

	Addictive and Mental Disorders Division Medicaid Services Provider Manual for Substance Use Disorder and Adult Mental Health
	Date effective: July 1, 2020 Date revised: July 1, 2020
Policy Number: 135	Subject: Individualized Discharge Summary

The Medicaid provider of mental health and/or SUD services must complete an individualized discharge summary for each member with the following requirements:

- (1) Discharge summary must be completed and filed in the clinical record within one month of the date of the member's formal discharge from services or within three months of the date of the member's last services when no formal discharge occurs.
- (2) For cases left open when a member has not received services for over 30 days, documentation must be entered into the record indicating the reason for leaving the case open.
- (3) The discharge summary must include:
 - (a) the reason for discharge;
 - (b) a summary of the services provided by the provider including recommendations for aftercare services and referrals to other services, if applicable;
 - (c) an evaluation of the member's progress as measured by the treatment plan and the impact of the services provided; and
 - (d) the signature of the staff person who prepared the summary and the date of preparation.