

 	<p align="center">Windmill Therapeutic Training Unit Clg (Windmill)</p> <p>Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/></p> <p>Protocol <input type="checkbox"/> Guideline <input type="checkbox"/></p>	<p>PPPG No: 008 Revision No: 2 Page: 1 Date Approved: 24/11/25</p>
<p>Title: Admission and Exit Policy</p>		
<p>Developed by: Joan MacDonald in collaboration with Quality & Safety Sub-Committee</p>		
<p>Approved by: Board of Directors</p>		

Policy, Procedure, Protocol or Guideline

1.0 Policy Statement

Windmill Therapeutic Training Unit Clg. , (hereafter referred to as Windmill), aims to empower the people we support, by providing a service which enhances their lives through a responsive, proactive, and collaborative approach to meeting their needs, wishes and choices.

Our vision is to enable those we support to be valued as citizens equal in status, rights and opportunities as every other citizen.

Windmill is based on a Social and Human Rights model of service provision and employs a Person-Centred approach in line with the Social Policy "New Directions".

2.0 Purpose

To describe Windmill's admissions and exit policy and procedures.

3.0 Scope

This policy relates to individuals who may wish to access Windmill for the first time, or individuals who may wish to return to Windmill Services having exited the service in the past.

Exit policy relates to individuals who are leaving the service.

4.0 Legislation / standards / Principles

Windmill's Admission and Exit Policy is based on the following key principles:

Eligibility to apply

Those applying must meet both of the below;

- Be 18 years of age or over.
- Have a diagnosis of a mild to moderate intellectual disability and / or a sensory disability.

4.1 In addition to the above, Windmill and the referrer must give due consideration to:

- A realistic appraisal of resources and funding required to meet the individual's support needs
- A realistic appraisal of the availability of such resources.
- The possibility of a suitable vacancy within the service.
- Windmill is satisfied that the individual's needs are matched with the ability of Windmill to meet those needs.

5.0 Glossary of Terms and Definitions (incl. abbreviations)

Admission

The official process of accepting a school leaver/referral/transfer into Windmill.

School Leaver

For the purpose of this policy a school leaver is an individual who is over 18 years of age and has a diagnosis of an intellectual and/or sensory disability.

This is a controlled document and may be subject to change at any time.

Referral

A referral relates to an individual who has been referred to Windmill by the HSE Disability Services.

Transfer

A transfer relates to an individual who wishes to transfer from another service to Windmill.

Sampling

An agreed period of time to spend in Windmill to ensure Windmill Day Service is the right fit for both the interested individual and Windmill.

HSE

Health Service Executive

6.0 Roles and Responsibilities

It is mandatory for all Windmill Management and staff to review this policy and submit a read-and-return email, ensuring they are fully aware of its contents and committed to compliance. See 7.6 below

7.0 Policy

7.1 Policy for use for Individuals who are interested in accessing Windmill Day Service and their families/carers and for all Windmill Staff to refer to.

7.2 Funding

The provision of Services/Supports is contingent on Windmill having received the necessary funding and having the agreed resources in place.

7.3 Windmill is dependent upon the following funding sources to maintain level of service provision:

- State funding primarily in the form of HSE Section 39 grant.
- A monthly Service Charge and a Transport Charge for those in receipt of transport to and from Windmill Day Service.

7.3.1 The requirement on individuals to contribute to the provision of service comes into operation on admission to the service. The Contribution is made for 47 weeks which excludes service closure periods.

- Monthly invoices will be calculated over 47 weeks to allow for service closure periods, with payments spread over 52 weeks

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7.3.2 If absent from Service, on days that Windmill is open, service and transport charges (where applied) will be invoiced as normal.

Should a situation arise where insufficient resources are available to Windmill, to maintain or deliver service, Windmill reserves the right to withdraw an element of service until sufficient resources are available.

7.4 Referral Process

All requests for admission will be referred to and processed in collaboration with HSE Disability Services.

7.5 Initiation

Request for admission to Windmill Services is accepted from a range of sources including:

- Placement Officer HSE
- Liaison Nurse HSE
- Other HSE personnel
- Individuals with an intellectual disability and / or sensory disability(ies)
- Other individuals / agencies.

