



**Integrated Support and Training for Caregivers and the Community,
One Skill at a Time.**

POLICY AND PROCEDURE FOR DISCHARGE

EFFECTIVE DATE: OCTOBER 3, 2022

PURPOSE:

To assure timely documentation of the treatment outcome and plan for future care for each client at the time of discharge.

PROCEDURE:

1. Discharge from Forward Integrated Services, Inc. (FIS, Inc.) services may occur for any one of multiple reasons.
 - a) When all service goals have been met and skills gained within services have been generalized beyond the training setting and maintained over time, discharge will occur. Specific service goals and discharge criteria are established on an individualized basis in the client's treatment plan, and may include such measures as mastery service goals, behavior reduction goals, generalization of skills, retention of skills, and response to services.
 - b) Participants and/or parents/guardians may choose to discontinue services at their discretion.
 - d) Discharge from services will occur, and recommendations for other service alternatives offered, if client's progress reaches a point at which other more or less restrictive services are more clinically appropriate.
 - e) If a client's clinical needs exceed FIS, Inc. available services, such as if aggression becomes too severe for FIS Inc. staff to respond, discharge and referral to a more restrictive level of care may be necessary.
 - f) If FIS, Inc. is unable to provide staff members to sufficiently provide services, we will offer assistance in any transition to another provider with records and information at participant/parental request.
 - g) If participants/parents/guardians do not make clients available for services, or if parents, guardians, or other family members undermine service goals (including but not limited to failing to be available for services, excessive cancellations or no-shows, lack of parental involvement or follow-through, or working against agreed-upon service procedures) as determined by the FIS, Inc., staff member, FIS, Inc. reserves the right to terminate services.
2. In addition, parents/guardians will be prepared for discharge through training and FIS, Inc. will work to assist in the transition out of services by providing information and recommendations to other resources as requested and allowed by a client's parent or guardian.
3. Recommendations will be offered for types of care clients/parents/guardians can pursue following the services provided by FIS, Inc. In addition, clients often have Service Coordinators for the Children's Long-Term Support/IRIS waiver who guide them into other services, FIS, Inc. will collaborate with Service Coordinators with client/parent/guardian permission.
4. A discharge summary will be entered in the client's secure chart within one month of termination of services for clients who have received services through FIS, Inc. whether discharge is initiated by the client, FIS, Inc., or by mutual agreement. One month shall be defined as:
 - a) One month after the final face-to-face services, or
 - b) One month after written or phone notification of termination from FIS, Inc. or clients.
5. The discharge summary will include the following:
 - a) Brief description of length and intensity of services provided.
 - b) Reason for discharge.



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- c) Services status and condition at the time of discharge as defined by achievement of goals named in the assessment or working services document.
- d) General evaluation of progress toward goals with reference to Progress Updates for additional details.
- e) Plans for follow-up or aftercare.

Revised September 20, 2022