and fob to the YSW or Designate.
 1. Refund of the deposit will be processed according to the Policy on Resident Keys and Fobs.
 7. During the move-out period, return to the youth –
 1. Original documents and identification of the youth before their move-out date;
 2. All prescribed medications stored by ROP; and
 8. Refund of the damage deposit will be processed only after the vacated room has been inspected by Building Services.
 9. The YSW or Designate will update the youth's record in the Efforts to Outcomes (ETO) software –
 1. Check out the youth from the assigned room; and
 2. Complete a Discharge Report.
 10. The YSW will update the Active Resident List and inform the Kitchen staff about the change in the total number of youth in residence.
 11. The YSW will ask youth to sign an Exchange of Information (EOI) form –
 1. To enable ROP program staff to follow-up with the youth; and
 2. To record and track their progress in ETO.
- C. Unplanned Discharge
1. The KYW, assigned CM, and Program Manager will determine when to apply the unplanned discharge on a youth.
 2. All unplanned discharges require prior consultation with the Program Manager.
 3. The Youth Worker completing the discharge is responsible for the following tasks during an unplanned discharge –
 - a. Accompanied by another program staff, notify youth about the unplanned discharge;
 - b. Inform the youth about the Appeal process;
 - c. On their own or with the help of other program staff, pack the youth's belongings;
 - d. Instruct the youth to wait at the 1st Floor while their belongings are being packed;
 - e. Bring the packed belongings to the youth or store them at ROP for a period not exceeding two (2) weeks; and
 - f. On their own or with the youth present, complete the Move-out Checklist.

