

Documentation Type	Initiated When?	Frequency Updated	Other
<i>Discharge Plan Form</i> of the <i>Needs Upon Discharge/Discharge Plan</i> section in the Secure Site Database	At the Initial CTP meeting or, if unable to attend CTP, within 3 business days of the meeting	Updated at subsequent CTP meetings or as changes occur. If the individual's needs change or as more specific information about the discharge plan becomes available, the CSB staff shall update the <i>Discharge Plan Form</i> to address changes to the <i>Needs Upon Discharge Form</i> . If CSB staff is unable to attend the TPR meeting, the treatment team shall notify the CSB of changes within one business day and the CSB shall update the <i>Discharge Plan Form</i> in the secure site database within three business days of receipt/notice of the revised <i>Needs Upon Discharge Form</i> .	The <i>Discharge Plan Form</i> cannot be filled out in the absence of the <i>Needs Upon Discharge Form</i> . If the <i>Needs Upon Discharge Form</i> is not available at the initial CTP meeting or within one business day, CSB staff shall notify the treatment team leader or the social worker. If the <i>Needs Upon Discharge Form</i> is not made available, upon notification of the problem, CSB staff shall notify the state hospital social work director.
Progress Notes/Monthly Discharge Notes	When individual is admitted	At a minimum, discharge planning notes shall be documented in the Secure Site every 30 days until the individual is discharged.	These notes are to reflect only the discharge activities the CSB has been involved in during the last 30 days.
<i>Extraordinary Barriers to Discharge Form</i>	Within 30 days of notification of clinical readiness, if CSB is unable to discharge individual	As individual's needs change and as specific barriers have been addressed.	<i>The Extraordinary Barriers to Discharge Form</i> shall describe the barriers to discharge and delineate the specific steps being taken by the CSB to address them.
<i>Safety and Support Plan</i>	CSBs and treatment teams shall develop and complete, as clinically determined, a <i>Safety and Support Plan</i> that is part of the individual's final discharge plan. For individuals with a dual diagnosis, an individualized behavior management or a <i>Safety and Support Plan is mandatory and shall be a part of the discharge plan.</i>	As individual's needs change	<i>Safety and Support Plans</i> are usually not required for court ordered evaluations, restoration to competency cases, and jail transfers. However, at the clinical discretion of the treatment team or CSB, development of a specialized <i>Safety and Support Plan</i> may be advantageous when the individual presents significant risk factors or may be returning to the community after a brief incarceration in jail.
<i>Out of Catchment Referral Form</i>	When a CSB pursues placement of an individual and a potential service provider outside of its service area has been identified.	As individual's needs change	The referring CSB must complete and forward to the treatment team and the receiving CSB a copy of the <i>Out of Catchment Referral Form</i> .