

CCS Policy/Procedures  
Discharge Process  
DHS 36.07(5)(r)

Policy Statement: The CCS will have an established discharge process and a system to arrange for necessary follow-up for clients who meet discharge criteria or who choose to terminate CCS services.

Discussion and Procedures:

1. Discharge may occur for any of the following reasons:
  - a. Client goals have been met
  - b. Client, or parent/guardian, no longer wants services
  - c. Whereabouts of client are unknown for at least 3 months despite diligent efforts to locate him/her
  - d. Client and/or parent/guardian refuses to participate in services for at least 3 months despite diligent efforts to engage him/her
  - e. Client is admitted to a long-term care facility for medical reasons and is not likely to return to community living
  - f. Client is deceased
  - g. Psychosocial rehabilitation services are no longer needed
2. Discharge criteria will be developed with the first recovery plan and reviewed every six months thereafter, or as needed/wanted.
3. When the client approaches completion of discharge criteria goals, the Service Facilitator will initiate discussions with the individual and collaterals about discharge and the discharge plan specifics that are desirable or necessary.
4. Referrals to other services will be made, if needed, and acceptance into those services will happen before the discharge process is considered to be complete.
5. Documentation of discharge will include:
  - a. The reasons for discharge;
  - b. The client's status and condition at discharge;
  - c. A written final evaluation summary of the client's progress toward the goals set forth in the service plan;
  - d. A plan developed, in conjunction with the client, for care after discharge and for follow-up, including circumstances and procedures for re-enrollment in CCS; and
  - e. For a planned discharge, the signature of the client, the service facilitator, and the mental health or SUD professional.
6. If the discharge is involuntary, the client will be provided with information about

the Medical Assistance fair hearing process.

7. The discharge summary will be provided to subsequent service providers as allowed by the client's authorizations to release information.

5.1.14, 9.3.14

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