



**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15614(P)
Category: Continuing Care
Title: Service Allocations Procedure

Approved by: VP Integrated Health Services

Source: Home Care Managers
Date Effective: December 18, 2008

Review Date:					
Initial:					

PROCEDURE

1. All clients requesting Home Care services will be assessed to determine the client's unmet needs.
2. Assessments will be performed by utilizing the approved assessment forms and RRIT and, in addition if required, the MMSE and assessment of functional abilities will be utilized.
3. All service allocations will be authorized by the District Assessment and Approval Committee.
4. In emergency situations, service can be initiated without prior approval until the care plan can be reviewed by the District Assessment and Approval Committee.
5. All care plans and services will be developed by utilizing the Home Care Service Allocations guidelines.
6. All service allocations must be authorized within available financial and staffing resources.
7. Exceptions will be made for the following: clients waiting placement because of lack of long-term care beds, palliative care clients, clients with unique needs and/or clients in a more remote setting with a lack of other available resources.