

**POLICY**

All DADS Adult System of Care clients referred to a THU (Transitional Housing Unit) require a THU Client Disposition Form upon referral. This form gives the THU provider necessary information about the client. The form is generated by the Quality Improvement THU Coordinator.

**PROCEDURE**

**QI THU  
Coordinator**

Enter the client information into the THU database once all the appropriate paperwork has been received from a provider requesting a THU. Generate a hard copy of the THU Disposition Form and fax it to the THU provider with the other required paperwork when you make the referral (see Policy 210).

**THU Provider**

Once you have received the referral and placed the client, complete the THU to QI Placement section of the THU Client Disposition Form and return it to the DADS THU Coordinator. If the client no-shows or declines services, please make a note in the THU to QI Placement box before returning the form to the DADS THU Coordinator. If the outpatient intake appointment section is blank when you receive a disposition form from QI, complete that section once the outpatient intake appointment has been obtained and fax the disposition form back to QI.

Upon termination, complete the THU to QI Discharge section of the THU Client Disposition Form. Choose the appropriate reason for discharge from the selections given:

- **Transfer** = Transfer to another THU provider.
- **LOS completed** = Successful THU transition despite the number of days the client was in the THU. This category also applies when a client completes the ASOC length of stay and transfers to a private pay bed.
- **Voluntary** = Client generated discharge before successful completion, or client disappears without notice.
- **Remanded** = Client has been remanded to CJ custody before successful completion.
- **THU Admin DC** = Provider generated discharge related to non-compliance of house rules.

Return the THU Client Disposition Form to the DADS THU Coordinator for processing.