

**Discharge Plan Policy  
All Programs  
Policy and Procedure**

Subject	Number	Date Issued	Date Revised	Date Effective
Discharge Plan Policy	R003_ALL	4-1-2015	5-15-2016	4-25-2016
<b>Originated By:</b>			<b>Approved By:</b>	
Jonathan Ciampi			Lois Zsarnay	

**Purpose:** This procedure ensures discharge plans are created and completed prior to client exiting the program and in sufficient detail to support the client’s long-term recovery.

**Policy:** Before active program participation is concluded and prior to program approved discharge, program staff shall meet with each participant to develop and document an individualized strategy that will assist the participant in maintaining their recovery. The discharge planning process shall be inclusive of the goals identified in the treatment plan and shall include referrals to appropriate resources. In the event of discharging to higher-level of care or administrative discharge, Primary Therapist and staff if appropriate will meet with the client as a final meeting and formal discharge.

**Procedure(s):**

1. For each client, a discharge plan will be created after the first week in the program and updated throughout the program.
2. The Primary Clinician will review the discharge plan with the client periodically during the length of the program.
3. Discharge plans will include
  - a. Written criteria for discharge defining:
    - i. Successful completion of program;
    - ii. Unsuccessful discharge;
    - iii. Involuntary discharge; and
    - iv. Transfers and referrals.
  - b. A discharge summary that includes:
    - i. Description of treatment episodes or recovery services;
    - ii. Current eating disorder symptoms, including restricting, purging or bingeing. OR Substance abuse symptoms, including using, or urges/cravings;
    - iii. Reason for discharge and whether the discharge was involuntary or a successful completion;
    - iv. Participant’s continuing recovery plan;

- v. Education and recommendation to join Bright Heart Health support groups and family groups;
  - vi. Follow up meetings scheduled with date and time 1 week, 1 month, 3 months, and 1 year following discharge;
  - vii. For Opioid Use Disorder patients, physician will prescribe naloxone EVZIO, Narcan, or other equivalent.
  - viii. Transfers and referrals; and
  - ix. Participant's comments.
- c. Consent to Follow Up
- i. A note consenting to follow up or denial of consent to follow up should be noted in the discharge plan
4. The Primary Therapist will communicate any discharge dates to the client as well as coordinate with the treatment team and Clinical Director about the discharge.
  5. If patient is being discharged after tapering off buprenorphine, patient should have 1 month of ongoing counseling, or clinically appropriate, to ensure he/she is stable without medication.
  6. If a client is discharged to a higher-level of care or administratively discharged, the Primary Therapist and Clinical Director, Dietitian, Psychiatrist, or other appropriate staff will do a group meeting with the client to formally discharge the client.