**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 case manager must complete a discharge summary on the SNAP Discharge Report Form and filed in the case record. The discharge summary 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:

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
5. Post TOPSE in ASEBA

\*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

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.