

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 11
Subject: **Termination of Service**

Effective Date: 3/15/05
Last Revision Date: 12/28/15
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that termination of services will be a planned decision between the consumer and his/her case holder unless the consumer unilaterally and without notification withdraws from services.

Purpose

To assure that discontinuation of services is achieved in a manner appropriate to the consumer's needs and clinical status at time of termination.

To assure that a final evaluation of consumer status and outcome of service is made.

To assure that all necessary post treatment referrals for services external to the agency have been considered and arrangements for these referrals completed.

To assure consumer participation in evaluating the outcome of services.

To assure compliance with third party funding requirements current standards of clinical practice.

Application

This policy applies to all SCCMHA clinical staff.

Standards

1. Planned termination of services will involve:
 - a. Clinical review of the consumer's progress in treatment as measured by attainment of goals and objectives in the consumer's Individual Plan of Service.
 - b. An evaluation of the consumer's current status to determine if the reason for seeking service has been achieved or if the consumer from verbal and/or behavioral indicators no longer wishes to participate in service.

- c. Discussion with the consumer about ending service which allows the consumer full opportunity to examine his/her progress in treatment, response and reactions to termination, and anticipation for self following the ending of service.
 - d. The establishment with the consumer of fixed date by such time service will have been completed.
 - e. Determination of appropriate referrals to other services or providers following termination.
2. The following occurs when a consumer or consumer's guardian elects unilaterally to discontinue treatment, with or without notice:
 - a. The case holder will attempt to contact the consumer or guardian by telephone and/or letter to resolve issues impeding service.
 - b. If the consumer's final decision is to discontinue service, or if the consumer has been inaccessible to efforts to discuss termination, the case holder will make known to him/her the case holder recommendation regarding service, his reasons for these recommendations, and recommendations for post-service referrals which the case holder will assist in making with the consumer's consent.
 - c. These recommendations and their communication to the consumer will be documented in the consumer's health record.
3. Termination and aftercare shall be developed utilizing a person-centered planning process and shall address any health, safety, psychiatric, behavioral and/or other issues with which the consumer is concerned. It shall further identify natural supports and specific plans that are to be actualized to support the consumer. In the event of an unplanned discharge, the assigned program staff is to attempt to determine whether further services are needed and attempt to coordinate services for the consumer when possible.
4. Information necessary for the coordination of aftercare services shall be promptly communicated to other case holders with permission from the consumer, guardian, or parent of a minor.
5. The case holder will plan and carry out post-termination follow-up in a manner appropriate to the clinical needs of the consumer. The plan for post-termination follow-up and its implementation will be documented in the Discharge Summary.

Review/Revision Dates:

Date:	By:
2006 - 2008	Review by Board
10/15/08	New formatting
1/11/10	Reviewed by Program Committee
5/9/11	Reviewed and revised by Craig Hause
6/5/12	Reviewed and revised by Craig Hause
01/30/14	Reviewed and revised by Craig Hause
12/28/15	Reviewed and revised by Craig Hause