

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

Lapeer County Community Mental Health (LCCMH) completes a discharge summary at the termination of services.

STANDARDS:

- A. A discharge summary documents the treatment episode and results of treatment.
- B. The discharge summary includes the following reference of services:
 - 1. Identifying demographic information
 - 2. Date of admission
 - 3. Discharge date
 - 4. Date last seen
 - 5. Diagnosis at discharge

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6. Prognosis
7. Medication details at discharge
8. Summary of the goals addressed during treatment and goal status at discharge
9. Identification of strengths, needs, abilities, and preferences
10. Identification of services and treatment interventions provided
11. Reason(s) for discharge
12. Satisfaction with services and programs
13. 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. If there is absolutely no contact for 45 days and no future activities scheduled, a case is closed unless there are extenuating circumstances. No case may remain open without any activity for more than three months.
- B. A discharge summary is to be completed within 15 days of the expiration of the Adverse Benefit Determination Letter.
- C. If person served requests services be terminated, immediately, an Adverse Benefit Determination Letter is completed with an override of closure date to date person served requested services to be terminated.

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- D. When a release of information is obtained for a discharge referral outside LCCMH, the Medical Records Department releases requested information to the receiving provider.
- E. 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.
- F. 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 Michigan Child and Adolescent Needs and Strengths (MichiCANS) screener. For identified children on a waiver, the Preschool and Early Childhood Functional Assessment Scale or Child and Adolescent Functional Assessment Scale (PECFAS/CAFAS) is also used.
- G. The Behavioral Health Treatment Episode Data Set (BH-TEDS) is completed at the time of discharge.
- H. The discharge summary is to be counter-signed by the designated supervisor.
- I. Refer to work instructions for Discharge Summary located in shared Work Instructions folder.

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.

Michigan Child and Adolescent Needs and Strengths (MichiCANS): is a collaborative tool crafted to explore and communicate the needs and strengths of the child/youth and family. It is made up of domains focusing on important areas of the

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child's/youth's life and ratings that help the provider, child/youth, and family understand where intensive or immediate action is most needed. Identify strengths to become a major part of the treatment or service plan.

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.

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