

Pathways to Well-Being (PWB)

Behavioral Health Services – BHS Organizational Provider 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 clinically indicated, make referral recommendations in collaboration with the Child Welfare Services (CWS) Protective Services Worker (PSW).
- If new provider referral is made, contact new provider to invite to the next/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. At a minimum, a conversation should take place with the team members about the client transitioning to a new provider at the program’s last CFT meeting.

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

- Complete *Eligibility for Pathways to Well-Being & Enhanced Services* form.
- If open to a single BHS program (your agency) while still eligible for Class or Subclass, put an **END DATE** in the **Client Categories Maintenance (CCM)**. The end date in CCM should match the client’s discharge date from the BHS Program.
- If upon discharge from a BHS Program (your agency), and the client will remain open to another BHS Program, collaboration must occur between providers to determine if eligibility criteria are still met and if an end date should be entered. In other words, **don’t flip the switch off at discharge if there is another provider still open unless collaborative decision making occurs.**

CCM Reminders:

- Click the **“All”** radio button whenever viewing data in the CCM in order to reflect all current and previous Class or Subclass designations.
- Always tab to a new row when entering a new designation to ensure the data entered will be saved.
- Start/end dates cannot not be the same date or overlap.
- Never delete any information in CCM.**
- Write an *Informational Note* to reflect any change in eligibility status.
- Complete *Pathways to Well-Being Progress Report to Child Welfare Services* form and fax the corresponding paperwork to the client’s assigned PSW.

* 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/>