INSTITUCIONET E PËRKOHSHME TË VETQEVERISJES
PROVISIONAL INSTITUTIONS OF SELF-GOVERNMENT
PRIVREMENE INSTITUCIJE SAMOUPRAVLANJA

QEVERIA E KOSOVËS - GOVERNMENT OF KOSOVO - VLADA KOSOVA
MINISTRIA E PUNËS DHE MIRËQENIES SOCIALE
MINISTRY OF LABOUR AND SOCIAL WELFARE
MINISTARSTVO RADA I SOCIJALNE ZAŠTITE

According to the Regulation No.2001/19, article 1.3, point ç on Executive Branch of Kosova Provisional Institution of Self-Government, with purpose to norm the work and to design conditions and standards of resident placement in Institution of old persons and without family care, Minister of MLSW legislate this:

**ADMINISTRATIVE INSTRUCTION No.11/2004
ON
WORK AND STANDARDS OF RESIDENTS
PLACEMENT IN HOME FOR OLD AGE PERSONS
AND WITHOUT FAMILY CARE**

Article 1

Purpose of this administrative instruction

1.1 This Administrative Instruction regulates work of Home for old age persons and without family care, also the condition and standards for resident's placement in this Institution.

Article 2

Denomination change of the institution

2.1 With this Administrative Instruction change denomination of this Institution from: Home for elders and disability persons in to: **"HOME FOR OLD AGE PERSONS AND WITHOUT FAMILY CARE".**

2.2 With change of name of this Institution, will be also change of stamps and other identification logos of this Institution.

2.3   The ax of this Institutions name will be HOPWFC (SHPMPF).

Article 3

Activity of hopwfc

3.1 Primary activity of HOPWFC is taking care for old persons who are without family care

3.2 HOPWFC is an institution of social character and work in frame of Ministry of Labor and Social Welfare.

3.3 Work and activity of HOPWEC is supervised and controlled by Institution Division of MLSW.

3.4   With work of HOPWEC lead Director of HOPWEC.

Article 4

Services of hopwec

4.1 HOPWEC for residents offer 24 ours services:
   A. Feeding
   B. Clothes
   C. Health care
   D. Work therapy

Article 5

Placement basic standards

5.1 To won the placement right in HOPWEC applicant must fulfill those basic standards:
   ➢ Must be permanent resident of Kosova
   ➢ To have 65 years
   ➢ To be without family care
   ➢ To be in good mental condition

➢ To not have infection illness

Article 6

Necessary documents for placement in hopwec

6.1 For institutional housing in HOPWEC, applicant file must be completed with those documents:
  a. ID- card
  b. Metrics
  c. Specialist doctor (Infectolog) certificate
  d. Specialist doctor (Neropsiciater) certificate
  e. Economic situation certificate
  f. Family situation certificate
  g. Two photo

Article 7

Documents review commission

7.1 Commission of resident admission is composed by the representatives of Institutions Division and high officers of HOPWEC.

7.2 Institutions Division as regarding to offer request from CSW regarding resident's placement, when they estimate may do the verification of data in links.

7.3 After the verification of links situation in consult with Commission, Institution Division of DSW, take a decision for placement residence in HOPWEC.

7.4 Decision take valid form of execution after the Director DSW sign, and for that must be informed CSW of respective Commune.

7.5 Work procedures regarding request of applicant for Institutional housing must be fulfillment within 30 days.

Article 8

Writing agreement between hopwec and csw

8.1 When is done the resident placement, HOPWEC and CSW make a Collaboration Agreement regarding reciprocal obligations for placed resident in HOPWEC.

8.2 With agreement must be fixed date and duty which must be finished by the CSW.

8.3 For authentic implementation of this instruction with recommendations of Minister or Permanent Secretary of MLSW, Director of DSW can take respective decision.

Article 9

Enter in force

9.1 This Administrative Instruction will enter in force from the day when is signed by Minister of Ministry of Labor and Social Welfare.

Prishtinë, April 2004   **Minister of MLSW**
                                                              Ahmet Isufi

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