



NON-DENOMINATIONAL HOME FOR INTELLECTUALLY DISABLED PERSONS, ESTABLISHED 1945
INTERKERKLIKE TEHUIS VIR VERSTANDELIKE GESTEMDE PERSONE, GESTIG 1945
REG. NO. 001/033 NPO • F/R 01-100221-000-7

CNR, HANNES VISAGIE & MOUTON ROADS
WITHOK ESTATES, DENNEOODR, BRAKPAN.

PRIVATE BAG X1, DALPARK, 1543

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WEBSITE: www.sanmichelehome.co.za
GPS LOCATION: Lat = 26°18'23,76"S
Lon = 28°22'19,28"E

SAN MICHELE HOME: ADMISSION PROCEDURE

Target Group:

Patients 18 years to 55 years.

Admission criteria:

1. Severe/Profound Intellectual and Physical Disability
Must have a valid South African Identity Document.
Must be receiving a Disability/Pension Grant.

Exclusions:

1. Patients with this Psychiatric Disorder viz Bipolar Mood Disorder, Psychosis and those that are not stable and are unwilling to be admitted as an "Assisted User" under the MHCA and Patients with Psychiatric illness and comply with treatment and rehabilitation process.
2. Patients diagnosed with Intellectual Disability or Chronic Schizophrenia with no family but can function in a structured environment.
3. Patients with severe aggressive behavior who are at risk to others and self.
4. Patients who abuse drugs and alcohol, they are sent to a Rehabilitation Centre.
5. Patients diagnosed with Autism.
6. Patient diagnosed with A.D.H.D (Attention Deficit Hyperactive Disorder)
7. Patients diagnosed with Alzheimer's disease and Dementia.
8. Patients that needs frail care.

Admission procedure:

Application

1. The Applicant (Parent, Social Worker, Guardian) will request an appointment at San Michele Home – Matron on duty for the first assessment.
2. When the Patient had been assessed and is suitable for admission, **and there is a vacancy**, the following process needs to be followed and forms to be completed:
 - Complete forms as stipulated on page 2.
 - Latest MHCA Forms (Dated 23rd December 2016 on top).
 - These forms need to be completed at a Clinic/Hospital where the Patient receives current services/treatment and should be valid for 7 days(seven) before the set admission date.
 - An admission date will be scheduled and all documents to be brought with.
 - The Patient can then be admitted to San Michele Home, if we have a vacancy.

APPLICATION DOCUMENTS TO BE COMPLETED AND SUBMITTED

FORM NUMBER	FORM DESCRIPTION	TO BE COMPLETED BY	NUMBER OF FORMS TO BE SUBMITTED	ADDITIONAL COMMENTS
N/A	San Michele Home Application Form	Parent / Guardian	x1	N/ A
MHCA Form 4	Application to the Head of Health Establishment Concerned for Assisted r Involuntary Care, Treatment and Rehabilitation	Parent / Social Worker	x1	Need to be certified
MHCA Form 5	Report on Completion of Examination and Findings by Mental Health Care Practitioner Following an Application for Assisted or Involuntary Care Treatment and Rehabilitation	M.O, Dr./Psychiatrist and/or Psychiatric Nurse	X2	1 st Form to be completed by the Psychiatrist. 2 nd Form to be completed by the M.O or Psychiatric Nurse
MHCA Form 7	Notice by Head of Health Establishment on His / Her Decision Whether to Provide Assisted- or Involuntary Inpatient Care, Treatment and Rehabilitation Services	Head of Establishment i.e., Clinic or Hospital	x1	If Applicable
MHCA Form 11	Transfer of Assisted / Involuntary Mental Health Care User or Inpatient Basis to Another Health Establishment	Head of Establishment i.e., Clinic or Hospital	x1	If Applicable
N/A	Psychological Report	Social Worker	x1	This report should be completed for the patient stipulating the diagnosis since birth.
N/A	Valid Medication Script	Doctor	x1	If Applicable
N/A	Discharge Summary	Establishment i.e., Clinic or Hospital	x1	If Applicable
N/A	Valid South African ID	N/A	x1	Original ID to be submitted
N/A	Valid Social Grant Card	N/A	x1	Original Sassa Card to be submitted

NB: ALL ABOVE FORMS TO BE COMPLETED ON THE SAME DAY/DATE

TERMS & CONDITIONS

- APPLICANTS SHOULD BE 18 TO 55.
- PATIENTS SHOULD BE ABLE TO ENGAGE IN OCCUPATIONAL THERAPY ACTIVITIES TO PROMOTE STIMULATION.
- PATIENTS AND RELATIVES ARE NOT ALLOWED TO VERBALLY OR PHYSICALLY ABUSE STAFF AND OTHER PATIENTS & PROPERTY.
- PATIENTS ARE ALLOWED TO POSSESS MOBILE/CELL PHONES **AT THEIR OWN RISK WHICH WITHOUT A CAMERA.** (FOR PROTECTION OF THE INSTITUTION, PATIENTS AND STAFF UNDER THE HUMAN RIGHTS ACT AND MENTAL HCA)
- PATIENTS/RELATIVES ARE NOT ALLOWED TO BRING ON THE PREMISED OR USE ANY TAPE RECORDERS.
- NO PETS ALLOWED IN THE INSTITUTION.
- PATIENTS AND RELATIVES ARE NOT ALLOWED TO BRING **DRUGS, ALCOHOL AND/OR ANY FORM OF MEDICATION, INCLUDING OVER THE COUNTER MEDICATION,** UNLESS THERE HAS BEEN PRIOR ARRANGEMENT WITH THE MATRON, THE SOCIAL WORKER AND/OR THE CENTRE MANAGER.
- WHEN PATIENTS VISIT THEIR FAMILIES FOR MORE THAN 3 WEEKS AND DO NOT RETURN TO SAN MICHELE WITHIN THE 3 WEEK PERIOD, THE RESPONSIBLE GUARDIAN WILL HAVE TO PAY A FEE EQUAL TO THE COST FOR THE PERIOD OF ABSENCE. **FAILURE TO ADHERE TO THIS ARRANGEMENT WILL RESULT IN THE VACANCY BEING CANCELLED AND SAN MICHELE HAS THE RIGHT TO GIVE THE VACANCY TO A NEW PATIENT.**