

Philadelphia Department of Human Services  
Children and Youth Division  
Procedural Guide

TO: All CYD Social Work Staff and Service Providers  
FROM: John McGee, Deputy Commissioner  
Pamela Mayo, Operations Director  
RE: Implementation of the Request for Discharge of Service Form

**Effective: August 1, 2005**

The purpose of this Procedural Guide is to introduce staff to the new Request for Discharge of Service Form and provide guidelines for its use. The Request for Discharge of Service form will be used to expedite the discharge process by allowing provider agencies to initiate the discharge 85-29 notification. The Request for Discharge of Service form is generated by the Provider Agency at the time that a child is discharged from a service or transferred to another agency; it is then submitted to the CRU Data Entry Unit who requests the confirmation of the discharge date from the assigned worker. The Data Entry Unit completes the discharge process in FACTS upon confirmation by the assigned DHS social worker.

### **Planning for Discharge**

The DHS social worker and the provider agency social worker will discuss the plan for the child's discharge or transfer to another agency and determine an appropriate discharge date. At the time of the agreed upon discharge date, the provider agency will discharge the child and complete the Request for Discharge of Service form. (CYD Policy Manual Cf. §4000 – Service Planning, §5200 - Discharge from Placement, and §5110 – Services to Children in Their Own Home)

### **Provider Responsibilities**

#### Accessing and Completing the Request for Discharge of Service Form

The Request for Discharge of Service form will be distributed to all provider agencies and be available to providers via the Intranet. This form will also be accessible to CYD staff on DHS Central and Forms Word.

## **Procedures**

The majority of the form will be completed by the provider agency and submitted to DHS upon discharge of service.

- **Top section** – Completed by provider agency, **except** the last line in the section which is indicated “For DHS Use”
- **Center section** (Discharge/Passed from Care Reasons) – Provider chooses one reason for the discharge. The definitions for the discharge reasons are listed on the back of the form. For non-placement services the provider will indicate all services to be terminated.
- **Bottom section** - Completed by the provider for children in **placement only**. Provides information regarding the parent or caregiver the child will be discharged to and who child will reside with. All fields **must** be completed.

**Note: A child’s arrest or temporary detention does not result in an automatic termination of placement services.** If a child is arrested or temporarily detained at the **Youth Study Center**, or for any reason becomes involved with DHS’ delinquent division (Juvenile Justice Services), the provider agency social worker must immediately contact the child’s DHS social worker regarding the appropriate discharge/admission of services and planning for the child. **The Request for Discharge of Service form should not be used unless instructed to do so by the DHS social worker.**

### **Submitting the Request for Discharge of Service Form**

- **For Placement Services:** One form must be completed for each child.  
**For Non-Placement Services:** A Request for Discharge of Service form must be completed for each In-home service. If there are multiple services being discharged, complete one form for each service.
- Completed forms are to be submitted, via fax, to Joyce Trawick, Supervisor of DHS CRU Data Support Services, at fax # (215) 683-5994.
- The provider will also notify the DHS social worker and the DHS supervisor by e-mail, that the form has been submitted to the CRU. This should occur at the time the form is submitted.
- The Request for Discharge of Service form should be completed and submitted to DHS the same day but no more than 24 hours after the discharge of a child for whom no further service is being provided.
- If a child is being discharged from one agency to another agency the Request for Discharge of Service form must be completed and submitted to DHS on the day of the discharge so that an admitting 85-29 can be completed promptly.

**Note:** Please continue to send the discharge summary packet to the DHS social worker and include the Request for Discharge of Service form in the packet.

### **Documentation of the Request for Discharge of Service Form**

- Provider staff will retain a copy of the e-mail sent to DHS, a copy of the completed Request for Discharge of Service form, and the fax confirmation sheet and place in the case record.
- Provider will include a copy of the Request for Discharge of Service form in the discharge packet sent to DHS.

## DHS Responsibilities

The Request for Discharge of Service form will be submitted to DHS by the provider agencies and received by CRU Data Support Services for processing.

### **Procedures**

#### **CRU Data Support Services Staff**

- *CRU Data Support Services staff will receive the Request for Discharge of Service form from the provider agency, and In the last row of the top section where it is indicated "For DHS Use," enter the date of receipt and the name of the person processing the form.*
- *CRU Data Support Services staff will enter the information from the Request for Discharge of Service form into FACTS, print out the Discharge 85-29 and send it to the DHS social worker.*

#### **Discharge/Passed from Care Reasons**

- **Adopted**

*When "Adopted" is indicated on the form as the Permanency Discharge Reason, the Data Support staff will forward the form directly to the DHS adoptions social work supervisor, where it will be processed.*

- **Discharged to Another Agency**

*When a Request for Discharge of Service form is received and an admitting 85-29 is needed - If CRU Data Support Services staff receive a Request for Discharge of Service form from a provider that indicates the code "Discharged to Another Agency," they should expect an admitting 85-29. If it is not received within 5 working days, the Regional Director will be notified.*

