

Charleston Dorchester Community Mental Health Center

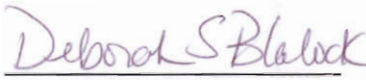
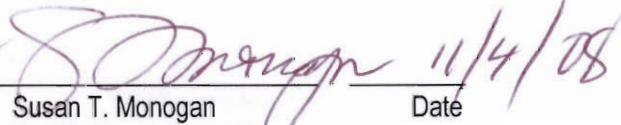
DISCHARGE POLICY

Policy:

It is the policy of the Center that clinicians and clients work together to plan and prepare for discharge. In accordance with the "recovery" philosophy of this Center, discharge planning begins when clients begin treatment.

Procedures:

1. Goals for discharge are discussed with clients and families at the time of preparing and writing the initial Recovery Plan. These provide indicators for both the clinician and the consumer as to when the consumer may have completed treatment and is ready for discharge.
2. The "Discharge Plan & Summary" for each client/family is usually completed towards the end of treatment, with input from all pertinent parties, including referral sources. Clients/families are given a copy of the plan when appropriate. The original is filed in the client's medical record, Section D.
3. A "CMHS Client Discharge" form also needs to be completed so that the client's status is noted as discharged from the Center's client information system.
4. The Discharge Plan & Summary (a copy is attached) includes these major categories: Summary of Services Rendered (including all medications prescribed), Condition on Discharge, Discharge Diagnosis, Reason for Discharge, Recommendations and Follow-Up Plans, Signature, title and date of provider closing record.
5. Discharge Summaries are also prepared for clients whose inactive status has expired or who have discontinued treatment for any other reason than completion of treatment. Recommendations for treatment are included should the consumer request Center services in the future.
6. Local courts are notified by case managers of court-ordered clients who have been discharged by either completing treatment or discontinuing treatment at the Center.

	
Deborah S. Blalock,	Susan T. Monogan
Executive Director	Quality Improvement Director
<u>11/13/08</u>	<u>11/4/08</u>
Date	Date