



Civil State Hospital Audit

1. (ID 8) Does the file contain a treatment plan that was created in collaboration with the state hospital treatment team?
2. (ID 8) Does the provider maintain at least monthly contact with the state treatment facility staff concerning the status of the individual?
3. (ID 8, 394) Does the provider maintain contact with the individual's family?
4. (ID 8) Is there documentation of communication efforts with the SMHTF staff?
5. (ID 8) Does the CM participate in discharge planning meetings?
6. (ID 8) Does the provider maintain progress notes in the client record reflecting all efforts being made on behalf of the individual while in the SMHTF?
7. (ID 8) Is there documentation of a face-to-face meeting within 48 hours of discharge?
8. (ID 8) Has the provider documented efforts to locate placement upon discharge?
9. (ID 8) Has the provider documented efforts to secure appropriate behavioral health services upon discharge?
10. (ID 8) Is there documentation of participation in discharge calls?
11. State Hospital (Incorporated Document 8) Does the provider Participate in 100% of the discharge planning meetings for each individual in a SMHTF?
12. State Hospital (Incorporated Document 8) Does the provider locate housing and services in the community?
13. State Hospital (Incorporated Document 8) Does the provider ensure the individual who has been discharged from a SMHTF is transported to the Social Security office within 5 business days of being transitioned back to the community?
14. State Hospital (Rule 65E4.014, F.A.C.) Does the provider ensure prior clients receive case management services or intensive case management services?
15. State Hospital (Incorporated Document 8) Does the provider Ensure the case manager, or other assigned community behavioral health staff members are assigned to each resident within 3 business days of admission to the SMHTF and that the contact information is provided to the identified staff at the SMHTF?



Civil State Hospital Audit

16. State Hospital (ID 8) Does the provider participate in the development of the recovery plan for each individual admitted to the SMHTF?

17. State Hospital (ID 8) Does the provide review the admission waitlist to look for diversion opportunities?

18. State Hospital (ID 8) Does the provide visit at least quarterly to have face-to-face contact with clients? (when visitation is possible)

19. State Hospital (ID 8) Does the provider send weekly discharge updates when placement takes longer than 30 days?