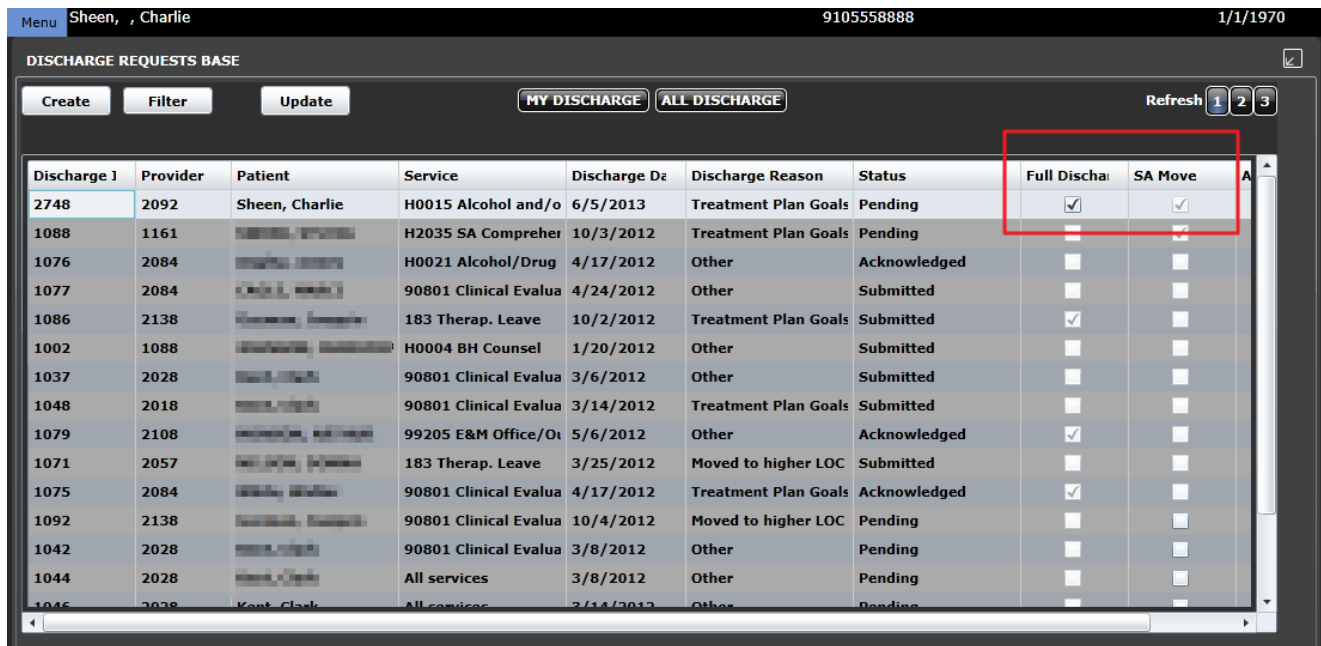


This document encompasses the discharge process to submit to CDW. When a client is discharged from a provider, this can be tracked in the Discharge module. This module will also track if someone has gone 60 days without services (SA) and MCO staff need to discharge them from state insurance.

## Discharge Process

When a provider or MCO staff discharges a patient, they will send in a discharge request that the MCO staff can review and acknowledge or send back. To view all discharge requests, go to **Menu, Clinical, Utilization Management, Discharge**.

- The **Full Discharge** checkbox is used by MCO staff to approve a request. This box is only active when the system generates the Discharge for SA consumers after not receiving services for over 60 days.
- The **SA Move** checkbox will prompt MCO staff to complete data fields required to send the SA Movement record to CDW (covered later in the document). The SA Move checkbox will only be active after all the SA Fields in the discharge have been completed.



