Integrated System News Bulletin

REQUEST TO REMOVE DISCHARGE DATE

Attention: All Providers Using Clinical Module
Bulletin #001 ~ 5/25/2005 REVISED 9/19/05

Attached is the new form providers will complete to request to have a discharge date removed on a closed episode in the Integrated System. After the request is completed, the form should be faxed to the appropriate service area liaison (see attached listing). The liaison will fax the form to the CIOB and you will be notified when the date has been removed.

The form provides three basic reasons for removing a discharge date:

1) **To modify/correct a discharge date**
2) **The episode was opened in error and it will be deleted**
3) **To continue services within a previously closed episode**

The service area liaisons will apply the following criteria when approving a request to remove a discharge date to continue services within a previously closed episode. This criterion, based on service type, was developed in conjunction with the Office of the Medical Director.

- **Discharge dates may be lifted to continue services within a previously closed episode if the client returns for services within 24 hours of departure from the facility for these types of services:**
  - **Acute Inpatient**
  - **Crisis Stabilization**
  - **Emergency Rooms**
  - **IMD, SNF, PHF, MH Rehab Facility**

- **Discharge dates may be lifted to continue services within a previously closed episode if the client returns for services within 7 days of the discharge date for these types of services:**
  - **Crisis Residential**
  - **Transitional Residential**
  - **Day Treatment/Rehabilitation**
  - **Day Socialization & Vocational Services**
  - **All Outpatient**

Providers should begin using this new form immediately. If you have questions regarding the use or processing of this form, please contact the CIOB Help Desk at (213) 351-1335. If you have questions regarding the time frames for continuing services within a previously closed episode, please contact Standards & Quality Assurance at (213) 738-2289.

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHIEF INFORMATION OFFICE BUREAU

Date: _____

To: _____

From: _____ _____
Provider Name Provider Number

_____ _____
Contact Person Area Code/Telephone Number

Subject: **REQUEST TO REMOVE DISCHARGE DATE**

I am requesting the discharge date on the following episode(s) be removed:

Client name: _____ DMH ID#: _____
Reporting unit: _____ Episode#: _____
Admission date: _____ * Service type: _____
Current discharge date: _____
☐ Modify/correct discharge date to: _____
☐ Episode opened in error, will be deleted
☐ Continue services within a previously closed episode in accord with DMH procedures*

_____

Client name: _____ DMH ID#: _____
Reporting unit: _____ Episode#: _____
Admission date: _____ * Service type: _____
Current discharge date: _____
☐ Modify/correct discharge date to: _____
☐ Episode opened in error, will be deleted
☐ Continue services within a previously closed episode in accord with DMH procedures*

PROGRAM APPROVAL:

_____ _____
Program Manager/Designee Date

DMH ADMINISTRATION APPROVAL:

_____ _____
DMH Manager/Designee Date

*Service types:

Discharge dates may be lifted to continue services within a previously closed episode if the client returns for services within 24 hours of departure from the facility for these types of services:
Acute Inpatient (IP), Crisis Stabilization (CS), Emergency Rooms (ER), IMD, SNF, PHF, HRehabFAC

Discharge dates may be lifted to continue services within a previously closed episode if the client returns for services with 7 days of the entered discharge date for these types of services:
Crisis Residential (CRes), Transitional Residential (TRes), Day Treatment (DTx)/Rehabilitation (DR), Day Socialization (DSoc) & Vocational Services (DVoc), Outpatient (OP)

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

DMH ADMINISTRATIVE STAFF
AUTHORIZED TO APPROVE REQUESTS TO REMOVE DISCHARGE DATES

Name	*Bureau*	*Telephone/FAX/E-mail*	*Address*
Dr. Marta Alquijay	Service Areas 3 and Children's System of Care	(213) 739-5476/ (213) 252-0238/ MAlquijay@dmh.lacounty.gov	DMH, 600 S. Commonwealth Avenue, 6th Floor LA 90005
Virginia A. Borrero	Service Areas 1, 2 and 5 and Older Adults	(213) 351-5244/ (213) 351-2493/ vborrero@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue, 6th Floor, LA 90020
Karen Streich	Specialized Children & Youth Services Bureau Juvenile Justice Program	(213) 738-2895/ (213) 736-5802/ kstreich@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue 3rd Floor, LA 90020
Beverly Williams	Jail Mental Health Services (Adult Jail)	(213) 974-9083/ (213) 687-8044/ bwilliams@lasd.org	JMHS, 441 Bauchet Street LA 90012
Connie Alexander Jones	Service Areas 4 and Countywide Emergency Svcs	(213) 738-3489/ (213) 351-2490/ calexander@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue, 10th Floor, LA 90020
Patrice Figaire	Service Areas 6	(213) 351-5266/ (213) 639-1361/ pfigaire@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue, 4th Floor, LA 90020
Kalene Gilbert	Service Areas 7 and 8	(213) 738-4620/ (213) 427-6178/ kgilbert@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue, 3rd Floor, LA 90020
Stephen Jacobson	Critical Care (SD/MC Inpatient and OHS)	(310) 222-1643/ (310) 222-1826/ sjacobson@dmh.lacounty.gov	Harbor UCLA Wellness Center, 21730 S. Vermont Ave, Suite 210, Torrance 90502
Mary Marx	IMD's and State Hospitals	(323) 226-4431/ (323) 223-8380/ mmarx@dmh.lacounty.gov	1925 N. Daly Street LA 90031
Deanna Hanks or Pansy Washington	Managed Care (FFS Inpatient)	(213) 738-4889/ (213) 739-0120/ pwashington@dmh.lacounty.gov	DMH, 550 S. Vermont Avenue, 7th Floor, LA 90020
Manuel Rosas Jr.	TAY (Transition Age Youth)	(213) 738-2408/ (213) 487-0764/ mmrosas@dmh.lacounty.gov	DMH, 600 S. Commonwealth Avenue, 6th Floor, LA 90005