7.6 Application

The individual is invited to complete an application form, (see appendix 1) and a meeting is arranged.

The application / referral documentation may include the following:

- clinical and psychological reports
- reports from prior placements / experiences, such as school reports, work experience reports, reports from service/s formerly attended etc.
- formal diagnosis where available or evidence of diagnosis
- history and background
- and any other relevant information which best informs Windmill of the individual's support needs

7.6.1 Windmill's Admission Team comprising of Head of Windmill, location manager and/or senior manager meets with the individual and their nominated support individuals to

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establish a shared understanding, agreement of expectations, rights and responsibilities for the individual and the service.

7.6.2 .The Admissions Team will review the meeting and referral documentation to assess the individual's current needs and determine whether progressing to a sampling placement is appropriate, or if Windmill as a service is the best fit for them.

7.6.3 Further information may be required before offering a sampling placement to ensure that Windmill can:

- Meet the individual's support needs.
- Identify and address any additional needs.
- Provide a safe and effective sampling experience for the individual and others in the service.

7.7 Sampling

7.7.1 Formal offer of sampling placement together with a sampling placement agreement and a consent form for participation and data sharing will be issued once the Admission Team has accepted the application. see appendices 2.0, 2.1 and 2.2

7.7.2 The sampling period is used by the individual and Windmill:

- to allow the individual to get a real feel for Windmill and to make an initial assessment as to whether they wish to access Windmill.
- to allow Windmill to make an initial assessment as to whether Windmill can meet the support needs of the individual and to identify the resources that will be required to do so.
- to assess compatibility for both the individual and those who share the service environment.

7.8 Placement / Induction

On the completion of a sampling placement, Windmill will determine if the service can meet the individual's support needs, given adequate resources.

The individual, their family member/s / representatives / advocates and Windmill meet to plan the admission.

Further documentation is completed at this stage including relevant consents such as data protection, database and sharing of information.

7.9 A minimum of a six-week induction period commences on admission. Following the induction period, if Windmill and the individual agree that Windmill can meet their needs, the placement is confirmed and a formal letter of "Placement Offer" will be issued.
appendix 3

7.10 Exit criteria

The criteria that determines an individual's exit from Windmill services may include one or more of the following.

- The individual's own decision to leave
- The Individual transfers to another agency / service
- In addition to intellectual disability, circumstances are present which prevents the individual benefiting from the service.
- The service was unable to meet the individual's needs.
- The individual's presentation is consistently incompatible with the wellbeing and established dynamics of Windmill.
- Death of the individual

7.11 Following discharge, formal notification of the discharge will be made to:

- The individual, their family member/s / designated advocates.
- relevant HSE personnel such as,
 - Disability Services Manager
 - HSE New Directions Day Service Personnel
 - Liaison Nurse. HSE , The relevant Data Bases.

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8.0 Implementation Plan	Post-holder responsible	Time frame
<p>a) How will relevant staff be made aware of this PPPG?</p> <p>All Windmill PPPGs are available on Windmill Google Shared Drive Policy Folder and an email is circulated to all Windmill Staff once approved by the Board for a “read and return” email to info@windmilltherapeutic.com to confirm that they understand and will comply with its provisions.</p>	Admin	Ongoing
<p>b) What education and training is required?</p> <p>Team meetings to discuss Policy updates Manager will support staff with any queries</p>	Management	Ongoing
<p>c)What other resources are required to implement this PPPG?</p> <p>School Leavers/Transfers Post Sampling Pack Sampling Letter Placement letter HSE Referral Documentation HSE Entry and Exit Forms National Ability Supports System(NASS)</p>	Admin/Management	Ongoing

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9.0 Revision and Audit

This policy will be reviewed every two years, or sooner if required by legislative or regulatory changes.

