

Transfer / Discharge Workflow for SUD

This is a more detailed Flow Chart for what to do when you've already provided at least one appointment with the client and are going to discharge / transfer the client.

Client is already receiving services

Is the client being transferred or discharged?

Transfer to another BHRS SUD Program

Discharge. Will no longer be open to any BHRS SUD Programs

Did the other program accept the transfer?

No

Yes

Discuss next steps with supervisor and/or program manager.

Referring Program starts Timely Access Request Form and sends to new program.

Tasks for Transfer Program

Tasks for Referring Program

Is there an unfinished Timely Access form for this client for this service?

Check out our other SUD Workflows: Workflow for New Clients



Open New Episode

Begin Filling Out "Timely Access Appointment" Form

Provide Services

Complete "Timely Access Appointment" Form

Yes

No

When the client is ready to be discharged, complete the following Discharge Paperwork.

Discharge Paperwork

Discharge (Outpatient)

Cal-OMS Discharge

SUD Progress Note

SUD Tx and Recovery Plan

SUD Discharge Plan

SUD Discharge Summary

Discharge Client