

Family Partnerships of Central Florida

PROCEDURE

Series:	Operating Procedures	COA: N/A CFOP: N/A
Procedure Name:	Clinical Review Discharge Planning	
Procedure Number:	OP-1154	
Review Date:	02/03/12, 05/03/16, 9/1/2020, 4/16/24	
Revision #/Date:	N/A	
Effective Date:	08/06/10	
Applicable to:	FPoCF staff and its subcontracted agencies	

PURPOSE: To outline the process for discharge planning for children staffed by the Clinical Review/MDT Team

PROCEDURE:

Discharge Planning Process

Any child placed in Specialized Therapeutic Group Care (STGC) between the ages of 16 and 18 will be staffed at Clinical Review/MDT prior to discharge. The contracted Independent Living Coordinator will be invited to attend the meeting to provide input and gather information for transition planning with the youth.

The Independent Living Coordinator is a core member of the Clinical Review/MDT team to ensure transition and discharge planning issues are addressed in conjunction with the required IL staffing for this population. Once a child reaches his/her sixteenth birthday an Independent Living Specialist will conduct a Subsidized Living Staffing to review and identify what qualifications are needed, assess the youth's goals and objectives and assist in the transition/discharge planning process.

Youth who are seventeen years of age and are placed in a STGC will have an Independent Living Staffing upon their 17th birthday to review their benefits prior to turning eighteen.

Any time a youth is placed in a STGC level of care and is between 16-18 years of age they will be eligible to participate in monthly skills training meetings and quarterly Independent Living events and activities. Specific criteria will be established for each youth depending upon their strengths and needs in conjunction with their treatment team. Family Partnerships of Central Florida (FPoCF) will incorporate discharge planning practices when applicable during all Clinical Review/MDT staffing. These practices include the following:

- a) Services will be offered to the child's identified future caregiver during the placement and following discharge. These services are designed to prepare the caregiver to work effectively with the child and ensure stability in the discharge environment. If the child is stepping down from residential treatment including SIPP and therapeutic group care, the suitability assessment recommending discharge should provide valuable information regarding the future placement needs of the child.

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- b) Potential step-down treatment programs may be explored, depending on the intensity of the child's needs for continued structured treatment at the time of discharge. Such programs might include a therapeutic foster home, Specialized Therapeutic Foster Care at Level 1 or 2, Specialized Therapeutic Group Care or standard group home or pre-independent living facility.
- c) While the child is in their current placement and/or treatment facility, the child's designated Dependency Care Manager (DCM) and/or DCM Supervisor will communicate regularly with the child, the child's treatment team and the FPoCF Intake and Placement Unit to plan for the child's discharge. The discharge plan will be finalized by the current provider at least 30 days prior to the child's projected discharge date.
- d) As soon as the child's future caregiver is identified, the Dependency Care Manager and/or DCM Supervisor will work with the facility to facilitate phone calls, visits, and home visits with the caregiver and to address any issues identified by the child, the caregiver, or facility staff to ensure a successful discharge.
- e) If applicable, a referral will be made by the Dependency Care Manager and/or DCM Supervisor for the assignment of a Targeted Case Manager to assist with the continued mental health needs of the child prior to discharge.
- f) Any child placed in a STGC between the ages of 16 and 18 will be staffed at Clinical Review/MDT prior to discharge. The contracted Independent Living Coordinator will be invited to attend the meeting to provide input and gather information for transition planning with the youth.

The Independent Living Coordinator is a core member of the Clinical Review/MDT team to ensure transition and discharge planning issues are addressed in conjunction with the required IL staffing for this population. Once a child reaches his/her sixteenth birthday an Independent Living Specialist will conduct a Subsidized Living Staffing to review and identify what qualifications are needed, assess the youth's goals and objectives and assist in the transition/discharge planning process.

Youth who are seventeen years of age and are placed in a TGC will have an Independent Living Staffing upon their 17th birthday to review their benefits prior to turning eighteen.

Any youth placed in a STGC level of care between 16-18 years of age are eligible to participate in monthly skills training meetings and quarterly Independent Living events and activities. Specific criteria will be established for each youth depending upon their strengths and needs in conjunction with their treatment team.

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BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024