Transformations – BHP Discharge Flow Chart

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| Last Session with Family | Discharge Documentation | MAIL copy of documentation | Billing Supervisor & Renee |
| Complete an **Exit CAFAS** and celebrate successes with the family | Choose a Discharge **date**    Complete **Discharge Summary** with treatment goalsand progress towards goals  Complete Level of Care Assessment (ESCII 1-4 years old, CASII 5-18 years old and LOCUS 19 years and older)  Complete an H0032 **Progress Note within 48 hours** of completing Discharge Summary  Send “to do” task to billing supervisor for both the discharge summary and progress note | **Mail** copies of discharge summary to family, primary care physician (PCP) and any providers that will continue involvement with the family such as an outpatient therapist **within 10 DAYS** of discharge date (Ensure you have up-to-date releases)  Document mailing of copies as an addendum on progress note where you completed the discharge | Send “to do” task to billing supervisor that addendum has been added  Billing supervisor will then contact Renee and then case will be removed from your MC+ account |

CAFAS = Child & Adolescent Functioning Assessment Scale ECSII = Early Childhood Service Intensity Instrument

CASII = Child & Adolescent Service Intensity Instrument LOCUS = Level of Care Utilization System