

PATHWAYS ABILITIES SOCIETY

PROCEDURE: UNANTICIPATED SERVICE MODIFICATION, REDUCTION OR CLOSURE

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: September 12, 2011

Effective Date: December 21, 2012

Replaces Procedure Dated: September 12, 2011

1. Any communication received by agency staff regarding changes to funding or support necessitating a reduction, downsizing or restructuring is forwarded immediately to the executive director. The executive director will confirm the information and immediately forward it to members of the Board of Directors.
2. The executive director will meet with appropriate staff to establish a plan to address the changes. The plan will identify specific actions, responsibilities and timelines and will address, at minimum, the following broad areas:
 - Ensuring the safety and wellbeing of persons served to the greatest extent possible.
 - Providing for an orderly transition to other supports and services (where possible) that strives for continuity of care for persons served. This may include the development of individual transition plans for persons served to address their specific needs where appropriate.
 - Addressing the needs of staff, including open communication about changes and facilitating an orderly and respectful transition to other agency programs or lay-offs.
 - Ensuring the protection of agency assets and mitigating any potential risks or liabilities associated with the changes.
3. The plan will be completed within 10 working days of receiving confirmation of the changes.
4. The plan will be approved by the Board of Directors prior to distribution.
5. A copy of the approved plan is provided to funders and stakeholders where appropriate or required.
6. The executive director or a designate monitors the completion of actions identified in the plan and reports to the Board of Directors and funders as appropriate.