



**Georgia Department of Behavioral Health & Developmental Disabilities**  
*Frank W. Berry, Commissioner*

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**Division of Behavioral Health**  
*Two Peachtree Street NW, Atlanta, Georgia 30303-31425*

August 5, 2016

**To:** Georgia State-Contracted Inpatient Psychiatric & Substance Detoxification Providers

**From:** Monica Johnson, M.A, LPC *MJ*  
Division of Behavioral Health, Director

**Subject:** Timely Submission of Discharge Information

The purpose of this memorandum is to review the importance of timely and accurate submission of clinical discharge information to The Georgia Collaborative ASO Provider Connects System.

The Department of Behavioral Health and Developmental Disabilities (DBHDD) works to support the individuals in Georgia with behavioral health conditions and development delays to easy access to high-quality care that leads to a life of recovery and independence. One way that this vision is expressed is through supporting individuals who may need acute inpatient psychiatric and substance use hospitalization. Once these individuals are discharged from an Inpatient Psychiatric & Substance Detoxification facility, The Georgia Collaborative is charged by the DBHDD to assist these individuals in remaining connected to care. On May 13, 2016 the DBHDD Office of Adult Mental Health released a memo which clarified facility expectations. The expectation is facilities will enter clinical discharge information in The Georgia Collaborative ASO Provider Connects System within 48 hours of the individual's discharge.

Discharge data is crucial to the DBHDD as well as other providers and health partners. The ASO information system is used as a basis for mandatory external reporting, as well as a tool for continuity of care and care coordination. The Georgia Collaborative ASO looks to partner with each provider to ensure accurate and timely submission of discharge information within these timelines. Failure of the facility to meet this expectation has the potential of hindering the utilization partnership with your facility and can limit the successful aftercare support for individuals served. The Georgia Collaborative ASO staff is available to work to resolve any barriers to support meeting this expectation.

cc: DBHDD ASO Steering Committee  
The Georgia Collaborative ASO  
Dante' McKay  
Terri Timberlake  
Cassandra Price  
Stephanie Pearson