





Section: Clinical Practices	Policy Name: Discharge Planning & Follow Up	Policy Number: 12.05
Owner: Director of Utilization Management	Reviewed By: Elizabeth Guisinger, LPC, CAADC Joel Smith, LMSW	Total Pages: 4
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input checked="" type="checkbox"/> Other (please specify): Michigan Mental Health Code 330.1712	Final Approval By:  <small>Beth Guisinger (Jun 7, 2024 16:22 EDT)</small>  <small>Joel A. Smith, LMSW (Jun 7, 2024 16:31 EDT)</small>	Date Approved: Jun 7, 2024
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input checked="" type="checkbox"/> Participant CMHSPs <input checked="" type="checkbox"/> SUD Providers <input checked="" type="checkbox"/> MH/IDD Providers <input type="checkbox"/> Other (please specify): _____	Line of Business: <input checked="" type="checkbox"/> Medicaid <input type="checkbox"/> Other (please specify): <input checked="" type="checkbox"/> Healthy Michigan <input checked="" type="checkbox"/> SUD Block Grant <input checked="" type="checkbox"/> SUD Medicaid	Effective Date: 3/20/2014

Policy: It shall be the policy of Southwest Michigan Behavioral Health (SWMBH) to provide/assure that Discharge Planning and follow up services meet the contractual and regulatory requirements of the Michigan Department of Health and Human Services (MDHHS) contract and Center for Medicare and Medicaid Services (CMS) Code of Federal Regulations (CFR) and the Public Health Code and advance the recovery and/or independence of SWMBH customers. This will be accomplished by establishing collaborative, planning relationships among Community Mental Health Service Providers (CMHSP), behavioral health, substance use disorder and medical health care providers.

Purpose: Discharge Planning is considered an integral part of treatment, particularly in higher/short-term levels of care. Consideration of the continuum of care and long-term recovery needs of the customer will be considered at every step of treatment planning. Discharge Planning and Follow Up intends to improve the quality of care, improve outcomes and control costs by assuring plan coordination in which primary and specialty mental health, substance use disorder and health providers inform each other regarding their treatment of an individual and collaboration regarding the needs of the patient/individual and acting together to develop an integrated health aftercare plan and implement ongoing aftercare in a manner that eliminates barriers to and duplication of services.

Scope: To describe a clear method for notifying SWMBH of and implementing member discharges from Substance Use Disorder (SUD) providers and assuring proper eligibility determination and due process notification is provided to the member as applicable by appropriate staff.



Responsibilities: CMHSPs and SWMBH contracted providers will ensure appropriate discharge planning and that follow-up care is coordinated within appropriate timespans. If treatment is terminated prior to completion for any reason, providers will notify customers and coordinate with SWMBH for authorization determinations, appeal/grievance rights, and/or other treatment referrals, if necessary. SWMBH Utilization Management (UM) and Member Service staff will assure providers follow discharge procedures and all documentation and determinations have been followed and uploaded to the customer file.

Definitions: None

Standards and Guidelines:

- A. Discharge Planning will occur according to identified Best Practice Guidelines, the Medicaid Provider Manual, SWMBH policy and participant CMHSP and provider organization's admission and discharge criteria/policy.
- B. SWMBH will review discharge plans of all customers receiving short term/long term Substance Use Disorder residential services and will ensure that appropriate follow-up care is arranged for customers being discharged from those services.
- C. SWMBH contracted providers, CMHSP's and their provider networks will ensure that all customers receiving mental health services and any substance use outpatient services are discharged appropriately from their care.
- D. Aftercare services are incorporated into the treatment plan by the treating provider at the onset of treatment. Other identified needs (i.e. mental health, substance use, physical health, etc.) may be addressed concurrently or incorporated into discharge planning and referral process. With the customer's approval, appointments will be scheduled for further treatment as it relates to these identified needs. Follow up substance abuse services will be obtained no more than 7 days after discharge from a withdrawal management/residential facility. For a person hospitalized for less than 7 days, a preliminary treatment plan will be developed prior to discharge.
- E. To assure integrated health care planning, notification of a service discharge will be provided to all relevant participants of the Person-Centered /Treatment Planning process and the primary care physician as sharing of information is allowed. (Note: At minimum, this should include all service providers.)
- F. Notification of service transition/discharge provided to customers will comply with the applicable SWMBH Grievance and Appeals policy and contractual and regulatory mandates.
- G. SWMBH is concerned with customer satisfaction as it relates to services rendered by SWMBH and its contracted providers. SWMBH will elicit feedback via Member Services as well as satisfaction surveys as necessary.

References:

- A. Michigan Mental Health Code
- B. Medicaid Provider Manual, Behavioral Health and Intellectual and Developmental Disability Supports and Services
- C. MDHHS/PIHP Managed Specialty Supports and Services Contract



Attachments: None

Note: This policy covers both Clinical Practices and Substance Abuse Treatment and Prevention



Revision History

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
Initial	4/9/2019	Responsibilities	Not in previous draft	E. Guisinger
1	4/23/2020	NA	Annual Review	E. Guisinger
2	8/31/2021	NA	Annual Review	L. Mitchell
3	9/23/2022	NA	Annual Review	E. Guisinger
4	6/4/2024	NA	Annual Review	E. Guisinger










12.05 Discharge Planning & Follow Up

Final Audit Report

2024-06-07

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