10.0

Revision History - Admission and Exit Policy

Version	Date	Amended by	Details
2	19/11/25	Liz O'Connor/Maria Meyler	

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11.0 References / Bibliography

12.0 Appendices

Appendix 1 - Application Form

Appendix 2.0 - Formal Sampling Placement Offer Letter

Appendix 2.1 - Sampling Placement Agreement Letter

Appendix 2.2 - Consent for Participation and Information Sharing

Appendix 3 - Formal Placement Offer Letter

13.0 Distribution

All Windmill PPPGs are available on Windmill Google Shared Drive Policy Folder and an email is circulated to all Windmill Staff once approved by the Board.

This is a controlled document and may be subject to change at any time.

This page containing the signatures of key stakeholders is filed as a separate attachment and the hard copy is printed and attached to the end of this Guideline

14.0 Key Stakeholder Statement (see Guidance Notes)

All key stakeholders (internal or external) are asked to sign this statement confirming that:

- I have been adequately consulted with.
- I have been provided with a final draft of this PPPG.
- I have reviewed and agreed with the content of this PPPG.
- I recommend final approval of this PPPG to the PPPG Committee

Name & Title	Signature	Date

PPPG Developer(s)		

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15.0 (a) Statement of Approval:

Reviewed by PPPG Group	Date:
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15.0 (b) Statement of Approval by Sub-Committee: .

I confirm the following:

- I have been provided with a copy of the PPPG named above.
- I have read and I recommend the final approval of this PPPG to the Directors of Windmill Therapeutic Training Unit Clg.

Reviewed by Sub-Committee	Date

16.0 Read and understood confirmation

- The Approved PPPG document will be circulated by email to all staff members.
- When a staff member has read and understood the emailed PPPG, they will confirm by email to reporting@windmilltherapeutic.com
- Administrative staff will keep Excel record spreadsheets on staff where confirmation of the document has been read and understood.

Induction will include key PPPGs, all inducted staff will have 3 months to confirm that they have read and understood all additional PPPGs.

Appendix 1 - Application Form

STRICTLY PRIVATE & CONFIDENTIAL

Windmill Therapeutic Training Unit Ltd

Larkins Lane, South Main St, Wexford

Tel: 053 9122358

Email: info@windmilltherapeutic.com

Area of Service: **Wexford Local Health Office**

<https://nuprisma.com/sensory-disabilities-types-effects-and-treatment/>

Personal Details

Name: _____

Date of Birth: _____

Address: _____

Male:

Female:

This is a controlled document and may be subject to change at any time.

PPS No: _____

Phone No: _____

Next of Kin Details

Next of Kin Name: _____

Address: _____

Relationship: _____

Home Phone No: _____

Mobile Phone No: _____

Any other interested or significant persons: _____

This is a controlled document and may be subject to change at any time.

Previous Experience History

Please outline previous education/placement/training/work experience/employment:		
Facility	Start Date	Finish Date

Reason for referral to Windmill /why you wish to access Windmill:

Referred by: _____

General Information

This is a controlled document and may be subject to change at any time.

Interests:

Medication:

Completed by: _____ Date: _____

This is a controlled document and may be subject to change at any time.

Appendix 2 -

2.0 - Formal Sampling Placement Offer Letter

[Windmill's Letterhead

[Date]

[Recipient's Full Name]

[Address]

Eircode]

Dear [Recipient's Name] and Family,

Re: Formal Offer of Sampling Placement in Our Service

We are pleased to offer you a **sampling placement** here in Windmill Therapeutic Training Unit Clg in our [Name of Service location]. This short-term placement is intended to provide you and your family with the opportunity to experience our service and assess whether it meets your needs and expectations.

The sampling placement is scheduled to begin on **[Start Date]** and will continue for a period of **[Number of Days/Weeks]**, concluding on **[End Date]**. During this time, you will have access to our full range of supports at [Service Location], including [brief description of services offered during the sampling period, e.g., day programs, personal care, therapy, community engagement, etc.].

Our aim is to give you a clear understanding of our service model, staff support, and environment, so that you can get a real understanding of Windmill and to enable Windmill to determine if we can meet your needs.

Enclosed with this letter, you will find:

- A Sampling Placement Agreement outlining the terms and expectations
- A Consent Form for participation and data sharing

Please review the enclosed documents carefully and contact us if you have any questions.

