

Policy and Procedure	Date Issued	Policy Number CSB – 620	Page 1
Milwaukee County Behavioral Health Division Community Services Branch	Date Revised	Subject: Discharge Planning and Facilitation	

1. POLICY:

Per DHS 36.07 (5) (r) and 36.17 (5) Discharge from CCS is driven by the consumer in the planning process and will be based on written person-centered, stage matched discharge criteria in the consumer's service plan.

2. PROCEDURE

- A. Discharge from the CCS shall be based on the discharge criteria in the service plan of the consumer unless any one of the following applies:
1. The consumer no longer wants psychosocial rehabilitation services.
 2. The whereabouts of the consumer are unknown for at least 3 months despite diligent efforts to locate the consumer.
 3. The consumer refuses services from the CCS for at least 3 months despite diligent outreach efforts to engage the consumer.
 4. The consumer enters a long-term care facility for medical reasons and is unlikely to return to community living.
 5. The consumer is deceased.
 6. Psychosocial rehabilitation services are no longer needed.
- B. When a consumer is discharged from the CCS program, the consumer shall be given written notice of the discharge. The notice shall include all of the following:
1. A copy of the discharge summary developed under C below.
 2. Written procedures on how to re-apply for CCS services.
 3. If a consumer is involuntarily discharged from the CCS program and the consumer receives Medical Assistance, the fair hearing procedures prescribed in DHS 104.01 (5). For all other consumers, information on how the consumer can submit a written request for a review of the discharge to the department.
- C. The CCS shall develop a written discharge summary (see attached) for each consumer discharged from psychosocial rehabilitation services. The discharge summary shall include all of the following:
1. The reasons for discharge.
 2. The consumer's status and condition at discharge including the consumer's progress toward the outcomes specified in the service plan.
 3. Documentation of the circumstances, as determined by the consumer and recovery team that would suggest a renewed need for psychosocial rehabilitation services.
 4. For a planned discharge, the signature of the consumer, the service facilitator, and mental health professional or substance abuse professional. With the

Policy and Procedure	Date Issued	Policy Number CSB – 620	Page 2
Milwaukee County Behavioral Health Division Community Services Branch	Date Revised	Subject: Discharge Planning and Facilitation	

consumer's consent, this summary shall be shared with providers who will be providing subsequent services.



Reviewed and Approved by: _____

Jennifer Wittwer, Associate Director
Adult Community Services Branch