



**STANDARD OPERATING PROCEDURE
FOR
CLOSING DOWN OF RESIDENTIAL FACILITIES FOR OLDER
PERSONS**

1. INTRODUCTION

The registration of residential facilities (frail care) for older persons is mandated by Section 18 of the Older Person Act, No. 13 of 2006.

The registration of these facilities will ensure that quality services are rendered to older persons receiving 24-hour care and services at residential facilities for older persons.

The closing down of a residential facility is applicable if a residential facility does not comply with the prescribed minimum norms and standards to be registered or the registration has been cancelled in terms of Section 18 (5), or if the operator of a residential facility wishes to close down in terms of Section 19 of the Act.

2. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide designated social workers with guidelines and procedures for the closing down of residential facilities. This document should be read in conjunction with the Older Persons Act, No. 13 of 2006, the relevant regulations to the Act, as well as other relevant legislation SOP's and policies.

3. SCOPE OF THIS DOCUMENT

The processes and procedures described in this document apply to funded residential facilities (frail care) as well as those not receiving funding (private residential facilities) from the Department of Social Development.

4. STANDARD OPERATING PROCEDURES

4.1 Notification

The operator of an unregistered residential facility will be notified 3 (three) months in advance in writing of non-compliance with the prescribed minimum norms and standards for residential facilities and the decision by the Department of Social Development to close down.

The operator will be provided with a timeframe of 7 (seven) days to respond and to provide reasons why closing down should not take place.

After consideration of reasons provided, extension can be granted to implement a turnaround plan to address the shortcomings to be compliant.

4.2 Arrangements prior to closure

In terms of Section 19 (3) should the registration of the residential facility be cancelled in terms of Section 18 (5) , or the operator of a residential facility wishes to close down the operator must:

- notify the Provincial Office of the Department of Social Development three months before the closure of the residential facility;
- Furnish the Department with a full report on the accommodation of the older persons concerned required in terms of Section 18 (7)

- Submit a completed Form 12 (see attached) after which Form 13 (See attached) will be issued;
- The registration certificate may not be transferred to any other person;
- Return the registration certificate to the Department of Social Development;

The Department of Social Development will inform the family members of the older persons in writing of the decision of the residential facility to close down if necessary and provide support to find alternative placement at registered residential facilities should it be required.

5. DATE OF IMPLEMENTATION

The date of implementation is 1 June 2022.

6. Review of this standard operating procedure

This reviewing of this standard operating procedure is subject to amendments to the legal framework.

7. APPROVAL

Compiled by:

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Debra Fortuin
SOCIAL WORK POLICY MANAGER

Supported:

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Denzil Cowley
DIRECTOR SPECIAL PROGRAMMES

Recommended:

.....

Charles Jordan

CHIEF DIRECTOR SOCIAL WELFARE SERVICES

Approved:

.....
Dr. R Macdonald
HEAD OF DEPARTMENT