

# DISCHARGE FROM SERVICES

---

## PROCEDURE

| ACTIONS  | Individual Receiving Services | Director | Program Manager | Comments |
|--|-------------------------------|----------|-----------------|----------|
| <p><b>When it has been determined by Metro Support Services, Inc. (MSS) that an individual is to be discharged from services:</b></p> <p>1. Schedule an Interdisciplinary Team (IDT) meeting to discuss the reasons for the discharge and develop a discharge plan</p>   |                               | X        | X               |          |
| <p>2. Inform Director of discharge plan</p>  |                               | X        | X               |          |
| <p>3. <b>When an individual receiving services is requesting discharge from services:</b><br/>Inform Director of request</p>   |                               | X        | X               |          |
| <p>4. Discharge from the program within a reasonable period of time unless:</p> <p>A. The individual receiving services has a legal guardian and/or authorized representative that need to be contacted first;</p> <p>B. The individual is subject to an emergency order that could affect the ability to leave the program voluntarily</p>                  |                               | X        |                 |          |
| <p>5. <b>15 days prior to termination of services (regardless of who is requesting the discharge):</b><br/>Provide written notice of the termination to the individual receiving services, guardian and authorized representative including a copy of the Dispute Resolution Procedure (see Dispute Resolution Procedure for contents of written notice)</p> |                               | X        | X               |          |
| <p>6. Ensure the Director and NMCS Resource Coordinator has a copy of the written notice and a signed copy of the Dispute Resolution Procedure</p>   |                               | X        | X               |          |
| <p>7. <b>If the individual appeals the decision to be terminate:</b><br/>Continue services during the dispute resolution/appeal process</p>  |                               | X        | X               |          |

| <b>ACTIONS</b>  | Individual Receiving Services | Director | Program Manager | <b>Comments</b> |
|---|-------------------------------|----------|-----------------|-----------------|
| 8. <b>Once the individual has left the program:</b><br>Purge the files (home, master or employment) and move remaining files to the storage room        |                               | X        | X               |                 |
| 9. <b>If, after an individual has been terminated from services, he/she reapplies for services:</b><br>Consider him/her for services as a new applicant |                               | X        | X               |                 |