

Behavioral Health Services
Pathways to Well-Being
Organizational Provider Discharge Checklist

BEFORE DISCHARGE
<ul style="list-style-type: none"><input type="checkbox"/> Collaborate with Child and Family Team (CFT) regarding continued mental health needs.<input type="checkbox"/> If clinically indicated, make referral recommendations in collaboration with the Protective Services Worker.<input type="checkbox"/> Submit referral to CFT Meeting Facilitation Program to coordinate and facilitate all CFT meetings including warm-hand off/discharge CFT Meeting.
DISCHARGE
<ul style="list-style-type: none"><input type="checkbox"/> Complete Eligibility for Pathways to Well-Being and Enhanced Services form in Cerner Community Behavioral Health (CCBH).<input type="checkbox"/> If open to a single Behavioral Health Services (BHS) program (your agency only) 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.<input type="checkbox"/> If upon discharge from a BHS Program (your agency), the client will remain open to another BHS Program, collaboration must occur between providers to determine if eligibility criteria are still met. Once collaborative decision-making occurs, new BHS program will enter or keep the agreed upon eligibility status in CCM.<input type="checkbox"/> Complete and fax to HEP OA, as instructed on Pathways to Well-Being Progress Report to Child Welfare Services form, attaching all relevant forms.
CLIENT CATEGORIES MAINTENANCE REMINDERS
<ul style="list-style-type: none"><input type="checkbox"/> Click the “All” radio button when viewing data in CCM to display current and previous Pathways to Well-Being eligibility status designations.<input type="checkbox"/> Always tab to a new row when entering information in CCM to ensure the data entered will be saved.<ul style="list-style-type: none">• Start/end dates cannot be the same date or overlap.• Never delete any information in CCM.

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/>