

# Cornerstone Behavioral Healthcare

## CS.13 – CS.15 Discharge Planning for Stepping Stones

Discharge planning starts when the client is admitted. (CS.13) At the time of admission the client and guardian if applicable, with the help of the service provider, will identify what he/she would like to accomplish during the time the services are being provided (Discharge Criteria). A Discharge Summary will be completed in the client record within 15 days of discharge or on the 90<sup>th</sup> day of inactive status and will include the client's course of treatment progress, or lack thereof, on the client's ISP goals and ongoing needs at discharge. (CS.15) Each discharge summary minimally address, but need not be limited to the following: the reasons for termination of service; the final assessment, including general observations and significant findings of the client's condition initially, while services were being provided, and at discharge; the course and progress of the client with regard to each identified problem; and the recommendations and arrangements for further service needs. Clients are discharged in a manner and to a setting consistent with their discharge plan. If discharge is to a residential setting, the clinician will provide the client with information about residential options sufficient for clients to make informed choices. Upon the client's or legally responsible party's documented informed consent, CBH will provide a written transfer or discharge summary to the receiving agency.

Executive Approval *Sammy M. Rebel* Date: *1-13-2016*