

## PATHWAYS ABILITIES SOCIETY

### **POLICY: SERVICE ATTENDANCE AND MONITORING OF INDIVIDUALS**

**Applies to:** All Personnel

#### **PREAMBLE**

Pathways Abilities Society is committed to ensuring the safety of all individuals who attend our services. This is required in order to uphold a safe level of security for each person.

#### **POLICY**

Pathways and our funders, Community Living BC (CLBC), expect individuals receiving services from Pathways to attend on a regular basis. Pathways requires persons not wanting services to tell Pathways who will in turn tell CLBC. This allows someone else to receive services from Pathways.

Every staff and supervisor is responsible for ensuring each individual we support each day is present and accounted for. Attendance is taken daily.

Pathways ensures each person attending is monitored as specified on their Community Support and Consent form and as outlined in the procedure of this policy to provide a secure environment for their development and safety. Monitoring occurs in a manner that is non-intrusive and respectful of a person's right to self-determination.

Individuals are not left unattended in vehicles.

If an individual relies on others for transportation to and from service/supported employment i.e. handyDART, family, care providers etc. and are not picked up at end of day, support staff are not permitted to leave the person. Staff must notify a supervisor or manager.

Individuals who do not attend service regularly, which means they miss more than 40% of the time they are supposed to be there, will be contacted to see if they want to continue to receive service from Pathways Abilities Society. If there was a valid reason they could not attend i.e. sick, transportation, Pathways Abilities Society will consult with CLBC and may hold the spot.

People who have a good attendance and take holidays, are sick or get hurt and are away for up to 2 weeks and let Pathways Abilities Society know, will not lose their spot.

People can take leave of absences or stop coming to service for a short period of time but they must get CLBC and Pathways Abilities Society's permission to do so.

When a person does not show up to a service when scheduled to do so, Pathways Abilities Society follows the instruction on their Community Support and Consent form, the procedure of this policy and the Missing Person's policy and procedure.

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Board Approval

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