



## Admissions Protocol and Procedures

We welcome inquiries from families interested in Camphill Communities California. We are a small community with very low turnover among our clients (whom we call Friends) and our programs are at capacity at this point and are no longer expanding. Our growth is restricted by the availability of long-term volunteer staff who are committed to anthroposophy and who want to live in an integrated community with people of all levels of ability from a rich diversity of backgrounds and experience. The availability of capital to acquire or build suitable homes is also a factor. 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.

There are several ways to learn more about Camphill 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 Thursdays. Families may also want to get on our email list, subscribe to our newsletters and attend our cultural and social events. We also have some annual events that are open to the public such as our annual Holiday Fair.

### **AVAILABLE PROGRAMS**

Camphill operates three different Residential programs and a Community Activities Program.

Briefly they are:

**Residential Home:** This program is in a licensed ARF facility and is suitable for Regional Center Level 2 or 3 clients. Clients must be able to walk, manage stairs, eat, dress and bathe unassisted. They can generally follow directions, participate in group activities and be supervised with other clients. They may require special diets and have seizures that are substantially controlled by medication. We have two large homes (House of Ishi and Marimi House) serving up to 5 clients each. These clients receive financial support from the Regional Centers.

**Supported Living:** This program is composed of smaller homes with one or two clients in each home. These homes are ideal for clients who enjoy a smaller home setting, are more independent, or who are older, have greater medical needs, require additional supervision. We have five SLS homes: Aulinta, Linden, Sunrose, Evergreen and Chrysalis. These clients also receive financial support from the Regional Centers.

**Life Sharing:** This program is for individuals who can operate with a great deal of independence but want the social support that Camphill's community setting provides.

**Community Day Activities** – This program includes weaving studio, gardening and landscaping, food processing, and home making activities. A typical schedule is made up of a rotation among activities, and is tailored to a person's interests or goals.

### **ADMISSIONS for Residential and Day Placement**

After an initial visit and tour, families who are interested in pursuing a placement will work with our Director of Admissions. The admissions process incorporates several visits and ends with a candidate being added to a small pool of potential candidates which are then selected and matched according to the given vacancy. 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 an applicant has been identified as a match for CCC, it can take anywhere from 60 days to 5 years for an appropriate opening to be available. We will keep you advised as to what our expectations for openings and for your family member joining us are. Once we have enough candidates from our pool of applicants to fill several years' worth of openings, we close the waiting pool. Openings are filled based on a match

between the candidate and the opening- trying to bring a balance to the community among peer groups and social life. Ultimately it is up to the discretion of the Director of Admissions and Friends Admissions group to identify the appropriate candidate for each opening.

### **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: <http://camphillca.org/tours/>

### **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. We will invite you to come and spend a little time with us. This morning visit is a one to two hour meeting with one or two members of our Friend Admissions Group. 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. Meeting you is equally important. Because Camphill is a community of people who spend their lives together and many of us will spend most of our adult lives together with your family member, we want to be sure we can work collaboratively with all family members and often are happy to include siblings in our admissions discussions. To make an arrangement for a morning visit, please email us at [admissions@camphillca.org](mailto:admissions@camphillca.org). Unfortunately, we are not able to schedule morning visits if our potential pool of candidates is closed. The Director of Admissions will contact the family after the morning visit and advise you on whether or not to proceed toward a formal assessment.

### **STEP 3: Day Visit for Assessment**

Once you and the Director of Admissions agree that your family member is a potential candidate for Camphill, you will work with our Director of Admissions to 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 so that all of us can be fully prepared for your time with us. Unfortunately, we are not able to schedule day visits if our potential pool of candidates is closed.

The day visit typically begins at 9am and lasts until 2pm. It usually includes the parents or other family members but may be a visit where the family is not involved and we supervise the visit; occasionally this longer visit will involve an overnight respite stay. Most visits happen within a month of our establishing that an applicant is a potential candidate.

- 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 feel for what daily life like for us. In total the candidate will have the opportunity to spend time with four members of our Friend Admissions Group and the Family will have the opportunity to meet with two additional members of the 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 Director of Admissions for an exchange of views.
- 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 Director of Admissions will contact the family for an exchange of views.
- If there is to be an overnight visit this requires special arrangements be made with the San Andreas Regional Center which may take some time to arrange. The Director of Admissions will confirm that these special arrangements have been made before the visit. The Director of Admissions or a member of the Friends Admissions Group will make internal Camphill arrangements and work with the family for a suitable time. At the end of the visit the Director of Admissions will contact the family for an exchange of views.

**STEP 4: Evaluation of the Day Visit**

- Our Friends Admissions Group meets to formally review the visit and seek feedback from community members regarding the candidate's apparent suitability for placement. The Friends Admissions Group will evaluate this information and make a recommendation to the Community.
- The community as a whole will review the recommendation and once agreement is reached the Director of Admissions will contact the family informing them of the decision. It can take up to two weeks for a decision to be reached.
- If the recommendation is positive, our Director of Admissions 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 individual and their family are 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 and Trial Visit**

- 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 might enjoy living and that there have been no substantive changes in their aspirations or needs since their assessment with us.
- If the family is proposing to pay privately, we work directly with you in a letter of understanding outlining the services we collectively believe your family member will receive and settle on payment arrangements.
- For a family who wishes to have their family member supported by Regional Center funds you will need to be in touch with your Regional Center to generate a referral packet. This 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 a resident outside of the Santa Cruz area, then the family must work with their own regional center to provide funding until Santa Cruz County residency is established.
- Once we have a referral packet and everyone agrees that there are no changes in needs since the candidate's original assessment and placement on the waiting list, we make arrangements for what is known as a 30-day trial period but is in essence an admission with the first month regarded as a test to see if your family member is comfortable within our community setting.

**STEP 6: Review of the 30-day Trial Visit**

- A review is conducted after the 30-day placement and involves the client; SARC service coordinator, conservator or family member of client, the Director of Admissions, and our house managers.
- If review is positive, the placement is continued and any necessary changes are arranged with the Regional Center and the family in collaboration with the individual and Camphill Communities California.

**STEP 7: Reviews throughout the First Year**

- The Director of Admissions will continue to monitor progress for the family and the family member throughout the first year and have formal discussions with the family after the initial admission date.

To contact admission please email [admissions@camphillca.org](mailto:admissions@camphillca.org)