*When an admitting 85-29 is received and a Request for Discharge of Service form is needed - If CRU Data Support Services staff receive an admitting 85-29, but have not already received a Request of Discharge of Service form from a provider, they are to enter both the discharge and admit information based on the admission date. Enter the discharge information using the day before the admission date as the discharge date.*

#### **DHS Social Work Staff**

- The DHS social worker will discuss the plan for the child with the provider agency social worker and agree on a date for discharge of services or transfer to another agency.
- When the Request for Discharge of Service form has been processed by CRU Data Support Services the DHS social worker, the DHS supervisor, and the DHS Administrator will receive an e-mail. The DHS social worker will review the information for accuracy and contact Joyce Trawick (CRU Data Support Services) by e-mail, within two business days of receiving the printout, to either confirm the discharge date or advise if corrections are needed. A printout will be sent to the DHS social worker once all corrections have been made.

Questions regarding this policy guide may be addressed to:

Susan Weinberg, Program Supervisor x4116

June de Vries, Social Services Program Analyst x4106



**DEPENDENT ONLY - DO NOT USE FOR DHS DELINQUENT CHILDREN**

**PLEASE: FAX THIS FORM TO Joyce Trawick at DHS CRU Data Support Services Unit, Fax # 215 683-5994 and notify the DHS social worker and DHS supervisor by e-mail that the form has been submitted.**

**INSTRUCTIONS FOR REQUEST FOR DISCHARGE OF SERVICE FORM**

After the agency social worker and the DHS social worker have discussed and planned the discharge and the child has then been discharged from the agency, the agency social worker must complete this form and fax it to Joyce Trawick within 24 hours of discharge. (AGENCY SOCIAL WORKER: Please be sure to print out a copy of the form for your documentation and include a copy in the discharge packet you are sending to the DHS worker and supervisor.)

**For Placement Services:** One form must be completed for each child.

**For Non-Placement Services:** A Request for Discharge of Service form must be completed for each in-home service. If there are multiple services being discharged, complete one form for each service.

Indicate if this is a New Discharge or a Corrected Discharge. Use "Corrected Discharge" only to correct information that was in error when the New Discharge was submitted (e.g. wrong location code, a misspelling of a name, etc.).

**PLEASE COMPLETE ALL FIELDS, UNLESS IT IS SPECIFIED FOR DHS USE.** If you have any questions regarding completion or processing this form, please contact Joyce Trawick at 215-683-5905.

**DEFINITIONS FOR DISCHARGE REASONS**

▪ **NON-PLACEMENT SERVICE DISCHARGE REASONS:**

**Service Terminated:** If multiple SCOH services are in place for the family, be sure to specify which level of service is being terminated. A separate Request for Discharge of Service form must be submitted for each service being terminated.

**Child Entered Placement from SCOH:** If multiple SCOH services are in place for the family, be sure to specify which level of service is being terminated. A separate Request for Discharge of Service form must be submitted for each service being terminated.

▪ **PERMANENCY DISCHARGE REASONS:**

**Reunification:** The child was returned to his or her principal caregiver's home.

**Child with Legal Custodian (No subsidy agreement)**

Or

**Child with Permanent Legal Custodian (PLC, subsidy agreement):** Permanent custody of the child was awarded to an individual. The date of discharge should reflect the date the court awarded permanent legal custodianship to the family.

**Child with Relative/Kin** (court has not awarded legal custody to this relative/kin): Use when child is being discharged from care. **Do not use this code if child is entering paid kinship care. That is considered a change in location/service, and would require the Request for Change form (not required for PBC agency).**

▪ **OTHER DISCHARGE REASONS:**

**Emancipation:** The child reached majority according to State law by virtue of age, marriage, court order, etc.

**Died:** Child died while in placement.

**Discharge to other agency:** Responsibility for the care of the child was transferred to another agency, either inside or outside of the State.

**Runaway:** The child ran away from placement. DHS' expectation is that the bed will be held for a 72-hour period, after which this reason can be used. If it is known the child will not return, the discharge date is the last night the child was at the facility.

**Hospitalized:** Use this discharge reason if the child does not return by Day 8. An Admit 85-29 will be required if the child returns to placement with your agency anytime after the 8<sup>th</sup> day. [NOTE: If Treatment Foster Care service was being provided, please follow TFC standards for hospital discharge procedures.]

**Note: A child's arrest or temporary detention does not result in an automatic termination of placement services.** If a child is arrested or temporarily detained at the Youth Study Center, or for any reason becomes involved with DHS' delinquent division (Juvenile Justice Services), you must immediately contact the child's DHS social worker regarding the appropriate discharge/admission of services and planning for the child. **Do not use this form unless instructed to do so by the DHS social worker.**