Discharge ID	Provider	Patient	Service	Discharge Date	Discharge Reason	Status	Full Discharge	SA Move
2748	2092	Sheen, Charlie	H0015 Alcohol and/o	6/5/2013	Treatment Plan Goals	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1088	1161	[Redacted]	H2035 SA Compreher	10/3/2012	Treatment Plan Goals	Pending	<input type="checkbox"/>	<input type="checkbox"/>
1076	2084	[Redacted]	H0021 Alcohol/Drug	4/17/2012	Other	Acknowledged	<input type="checkbox"/>	<input type="checkbox"/>
1077	2084	[Redacted]	90801 Clinical Evalua	4/24/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1086	2138	[Redacted]	183 Therap. Leave	10/2/2012	Treatment Plan Goals	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1002	1088	[Redacted]	H0004 BH Counsel	1/20/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1037	2028	[Redacted]	90801 Clinical Evalua	3/6/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1048	2018	[Redacted]	90801 Clinical Evalua	3/14/2012	Treatment Plan Goals	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1079	2108	[Redacted]	99205 E&M Office/Ot	5/6/2012	Other	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1071	2057	[Redacted]	183 Therap. Leave	3/25/2012	Moved to higher LOC	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1075	2084	[Redacted]	90801 Clinical Evalua	4/17/2012	Treatment Plan Goals	Acknowledged	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1092	2138	[Redacted]	90801 Clinical Evalua	10/4/2012	Moved to higher LOC	Pending	<input type="checkbox"/>	<input type="checkbox"/>
1042	2028	[Redacted]	90801 Clinical Evalua	3/8/2012	Other	Pending	<input type="checkbox"/>	<input type="checkbox"/>
1044	2028	[Redacted]	All services	3/8/2012	Other	Pending	<input type="checkbox"/>	<input type="checkbox"/>
1045	2028	Kent Clark	All services	2/14/2012	Other	Pending	<input type="checkbox"/>	<input type="checkbox"/>

For the system to identify SA patients, the latest claims are used and the procedure code on the claim is used to get the diagnosis group description. If the description is SA, and that patient has not had claims in 60 days, the request is auto created.

Clicking the “My Discharge” button will show the discharge requests that are assigned to you for acknowledgement with the status ‘Submitted’. You can also create your own request by clicking the **Create** button at the top of the tile—you would do this if a provider contacted you by phone, for example, and you wanted to enter the request for them. If you’re still in the process of creating the request and have saved it, then those will also show on your Q as ‘Saved’.

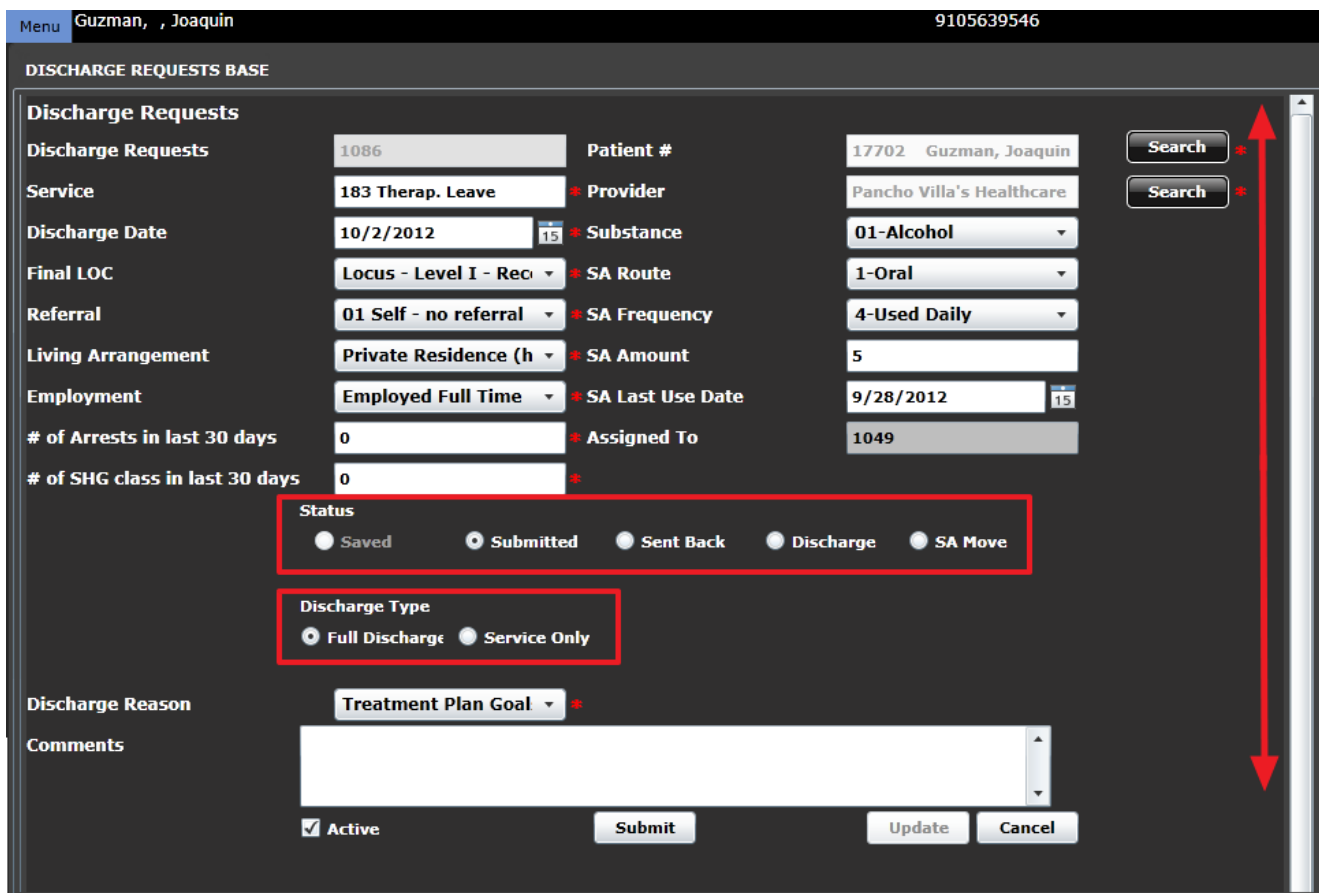
The **All Discharge** view allows you to see all discharge requests that are currently waiting for submission.

