

WCHO	<i>Policy and Procedure</i>		
Department: Clinical Services	# of Pages: 2		
Policy Name: DISCHARGE PLANNING	Type of Policy: <input type="checkbox"/> WCHO <input type="checkbox"/> Regional <input type="checkbox"/> Network		
Policy Number 12.006	Effective Date	Revision Date	Approval Date 11/16/04
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To establish guidelines for implementing and monitoring discharge planning for members of the WCHO.

II. APPLICATION

The designated Comprehensive Specialty Services Network Provider or other entities under contract with the WCHO to provide case management, supports coordination or other treatment monitoring services will undertake discharge planning.

III. DEFINITIONS

None.

IV. REFERENCES

None

V. EXHIBITS

None

VI. POLICY

Programs shall initiate discharge planning processes as soon after services begin as clinically feasible, but no later than the point at which the client has achieved a level of functioning commensurate with the discharge criteria for that program.

Discharge planning may include referral to other WCHO programs or to other community resources. Every effort will be undertaken to insure that members are provided the opportunity for maximum community inclusion with natural supports.

Each program of the Comprehensive Specialty Services Network Provider shall develop a method for evaluating service outcomes for Members discharged from their program.

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Designated Staff	<ol style="list-style-type: none"> 1. Initiates discharge planning as clinically appropriate in the course of service provision. 2. As time for discharge is identified, discusses this with client, including need for any post-discharge services. Secures releases necessary to arrange for any needed services. 3. Assists client to secure services as necessary prior to discharge. 4. After discharge, provides follow-up with client and/or referral agency, as appropriate. 5. Completes a termination/transfer summary.
Network Program Supervisor	<ol style="list-style-type: none"> 1. Monitors caseloads for evidence of appropriate closings and referrals. Discusses modifications/additions with client services managers.
Program Manager/ Designee	<ol style="list-style-type: none"> 1. Insures that information is gathered and analyze regarding service outcomes for persons discharged from the program.