

**Delaware Health and Social Services  
Division of Developmental Disabilities Services  
Community Services/Adult Special Populations**

Title: Attendance  
Written/ DDDS Policy and Records  
Committee  
Revision Date: January 2009

Approved By:

  
Division Director

Original Development Date: May 1985

**I. Purpose**

To establish attendance guidelines for Division of Developmental Disabilities Services (DDDS) operated Day Habilitation Centers.

**II. Policy**

Individuals served in DDDS operated Day Habilitation Centers shall participate with consistent attendance.

**III. Application**

DDDS Community Services/Adult Special Populations staff and/or contractors

**IV. Definitions**

- A. **Regular Attendance** – attendance during the DDDS Day Habilitation Center’s normal hours of operation.
- B. **Excused Absence** - absence from a DDDS Day Habilitation Center for any of the following reasons:
1. Illness or medical necessity;
  2. Vacation up to 20 days per calendar year;
  3. Leave of absence approved by the Day Habilitation Center Director.
- C. **Excessive Absenteeism** - absence from a DDDS Day Habilitation Center which may include:
1. Non-excused absenteeism at a rate of 50% or higher during any calendar month;
  2. Irregular attendance over a period of time;
  3. Absence in excess of thirty (30) consecutive days.
- D. **Waiting List** - prioritized list of individuals approved for Day services.

**V. Standards**

- A. Participants shall be expected to maintain regular attendance.
- B. A list of scheduled center closings shall be provided to all participants near the beginning of each calendar year and advance notification shall be provided regarding other planned closings (i.e., staff in-service training).

**V. Standards (continued)**

- C. Attendance shall be taken daily.
- D. A leave of absence may be granted by the Day Habilitation Center supervisor to enable individuals and families to participate in special activities outside of the Day Habilitation Program. Approval for leave of absence shall be granted when the planned activity has the potential of contributing to the individuals overall program plan. The Center Supervisor may consult with interdisciplinary team members or call a team conference prior to granting approval.
- E. Excessive absenteeism may result in discharge from Day Habilitation Center services.
- F. When excessive absenteeism is identified, the Center Supervisor shall notify the family, care provider and/or the case manager to remediate the cause. If appropriate, an interdisciplinary team conference may be called to develop a plan to improve individual's attendance.
- G. Individual's who are discharged from Day Habilitation Programs shall be placed on the appropriate waiting list if reinstatement is requested by family (or DDDS case manager as applicable). If excessive absenteeism was medically related, reinstatement shall be considered a first priority and if at all possible, shall be made immediately upon the individual's ability to return to planned programming. The individual's ability to return shall be documented by his/her physician.
- H. Re-admission into the program shall be contingent on several factors:
  - a) Recommendation of the I.D. Team.
  - b) Ability of the program to meet the individual's needs.
  - c) Reason for the individual's discharge.
  - d) Placement on the waiting list.

**VI. Procedures**

<u>Responsibility</u>	<u>Action</u>
Day Habilitation Center Supervisor	<ol style="list-style-type: none"><li>1. Identifies excessive absenteeism.</li><li>2. Assesses nature of absenteeism and discusses situation with parent, provider, and case manager.</li><li>3. (This step may precede #2 depending upon the specific circumstance). Notifies family/provider, in writing, of attendance problem and plan with copy to case manager for individual's record.</li><li>4. Determines, documents and notifies the ID team of the need for a conference need for an I.D. Team conference.</li></ol>
Interdisciplinary Team (if appropriate) including the Center Designee	<ol style="list-style-type: none"><li>5. Develops viable options and/or solutions based on individual's needs and program standards. Sends written summary of team recommendations to appropriate Center Supervisor and other involved individuals, as appropriate.</li></ol>

**VI. Procedures (continued)**

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| DD Program Supervisor                                    | 6. Develops a plan based on participant's needs. Sends team recommendations to other appropriate individuals.                                 |
| Case Manager   | 7. When applicable, notifies, in writing, the family/provider and case manager of individual's discharge.                                     |
| Community Services Special Services Coordinator/Designee | 8. If appropriate, works with families to enable reinstatement into a Day Habilitation Center.  |
|  | 9. Accepts the individual's reapplication for services and determines the date re-admission of into Day Hab or placement on the waiting list. |
|  | 10. Notifies the case manager involved when individual is re-admitted.  |

**VII. Synopsis**

This policy simply addresses when it is permissible for a person to be released from a day habilitation center.

**VIII. References**

None

**VIII. Exhibits**

None