

# Little City Foundation

# Policies & Procedures

Subject: CHILDBRIDGE - DISCHARGE/TERMINATION OF SERVICES		Policy # CB 02
Approved: Sham F. James	Issued:         Revised:           11/10         03/18	<b>Page:</b> 1 of 2

## **PURPOSE:**

The purpose of the Little City Discharge Policy is to outline the criteria in which individuals receiving services will be discharged from the Little City Foundation ChildBridge Program.

#### SCOPE:

This policy applies to all individuals receiving services from the ChildBridge Program.

## **POLICY:**

Little City's ChildBridge Programs aim to provide children and their families with services that promote well-being and skill-building in the least restrictive setting. With the exception of the Home-Based Waiver Program, the children we service experience collaborative care planning, in a therapeutic setting designed to promote optimal growth and development.

The overarching outcome for all ChildBridge programs is that all participants are prepared to thrive in their ideal living environment, which may include returning to their home of origin, transitioning into a family like setting, or a CILA, understanding that such may not always be possible.

The Children's Group Home Program begins planning for discharge of a child upon admission to the Program. Goals developed through the service planning and treatment process support independence and skill building to promote a quality of life in a lesser restrictive setting; whether it is at home with their parents, foster care for DCFS wards, in an adult [CILA] placement, or on their own in the community.

The Foster Care Program begins discharge planning once the case is received by the program staff. The plan will either include emancipation from DCFS Guardianship when the child is of age, transition to an adult CILA placement through the Phase III process defined by the Department, through adoption with an adoptive family, or return home to the child's family of origin. At times, children require a higher level of care as provided by Residential facilities; this would be considered an unplanned discharge and managed accordingly.

The Home Based Waiver Program continues to provide services to individuals in the program unless the individual voluntarily terminates services or it is determined by the Program, based on the criteria below, that termination of services is warranted.

# **DISCHARGE CRITERIA:**

A child may be discharged from ChildBridge in the following situations:

1. The child has reached the age of 21 years and:

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- a. Becomes an Emancipated Ward of DCFS
- b. Has been transitioned to an adult [CILA] placement
- c. Has been discharged to his/her family of origin/Guardian
- 2. A child under the age of 21 has:
  - a. Transitioned to a new living environment outside of Little City
  - b. Has been adopted by his/her foster parent
  - c. Has been returned to the care of his/her family of origin/Guardian
  - d. Funding source is no longer viable
  - e. Has developed psychiatric needs and or demonstrates behaviors which place peers and staff at pervasive imminent risk and a higher level of care has been determined to be in the child's best interest.
  - f. Has developed medical conditions which exceed the program's ability to manage his/her care.
  - g. The child has achieved the goals established upon admission to the Program and congregate living (CGH) services are no longer the most appropriate and least restrictive setting; services are available to support the child in a less restrictive setting.
  - h. Family/Guardian has made a decision to terminate services with Little City voluntarily and seek supports elsewhere.
  - i. [Home Based Waiver] It is determined that the individual/family can no longer benefit from the Program due to accomplishment of individual goals, the need for alternative types of services; or the lack of family participation as stated in the Agency-Family Service Contract/DHS Service Agreement
  - j. [Home Based Waiver] It is determined that the Program is unable to provide adequate staffing to the individual/family
  - k. [Foster Care] Current foster placement gives notice or child's need exceed current foster parent's ability to care for the child and no additional foster homes within the program are available.

# TERMINATION OF SERVICE

Termination of services shall occur only if the termination recommended by the Program has been approved by the Department of Human Services, Department of Children and Family Services or Illinois State Board of Education. When the program decides to terminate services, the decision will be put in writing to the family with information regarding the family's right to file a grievance as outlined in the grievance procedure should they disagree with the decision.

At no time are services terminated in retaliation for the individual or his/her parent/guardian filing an appeal, grievance or complaint.