Discharge ID	Provider	Patient	Service	Discharge Date	Discharge Reason	Status	Full Discharge	SA Move
1083	2128	[Redacted]	S5150 Respite Care	7/13/2012	Client Deceased	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1062	2057	[Redacted]	90804 Individual The	3/22/2012	Client Deceased	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1086	2138	[Redacted]	183 Therap. Leave	10/2/2012	Treatment Plan Goals	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1067	2081	[Redacted]	90804 Individual The	3/23/2012	Client Deceased	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1037	2028	[Redacted]	90801 Clinical Evalua	3/6/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1068	2069	[Redacted]	183 Therap. Leave	3/1/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1071	2057	[Redacted]	183 Therap. Leave	3/25/2012	Moved to higher LOC	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
2752	1088	[Redacted]	YM580 Day Supports	3/11/2010	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1045	2028	[Redacted]	Inpatient hospital	3/13/2012	Other	Sent Back to Provider	<input type="checkbox"/>	<input type="checkbox"/>
1081	2128	[Redacted]	Fake code	7/10/2012	Client Deceased	Saved	<input type="checkbox"/>	<input type="checkbox"/>
2764	0	[Redacted]		6/26/2013	Other	Saved	<input type="checkbox"/>	<input type="checkbox"/>
2763	0	[Redacted]		6/26/2013	Other	Saved	<input type="checkbox"/>	<input type="checkbox"/>
2765	2161	[Redacted]	H0015 Alcohol and/o	6/26/2013	Other	Saved	<input type="checkbox"/>	<input type="checkbox"/>
2767	0	[Redacted]		6/26/2013	Other	Saved	<input type="checkbox"/>	<input type="checkbox"/>

To work a discharge request, you would click on the **3** information view, then **Update**. If you are responsible for assigning out Discharge requests, you will need to assign to staff by clicking the **Assign** button or you can **Take Assignment** to work the request yourself.

Discharge ID	Provider	Patient	Service	Discharge Date	Discharge Reason	Status	Final LOC	Referral	Living Arrang
2748	2092	Sheen, Charlie	H0015 Alcohol	6/5/2013	Treatment Plan Goa	Pending	Level III - Inte	01 Self - no ref	Private Resid
Substance		01-Alcohol		Assigned To	Admin, System				
SA Route		1-Oral		Comments	Treatment program complete.				
SA Amount		3		Current Owner	Admin, System				
SA Freq.		2-Used 1 to 3x Per Week		Insert User	Admin, System				
SA Last Use Date		6/1/2013		Insert Date	6/9/2013				
				Take Assignment	Assign	Update	View		

