

Pathways to Well-Being Organizational Provider Discharge Checklist

BEFORE DISCHARGE

- Collaborate** with Child and Family Team (CFT) regarding continued mental health needs.
- If clinically indicated**, make referral recommendations in collaboration with the Protective Services Worker.
- Submit referral to CFT Meeting Facilitation Program** to coordinate and facilitate all CFT meetings including warm-hand off/discharge CFT Meeting.

DISCHARGE

- Complete Eligibility for Pathways to Well-Being and Enhanced Services form** in Cerner Community Behavioral Health (CCBH).
- If open to a single Behavioral Health Services (BHS) program (your agency only)** while still eligible for Class or Subclass, put an “End Date” in the Client Categories Maintenance (CCM). The “End Date” in CCM should match the client’s discharge date from the BHS Program.
- If upon discharge from a BHS Program (your agency)**, the client will be open to another BHS Program, collaboration must occur between providers to determine if eligibility criteria are still met. Once collaborative decision-making occurs, new BHS program will enter or keep the agreed upon eligibility status in CCM.
- Complete the Progress Report to Child Welfare Services form and fax to HEP OA**; attach all relevant forms.

CLIENT CATEGORIES MAINTENANCE REMINDERS

- Click the “All” radio button** when viewing data in CCM to display current and previous Pathways to Well-Being eligibility status designations.
- Always tab** to a new row when entering information in CCM to ensure the data entered will be saved.
 - Start/end dates cannot be the same date or overlap.
 - Never delete any information in CCM.
 - Contact your program’s assigned PWB liaison or PWB Program Manager if you have any questions regarding PWB.
 - See RIHS website for a list of BHS PWB Liaisons contact information and all PWB related information:
<https://theacademy.sdsu.edu/programs/rihs/pathways>