

DISCHARGE POLICY PLANNED/EMERGENCY

PURPOSE

To ensure the safety of all the people who live in the home /apartment and assist in transferring a person if we can not meet his/her needs. To ensure all individuals moving from services provided by LADD will have a smooth transition to their new services.

SCOPE

This policy applies to all individuals receiving services from LADD.

POLICY

PLANNED/DISCHARGE

A Discharge Planning Meeting will be scheduled. This meeting is designed to help the person plan what he/she will do when they leave our services. At that time, information will be given regarding how medication and treatment services will be given to the person after discharge from our services.

LADD staff will facilitate the person's change in services by providing transportation to scheduled visits, provide helpful information to the new service provider, provide staff as needed by the person, provide supportive contact during transition as needed, and assisting with the physical move (if receiving residential supports). Additional services may also be arranged as needed. Medication, personal records and personal belongings will be turned over to the person or new provider as per the discharge plan. LADD will not restrict the person's ability to make his or her own support services arrangements. We will contact the responsible Contract Agency and aid them in implementing procedures to ensure treatment compliance.

The person or the designated representative is to submit a 30-day written notice to LADD and landlord (if applicable) to terminate their services and lease. The person or the designated representative will be refunded any unused rent if applicable, all unused personal allowance monies, and any personal property (i.e. furniture, clothing, etc.) at the time of discharge. At the time of discharge, LADD will provide copies of the person's records to the person/designated representative when requested, and as determined appropriate by the responsible Contract Agency.

LADD staff will work cooperatively with the new provider/treatment team to ensure a smooth, successful transition for the person.

EMERGENCY DISCHARGE

LADD may discharge any person receiving services without a 30-day written notice of intent if any of the following reasons exist:

1. Substantial risk to the person due to the inability of the home / apartment to meet the person's needs or ensure the safety and well being of the other people living in the home / apartment.
2. Substantial risk, or an occurrence, of self-destructive behavior.
3. Substantial risk, or an occurrence, of serious physical assault.
4. Substantial risk, or an occurrence, of the destruction of property.

Any person being discharged by LADD is entitled to the following steps prior to the discharge:

PROCEDURE

1. Written notice mailed to person, person's designated representative, the responsible Contract Agency and Adult Foster Care Licensing Consultant if applicable 30-days before intended date of discharge: unless Management has established the need for an emergency discharge then written notice will be provided to all listed above at least 24 hours prior to discharge. This notice must include the following:
 - a. The reason for the discharge, including the nature of the substantial risk if an emergency discharge.
 - b. The alternatives to discharge that have been attempted by the program.
 - c. The location to which the person will be discharged if known.
2. A discharge meeting is scheduled and the person and their designated representative, L.A.D.D. Management, and Support staff from the responsible Contract Agency develop a plan for the transition. If it is determined an Emergency discharge is needed the following will occur: LADD will confer with the responsible Contract Agency or Adult Protective Services and the local community mental health emergency service regarding the proposed discharge. If the – responsible Contract Agency and/or Adult Protective Services do not agree that emergency discharge is justified, the person shall not be discharged from the program. If the responsible Contract Agency or Adult Protective Services does feel the emergency discharge is justified, then the following provisions shall apply:
 - a. The person shall not be discharged until an appropriate setting that meets the person's immediate needs is located.
 - b. The person is given an opportunity to file a complaint with appropriate agencies.
 - c. If the agency finds that the person was improperly discharged, the person shall have the right to elect to return to the first available bed in the program.
3. Management will follow the Discharge Checklist anytime a discharge occurs.
4. All program support Staff are notified of the discharge plan and necessary supports identified.
5. Additional Supports are put into place to keep all individuals safe during an Emergency Discharge.
6. Program support staff take the person to the scheduled visits and follow discharge plan for a planned discharge.
7. Management will make arrangements for the move and releases all personal funds and property.
8. Management and support staff are available to assist and support as needed for a successful transition.
9. Management will try to obtain Exit Interview/Exit Summary information for Quality Assurance tracking.

The Discharge Checklist and Exit Summary must be completed and are located at O:\Management Manual\LADD Forms and Procedures\Admission and Discharge\Discharge