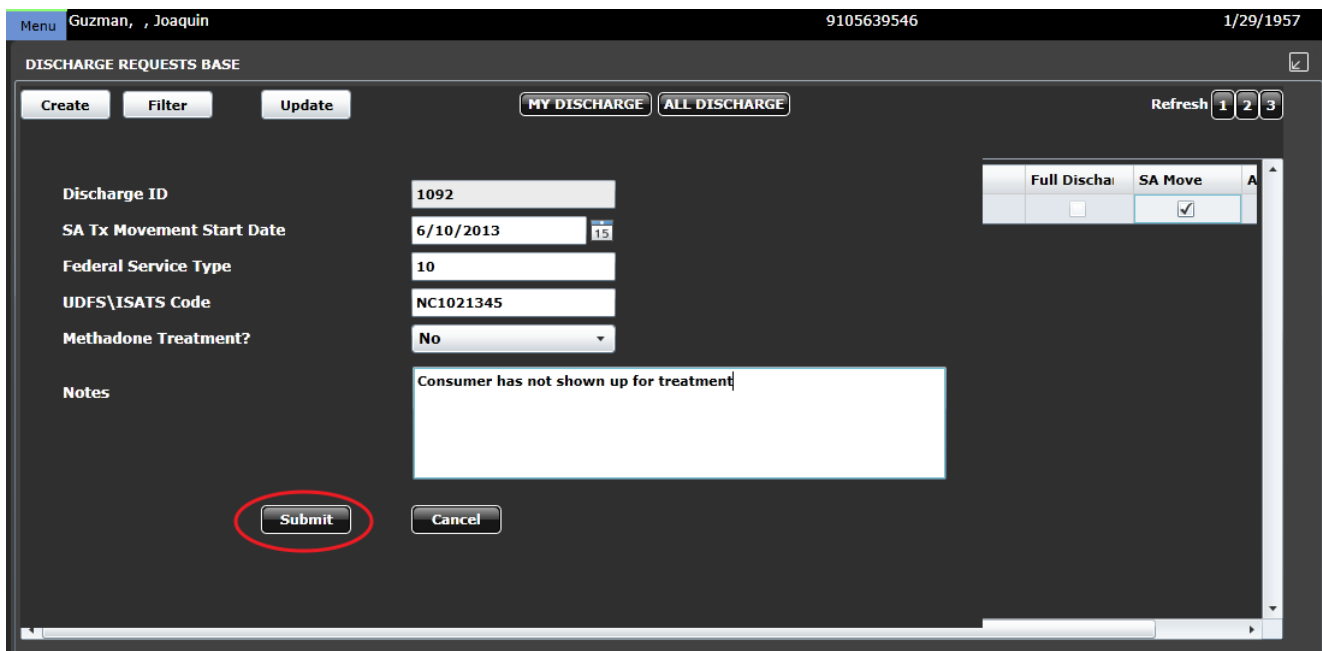
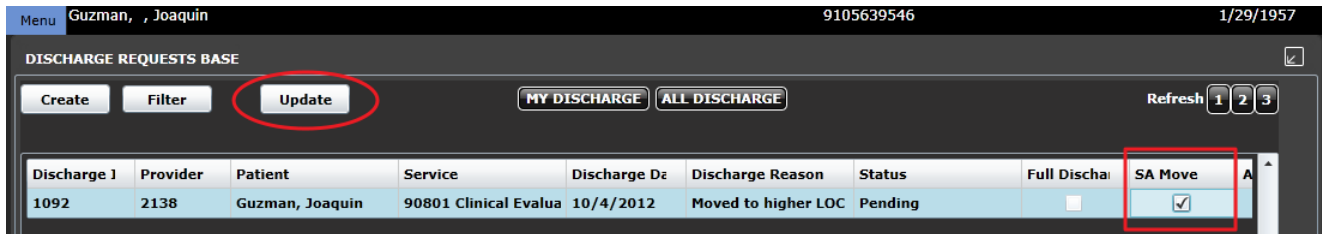
On this screen, you can take an action as well as viewing specific information around the discharge, including a final level of care, referral info, living arrangement and employment info among other relevant information. The two actions taken on this screen are choosing a status and the Discharge type.



- **Status:** chosen accordingly to identify the current state of the process
  - *Saved:* the initial status before any action is taken
  - *Submitted:* discharge requests that are assigned to you for acknowledgement
  - *Sent back:* a provider submitted request that was sent back for discrepancies
  - *Discharged:* identifies that the consumer was discharged in CDW
  - *SA Move:* identifies that this type was submitted
- **Discharge Type**
  - *Full Discharge:* When a consumer is fully discharged their state insurance will also be end-dated once the **Discharge** radio button is selected under the status.
  - ~~*Service Only:* option for providers or MCO staff to request all open service auths for the provider and client be end dated.~~ **Action button not for future use; not currently active.**

### SA Move

When the SA Move check box is selected, choose update; an additional screen will pop-up to record required data to be completed and sent to CDW.

