


CHAPTER Service Delivery	CHAPTER 02	SECTION 002	SUBJECT 50
SECTION Records		DESCRIPTION Discharge Summaries	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Discharge Summaries at the termination of services facilitate the exchange of information between Lapeer County Community Mental Health (LCCMH) and other agencies and provide a quick summary of previous services provided to the person served.

STANDARDS:

- A. Discharge summaries are documentation of the treatment episode and results of treatment.
- B. All discharge summaries are recorded with the following items included:
 - 1. Identifying demographic information
 - 2. Date of admission
 - 3. Discharge date
 - 4. Diagnosis at discharge

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5. Prognosis
 6. Medications at discharge
 7. Summary of the goals addressed during treatment and goal status at discharge
 8. Identification of services and treatment interventions provided
 9. Reason(s) for discharge
 10. Satisfaction with services and programs
 11. Discharge coordination and follow up plan including recommendations for services or supports.
- C. Consent must be obtained to release information with other agencies or providers for discharge referrals.
- D. Primary case holders complete the discharge documents as outlined in LCCMH Documentation Requirements Form 339.

PROCEDURES:

- A. A case should be closed if there is absolutely no contact for 45 days and no future activities scheduled. No case may remain open without any activity for more than three months.
- B. For persons served who give notice of termination, reach a decision to terminate their treatment services, or are referred elsewhere, a Discharge Summary is to be completed within fifteen days of the expiration of the Adverse Benefit Determination Letter.
- C. When a release of information is obtained by the primary case holder for a discharge referral outside LCCMH, the Medical Records Department releases requested information to the receiving provider.

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- D. The primary case holder completes and medical records staff sends the Adverse Benefit Determination Advance Notice to the person served after a minimum of three outreach attempts have occurred.
- E. The primary case holder completes a discharge/transfer Level of Care Utilization System (LOCUS) for adults with Mental Illness. For children, the case holder completes the Preschool and Early Childhood Functional Assessment Scale or Child and Adolescent Functional Assessment Scale (PECFAS/CAFAS).
- F. The Behavioral Health Treatment Episode Data Set (BH-TEDS) is completed at the time of discharge.
- G. All Discharge Summaries are to be counter-signed by the designated supervisor. The supervisor verifies all required documentation is in the record and termination is clinically indicated. After the supervisor reviews the record and electronically signs the discharge summary, the case is closed in the OASIS system and mailed to person served/guardian

DEFINITIONS:

CAFAS: Child and Adolescent Functional Assessment Scale (CARFAS) is an assessment for children 7 to 18 years of age with suspected serious emotional disturbance performed by staff who have been trained in the implementation of CAFAS.

LOCUS: Level of Care Utilization System (LOCUS) is an assessment and placement instrument developed by American Association of Community Psychiatrists (ACCP) created to guide assessments, level of care placement decisions, continued stay criteria and clinical outcomes. An assessment completed for persons served with a severe and persistent mental illness diagnosis. The LOCUS score supports the level of care for services.

PECFAS: Preschool and Early Childhood Functional Assessment Scale (PECFAS) is an assessment of young children, 4 to 7 years of age, with suspected serious emotional disturbance, performed by staff who have been trained in the implementation of the PECFAS.

BS:mgr

This policy supersedes
#06/06025 dated 06/12/2006.
