

## **SAMPLE TRANSITION FROM SERVICE POLICY**

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### **PURPOSE**

To establish the level of support that First Nations Health Organization employees should provide to clients who transition to other internal or external programs.

### **POLICY**

The First Nations Health Organization shall provide the necessary support to clients who are going through transition from our program to other programs, either internal or external.

### **POLICY APPLICATION**

1. Employees will continue to support clients who are transitioning from First Nations Health Organization programs to other programs.
2. Employees will follow-up on the progress of the client.
3. When the First Nations Health Organization has an unplanned exit, employees shall review the client file and document the necessary information pertaining to the reasons for exit.
4. The file shall then be closed unless the client remains in the community.