



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

Basis the regulation 2001/19 on branch executive of provisional institutions of self-government in Kosovo, article 1.3, point (ç), with aim to norm work and assigning the criteria for placing residents on Special Institution in Stimje, Minister of Labor and Social Welfare draw this:

**ADMINISTRATIVE INSTRUCTION No.12/2004
FOR
LABOR AND PLACEMENT OF RESIDENTS IN
SPECIAL INSTITUTIONS IN STIMJE**

Article 1

Article 1 purpose of administrative instruction

- 1.1 With this Administrative Instruction will be norm of the work and assign rules and criteria for placement of residents in Special Institution in Stime.
- 1.2 Special Institution residences in Stimje-Kosovo.
- 1.3 Shortcut of Special Institution in Stimje will be SIS.

Article 2

Special institution in stimje

- 2.1 SIS is a government Institution with a social character and works on behalf of Ministry of Labor and Social Welfare.
- 2.2 MLSW will create politic of de-institution for one synergy has to deal with category of cases and to deal only with:
Cases with heavy mental stuck of social character.

Article 3

Tendering services

- 3.1** This Institution tenders services 24 hrs.
- a. Food
 - b. Clothes
 - c. Medical Care
 - d. Labor therapy, educative and capability
 - e. Social training
 - f. Physical therapy

Article 4

Needed documentation for placement

- 4.1.** For placement of mental person in SIS are needed these documents:
- a. ID or any other identification document
 - b. Birth certificate
 - c. Medical certificate from specialist-infection
 - d. Professional thought of UCC (grade of mental problem)
 - e. Legal prove that was taken right of movement
 - f. Written prove that was assigned legal care out of care organ or from care organ
 - g. Certificate of economic condition
 - h. Certificate of family condition
 - i. Two photos

Article 5

- 5.1** Complete file hand over to Division of DSW and MLSW Institutions through CSW.

Article 6

Commission for reviewing documentations for placement

- 6.1** Receiving commission is made from Staff of Institutional Division and Special Institution in Stimje.
- 6.2** If it is reasonable Division of Institutions verifies documents and checks factice circumstances in area.
- 6.3** End decision related with claim of case takes off from Institutional Division through Head of DSW, approved by Permanent secretary of MLSW.
- 6.4** Procedures should be closed with in (30) days.

Article 7

Written agreement between sis and care organ(csw)

- 7.1** Special Institution in Stimje and Care Organ (CSW) makes written agreement to coordinate works to improve and advance of resident's statute in SIS.
- 7.2** Agreement should content dead lines and duties which should be done by CSW in deed of Residents.

Article 8

Legal care

- 8.1** Legal Care out of CSW, has legal right to show interest for the case placed in Special Institution in Stimje, without disturb from anyone.

Article 9

Duties of professional staff

- 9.1** Professional staff of SIS is responsible to follow changes of residents and for that to inform assigned structures of MLSW.
- 9.2** Professional Staff of SIS if observe change on selfish care, should inform Institutional Division, legal care with aim to make transfer to the family, or in Community houses build only for this purpose.

Article 10

Enter in force

- 10.1** This administrative instruction will enter in force, on the day signed by Minister of Ministry of Labor and Social Welfare.

Prištine, May 2004

**Minister of MLSW
Ahmet Isufi**
