**RESIDENTIAL CHILD CARE DISCHARGE FORM**

**Purpose:** Residential Child Care Providers use this form to request Saint Francis to remove a child from a placement

**Directions:** Contractor shall complete and submit this Discharge Notice Form and submit to the Caseworker, the Saint Francis Supervisor, and the Regional Placement unit for the child’s legal region:

Email: [TxReg1Discharge@saintfrancisministries.org](mailto:TxReg1Discharge@saintfrancisministries.org)

The form shall be submitted within the following timeframes:

* For an Emergency Discharge, within 24 hours of the child being admitted for psychiatric treatment or charged and detained.
* For a Non-Emergency Discharge, upon deciding to discharge the child

Contractor shall complete and submit this form for any placement change after the child's initial placement;

including movement from one foster home to another within the same Child Placing Agency.

**Discharge Types**

**24-Hour Discharge Notice**

A child or youth is arrested and the child is in jail or a juvenile detention facility and the provider is not willing to allow the child to return to the operation following release from jail or juvenile detention.

A child or youth placed in a foster home is admitted to a psychiatric hospital because the child poses a danger to self or others, or exhibits volatile, self-injurious, or inappropriate behaviors that the caregiver is not equipped to manage and the provider is not willing for the child to return to the placement after stabilization.

A child or youth placed in a GRO that does **not** provide treatment services is admitted to a psychiatric hospital because the child poses a danger to self or others, or exhibits volatile, self-injurious, or inappropriate behaviors that the caregiver is not equipped to manage and the provider is not willing for the child to return to the placement after stabilization.

**10-Day Discharge Notice – GRO-ECS**

This type of notice is for a GRO - Emergency Care Services (ECS), when the GRO-ECS has determined that it is no longer in the child’s best interest to remain at the facility, or that the GRO-ECS cannot meet the needs of the child. After receiving notification, Saint Francis Community Services in Texas, Inc. will remove the child within 10 calendar days.

**14-Day Discharge Notice**

A psychiatrist, licensed psychologist, physician, LCSW or LPC who has provided treatment services to the child has provided documentation showing that the child consistently exhibits behavior that cannot be managed within the provider’s licensed programmatic services. Saint Francis will consult with the provider to determine a plan for removing the child within 14 calendar days.

**30-Day Discharge Notice**

It is no longer in the child’s best interest to remain at the provider’s facility, or the provider cannot meet the needs of the child.

**Exception to 14-day or 30-day discharge notice**

If a youth placed in a GRO offering treatment services is admitted to a psychiatric hospital and the facility does not plan for the child to return to the facility following stabilization, the provider may request an exception to the 14-day or 30-day discharge notice.

For Saint Francis to consider an exception, the provider must demonstrate good faith efforts to serve the youth in the facility by discharging the child back to their facility at least two times prior to the exception request. The provider must complete due diligence and demonstrate that all resources have been exhausted that would support the child in the placement. This includes STAR Health options, creative solutions, resources from Saint Francis including but not limited to education specialists. The Provider’s Clinical Team is also required to meet with the Psychiatric Hospital’s Clinical Team prior to considering an exception.

Circumstances that an exception would be considered for a child to not return to the GRO RTC or GRO offering treatment services once stabilized and ready for discharge from psychiatric hospitalization:

1. Safety concerns for the child, other children in the placement, and/or staff.

2. If the Provider is not equipped to manage the child’s specific and unique needs and/or behaviors. Examples include: medical needs, significant change in behavioral needs, change in diagnosis.

3. Child’s absolute refusal to return. Motivational interviewing is required prior to considering this exception.

**Timeframes for Exception Process:**

The licensed administrator for the operation must send a request to the Saint Francis Placement Director.

The exception request must include:

* Dates of the child’s hospitalization,
* Dates the child returned to the operation,
* Services provided to the youth to support him/her following stabilization, and
* The reason the provider is unable to meet the child’s needs.

The Saint Francis Placement Director will review the exception request within three business days and notify the provider, in writing, of the decision to grant or not grant the exception.

If the Saint Francis Placement Director approves exception, child will be discharged from placement within 24 hours.

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| **CHILD'S INFORMATION** | | |
| Child’s Name: | Child’s Person ID Number: | Child’s DOB: |
| Type of Discharge Notice (select only one):  24-Hour Emergency Discharge Notice  14-Day Discharge Notice (Non-emergency)  10-Day Discharge Notice  30-Day Discharge Notice (Non-emergency)  (GRO providing emergency care services) | | |

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| **CONTRACTOR INFORMATION** | | |
| Contractor Name: | Resource ID number: | Date Form Completed: |
| Person Completing the Form: | Contact Phone Number: | |
| Contracted Service Type:  GRO – Child Care Services  GRO – Providing Treatment Services  GRO – Emergency Services  CPA – Child Placing Agency | CSC – Child Specific Contract  SIL – Supervised Independent Living  IPTP – Intensive Psychiatric Transition Program | |

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| **DISCHARGE REASON** | |
| Provide reason contractor is requesting discharge (select all that apply):  Achieved therapeutic goals  Child’s behavior  Caregiver moved  Change of verification/License type  Not least restrictive  Not verified/licensed to serve  Facility/Home closed/Inactive | Risk (or actual) abuse/neglect  Remains in placement, change of CPA  Service level decreased  Service level increased  Child hospitalized  Child detained in a locked facility, jail, or juvenile detention facility |
| Please Explain: | |

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| **EFFORTS TO PREVENT PLACEMENT DISRUPTION** |
| Indicate efforts made to prevent placement disruption (select all that apply) and each one in the space provided:  Utilized the YES waiver (or contracted LMHA YES Waiver contact to pursue YES Waiver)  Utilized TCM Rehab services  Contacted STAR Health Turning Point (for Bexar, Harris, & Tarrant counties and Brownwood/Abilene areas only)  Contacted local mental health authority mobile crisis team  Utilized STAR Health Service Coordination  Contacted STAR Health Complex Case Management  Other (please specify) |
| Please Explain (for each effort indicated): |

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| **RECOMMENDATIONS** |
| Provide recommendations for future placement. This can include information regarding the child’s triggers, what type of placement the child requires, what level of supervision, or special services that may be needed. |

**NDAT**

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| **PRIVACY STATEMENT** |
| Saint Francis Ministries values your privacy. For more information, read our Privacy and Security Policy. |

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| **SIGNATURES** | |
| Contractor Signatory Authority:  X | |
| Printed Name: | |
| Title: | Date Signed: |
| **FOR SFCS USE ONLY** | |
| Resource ID:  Date of Placement:  Date of Notice:  Caregiver Name: | |