

WAY MAKER RECOVERY

DISCHARGE POLICY

The resident's record must accurately reflect the type of discharge that occurred when a resident is to leave PCB Properties. This is for accuracy, research, and assessment if the resident was to reapply for admission.

The following procedure is in effect:

Upon discharge, the House Manager will assign one of the following designations for the type of discharge that the resident experienced.

Discharge of Completion: The resident has completed the requirements of the PCB Properties House recovery residence in good standing and has processed his/her leaving with the community of the PCB Properties Staff and residents.

Administrative:

1. The resident has violated a rule(s) that would endanger the community (e.g. using drugs or fighting).
2. The resident leaves the premises and/or program without permission and does not notify the PCB Properties House Manager or peers (e.g. if the resident is out past curfew or leaves during the night)

Medical Leave: The resident is no longer appropriate to remain at the PCB Properties House recovery residence because of a physical condition that cannot be adequately treated if the resident remains at the PCB Properties, or their condition warrants an increased level of structure and they must be admitted to a hospital. The PCB Properties House owner documents the type of discharge in the documents file.

DISCHARGE CRITERIA:

The indicators that a resident is ready for approved discharge are as follows:

- 1) The resident exhibits the capacity to apply a recovery program in their daily lives.

They ask others for help as needed. And, the resident has and uses a sponsor on a regular basis.

- 2) The resident exhibits honesty and is appropriate with peers.
- 3) The resident consistently demonstrates the motivation to remain in recovery.
- 4) The resident, with the input of the PCB Properties House Manager, has developed an appropriate aftercare plan and asks for feedback from his/her peers about the plan.

PROCEDURE:

- 1) After completion of the program, the PCB Properties House Manager will enter a documented confirmation of discharge into the resident's file. This will include a summary of the resident's participation in the PCB Properties House residence.
- 2) The resident's file will be removed from the active locked files and placed in a manilla folder in the closed/inactive locked files.
- 3) If a resident "drops out" or withdraws from the recovery residence for other reasons, This is documented in the resident's file. If the resident has signed the appropriate Release of Information forms, then any and all of the referring agencies should be informed (including probation officer, parole officer, and/or court serves, etc).

4) Upon discharge, PCB Properties will provide transportation for any resident who wishes to leave to obtain agreement from residents family member, guardian, or emergency contact to personally transport the resident within 24 hours, if resident is not local PCB properties will obtain a Bus ticket to return to hometown. Transportation is provided to any safe space resident requests.

READMISSION PROCEDURE:

Readmission to the PCB Properties House is considered a case-by-case basis, depending on the reason for the discharge. In general, residents that are asked to leave due to a relapse or referral to a higher care may be considered for readmission to the recovery residence. Recommendations may be made for additional outpatient treatment, as well as other conditions within the PCB Properties, i.e. Behavioral contract.

Print Name: _____ Date: _____

Signature: _____ Date: _____