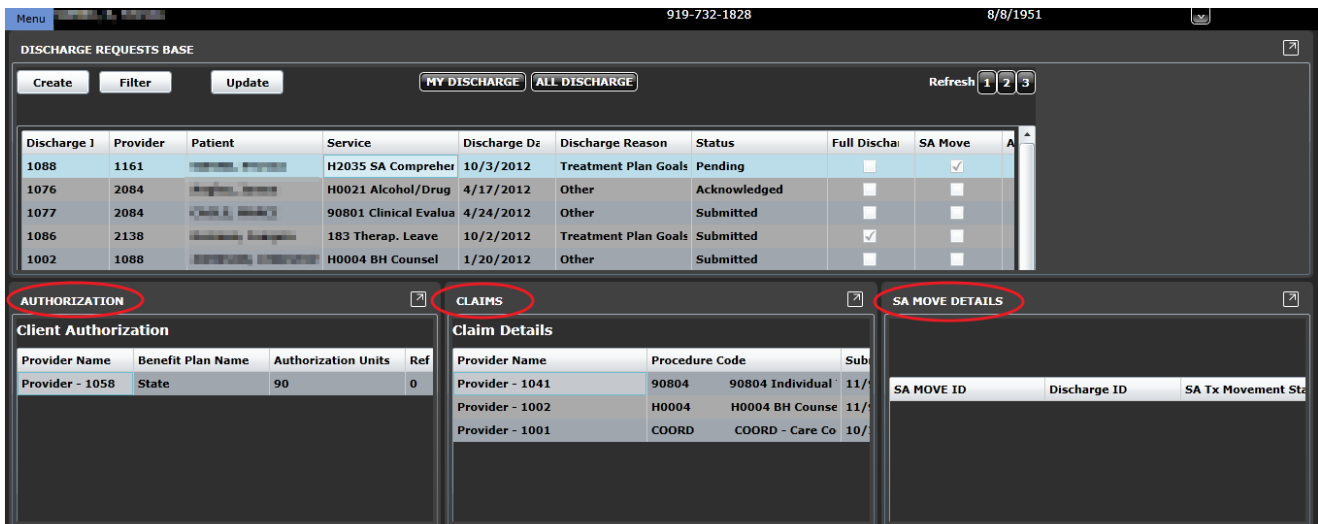


If more than 1 SA Move checkbox is selected, then once submitted is selected on the screen then the next SA Move marked discharge request will automatically open so MCO staff can quickly complete the data entry for the SA Move request. If any SA Moves were completed then the checkbox will remain checked but grayed out.

Saved SA Move requests are queued for sending with the next CDW batch. When the Substance Abuse Treatment (Movement) Details record is sent, the system will auto-generate a Diagnosis Details and Substance Abuse (Drug of Choice) Details record.

When a full discharge is approved by the MCO staff then a discontinued date will be initiated which will be viewable on the Authorization in the Authorization module as well as the patient auth record. State insurance policy will be end-dated with the discharge date.

There are three other tiles in the Discharge module: Authorization, Claim Details and SA Move Details.



The screenshot shows the 'DISCHARGE REQUESTS BASE' interface. At the top, there are buttons for 'Create', 'Filter', and 'Update', along with 'MY DISCHARGE' and 'ALL DISCHARGE' filters. A 'Refresh' button with a counter '1 2 3' is also present. Below this is a table of discharge requests:

Discharge ID	Provider	Patient	Service	Discharge Date	Discharge Reason	Status	Full Discharge	SA Move
1088	1161	[Redacted]	H2035 SA Compreher	10/3/2012	Treatment Plan Goals	Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1076	2084	[Redacted]	H0021 Alcohol/Drug	4/17/2012	Other	Acknowledged	<input type="checkbox"/>	<input type="checkbox"/>
1077	2084	[Redacted]	90801 Clinical Evalua	4/24/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>
1086	2138	[Redacted]	183 Therap. Leave	10/2/2012	Treatment Plan Goals	Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1002	1088	[Redacted]	H0004 BH Counsel	1/20/2012	Other	Submitted	<input type="checkbox"/>	<input type="checkbox"/>

Below the table are three sub-tiles, each with a red circle around its title:

