**Placement Policy**

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| **POLICY** | The following should be considered policy for placement of all individuals. |
| **PURPOSE** | It is expected that all placements will included an introduction of individual and relevant information.  |
| **PROCEDURE** | 1. Outreach Worker should confirm that staff at the placement site have spoken directly to the individual and are aware of his/her unique needs.
2. Outreach worker should provide whatever information he/she has about individual at time of placement
3. Outreach worker should visit or establish contact on the following day to ensure that placement was successful and there are no outstanding issues or concerns.
4. If an Outreach Worker is informed of an elopement (within a certain time frame after placement), the worker should actively participate in the attempts made to return the individual to the placement
5. At times, Outreach workers will encounter and secure placement for vulnerable individuals. For this policy, a vulnerable individual will be defined as someone requiring care and consideration beyond what is typical during the process of placement. Examples of vulnerable individuals may be
	1. People with acute medical
	2. People with cognitive impairment including dementia
	3. Physical disability impairment
	4. Acute psychosis
	5. Recent Drug use/intoxication
	6. Elderly

6. Whenever placement occurs for a person that should be considered a vulnerable individual, special care should be taken to ensure that all special considerations are made for placement in Community shelter, Safe Haven placement, admission to a hospital Emergency Room, Admission to a Crisis Center. |