

VI. CARE AND SERVICES

1. The agency shall have and follow written policy for termination of services procedures and have a completed discharge summary within ten (10) days after child leaves the facility.
2. The agency shall notify the Department of any potential disruption in placement and have a meeting with the Department, the child, Resource Parents or birth parents to resolve issues and avoid disruption.
3. The agency shall notify the Department prior to any change of placement or disruption of placement.
4. Prior to discharge, the child's record shall include:
 - a. A summary of services provided, an assessment of goal achievement, and identification of unmet needs
 - b. A summary of the child's behavior and circumstances, along with any observations or information that would be useful to the next caretaker or care provider, shall be given to the Department designee at discharge
 - c. A plan for after-care and follow-up services
 - d. Any recommendations for the child and his family
 - e. The date and reasons for discharge and the name, address, telephone number and relationship of the person or agency to whom the child is being discharged.
5. The agency shall provide a copy of the child's medical and dental information to the person or agency responsible for future medical and dental planning and care of the child.
6. The agency shall send all personal clothing and belongings with the child or responsible adult when the child is discharged. This shall be documented on the Inventory Record.
7. The agency shall send any accrued allowances and/or monies to the legal guardian.

VI. CARE AND SERVICES

G. Discharge and Termination Services:

1. The agency shall have and follow written policy for termination of services procedures and have a completed discharge summary within ten (10) days after child leaves the facility.
2. The agency shall notify the Department of any potential disruption in placement and have a meeting with the Department, the child, Resource Parents or birth parents to resolve issues and avoid disruption.
3. The agency shall notify the Department prior to any change of placement or disruption of placement.
4. Prior to discharge, the child's record shall include:
 - a. A summary of services provided, an assessment of goal achievement, and identification of unmet needs
 - b. A summary of the child's behavior and circumstances, along with any observations or information that would be useful to the next caretaker or care provider, shall be given to the Department designee at discharge
 - c. A plan for after-care and follow-up services
 - d. Any recommendations for the child and his family
 - e. The date and reasons for discharge and the name, address, telephone number and relationship of the person or agency to whom the child is being discharged.
5. The agency shall provide a copy of the child's medical and dental information to the person or agency responsible for future medical and dental planning and care of the child.
6. The agency shall send all personal clothing and belongings with the child or responsible adult when the child is discharged in-care is terminated. This shall be documented on the Inventory Record.
7. The agency shall send any accrued allowances and/or monies to the legal guardian.