Transitional Housing Unit Client Status Report Form — Policy & Procedure 415

POLICY

In the System, Transitional Housing Unit (THU) Providers communicate with System Outpatient Treatment Providers and with referring parties outside the System about their mutual clients. The THU Client Status Report Form **(CSR)** is the standard method used for this communication. Outpatient providers also use the form to communicate with THU Providers about specific issues related to a client's recovery environment.

PROCEDURE

THU Providers

During the intake appointment, obtain the client's written consent to communicate with all referring parties outside the System who are involved in the client's treatment. If the client is currently in Outpatient treatment, ascertain the name of the client's Outpatient Treatment Provider. The System Authorization allows communication with treatment providers within the System.

Send the CSR form:

- In a timely manner, within 24-48 hours of an incident which would initiate a THU CSR
- When the client is placed at your site
- When the client is terminated/discharged from your site
- When there is a significant change in the client's THU status
- When the client or outside referring party requests it
- When the client has a court date

Send the form to:

- the client's Outpatient Provider
- the client's referring party/parties outside the System

How to Complete the Form

For Placement Notification

At the client's intake appointment

- Complete the top portion of the form:
  - print the referring party's name and fax number
  - record the client's name
  - record the date, the client's UNI/Care identification number and PFN/Case Number (if applicable)
- Complete the "THU Admission Confirmation" box:
  - record the admit date
  - record your agency's name, phone number and address.
- Have the THU Program Director/Coordinator sign and date in the spaces provided
- Always retain a copy of the completed form(s) in the client's chart

For Change in Status Reporting

Any time there is a noteworthy change in the client's THU status

- In the "THU Status Report" box:
  - report the client's compliance with house rules
  - report the client's employment status
  - rate the client's participation in household activities*
  - (poor, fair, good, or excellent)
  - note any disciplinary actions on the lines at the bottom of the box
- Have the THU Program Director/Coordinator sign and date in the spaces provided
- Always retain a copy of the completed form(s) in the client's chart

*Household activities include, but are not limited to, chores, attitude towards other residents, and payment of fees.

For Discharge/Termination Notification

When a client is terminated or discharged

- On the lines at the bottom of the Status Report box:
  - record discharge information
  - record any disciplinary actions taken (if applicable)
- Have the THU Program Director/Coordinator sign and date in the spaces provided
- Always retain a copy of the completed form(s) in the client's chart

Note: Any time you send the form and would like a response from the recipient, check the "Response Requested" box at the bottom of the form.

For Requesting and/or Sharing Information with the THU Provider

When requesting or sharing information that will facilitate the client's THU stay

- In the top portion of the form:
  - record the applicable information to identify the client
- In the "Outpatient Communication To THU" box:
  - note the information you are requesting or sharing
- Fax a copy of the form to the client's THU Provider
- If applicable, check the "Response Requested" box in the bottom left corner of the form
- Retain a copy of the completed form(s) in the client's chart

Note: Any time you send the form and would like a response from the recipient, check the "Response Requested" box at the bottom of the form.