

POLICY AND PROCEDURE

REACH for Tomorrow

Community Integration Program

Discharge Planning Policy

Policy Number: CI-DIS-014A

Effective Date: 03/01/2026

Review Date: 03/01/2027

Responsible Party: Director of Medical & Clinical Services

Purpose

The purpose of this policy is to establish standardized procedures for discharge planning for individuals receiving Community Integration services at REACH for Tomorrow. Discharge planning promotes continuity of care, supports recovery, and ensures individuals remain connected to appropriate community resources following completion of services.

Policy

REACH for Tomorrow utilizes a person-centered discharge planning process that begins early in service delivery and continues throughout treatment. Discharge planning focuses on maintaining progress, strengthening community supports, and ensuring access to appropriate services following program completion.

Discharge Planning Process

- Review progress toward individualized service plan goals
- Identify ongoing support needs and community resources
- Develop a plan to maintain stability and independence
- Coordinate referrals to appropriate providers or services when needed
- Provide education on relapse prevention, coping strategies, and community supports

Discharge Criteria

- Service plan goals have been substantially achieved
- The individual no longer meets medical necessity criteria
- The individual requests discharge from services
- The individual relocates outside the service area
- Transfer to another program or level of care

Documentation Requirements

Discharge planning and final discharge summaries must be documented in the electronic health record. Documentation should include progress toward goals, services provided, referrals made, and recommendations for ongoing care.

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References

CARF International. (2025). Behavioral Health Standards Manual – Community Integration Services.