

Area: Program Services
Subject: Client Discharge
Policy No.: 180

POLICY

It is the policy of the Center for Communication Disorders to provide its staff and clients with general guidelines for discharge and follow-up.

PURPOSE

The purpose for the policy is to standardize criteria for discharge, to periodically re-evaluate general client progress during long term treatment, and to facilitate, when appropriate, monitoring of clients no longer receiving services from the Center.

PROCEDURES

1. The following guidelines will be considered in recommending discharge of a client from the center:
 - a. The client has achieved long-term goals
 - b. Prognosis for further progress for the client is poor
 - c. Intervening personal or medical conditions warrant a temporary or permanent discharge from treatment
 - d. Client's communication skills are commensurate with other developmental or functional skills
 - e. Client no longer wishes to receive services
 - f. Low motivation requires focus on other areas; treatment for communication disorders may be resumed at a later time
 - g. Client is transferred to or is receiving adequate support from another agency
 - h. Client moves to another area
2. Guidelines for follow-up procedures are:
 - a. In cases of recommendation for re-evaluation at a later time, the Center will contact the client to establish an appointment for that evaluation;
 - b. In cases of recommendation for treatment at the Center at a later time, the Center will contact the client at the beginning of the designated treatment term to schedule that client for treatment, as openings become available;
 - c. In all other cases, such as permanent discharge, or transfer of a client to another agency (school-based intervention, for example), the client/family will be informed that the Center is available to them as appropriate for consultation regarding further service. The assigned case supervisor or clinic director may follow-up personally by contacting the client to determine whether further service by the Center is needed.
3. Follow-up contacts will be documented on the chronological summary of activity form in the client's file.