WCDHB Rata AOD Service Provision Framework
Discharge Process Flowchart

Version 1

Process	Tasks/Standards	Who	Forms
Treatment/ Review ↓ Does the person meet discharge criteria Yes	• Discharge plan discussed with person, and family/whanau/support worker/GP, as appropriate • Review goals achieved/positive changes, e.g. improved coping strategies • Discussed individualised crisis plan if appropriate • Discuss process of re entry to service • Present and discuss case with MDT (including HONOS summary scores) and document in clinical notes and on review/discharge form to ensure effective implementation of treatment/care plan. Update risk assessment if necessary • Complete other/followup referrals/transfer of care and update client information form as required	Clinician/ Key worker	Recovery plan, review form discharge form, transfer of care to another provider, referral to other service
Discharge Transfer of Care to other service	• Confirm discharge arrangements with person and family/whanau/support worker as appropriate • Ensure any arrangements (e.g. prescribing/transfer of care) are in place • Identify follow up arrangements, e.g. GP/support person/family if applicable • Copy of review/discharge forms offered to person if appropriate • Copy to GP/referrer if applicable • Send documentation and file to administration/secretary		
↓	• Update/check registration details • Close episode of care on iSoft • Return file to central filing (discharged clients) and remove index card after placing sticker on	Administration/secretary	
Episode of care completed			