

# **THE COUNSELING SOURCE, INC.**

## **POLICY AND PROCEDURE**

TITLE: Discharge Summary

PURPOSE: To establish the required components of the Discharge (Termination) Summary and time lines for completion.

POLICY: At the conclusion of each treatment case, the responsible clinician shall complete a Discharge/Termination Summary on the established form in a timely manner.

PROCEDURE:

1. The Discharge/Termination Summary shall include, but limited to, the following information:
  - Date of admission of the client
  - Date of the last service provided to the client
  - Date of discharge from program
  - Presenting condition
  - Services provided
  - Reasons for Discharge
  - Results of the services provided
  - Extent to which establish goals and objectives were achieved
  - Status of Person served at discharge
  - Recommendations made to the client, as appropriate to the Individualized Service Plan, including referrals made to other community resources
  - Recommendations for further services or supports
  - Medications prescribed by the agency upon the client's termination from service
  - Upon involuntary termination from service, documentation that the client was informed of his/her right to file an appeal
  - Dated signature and credentials of the staff member completing the summary
  - Dated signature and credentials of the clinical supervisor of the staff member providing the direct service (if applicable)

REFERENCED STANDARDS AND REGULATIONS:  
ODMH OAC 5122-27-07; CARF Section 3, Criterion G, 4(I) 1-8  
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 4/29/2005

REVIEWED: February 2018