



Community Services Board Discharge Planning Face-to-Face Guidance
March 11, 2021

State hospital discharge planning is an essential service throughout the state. Prior to and throughout the pandemic, state hospitals have run at close to 100% capacity. The ability to provide timely, focused, and efficient discharge planning is essential to assist patients in moving to less restrictive, more appropriate, and more integrated settings, as well as assisting state hospitals in ensuring they are able to admit TDO admissions in a timely manner, and to provide safe and effective care.

In order to provide effective, collaborative discharge planning, it is strongly recommended that CSB discharge planners resume face to face services in the state facilities on a regular basis. Tasks that should be prioritized during face to face services include visits and relationship-building with patients, obtaining needed releases of information from patients, completion of assessments, obtaining needed documentation for referrals, and participation in meetings with the patient's treatment team and assigned social worker.

While providing face to face services at state facilities, CSB discharge planning staff should take the following precautions to protect themselves, patients, and state hospital staff from possible infection:

1. CSB discharge planning staff will be expected to self-monitor for symptoms and exposure to COVID prior to visiting the hospital. If CSB discharge planning staff are experiencing possible symptoms of COVID-19, or have a known exposure to COVID, they will not provide face to face discharge planning services until they have obtained a negative COVID-19 test, or their period of quarantine or isolation is complete (according to current CDC guidelines).
2. CSB discharge planning staff will enter the hospital at the designated entrance and complete COVID screening steps with designated facility staff. Checking in at the facility also allows for efficient contact tracing, if necessary.
3. CSB discharge planning staff will follow ALL hospital specific guidance on movement throughout the facility.
4. Prior to entering patient units, CSB discharge planning staff will check in with hospital staff each time they visit the facility. The staff will provide any update on change in unit status related to COVID.

5. CSB discharge planning staff will wear PPE, including but not limited to a face mask while in the building.
6. CSB discharge planning staff will not enter units that are on isolation or quarantine.
7. While in the facility, CSB discharge planning staff will maintain (as available) adequate social distance with other staff and patients.