

**PURPOSE**

There have been instances where Day Service providers have, for a variety of reasons, suspended individuals participating in their programs and returned them to their homes or Residential Care Facilities. Manitoba Families views suspension as inappropriate and to be used only as a last resort, unless it is part of a program plan or unavoidable. This plan should be developed in conjunction with all relevant parties which includes the individual, the Substitute Decision Maker (if applicable), Day Service staff, Residential staff and regional Families staff and, where possible, parents or caregivers.

**PROCESS**

1. Program suspension occurs when an individual is sent to his/her home or Residential Care Facility from a Day Service during working hours, for any period of time for reasons other than illness, injury, service closure, or as part of a documented individual plan.
2. Suspension can be implemented when an individual is engaged in behaviours which are severely disruptive to other participants, aggressive to other individuals or property, and no intervention procedure has been documented in the individual plan.
3. When an individual participating in a Day Service is suspended for any reason, the parents/guardians or the operator of a Residential Care Facility must be notified prior to the individual being sent home. The parents/caregivers or Residential Care Facility will be expected to accept the individual and provide for his/her care.
4. When an individual has been suspended, this indicates that inappropriate behaviour(s) or issues exist that are critical enough to require an intervention strategy. The Day Service Provider will notify the Community Service Worker on the day the suspension occurs concerning the specifics of the instances that led to the suspension.
5. Manitoba Families staff will convene a planning meeting with all relevant parties including, but not restricted to: the suspended individual, the facility or program staff, the parents/caregivers and/or residential services staff, relevant Families staff and any other individuals deemed appropriate by the Community Service Worker.
6. The participants in the planning meeting will objectively review the situation that caused the suspension and develop a proactive plan to deal with any further occurrences of this nature. With the development of the plan the individual will resume participation in the Day Service. If the provider does not wish to implement the plan or have the individual return to the facility, alternative services will be found for the individual utilizing his/her per diem rates to do so.

Date Issued:	January 1, 2019
Replacing:	October 1, 1996

**MANITOBA  
FAMILIES**

C	155.8	1 of 1
Location	Section	Page