

Vermont Psychiatric Care Hospital Policy and Procedure

Discharge Planning

Revised: 6/2022

Review Date: 6/2024

POLICY

Every patient admitted to the Vermont Psychiatric Care Hospital (VPCH) shall have an individualized aftercare plan specifying the providers and services the patient will receive upon discharge. VPCH staff will work closely with the patient, guardian, appropriate community agencies, and with the patient's permission his or her family and/or significant others, to ensure continuity of care. Aftercare planning is an inherent and important part of the overall treatment planning process.

PROCEDURE

In General:

Every patient's aftercare plan shall:

- be created at the time of admission and updated periodically,
- provide specific interventions and supports designed to promote recovery in the least restrictive manner possible; and
- provide placements which are likely to maintain or improve the patient's level of psychosocial functioning.

Responsibility:

Social Workers will have the primary responsibility for coordinating aftercare planning for patients at VPCH. Department of Corrections retains responsibility for ensuring appropriate aftercare planning for patients returning to their custody once discharged from VPCH.


Process:

1. The patient's assigned social worker will complete a Comprehensive Social Assessment within 7 business days after admission. This assessment will include a preliminary discharge plan focusing on the patient's strengths and needs and setting forth recommendations for aftercare. The preliminary discharge plan shall address, among other things, the patient's medical and psychiatric needs, financial resources, housing, employment, educational and vocational opportunities, family and social relationships, community supports, legal issues, and transportation needs.
2. Within seven (7) business days of a patient's admission to VPCH, the patient's treatment team shall prepare, in collaboration with the patient, a Comprehensive Interdisciplinary Treatment Plan setting forth specific assessments and interventions for that patient. Each Comprehensive Interdisciplinary Treatment Plan shall contain a Social Service Intervention which addresses goals related to discharge planning. The patient's treatment team shall prepare the Comprehensive Interdisciplinary Treatment Plan in collaboration with

appropriate community agencies. With the patient’s approval, the treatment team shall also encourage the patient’s family members and/or significant others to assist in formulating the Comprehensive Interdisciplinary Treatment Plan.

3. Discharge planning is a process that continues throughout a person’s hospitalization. Changes in the patient’s condition and circumstances may require changes to the discharge plan. The discharge plan will be regularly and systematically reviewed by the patient, the social worker, the treatment team, and outpatient providers. The discharge plan shall be periodically updated to reflect the evolving needs and desires of the patient and the availability of resources in the community. The patient’s progress and any changes in the aftercare plan will be noted in the weekly Social Services Aftercare & Discharge Planning Progress Note.

4. At the time of discharge, the Social Worker will complete an Aftercare Referral Form. This form provides specific information regarding the patient’s living situation, source of income, medications, medical needs, appointments, conditions of release, and contact information. Upon discharge, the patient will be given a copy of this form and a copy will be sent to the Designated Agency or outpatient provider in order to ensure continuity of care, and a copy may be provided to a person designated by the patient. In addition, a list of home health agencies (HHA) or skilled nursing facilities (SNF) participating in the Medicare program and serving the patient’s geographic area will be presented to those patients where services are indicated.

Approved by:	Signature:	Date:
Emily Hawes Commissioner Vermont Department of Mental Health	Emily Hawes  Digitally signed by Emily Hawes Date: 2022.06.14 10:04:35 -0400	6/14/2022