CCS Discharge Checklist

Consumer’s Name: ___________________  MRN: ___________________

☐ Voluntary  ☐ Involuntary

1. Case Notes
☐ Care Coordinator consultation note date:
☐ Rationale for the discharge & state “voluntary” or “involuntary”
☐ Proposed discharge date (*No case notes after this date):

☐ Involuntary only: Proposed staffing date:
☐ MHP case note done

Voluntary can move to step 3. Involuntary, move to step 2.

2. Involuntary Only – Schedule Staffing
☐ Discharge Summary added in Avatar – but not filled out yet. Only fill in:
   ☐ Question #3, “Reason for Discharge” is the date of the case note in #1 above
   ☐ At the bottom under “CCS Only” type in your agency name, reason for discharge, and destination
   ☐ Click “Ready for CARS Review”

☐ Discharge approved at CCS Operations and case note written for presentation/approval

Involuntary can now move to step 3.

3. Discharge Summary
☐ “Discharge Date” matches in #1 above
☐ Question #3 includes the consultation date
☐ Question #7 indicates the consumer’s opinion in quotes. If the opinion is unknown, state that specifically and why.
☐ Signatures of Care Coordination, MHP, SAP when applicable, and consumer (voluntary only)
☐ Absence of consumer signature on a voluntary discharge mandates explanation in #7
☐ Click “Ready for CARS Review”

3/7/19
### 4. Discharge Notification Letter

- Deliver letter and copy uploaded to PConn (copy of Discharge Summary enclosed)
- Discharge date listed on letter matches #1 (case note) and #3 (discharge summary)

### 5. PPS/NOMS

- Closing number (from Excel Chart) listed:
- CARS Client Change/Update form completed
- General completed
- Mental Health (or AODA) completed
  - Episode Closed Date = SPC Closed Date = Discharge date in #1 (case note) = Discharge Date in #3 (Discharge Summary)
  - Closing reasons match number above
- Supplemental completed with closing reason matching number above

### 6. CARP

If this discharge is occurring prior to the CARP being completed at intake, then the CARP now needs to be done. Find the consumer “ineligible”. Program eligible for is “N/A”.

- Care Coordinator submits checklist to Administrator/MHP
  - Admin/MHP Reviewed checklist
  - Reviewer Signs here: _________________________________________________________
  - Scan and email this checklist to your CARS Admin Coordinator
  - Case note for final completion of all discharge paperwork, on or prior to discharge date

**Checklist should be emailed to AC within 30 days of discharge date**
Addendum to the discharge checklist

Discharge Date Should be the same in 6 places

1. This checklist in #1 lists the discharge date
2. The Case Note lists the discharge date
3. The Discharge Summary
4. Notification letter
5. The Mental Health PPS “Episode Closed Date”
6. The Mental Health PPS “SPC End Date”