**SNAP® Discharge Requirements**

**Purpose:** The intent of this policy is to ensure that an effective means for communicating and facilitating the closure of services is followed.

**Policy:** A SNAP® discharge will be conducted one (1) time per youth upon program completion.

**Procedure and/or Process:**

A case may be closed following contact, or attempted contact as follows:

* The family has successfully completed the SNAP® Program.
* The youth and family refuse to continue to participate in services or withdraw their request for services.
* The youth engages in behavior endangering self or other participating youth and families (in such case an appropriate referral to more intensive services must be strongly considered).
* The youth and family have successfully transferred to services more appropriate to their specific needs.
* The family cannot be located, DCF removal, or have not demonstrated a diligent or good faith effort in accessing or complying with services. This must be documented.
* After three (3) unsuccessful consecutive contacts with the family have been made.

Examples of Client Contact

* The first scheduled appointment (must be documented).
* An attempted phone call to ascertain why the family failed to keep their appointment (must be documented).
* A letter stating that the case will be closed if the family has not responded within seven (7) business days from the date of the letter.
* **All attempted contacts must be documented in the file.**

At the time of the discharge, the SNAP® team member must complete the SNAP® Discharge Report Form and file the completed document in the case record. The document must contain the following information:

* The reason for discharge.
* Summary of events and services provided during the case; including goal progress of the child and family during service delivery
* Summary of pre and post-test changes, if available
* Recommendations or any referrals for aftercare services, if needed to ensure family preservation

**Additional Required Documents to be completed for SNAP® U 12:**

1. Child: SNAP® Boys/SNAP® Girls Child Group Evaluation Form (Week 13)
2. Parent: SNAP® Boys/SNAP® Girls Parent Group Evaluation Form (Week 13)
3. Post CBCL in ASEBA
4. Post TRF in ASEBA, optional
5. Post TOPSE in NetMIS
6. NIRVANA at Discharge

Guidelines for end of group cycle for completion:

* Post measures cannot be completed prior to Session 10; unless the family voluntarily withdrew prior to session 10, or the family has not returned a minimum of three communication attempts that are documented in the youth file.
* Discharges should be completed no later than thirty days following group completion.

\*There must be at least three (3) documented attempts in the youths’ file to obtain post assessment information.

**Required Discharge SNAP® for Youth Program Documents and Assessments:**

1. SNAP® for Youth Client Satisfaction Questionnaire (Week 13)

2. How I Think Questionnaire (HIIT)

3. Social Skills Improvement System (SSIS) Student

4. Social Skills Improvement System (SSIS) Teacher/Adult Forms

5. NIRVANA at Discharge

Please note: All SNAP® related service delivery, documentation, and data entry must be completed before the date of discharge for the file.

**Data Entry:** Discharge information is to be entered into in NetMIS within three (3) business days of discharge. Network staff will ensure JJIS data entry.

**Post-Discharge Requirements:** A 30 and 60-day follow-up with families will be completed and documented on a SNAP® Contact Note and then entered into NetMIS within three (3) business days of completion.