Main Point of Contact Details – Sampling Placement

We are pleased to support you during your sampling placement. Your main point of contact during this time is listed below:

Primary Contact Person: [Full Name]

Role: [e.g., Service Coordinator, Location Manager, Key Worker]

Phone: [Direct line or mobile number]

Email: [Work email address]

Office Location: [Service site/office]

Please don't hesitate to reach out with any questions, concerns, or feedback. We're here to help ensure your experience is positive and well-supported.

We ask that you confirm your acceptance of this sampling placement by **[Response Date]** by signing and returning the attached agreement.

We are excited about the possibility of welcoming you into our community and supporting you during this trial period. Thank you for considering Windmill as part of your journey.

Warm regards,

[Your Full Name]

[Your Position]

[Organization Name]

[Phone Number]

[Email Address]

Appendix 2.1 - Sampling Placement Agreement Letter

[Windmill's Letterhead/logo]

[Date]

Sampling Placement Agreement

This agreement outlines the terms of the **sampling placement** being offered by **Windmill Therapeutic Training Unit Clg, herein after referred to as Windmill**, to:

Participant Name: [Full Name]

Start Date: [Start Date]

End Date: [End Date]

Service Location: [Address or site]

Purpose

The sampling period is used by the individual and Windmill:

- to allow the individual to get a real feel for Windmill and to make an initial assessment as to whether they wish to access Windmill.
- to allow Windmill to make an initial assessment as to whether Windmill can meet the support needs of the individual and to identify the resources that will be required to do so.
- to assess compatibility for both the individual and those who share the service environment.

Terms and Expectations

- The placement will be for a defined period and does not guarantee long-term placement.
- The participant/family agrees to provide relevant information to assist staff in supporting individual needs.

This is a controlled document and may be subject to change at any time.

- All services will be delivered in accordance with Windmill’s policies, including safeguarding and duty of care.
- Feedback will be collected at the conclusion of the placement to inform future planning.

Agreement & Signatures

By signing below, both parties agree to the terms of this sampling placement.

Participant/Guardian Name: _____

Signature: _____

Date: _____

Representative of Windmill: _____

Position: _____

Signature: _____

Date: _____

This is a controlled document and may be subject to change at any time.

Appendix 2.2 -Consent for Participation and Information Sharing

Windmill's Letterhead

[Date]

We request your consent to allow Windmill Therapeutic Training Unit Clg. to support your participation in our sampling placement program and to collect, use, and share relevant information necessary for safe and effective service delivery.

What Information Will Be Collected?

- Personal and contact information
- Medical, behavioral, or support needs
- Emergency contact details
- Notes on participation and feedback

Who Will It Be Shared With?

- Internal staff involved in your care
- Medical or allied health professionals (if needed)
- Relevant government bodies or regulators (if required by law)

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Consent

I consent to participate in the sampling placement at Windmill Therapeutic Training Unit Clg.

I consent to the collection and use of my information for the purpose of providing care and support.

I consent to limited sharing of relevant information with third parties as outlined above.

Participant Name: _____

Signature: _____

Date: _____

Parent/Guardian (if applicable): _____

Signature: _____

Date: _____

Appendix 3 - Formal Placement Offer Letter

[Windmill's Letterhead]

[Date]

[Recipient's Full Name]

[Address]

Postcode]

Dear [Recipient's Name] and Family,

I am pleased to offer you a place at our _____service location for

Days/Hours per week:

Commencement date (Subject to appropriate resources and staffing being in place):

While we are funded by HSE by a section 39 grant, Windmill's level of service remains dependent upon a service charge of €6 per day to those who access our service. (see service and transportation information for additional details.

Service Charge:

Transportation (subject to availability):

At Windmill, we aim to provide a supportive and enriching environment where you can develop your skills, build new relationships, and participate in a range of activities that align with your interests and goals.

If you have any questions or need further assistance, feel free to contact

_____ on:

or email:

This is a controlled document and may be subject to change at any time.

Signature:

Individual accessing Windmill

Family member/carer if appropriate

Windmill Manager

I am delighted to welcome you to our service and look forward to supporting you as you transition to this new chapter.

Yours sincerely

Joan MacDonald
Head of Windmill