Pathways to Well-Being
Behavioral Health Services Providers
Change in PWB Status/Discharge Checklist

Prior to discharge from BHS provider:

☐ Collaborate with Child and Family Team (CFT) in determining further behavioral health needs and if deemed clinically indicated, make referral recommendations in collaboration with Protective Services Worker (PSW).

☐ If new provider referral is made, contact new provider prior to last program CFT meeting and facilitate a “warm hand-off”. Ideally, this would be accomplished by having the new provider at the program’s last CFT meeting in order to introduce and collaborate with the new provider/care coordinator to the team. At a minimum, a conversation should take place about the youth transitioning to a new provider with the team members at the program’s last CFT meeting.

At time of discharge from BHS provider (**in addition to BHS program discharge protocol):

☐ Complete Eligibility Determination Form. If youth continues to meet criteria for Enhanced services, keep “switch” on in Cerner’s Client Categories Maintenance (CCM) field and write an Informational Note stating that form was completed and the youth remains eligible.

☐ If youth no longer meets criteria for Enhanced services, put an end date on the same line as the opening date in Cerner’s CCM and tab across through to the line directly below to save the data that was entered. Write an Informational Note stating the reason for the change in client’s status.

☐ If youth then continues to have an open CWS case and mental health need after ending Subclass eligibility in CCM, open the youth as Class in CCM. Write an Informational Note to reflect this change in status.

☐ Complete Pathways Progress Report to CWS form and fax the corresponding paperwork to the client’s assigned Social Worker.

** This checklist refers only to Pathways to Well-Being and is not intended to replace or remove any other required procedures related to opening or closing client services at your specific agency.

For current forms and additional Pathways to Well-Being resources:
http://theacademy.sdsu.edu/programs/bheta/pathways/

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