

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-012

SUBJECT: Discharge

PAGE(S): 1 of 2

EFFECTIVE DATE: July 1987

Policy:

Cottonwood, Inc. will initiate a referral or discharge when: the individual's behavior poses a chronic and serious threat to self and/or the community; a medical condition exceeds community based service capacity; or the consumer has available funds and does not pay for charges as communicated at the time of intake and orientation or loss of Medicaid/HCBS funding.

Consumer initiated and planned discharges will follow the procedure as established in this policy.

In all cases, a discharge summary will be prepared and filed in the case record.

Procedures:

1. Consumer Initiated Discharge

a. When a consumer or his/her legal guardian decides they no longer need or want services of Cottonwood, Inc. they must first notify the Case Manager.

Note – In the event that a consumer and his/her legal guardian loses contact or refuses contact with Cottonwood, Inc. and does not respond to multiple requests over a reasonable period of time the individual will have been considered to have self-initiated discharge.

b. A Request for Discharge must be completed and consumer/guardian signature requested, stating the reason for the request and the effective date.

c. A discharge summary must be completed and signed by the Case Manager, stating the reason for the request and the effective date.

d. An Action Report form will be routed for signature.

e. In the event a consumer has a Case Manager from an agency other than Cottonwood, Inc., the designated Cottonwood, Inc. Case Manager is responsible for tracking the discharge process.

2. Agency-Initiated Discharge

- a. When it becomes apparent that Cottonwood, Inc. may no longer be an appropriate placement as stated above, the case manager will arrange a conference with the individual and their support team including management staff as needed.
- b. In this conference a decision will be made regarding the agency's ability to continue to provide appropriate services to the consumer. Current and past program plans will be discussed. Recommendations for program changes to meet the needs of the individual will be considered.
- c. The Administrator of Services will review the team's decision and rationale and if appropriate will consult with Kansas Department of Aging & Disability Services (KDADS) to seek service termination.
- d. In the event that a consumer or his/her legal guardian consistently refuses to utilize available private funds to pay fees, a recommendation may be made to discharge the individual.
- e. The consumer and parent/guardian shall be informed prior to any discharge that re-entry into Cottonwood, Inc. programs will have to occur according to Policy No. 05-001.
- f. Any decision regarding discharge is subject to the appeals process in accordance with Policy No. 05-015.