

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds Lodge

Policy Number: HHS-SUD-FW 4789

Policy Title: Discharge Termination

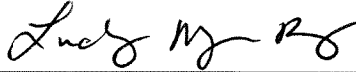
Attachments: N/A

Revision History: 2017

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Treatment Director



Date:

10/15/21

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

12-2-2021

POLICY STATEMENT: Treatment of a client at Four Winds Lodge can be considered successful when:

- 1) The client's symptoms are in remission.
- 2) The client's condition has stabilized and care can continue in another setting.
- 3) The client has satisfactorily completed treatment goals.
- 4) Housing is available which is appropriate to client need.
- 5) The client has participated in the development of their continuing care plan.

PURPOSE: The purpose of this policy is to provide a process for proper discharge of a client.

PROCEDURES:

1. Service Termination for Successful Treatment

- a. Clients are discharged and service terminated when criteria has been met. The Program Director, Alcohol and Drug Counselor Supervisor or Nursing Supervisor may initiate and authorize service termination and discharge of a client.
- b. The treatment team, including the client, the county case manager and others involved in the client's care, provide input related to progress in treatment and aftercare plans. This information is documented in the client record in the progress notes and/or treatment plan reviews.
- c. Prior to the direct discharge of a client that has successfully completed the program, the Alcohol and Drug Counselor, with the client's consent for release of information, will notify the probation officer and county case manager/referent of the proposed discharge as soon as possible. The communication will be documented in the progress notes and include the following information:

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- The proposed date of discharge.
- The date, time and place of the meeting of the staff who have been treating the client to discuss discharge and discharge planning.
- The fact that the client will be present at the meeting.
- The Alcohol and Drug Counselor will complete the client's Aftercare/Transitional Plan and include in the Discharge Summary.
- The Alcohol and Drug Counselor will, with the client's request and consent for release of information, provide a copy of the client's Discharge Summary to a probation officer, county case manager/referent and the next service provider by email, mail, fax, or in-person.

2. Involuntary Discharge of Voluntary Clients at Staff Request

- a. Voluntary clients will be informed upon admission of the circumstances that could result in involuntary discharge from the program.
- b. The Alcohol and Drug Counselor or Lead RN/LPN will document the circumstances leading up to the involuntary discharge of the voluntary client in the progress notes.
- c. Circumstances that may result in the involuntary discharge of a voluntary client at staff request:
 - If a client has been found to be using or supplying illicit chemicals.
 - If a client has been found to have sexual relations or forming exclusive relationships with other clients.
 - If the client commits an act of violence towards others or violence resulting in property damage.
 - If a client makes direct threats toward another client.
 - If the client is involved in the commission of a crime against program staff or on program property.
 - If the client behaves in a manner that is dangerous to self or others and is beyond the capacity of Four Winds to assure safety.
 - If the client is leaving against staff or medical advice.
- d. The Alcohol and Drug Counselor will contact the client's probation officer or county case manager/referent to discuss how the client's choices may have impacted court orders (if applicable) with the client's signed consent for release of information, how the actions may have interfered with the treatment of others and the consequences to the client's behavior.

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- e. Consultation with a mental health professional will be considered prior to transfer or discharge of a client with disorders who lapse in treatment or have difficulty adhering to treatment rules as a result of mental illness. The treatment team will determine if the client is to be discharged for reasons other than successful treatment program completion. If the team determines that the client is to be discharged, the team will then develop an Aftercare Plan.
- f. Once informed of discharge, the client should be given a stated amount of time to arrange to leave the premises. Staff will assist the client in securing transportation as necessary.
- g. The Alcohol and Drug Counselor or Lead RN/LPN will document in the progress notes notification to a probation officer and county case manager/referent and local law enforcement (if necessary), with the client's signed consent for release of information, if the client leaves before treatment has been completed.
- h. The Alcohol and Drug Counselor or Lead RN/LPN will document in the progress notes notification to a probation officer and county case manager/referent and local law enforcement if the client's actions are directly related to a commission of a crime on the premises of the program or against program personnel or to a threat to commit such a crime.
- i. Staff will notify any persons against whom a threat has been made in compliance with Duty to Warn and Victim Notification policies.

3. Clients Who Need Medical and/or Psychiatric Care While in Treatment

- a. Discharge of a client due to the need for medical or psychiatric intervention must be referred to a medical facility capable of admitting the individual.
- b. Prior to or in conjunction with the discharge, the Lead RN/LPN will document in the progress notes notification to a probation officer and county case manager/referent, with the client's consent for release of information, the reasons that the client is in need of immediate medical attention, or is having psychiatric complications, and the condition of the client at the time of leave from the facility.

4. Voluntary Clients

- 1. Voluntary clients will be notified upon admission the circumstances that will result in discharge from the program, including medical leave from the facility.
- 2. When a voluntary client has been admitted to a medical facility, the Alcohol and Drug Counselor or Lead RN/LPN will inform the client that they will be discharged at midnight if they are not able to return to the program before then. If staff know or have learned through consultation that a client will be medically stable within 24 hours and the client has expressed intent to return, a bed will be held for up to 24 hours.

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3. The Alcohol and Drug Counselor or Lead RN/LPN will document in the progress note communication to the client, a probation officer and county case manager/referent of the client's discharge and intent to return to the program.

4. The Alcohol and Drug Counselor or Lead RN/LPN will then discharge the client from the program with authorization from the Program Director, Alcohol and Drug Counselor Supervisor or Nursing Supervisor.

Internal and/or External References	MN Statutes, 253.16 MN Rules 9530.6605 CFR 42, Section 2.12 (c)(5)
Compliance - Posting Date	12/21/2021 (4/11)
Replaces – Policy Number	
Next Review - Due Date	