



## **DISCHARGE / TRANSITION / EXPULSION / SUSPENSION**

### **Discharge Planning**

Consistent with best practices discharge planning should begin at the time of admission. Discharge planning will

- include the consumer and their treatment team (10A NCAC 27G .1301(d)),
- be designed to maximize the client's opportunity to live as independently as their resources allow,
- be provided in writing to the consumer and/or legal guardian prior to or at the time of discharge unless this is not feasible because of an unanticipated discontinuation of a client's treatment.

Prior notice of discharge will be provided to the consumer/legal guardian. Except in unusual circumstances such as situations involving the safety of the client or others this prior notice shall be in writing and provided to concerned parties at least 72 hours in advance.

### **Criteria for Discharge/Transfer**

Clients admitted for services may be discharged under one or more of the following criteria:

- A. Within the time frame established in the individual service plan as appropriate for the client's needs;
- B. When the client reaches his/her eighteenth birthday (if an adolescent has his 18th birthday while receiving treatment in a residential facility, he may continue in the facility for six months or until the end of the state fiscal year, whichever is longer)(§122C-224);
- C. When the client not longer meets eligibility criteria;
- D. When it is deemed that the client is no longer in need of care, treatment, habilitation or rehabilitation by the facility or the individual will no longer benefit from the service available (§122C-224, 242)
- E. At the request of the guardian or client (if the client is eighteen years of age and has not been adjudicated incompetent)( § 122C-57, 212, 242,)
- F. When the client has been required to move to another facility (e.g., incarceration, long term institutionalization).
- G. A client shall not be discharged or transferred from a facility or service, except in case of emergency, without the advance written notification of the treatment team, including the legally responsible person.
- H. The facility/service will meet with existing treatment team or other involved person including the parent(s) or legal guardian, MCO or county program representative(s) and any others involved in care, including DSS, school, and criminal justice agency, to make service planning decisions prior to transfer or discharge from a facility or service (10A NCAC 27G .1708, .1806).



- I. In case of an emergency, the facility shall notify the treatment team including the legally responsible person of the transfer or discharge as soon as the emergency situation is stabilized.
- J. In case of an emergency, notification may be by telephone. A service-planning meeting shall be held within 5 business days of an emergency transfer or discharge.
- K. In cases of elopement, clients may be discharged after 24 hours without contact with the facility and will be automatically discharged after 72 hours without contact with the facility (§122C-205). Clients may be reassessed for readmission.
- L. In the case of program closure clients/responsible persons and their treatment team, including MCO representative, will be notified at least 60 days prior to closing to support the continuation of care (§ 122C-63).

### **Criteria for Referral**

Clients will be recommended for referral for other residential placement when they meet the discharge criteria above. Clients will be recommended for referral for other professional services when such services are consistent with the client's treatment plan or otherwise indicated based on an assessment of their individual need. Clients will not be referred for other services by staff without the consent of the parent/guardian or client (if the client is a consenting adult).

### **Suspension and Expulsion**

Clients shall be free from threat or fear of unwarranted suspension and expulsion from APS services (10A NCAC 27D .0102(a)). Should a client not be able to be safely maintained in the home/facility/service, then transfer to another service will be initiated in a manner that safeguards the rights of the client and the safety of all persons.

If a client is suspended from service the specific time and conditions for resuming services shall be documented. Suspension from services for less than 1 day constitutes a Level I incident and an internal incident report must be completed. Suspension from service for more than 1 day constitutes a Level II incident and an IRIS report must be completed.

Expulsion from services due to consumer misconduct constitutes a Level II incident and an IRIS report must be completed. Efforts by qualified staff to identify an alternative service to meet the client's needs will be documented and included in the discharge plan, if the situation requires transfer (10A NCAC 27D .0102(b)).

### **Discharge Documentation**

When preparing for a planned transition the discharge summary will include the client's progress in recovery and goal attainment. The summary will also identify the client's gains achieved during program participation and needs for support and other services to continue their progress. The summary will include, if applicable:



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- the client's strengths, needs, abilities, and preferences (CARF BH 2013 2.D.7)
- information on the continuity of the client's medications,
- referral information, such as contact name, telephone numbers, location, and hours of service (CARF BH 2013 2.D.3),
- communication of information on options and resources available if symptoms reoccur or additional services are needed.

**This forms meets these standards**

Authority:

§ 122C-57(d1) – Right to Treatment & Consent to Treatment, § 122C-63 Assurance of continuity of care for individuals with mental retardation, § 122C-205 – Discharge of clients who escape or breach the condition of release, §122C-212 – Discharges, § 122C-242 – Discharges; 10A NCAC 27D .0102 – Suspension & Expulsion Policy, 10A NCAC 27D .0201(d)(4)(D) – Informing Clients, 10A NCAC 27G .1708, .1806 – Transfer & Discharge, 10A NCAC 27G .0201 – Governing Body Policies; CARF 2013 BH 2.D.3, 2.D.7