

POLICY

The DADS Adult System of Care follows the guidelines set forth in the CADDSS Discharge Participant Record Instructions from the State for timely closure of client charts.

PROCEDURE

Charts should be closed as soon as the client is no longer in treatment at a program site. In detox and residential, that would be the day the client leaves treatment or is transferred to another site.

For outpatient providers, the date of discharge is the last face-to-face contact. For AMT this includes the last dose a client receives.

Discharges should be entered in Unicare within 5 days