

# Cornerstone Behavioral Healthcare

## DPT.1 Discharge Planning

Discharge planning starts during the client's initial appointment. At intake, the client, with the help of the service provider, will identify what they would like to accomplish while in treatment/service (Discharge Criteria).

For all clients, with a Severe Persistent Mental Illness (SPMI), termination requests are required for discharging. All clients being served in Case Management are deemed to have SPMI. If client has disengaged, attempts to re-engage client must be made for 60 days before client can be discharged, with attempts documented in client's chart. At 60 days with no contact, the provider will submit the SPMI termination request into Kepro and send a letter to the client notifying them they will be discharged from services if we do not hear from them within 30 days. A copy of this letter must be kept in the chart.

No Contact Letter exceptions:

- The client is in hospice
- The client is incarcerated
- The client has relocated out-of-state
- The client is deceased
- The client requested discharge

If the termination request is approved by Kepro, a Discharge Summary will be completed and will include the following:

- The reason(s) for termination of service
- The final assessment, including general observations and significant findings of the client's condition from intake through discharge
- The progress of the client with regard to each identified goal
- The recommendations for further service, as required

If the termination request is denied by Kepro, providers are expected to reach out to the client and attempt to re-engage them. If the attempt is unsuccessful, or member cancels and/or no shows after accepting an appointment, documentation must be made in the client's chart. Then providers can submit a second termination request to Kepro. The request must include the following:

- A statement that this is the second attempt at receiving approval for termination
- A summary of additional attempts made and outcomes of each attempt with specific dates and methods of outreach identified

*Sharon Jordan, LCSW*

07/14/2023

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Clinical Director

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Date