Transformations – BHP Discharge Flow Chart

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| Last Session with Family  | Discharge Documentation  | MAIL copy of documentation  | Billing Supervisor & Renee |
| Prior to discharge complete an **Exit CAFAS, CASII (LOCUS or ESCII),** obtain needed **releases** for follow up providersand celebrate successes with the family. Give final recommendations to family.  | Choose a Discharge **date** (BHP is liable for services to the client until this date). Complete **Discharge Summary.** Copy into blank note of MC+.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. (Remember to have up-to-date releases.)Document mailing copies within 10 days of discharge as an addendum on blank note where you completed the discharge. | Send **“to do”** task to billing supervisor that addendum has been added for mailing copies of discharge to appropriate parties.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