

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1122
		Original Date	10/22/1991
	Department: Social Services	Revised Date	10/08/2015
	Discharge Planning		

POLICY:

Discharge planning will be done by the Social Service staff beginning at the time of admission to the Montana Mental Health Nursing Care Center. This will be coordinated and reviewed with the Care Plan Committee. Medical Records will be responsible for closing resident records upon discharge.

PROCEDURE:

SOCIAL SERVICES

1. At least quarterly, the resident shall be assessed as to the potential for discharge. A note should be made in the interdisciplinary progress notes of the Medical Record as to the possibility of alternative placement for the individual.
2. Social Service staff should review recommendations for discharge with the Care Plan Committee during both quarterly and annual reviews.
3. If the Care Plan Committee agrees that discharge is appropriate, they will obtain input regarding possible alternatives for placement.
4. The Social Service staff will contact the family and/or legal guardian.
5. The resident will be included, to the greatest extent possible, in the choice and selection of placement.
6. A letter giving a 30 day notice of discharge (Attachment #1 & #2) will be given to the resident, family and/or guardian for residents with a voluntary admission. Residents under commitment will receive a 5 day notice (Attachment #4) with copies sent to the Judge, Commitment Attorneys, and Guardian.

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7. Social Service staff will make the necessary arrangements and referrals to community agencies and facilities to ensure a smooth resident transition. The Social Services Coordinator will notify all departments regarding discharge arrangements when made. Medical Records will assist with Discharge Packets – mail or fax to referrals given by Social Services
8. The Aftercare Form (Attachment #3) will be filled out and sent to both the receiving facility and the Mental Health Center in the region in which the resident will be residing. A copy will be maintained in the Social Service files.
9. Legally competent residents, or legal guardians of residents, may request discharge at any time. They will be discharged within (5) days following a request from the resident and/or guardian.
10. In the event that a resident is competent, or a resident's legal guardian, (unless resident is under mental health commitment), requests discharge that is not advised by the Care Plan Committee, facility administration or the Physician, a REQUEST FOR DISCHARGE AGAINST MEDICAL ADVICE (Attachment #5) must be filled out by the person or persons requesting the discharge.
11. Upon discharge, a DISCHARGE INFORMATION FORM (Attachment #6) must be filled out and given to the business office.
12. All transportation arrangements and notification of other departments will be coordinated by the social worker as soon a discharge date is arranged. The Montana Mental Health Nursing Care Center may provide for transportation costs if the family or resident is unable to pay for transfer.
13. Interested family and/or guardians shall be notified by phone prior to the discharge date.
14. A Social Service discharge summary will be completed within five working days prior to discharge. This summary will describe the resident at the time of discharge and the arrangements that were made for alternative placement. This shall be kept in the interdisciplinary progress notes that are then kept in the main resident record upon discharge.
15. If guardianship has been initiated in Fergus County, a letter will be sent to a contracted attorney to dismiss guardianship as appropriate upon death or discharge.

NURSING

1. Nursing staff will contact the physician for discharge orders
2. The necessary transfer papers will be completed by the Nursing staff.

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3. Upon death of the resident, nursing will complete the following:
 - A. If a resident dies at the facility, give the mortician a copy of the resident's face sheet.
 - B. File original receipt in the resident's medical record.

MEDICAL RECORDS

1. Upon death or discharge of a resident, Medical Records will do the following:
 - A. Assist Social Services in mailing or faxing medical record to referred facility.
 - B. As applicable obtain discharge summary, history and physical, and copy of autopsy report, if appropriate, from the hospital.
 - C. The admission and discharge register is notated, with appropriate discharge information. Notify the Clerk and Recorder Office for a death certificate, this will also serve as a death register.
 - D. Close the electronic Medical Record and notify the MDS Coordinator.
 - E. The computerized medical record will be kept in its entirety.
 - F. Do discharge analysis of medical record.
 - G. File medical record in inactive files.
 - H. Notify reimbursement in Helena.
 - I. Charts on deceased residents will be completed within six weeks of death including discharge summary.
 - J. Charts on discharged residents will be completed including discharge summaries within four weeks of discharge. Discharge summaries will be mailed to the receiving facility.
2. Upon death of a resident, the Medical Records Administrator will complete the following:
 - A. Notify the County Clerk & Recorder to send MMHNCC a certified death certificate.
 - B. Send information of death to AMDD Deputy Administrator at the Department of Public Health Services.