

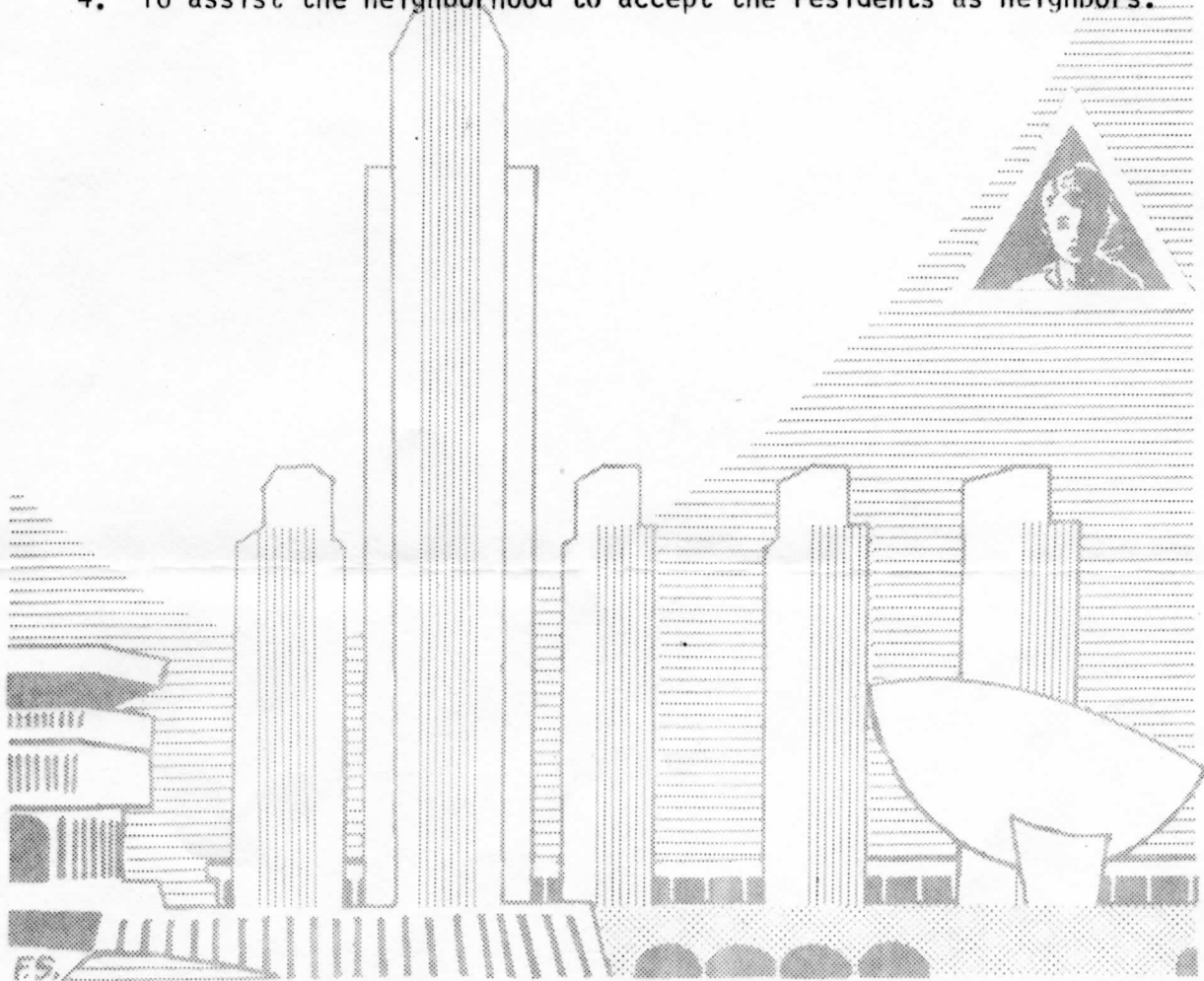


ALBANY COUNTY CHAPTER
N.Y.S. Association for Retarded Children Inc.
155 WASHINGTON AVENUE, ALBANY, NEW YORK 12210

The Community Advisory Board

The Community Advisory Board will consist of five (5) person living within the neighborhood who have shown interest in the success of the community residence. The community Advisory Board shall have the following functions:

1. To organize itself, elect officers and direct it's activities.
2. To advise the Community Residence Director or representative and the governing body with regard to the operation of the Community Residence.
3. To assist the community residence and it's residents to be integrated into the community in which the residence is located.
4. To assist the neighborhood to accept the residents as neighbors.



Don:

I have enclosed five copies of the general duties of the Community Advisor Board. Would you please distribute these to the interested persons for their inspection. If any questions arise please direct them to me at 434-5141.

Don if you will send me a list of the interested persons with addresses and phone numbers, I'll contact them and try to get the Board in gear. I appreciate the time and effort you are putting into setting up this group.

Thank you

Ferry Kennedy

Don

I have enclosed two brief descriptions of the responsibilities of the Admission Discharge Committee. If there are any questions, please feel free to call me for clarification. As soon as I have put together a description of the Community Advisory Board I will forward them to you.

Ferry Kennedy

Admission Discharge Committee

Job Discription

The Admission Discharge Committee is a five person committee that shall consist of persons knowledgeable in the field of developmental disabilities. The main function of the committee is to make final determinations as to the inclusion or exclusion status of applicants. Decisions as to the discharge of a resident to a more restrictive setting (developmental center), or the discharge of a resident to less restrictive setting (transitional residence) are also made by the committee.

Procedure for Admission

1. The pre-screening function of compiling case records of applicants and presenting the data in consistant format to the committee will be the responsibility of the Community Residence Director. He will be assisted by the community residence staff with advice, aid, and consultation from staff at the local workshop, day program, and ERDS.
2. The committee will meet monthly or as deemed necessary by the Director or the Committee Chairperson and will consist of the five committee members, the Community Residence Director, and any person with relevant knowledge to offer to the committee.
3. The decision will be made to accept or reject an applicant by majority vote of the five committee members.
4. The Community Residence Director will inform, in writing, the applicant and his/her parent/guardian and/or the referral agency of the committee's decision to accept or reject the applicant.

Procedure for Discharge

1. Discharge of residents, either to a more restrictive setting or to a less restrictive setting, will be recommended to the Committee by the Director on the basis of an on-going evaluation by the community residence staff.
2. Should a resident become unmanageable, the Director may suspend him/her and place the individual in the care of the parents/guardian or other appropriate placement. This emergency suspension is to be reviewed by the Committee as soon as possible to make a permanent decision.
3. The director will insure that arrangements are made for placing the discharged person in an appropriate living situation.

by

June 1979