



TO: DBHDD Hospital Social Work Chiefs
DBHDD-contracted providers of Projects for Assistance in Transition from Homelessness (PATH) Services

FROM: Emile Risby, M.D., Medical Director
Terri Timberlake, Ph.D., Director, Office of Adult Mental Health

DATE: December 12, 2016

RE: Discharge Guidance

In our continuous efforts to improve quality of care, several DBHDD hospital social work and central office team members partnered to develop guidance that is intended to support successful hospital to community transition of ADA Settlement eligible homeless individuals. This guidance provides procedures for engaging PATH teams during the discharge planning process so that this population is successfully connected to transitional and supported housing. The guidance also includes information transmission tools that will reduce delays in access and will facilitate an eligible individual's transition into a transitional shelter. Completion of the attached documents during the discharge planning process will ensure that hospital social work staff have transmitted the necessary information for transitional shelters to house individuals and for PATH teams to rapidly become engaged with eligible individuals and provide the necessary linkages and supports.

Please review the attached and share it with appropriate staff. You will soon receive dates for a webinar that will further support the hospital to community transition process via provision of updated adult mental health community services information. Attached are the following:

- 1) Hospital discharge guidance
- 2) Homeless verification letter
- 3) PATH referral form
- 4) DCA disability verification

As you are aware, there has been recent work to revise policies 03-566 and 01-507 that also both support discharge planning and you will be receiving these new policies from the DBHDD policy office in the very near future. We appreciate the dedication and skills that you bring to this work, please contact either Dr. Risby or Dr. Timberlake if you have questions.

Cc: Monica Johnson, Director, Division of Behavioral Health
Jill Mays, Assistant Director, Office of Adult Mental Health
Evelyn Harris, Settlement Coordinator & Director Hospital Systems Quality Management
Adrian Johnson, Director of Field Operations