

## Addendum

### Standard Operating Procedures Manual for Vermont Medicaid Inpatient Psychiatric and Detoxification Authorizations

The Department of Vermont Health Access (DVHA) and the Department of Mental Health (DMH) in an effort to clarify expectations for Providers regarding discharge planning for Vermont Medicaid beneficiaries have issued this addendum dated June 26, 2014.

*Per the Standard Operating Procedures Manual for Vermont Medicaid Inpatient Psychiatric and Detoxification Authorizations:*

“The DVHA and the DMH expect that beneficiaries will discharge with scheduled follow-up appointments. The discharge plan will contain documentation of these appointments or documentation of the beneficiary’s refusal of appointments.”

In addition, “the Provider is responsible for:

- Initiating discharge planning at the time of admission, including but not limited to contact with family or guardian, primary care provider (PCP), all outpatient behavioral health treatment providers, the appropriate state liaison from the Department of Mental Health, the Department of Disability, Aging and Independent Living, the Department for Children and Families, the Vermont Department of Health, Division of Alcohol and Drug Abuse Programs (ADAP), and the Local Educational Agency (LEA). Discharge planning must include frequent coordination with team members, specific recommendations for aftercare and identification of expected discharge date.
- Documentation of the beneficiary’s (or guardian’s) refusal to sign releases for team members not covered by HIPAA.
- Active and ongoing discharge planning with all treatment team members. The discharge planning should be directly linked to the symptoms/behaviors that led to the admission and should identify appropriate post-hospitalization treatment resources.
- Prompt notification to the DVHA or the DMH utilization reviewer of barriers to active discharge planning including difficulties reaching the treatment team members. The DVHA or the DMH utilization reviewer can support the provider with initiating and engaging in active discharge planning.”

**Vermont Medicaid expects that an aftercare appointment with a mental health professional will be scheduled for a date and time within 7 days of the discharge date.**

This addendum and the *Standard Operating Procedures Manual for Vermont Medicaid Inpatient Psychiatric and Detoxification Authorizations* are available on the DVHA website at <http://dvha.vermont.gov/for-providers/initiatives>

