

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

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