

**CENTRAL CARE POLICY
DISCHARGE OR TRANSFER OF A CONSUMER**

SUBJECT:	DISCHARGE OR TRANSFER OF A CONSUMER
ANNUAL REVIEW MONTH:	<u>June</u>
RESPONSIBLE FOR REVIEW:	<u>Director of Central Care</u>
LAST REVISION DATE:	<u>August 2010</u>

The Team Leader will provide thirty days notice when a discharge or transfer is required unless it is a case of immediate discharge or the choice of the consumer.

REFERENCE: GA. Rules and Regulations Chapter 290-5-35-.24

PROCEDURE:

- A. Each admission agreement includes a written procedure for discharge and transfer of consumer.
- B. The Team Leader gives the consumer, representative, legal surrogate, and community case manager 30 days written notice when a discharge or transfer is to take place.
- C. The Team Leader of the home will work with the consumer, representative, legal surrogate, community case manager, and the receiving facility/community to arrange for continuity of care for all needed services and to provide all necessary documentation.
- D. Department of Family and Children Services for Baldwin County and other agencies will be notified when transfer assistance is needed.

APPROVED BY:

_____ **TITLE:** Director of Central Care **DATE:** _____
 George Harris, LCSW