

16.19 Exit Criteria and Discharge from Career Services Program

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure that program participants understand the results of discharge and follow-up recommendations.

Procedure:

Assess whether the participant has achieved the goals established in the IP, or, the participant has demonstrated an inability to achieve goals and can no longer benefit from continued services.

Prior to discharge from services, schedule a meeting with the participant and referring counselor (when appropriate) to discuss program results.

Clarify to all parties concerned the reasons for discharge (e.g. completion of program, inability to complete program, disciplinary action, etc.). The participant will be fully informed if unable to complete goals and appropriate referrals to other resources will be discussed if the situation indicates.

A participant exit meeting is conducted by the assigned Career Services staff member and the referral source during the last week of the program, or as soon as possible.

A final report will be prepared and sent to the referral source, and/or participant and his/her authorized representative within two weeks of discharge. The report shall include: diagnosis, rehabilitation problems, reason for referral, service provided, results of services, and referral action recommended.