

Outpatient Discharge

Policy:

Dickinson Center is committed to providing timely and quality treatment inclusive of discharge planning from time of admission.

Purpose:

To identify the goal of discharge from start of treatment and to establish a procedure for other types of discharge.

Procedure:

- The discharge planning process will begin at the time of admission as reflected in the treatment plan.
- Discharge from services falls into one of the following principle categories should follow the corresponding process:
 1. Treatment goals/objectives have been met and there is established mutual agreement by the clinician and the consumer that services are no longer warranted and no longer meet medical necessity criteria.
 - a. Clinician closes appropriate treatment plan goals, and adds discharge group therapy goals (if appropriate) and maintains medication goals if continuing medication.
 - b. Clinician completes a discharge safety plan with the consumer to include learned coping skills, crisis process and how to access outpatient services if needed in the future. Consumer is provided a printed copy at the time of discharge.
 - c. Clinician will complete referrals to any other supportive services or provide consumer with information for recommended supportive services 45 days prior to discharge.
 2. Treatment goals/objectives have been met and there is established mutual agreement by the clinician and the consumer that services are no longer warranted and no longer meet medical necessity criteria, **however**, the consumer is to remain active in another service provided within an Outpatient services episode. For example, a consumers may discontinue therapy but remain actively engaged in medication management.
 - a. Discharge From Therapy – Using the **Outpatient Services Discharge Form**, close the appropriate treatment plan goals, add discharge group therapy goals (if appropriate), and maintain the existing medication goals, objectives and interventions.
 - b. Discharge From Medication Management – Using the **Outpatient Services**

- Discharge Form**, close the appropriate medication goals, objectives and interventions, and maintain the existing therapy goals.
- c. Clinician will update the safety plan with consumer at the time of the updated treatment plan.
 - d. Clinician will complete referrals to any other supportive services if needed.
3. Consumer notifies Dickinson of relocation outside of the Outpatient service area.
 - a. Clinician will complete Discharge Summary to close file.
 - b. Records will be forwarded to receiving provider upon proper authorization for release.
 4. Treatment needs exceed the medical necessity criteria of Outpatient services and the consumer agrees to recommendations and referrals for higher levels of care.
 - a. Clinician will continue outpatient services until higher level of care services are initiated.
 - b. In some circumstances certain specific therapy or medication services may continue as approved or authorized by payer; otherwise clinician will complete Discharge Summary to close consumer file.
 5. Consumer does not engage in attendance with treatment as defined in the Outpatient Consumer Compliance and Engagement Policy or has not received a service in 210 days.
 - a. Letter will be sent informing of discharge with any needed medication information and minimum of 3 referral resources as defined in that policy.
 - b. Administrative discharge for non-compliance with attendance will be completed if consumer is being discharged from all Outpatient services and will not be allowed to re-engage services for 12 months.
 6. Consumer does not maintain adherence with the established and agreed upon treatment plan.
 - a. Clinician will have documentation of discussion and attempts to engage consumer in compliance.
 - b. Clinician or designee will send consumer a letter due to non-compliance with 3 referral sources and will complete appropriate discharge for non-compliance.
 7. Consumer treatment plan lapses beyond regulatory requirement of 180 days.
 - a. Clinician will document attempts to contact consumer prior to lapse of plan.
 - b. If consumer engages within 30 days following a lapsed plan and before record is closed, Outpatient Lapsed Plan Policy will be followed.
 - c. Clinician or designee will complete an administrative discharge due to lapse treatment plan if 30 days beyond lapse of plan (210 days).