



SALISH BHO

CLINICAL POLICIES AND PROCEDURES

Policy Name: OUTPATIENT BEHAVIORAL HEALTH
DISCHARGE PLANNING

Policy Number: 11.21

Reference: WAC 388-877-0640

Effective Date: 12/2013

Revision Date(s): 5/2016; 6/2018

Reviewed Date: 5/2016; 6/2017; 6/2018

Approved by: SBHO Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plans
- Policy: Monitoring of Contractors

PURPOSE

Salish Behavioral Health Organization (SBHO) authorizes care for individuals who meet access to care standards. When an individual's treatment goals are met or they must leave SBHO services for some other reason, they are discharged from treatment.

The goal of the discharge process is an effective transition into a more independent level of care. This is more likely to occur when the individual and clinician work together to develop a specific discharge plan that includes appropriate referrals and specific instructions based on the individual's ongoing treatment needs. When necessary, the clinician should assist individuals in accessing these referrals.

PROCEDURE

SBHO behavioral health providers must meet with individuals at the time of their discharge from outpatient treatment, unless the individual leaves without notice. The purpose of the meeting is to:

- Determine the appropriate recommendation for care after discharge
- Finalize the continuing care plan
- Assist the individual in making contact with necessary agencies and services
- Provide the individual with a copy of the written discharge plan

SBHO behavioral health providers must document that the individual was provided with a copy of the plan and that the discharge summary was completed within seven working days of the individual's discharge.

The written plan must include, at a minimum:

- The date of discharge
- Continuing care plan
- Legal status
- Current prescribed medication (if applicable).

When an individual is transferring to another service provider, documentation that copies of documents pertinent to the individual's course of treatment were forwarded to the new service provider with the individual's permission.

If individual leaves without notice a discharge statement must be documented in the clinical record.

MONITORING

This policy is mandated by state statute.

1. This policy will be monitored through use of SBHO:
 - Biannual Provider Chart Reviews
 - Grievance Tracking Reports
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for SBHO approval.