



## Admissions Protocol and Procedures

### **New Friends Admissions**

We welcome inquiries from families interested in Camphill Communities California. Camphill Communities California is a not-for-profit 501 (c ) 3 organization and is part of a worldwide movement for social change and renewal inspired by teacher and philosopher, Rudolf Steiner. There are several ways to learn more about Camphill California and its suitability for your family member. Families are encouraged to visit us and to participate in one of our regular tours, generally held on the first Thursday of each month. Families may also want to get on our email list, subscribe to our newsletters and attend our cultural and social events. We also have Open Houses every year or so when we are open to the public at large. The day is filled with fun activities.

We are a small community with very low turnover among our clients (whom we call Friends) and are expanding our programs slowly. Our growth is restricted by the availability of long-term volunteer staff that are committed to Anthroposophy and who want to live in an intentional community, as well as the availability of capital to acquire or build suitable homes. Because our openings are irregular and difficult to project, admissions planning works best when a family and candidate have the opportunity to plan for a transition to Camphill well in advance of a need to make a move. Once the process has begun it can take anywhere from several months to several years for an appropriate opening to become available.

### **Available Programs**

Camphill Communities California operates two different residential programs as well as a community activities program. Briefly they are:

#### Residential Program

This program is in a licensed care facility and is suitable for Regional Center Level 2 and 3 clients. Clients (friends) must be able to walk, manage stairs, eat, and dress unassisted. They can generally follow directions, participate in group activities and be supervised with other friends. They may require special diets and have seizures that are substantially controlled by medication. We have two large homes (named Ishi and Marimi) serving up to 6 clients each. These clients receive financial support for services from San Andreas Regional Center (SARC). SARC funding is supplemented by support from families as well as donations.

### Supported Living Program

This program is composed of smaller homes with one or two friends in each home. These homes are ideal for friends who are older, require additional supervision or socially prefer a smaller setting. They are also ideal for more independent individuals who have fewer needs and desire a great level of privacy and autonomy than they may receive in a larger home setting. We have three such homes Aulinta, Linden and Sunrose. These friends also receive financial support for services from SARC.

### Community Activities Program

Our Community Activities Program is a day program extension of Camphill life and includes weaving, light and heavy gardening, food processing, and home making activities. A typical schedule is made up of a rotation among activities. Most of our program participants work at Camphill. However, occasionally an individual in one of our residential programs may attend a day program outside of the community, based on his/her individual needs.

### **Admission for Residential and Day Placement**

After an initial visit and tour, families who are interested in pursuing a placement will work with our Admissions Director. The admissions process incorporates several visits and assessments. If Camphill California, the family and the candidate all agree that Camphill is a good choice then the process is as follows:

- After a tour and series of visits, the candidate is invited to join our **waiting list**
- Openings are filled from our waiting list (Please be aware that the process to be placed on the waiting list can take several months)
- Once on the list it can take anywhere from 60 days to 2 years for an appropriate opening to be available.
- We will keep you informed while you are on the waiting list of any current or expected openings
- Once we have enough candidates on the waiting list to fill several years' worth of openings, we close the waiting list
- Openings are filled from the waiting list based on a match between the candidate and the opening. We try to bring a balance to the community among peer groups and social life in order to ensure a successful placement
- Preference is often given to families with prior experience at other Camphill communities as well as to candidates who have learned some vocational skills and gained some level of independence.

## **Admission Process**

### **STEP 1: Take a tour**

Please make an appointment for one of our regular one-hour tours and bring your family member to the tour. If you and your family member have already been on a tour, you can skip this step. To schedule a tour, please email us at [admissions@camphillca.org](mailto:admissions@camphillca.org) or sign-up online at [www.camphillca.org](http://www.camphillca.org).

### **STEP 2: Morning visit**

Once you've decided to pursue having your family member join our community, we want to get to know you and your family member a little better. Typically, we will invite you both to come and spend a little time with us. This morning visit is a one and a half hour meeting with a few members of our Friend Admissions Group as well as the Development Director and Executive Director. This helps us understand your family's goals and gives us a chance to see if your family member can have a meaningful life in our community.

1. Family Participation: Each family is expected to support and participate in Camphill California and its short and long-term needs and development. Each family will meet the development director and learn about the different ways that they can offer their support.
2. Collaboration: Because Camphill is a community and many of our residents will spend most of their adult lives with us, we want to establish a collaborative relationship with family members. If appropriate, we are happy to involve siblings or other engaged family members in our admissions discussions.

To make an arrangement for a morning visit, please email the Admissions Director at [admissions@camphillca.org](mailto:admissions@camphillca.org). Unfortunately we are not able to schedule morning visits if our waiting list is closed.

