

## CORNERSTONE BEHAVIORAL HEALTHCARE

### CC.1&2&3 COLLABORATION WITH OTHER PROVIDERS RE TRANSITIONS

In the event that a client is transferred, Cornerstone will cooperate to ensure a smooth transition from one provider to another.

Authorized documentation from the client's record will be released to the new provider. Cornerstone will provide information regarding the client as necessary.

Clients transitioning from an external or internal provider will be assisted with a smooth transition in a manner that protects the client's safety, comfort and dignity. Any complaints regarding the client transition will be reported to the Executive Director. All substantiated complaints regarding transition from one provider to another will be assessed for the seriousness of the violation with action taken to achieve compliance.

Should Cornerstone offer services through another provider, a documented affiliated service agreement will be developed. Clients already in service will be referred to a contracted provider only after a determination has been documented in the client's treatment plan (ITP) or service plan (ISP), and Plan of Care.

Shirley M. Ruble, kpc 1-8-15  
Executive Director/Date

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