

## PROCEDURE

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<b>Series:</b>	<b>Operating Procedures</b>	<b>COA: N/A</b>
		<b>CFOP: N/A</b>
<b>Procedure Name:</b>	Clinical Review Discharge Planning	
<b>Procedure Number:</b>	OP-1154	
<b>Review Date:</b>	02/03/12, 05/03/16, 9/1/2020, 4/16/24, 10/02/2025	
<b>Revision #/Date:</b>	04/27/2026	
<b>Effective Date:</b>	08/06/10	

**Applicable to:** FPOCF staff and its subcontracted agencies

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

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PROCEDURE:

### Discharge Planning Process

Family Partnerships of Central Florida (FPOCF) incorporates discharge planning practices when applicable during all Clinical Review/MDT staffing's while a youth is in Specialized Therapeutic Group Care (STGC), Qualified Residential Treatment (QRTP), Behavioral Qualified Residential Treatment (BQRTP), or Statewide Inpatient Psychiatric residential treatment (SIPP). These practices include the following:

- a) Family Finding efforts to explore prospective relatives and/or fictive kin to receive the child upon discharge from treatment. These individuals are encouraged to participate in the child's treatment activities, as deemed appropriate by the treatment team, in preparation to receive them upon discharge.
- b) Services are 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.
- c) 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, Specialized Therapeutic Foster Home, Specialized Therapeutic Group Care or Qualified Residential Treatment, At-Risk Child Caring Agencies, or Enhanced Foster Care contingent on the youth's eligibility for these levels of care.
- d) While the child is in their current placement and/or treatment facility, the child's designated Dependency Care Manager (DCM) and/or DCM Supervisor communicates 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 is finalized by the current provider at least 30 days prior to the child's projected discharge date.

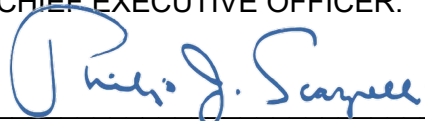
- e) As soon as the child's future caregiver is identified, the Dependency Care Manager and/or DCM Supervisor works with the facility to facilitate phone calls, visits, and home visits with the caregiver and to address any issues identified by the child, the caregiver, or facility staff to ensure a successful discharge.
- f) 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.
- g) Any child placed in a STGC, QRTP, BQRTP or SIPP between the ages of 16 and 18 are at Clinical Review/MDT prior to discharge. The Independent Living team and Sunshine Health will be invited to attend the meeting to provide input and gather information for transition planning with the youth.

The Independent Living team 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 conducts 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, QRTP, BQRTP or SIPP will have an Independent Living Staffing upon their 17<sup>th</sup> birthday to review their benefits prior to turning eighteen.

Any youth placed in a treatment 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 as determined appropriate. Specific criteria is established for each youth depending upon their strengths and needs in conjunction with their treatment team.

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



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

APPROVAL DATE: 04/30/2026