

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 12/15/14	Policy Number 2307-14
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM DISCHARGE REPORTS		Review Month September	Author 0633
Rescinds 2307-14	References		

POLICY:

The Director and/or designee ensures that all clients of the ANCHOR Center Licensed Substance Abuse Program have a thorough and accurate discharge report completed upon termination of services.

PROCEDURE:

1. Information about referrals is provided to the client upon the last day of services or as soon as logistically feasible unless extenuating circumstances preclude this.
2. Within thirty (30) calendar days of a client discharging from the program, a discharge report is prepared by the clinician primarily responsible for the client.
3. The discharge report contains at a minimum, but not limited to:
 - A. Summary of current strengths and weaknesses;
 - B. Summary of assessment results;
 - C. Summary of treatment activities;
 - D. Documentation of social or family support;
 - E. Summary of current client status to include motivation / participation;
 - F. Recommendations including reason for any referrals and prognosis.
4. The discharge report is submitted in ISMART as well as with additional information in a hard copy document as necessary to meet licensure requirements.

BY ORDER OF:

Bruce Vander Sanden, Director