



QRTIPS

Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

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The Discharge/Transfer Summary form: It is County policy that the Discharge/Transfer Summary include a narrative clearly describing type of services received by the consumer, the consumer's course of treatment, the consumer's response to treatment, any gains made by the consumer and issues remaining that need to be addressed. In addition, it is County policy that Aftercare Recommendations be addressed.

- **Type of Services:** Describe what services were offered to the consumer and what services the consumer utilized.
- **Course of Treatment:** Provide an overview of the services the client received and their response to treatment. Describe the major steps/themes of treatment in each of the areas of the services provided to the consumer. For example, what were the consumer's initial attitudes about medication services and how did this change over time. Describe what the consumer was like in the beginning, middle and end phases of treatment (such as with engagement, working on goals, level of resistance, etc.). Describe the same for mental health services, case management, groups, etc. In addition, how did the clinician provide these services; was it necessary to provide home visits, reach out to the client on a regular basis or was the consumer consistent keeping appointments and participating in treatment, etc. If the consumer left treatment prior to a recommended change in provider, describe what the clinician did to address this behavior.
- **Client's Response to Treatment:** Address the client's response overall, with any significant changes to treatment interventions (for example, describe particular periods of resistance that were unusual for the consumer). Include here the consumer's response to discharge/transfer of treatment.
- **Gains made in Treatment:** Describe what gains the consumer made based on the goals the consumer had during treatment. If there were any other gains made, these gains are to be addressed.
- **Remaining Issues:** Address MTP goals that the consumer did meet and areas recommended for further focus of treatment if the client returns for services.

Aftercare Recommendations Section

- **Suggested activities:** Describe what activities would help the client's continued progression with goals and/or recommendations. Examples would include clubhouse activities, vocational activities, etc. Specific programs, activities or routines should be recommended.
- **Programs:** If a client has been linked to a specific program, please identify and describe the program (i.e. Name of Contract Provider and what the program provides, address and phone number).
Additional recommended programs and type of program may be added here.
- **Treatment:** Identify the type of treatment that would be helpful to this consumer, now, or possibly in the future and why.

Reminder: Billing for a discharge summary without seeing the client or caregiver face-to-face is as an administrative function, and would be coded as non-billable case management. If, on the other hand, you met with the child or caregiver and discussed follow-up care or transitioning to, for example, their primary care provider, that would be seen as a clinical intervention and is a billable service. You can then bill the discharge summary if you do this in conjunction with the client/caregiver in the last session.