DISCHARGE QUICK REFERENCE

The Client Discharge Form is completed for each primary client discharged from a treatment program. A client must be discharged on SAMS when any of the following situations occur:

- The treatment plan has been completed.
- The client voluntarily leaves the program before treatment is completed.
- The client is inaccessible (moved, dead, in prison, etc.).
- The client has not returned for treatment in the last 90 days (outpatient components only).
- The client is referred to a different program for a higher level of care.

Programs providing several types of treatment components must transfer clients who transfer between treatment service components within the same program. For example, a client who enters the program through Detoxification must be transferred on SAMS if he transfers to Inpatient Care and both treatment components are provided by the same program.

The first screen you are presented with when you select the Discharge option is another option screen. In SAMS, once you discharge a client you will no longer be allowed to enter treatment data. The screen shows the following information.

Client name and Program/Facility that admitted the client.

Disclaimer: Before discharging this client in SAMS, please confirm that all treatments for this client admission have been entered into SAMS. If you proceed with discharging this client on this admission, you will not be able to enter treatments after doing so.

Proceed to Discharge? Yes or No

If you are sure that all treatment data has been input for the client, select YES. If you are not sure or know that all data has not been input, select NO.

<u>SAMS Discharge</u>

Post Admission Data

This space on the screen displays client and account information. Make sure that you are discharging the correct client.

Discharge

5. Discharge Date: Use the actual date of discharge, not the day the report was completed. **The date of discharge must always be the date the client received his/her last clinical face-to-face contact**. Treatment has concluded at the last clinical contact, the date entered on this line. However, services like case management and monitoring may continue after this date

   EXAMPLE: If client was discharged from your program on June 26, 2007, you would enter: 06/26/2007

6. Referring Agency: If the client was referred to a community agency or individual, enter a referral code from the drop down list. This is a required field and **must** be completed. If appropriate, Referring Program may also be completed.
7. Referring Program: If the client was referred **to another treatment program**, enter either a state approved program code or a non-state approved program code from the code tables in Appendix A. This field may be left blank.

8. Discharge Reason: Using the codes listed below; indicate the reason for client discharge.

    1. TREATMENT PLAN COMPLETED - Always use this option if the client successfully completed treatment.
    2. CLIENT LEFT VOLUNTARILY BEFORE TREATMENT COMPLETED - The client chose to leave the program before completion of the treatment plan.

    3. CLIENT IS INACCESSIBLE - The client moved, died, is in prison or is otherwise inaccessible. Do not use this code for clients referred to other treatment facilities.

    4. CLIENT LEFT AT REQUEST OF STAFF - The client did not complete treatment and left the program at the request of the program staff.

    5. CLIENT REFERRED TO ANOTHER PROGRAM - The client is transferred to a higher level of care **outside your program**.

9. Number of arrests in the last 30 days: Type the number of times the client has been arrested in the last 30 days. This is to include all arrests, not just the ones associated with the client's alcohol or drug use.

10. Employment Status at Discharge: Using the codes listed below, indicate if the client is legally employed (includes self-employment) at the time of discharge. To qualify as being employed, the client's earnings must be subject to income taxes. For example, stipends and welfare payments are not taxable; therefore, the client receiving these monies would not be considered employed. Homemaker status does not count as employment. Full-time student status does not count as employment. **THIS DATA MUST BE UPDATED IF REPORTING WAS INACCURATE AT ADMISSION!**

    1. EMPLOYED FULL TIME - Client works at least 35 hours per week. This option includes service in the armed forces.

    2. EMPLOYED PART TIME - Client works less than 35 hours per week.

    3. UNEMPLOYED - Client has been looking for work within the last 30 days or is on layoff from a job.

4. NOT IN LABOR FORCE - Includes homemaker, full-time student, working less than 15 hours per week, disabled, retired, institutionalized or not having looked for work within the last 30 days.

5. PUBLIC ASSISTANCE BENEFITS DEPLETED - Client is unemployed and has depleted his/her public assistance benefits.

11. Detailed Not in Labor Force: This field gives more detailed information about those clients who are coded as "Not in Labor Force" in the Employment Status field. Valid values are listed below.
    1. Homemaker
    2. Student
    3. Retired
    4. Disabled
    5. Inmate of institution (prison or institution that keeps a person, otherwise able, from entering the labor force).
    6. Other

12. Living Arrangements: This is to indicate the client's living arrangements at the time of discharge. It is a required field. Valid values and their descriptions are listed below:
    a. Homeless – Clients with no fixed address; includes shelters.
    b. Dependent Living – Client is living in a supervised setting such as a residential institution, halfway house or group home, and children (under age 18) living with parents, relatives, or guardians or in foster care.
    c. Independent Living – Clients living alone or with others without supervision.

13. Social Connectedness: The Block Grant requires that we determine how the client interacts (in part) with their community. If the client says that they have been attending self-help groups in the last 30 days, ask them how often.

Comments: Use this area to record any relevant comments about the client or the discharge.

<u>Finalize Discharge</u>

Before the discharge can be considered complete, a drug matrix and discharge assessment must be completed. The screen displays either Yes or No for each of those components. If the display is NO, that means you MUST complete the function before finalizing the discharge.

Completed discharge drug matrix? If NO is displayed, select button for Drug Matrix.
Completed discharge assessment? If NO is displayed, select button for Discharge Assessment.

Finalize: When both the Drug Matrix and Discharge Assessment along with the

Discharge tab information has been completed, the discharge is ready to be finalized. Select this button.

Audit
This screen displays information about the completed tasks for this client. It shows the Discharge and Admission ID for the client, Finalized By and Finalized Date, Created By and Created Date, as well as the Modified By and Modified Date.