

Discharge Planning Best Practices

Best Practice	Description	Source
Role and Responsibilities	Well crafted mission statements Consistent with state mental health vision statements Link the consumer to the local community and its resources	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Community Responsibility	Community agencies have primary responsibility for re-entry This is best accomplished through active partnerships with the agencies that provide primary support and services Agencies have primary responsibility to communicate and follow through to ensure that the consumer receives all the services and supports needed	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Team Approach	Teams emerge from partnerships Team composition is flexible (see document for composition) Team members must be able to commit the resources of the agency they represent. The team leader is the persons with the primary responsibility for the re-entry, implementation of the discharge plan, ongoing assessment The team leader identifies other members of the team, secures their participation, ensures communication In most cases, this will be the community case manager, while this is flexible.	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Information and Tracking	Information systems link the community and the institution They feature safeguards and consent agreements that protect confidentiality and civil rights Funding sources need to devote adequate resources to ensure the development of IS.	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Incentives and Flexibility	Incentives are offered to consumers and providers as well as flexibility in meeting consumer needs Procedures are flexible, allowing latitude for responding to consumer need.	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Single Entity	A single agency would have responsibility for coordinating the activity of all institutional players They develop relationships with other agencies and institutions within a community and coordinates planning activities. Ensures fair and effective distribution of funds.	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997

Funding Agencies	Utilize resources efficiently Develop and implement discharge policy Based on successful, replicable models	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
State Governments	Responsible for monitoring the implementation Works best when all state agencies collaborate	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Advocacy Groups	Ensure the integrity of the discharge planning system Monitor the state governments to ensure they fulfill their responsibility	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Elements of the Plan	Consumer Involvement and Cultural Competence Housing, Health Care and Treatment Income, Employment and Entitlements Personal Support and Life Skills Training Timing of the Plan (begins immediately when the consumer enters the institution) Difficult Cases- planning recognizes and anticipates	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Levels of Collaboration	Each community determines which level works best Ranges from shared information and MOUs to blended staffs and joint financial agreements	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Developing Partnerships	Involve all agencies in the areas in which they have demonstrated expertise Features a review mechanism to ensure that the procedures and structures established to facilitate collaboration	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Think Outside the Box	Explore non-traditional allies This often extends beyond a local community to the regional, state or national levels This also includes agencies that have had a competitive or adversarial relationship in a common endeavor	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Written Agreements	Clearly delineate roles and responsibilities Ensure the correct functioning of collaborations Make take the form of MOUs, contracts, or instruments of agreements	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997
Community Resources and Systems Integration	Reduces duplication of services and administrative functions Supported by community planning documents Make use of all available resources (CDBG, PATH, SHP and Section 8)	Exemplary Practices in Discharge Planning US Department of Health and Human Services SAMHSA June 1997