### **STEP 3: Day visit for assessment**

Once you and the Admissions Director agree that your family member is a potential candidate for Camphill, you will schedule a day visit for an assessment. Prior to arriving for your day with us, we ask that you fill out and send us an application. Please also advise your family member's service coordinator that you want to for placement at CCC. The service coordinator will be responsible for sending a referral packet from the regional center so that we can be fully prepared for your time with us. Unfortunately we are not able to schedule day visits if our waiting list is closed.

The day visit typically begins at 9am and lasts until 3 pm. It usually includes the parents or other family members but may include a visit where the family is not involved and the visit is supervised by Camphill California. Most visits happen within a month of our establishing that an applicant is a potential candidate.

1. A day visit consists of visiting specific workshops and programs for the family and the candidate. Candidates and their families do not work in our workshops but rather have the opportunity to meet other Friends and members of our Friends Admissions Group and get a feeling for what daily life is like for us. The candidate will have the opportunity to spend time with the members of our Friend Admissions Group. Generally the family will be responsible for supervising the candidate. The visit usually includes a meal and participation in other day activities. At the end of the visit the candidate and family will meet with Admissions Director for an exchange of views.
2. A Camphill-supervised visit is a visit with us where the parents or family members are not present at Camphill. The candidate participates fully in our day program during their visit. This visit typically includes participation in one meal and may include other day activities. A member of our Friends Admissions Group is assigned to the candidate for the entire visit and is responsible for overseeing their activities throughout the visit. At the end of the visit the Admission Director will contact the family for an exchange of views.
3. If there is to be an overnight visit this requires prior approval and a Purchase of Service (POS) agreement for respite from the San Andreas Regional Center (SARC), which may take some time to arrange. Once these special arrangements have been made, the Administrator and Admissions Director will make internal Camphill arrangements and work with the family for a suitable time. At the end of the visit the Admissions Director will contact the family for an exchange of views.

#### **STEP 4: Evaluation of the day visit**

1. Our Friends Admissions Group meets to formally review the visit and seeks feedback from community members who interacted with the candidate about the candidate's apparent suitability, and which combination of services would be best to meet their needs.
2. If the recommendation is positive, our Admissions Director will notify the family that the candidate is now on our **waiting list** and will keep the family informed of the prospects for openings. The family is encouraged to become a part of larger community circle and participate in social and cultural events while waiting for a suitable opening.

#### **STEP 5: Identification of an appropriate opening**

1. When we anticipate an opening we will work with the family and the candidate to make arrangements. Critical at this juncture is that your family member sees Camphill as a place that they enjoy living and that there have been no substantive changes in their aspirations or needs since their assessment.

For a family who wishes to have their family member supported by Regional Center funds:

- Please be in touch with your Regional Center and ask them to generate a referral packet. A referral packet must go to the San Andreas Regional Center (SARC) and SARC will provide the referral packet to Camphill.
- If the family member is served by another regional center, their service coordinator must contact SARC and ask for a courtesy vendorization. SARC will receive the referral packet; review it; and then forward it to us.
- The individual or family member also needs to ensure that the current IPP notes their desire to transition to one of Camphill Communities California Residential programs and, in most cases, community Activities Program.
- Once we have a referral packet, an Admissions Agreement signed by SARC, the conservators, the client and the Administrator, and everyone agrees that there are no changes in needs since the candidates' original assessment, the candidate is invited to join the community and arrangements for what is known as a 30-day trial period are made. This is in essence an admission with the first month regarded as a test to see if your family member is comfortable and appropriate within our community setting.

#### **STEP 6: Review of the 30 day trial period**

1. SARC requires a written report after 30 days, or in the case of an SLS placement an ISP (individual service plan) is due at this time. In addition, a review meeting is conducted after the 30-day placement and involves the client, SARC service coordinator, conservator or family member of client, the Admissions Director, the Administrator and our house managers.
2. Once we have reached a decision, the Admissions Director contacts the family and the Regional Center and the Administrator approves placement.
3. If review is positive, the placement is continued and any necessary changes are arranged with the Regional Center and/or the family.
4. Formal admission to CCC takes place after a successful 30-day trial. The trial period can cease at anytime if the individual does not want to stay at CCC, if there are issues of personal safety for the individual or other friends in our care, or if it becomes apparent that we cannot meet the needs of the individual. If this trial period is not completed, the admissions process will discontinue at that time.

Note: For those who are not funded through SARC but who wish to life-share as volunteers at Camphill California, private arrangements can be made. Camphill California will work directly with families to create a mutually agreed upon private arrangement.

**STEP 7: Reviews throughout the First Year (and ongoing)**

The Admissions Director will continue to monitor progress for the family and the family member throughout the first year and the Administrator will conduct quarterly reviews. In SLS quarterly reviews are also required. Formal discussions with the family will occur 3, 6 and 12 months after the initial admission date.

Admissions Director: Anya Hoble; [anyahoble@camphillca.org](mailto:anyahoble@camphillca.org).

Admissions Group: Kathryn Rycroft, Fernanda Sanchez, rotating members of coworker staff