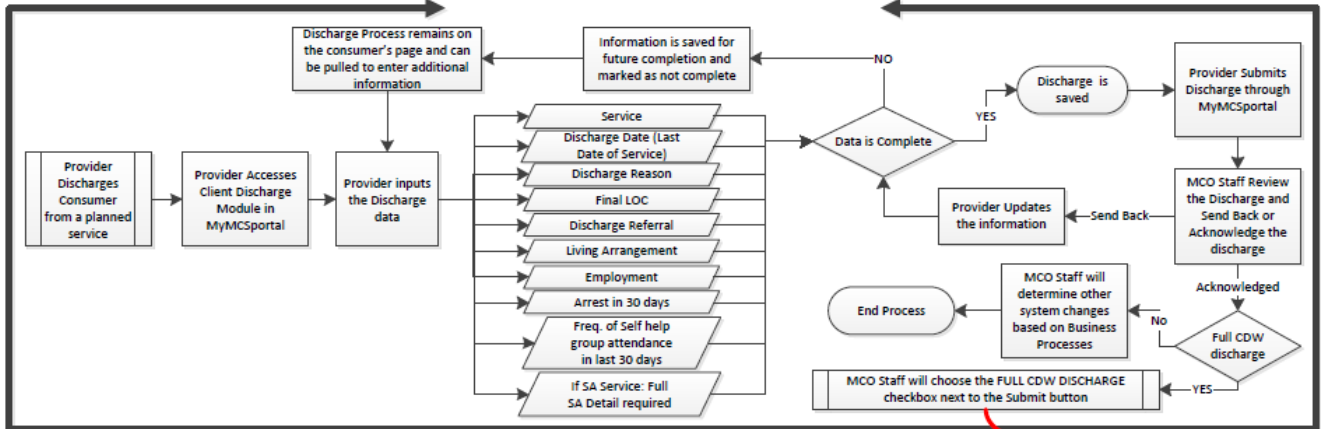
- AUTHORIZATION**: Client Authorization table with columns: Provider Name, Benefit Plan Name, Authorization Units, Ref.
- CLAIMS**: Claim Details table with columns: Provider Name, Procedure Code, Sub.
- SA MOVE DETAILS**: SA MOVE ID, Discharge ID, SA Tx Movement St.

**Authorization** will show you any authorizations that a consumer has for quick reference.

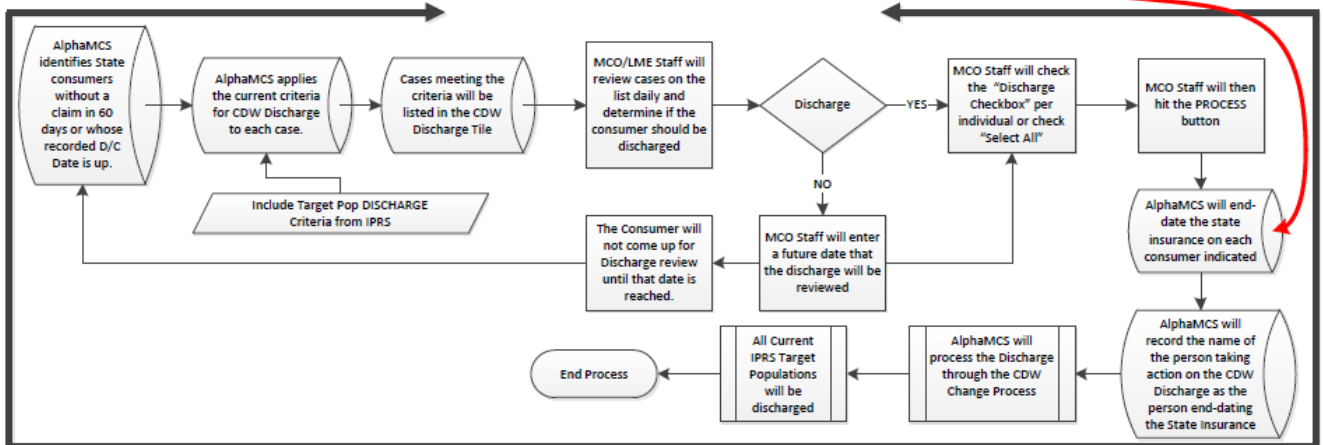
**Claim Details** will allow you see the claims that have come in for that client. This can be useful in helping you make a decision for the discharge request.

**SA Move Details** is where the history and information about the completed SA Move.

Discharge Process Flow



Service Discharge Process



CDW Discharge Process