



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

Division of Behavioral Health

Two Peachtree Street NW, Atlanta, Georgia 30303-31425

August 5, 2016

To: Chief Executive Officer
Psychiatric Residential Treatment Facilities

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) maintains and promulgates policies related to Psychiatric Residential Treatment Facilities and discharges. The policy outlining DBHDD's expectations about discharges is [PRTF Discharge Planning and Discharge, 01-316](#), located at the [DBHDD PolicyStat website](#): *Once a youth/emerging adult is ready for discharge, the PRTF Utilization Management staff implements discharge plans and must submit the discharge form in the Administrative Services Organization (ASO)'s electronic information system within **one (1) business day of 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 the timelines outlined by this DBHDD policy. Failure of the PRTF to meet this policy expectation has the potential of hindering the utilization partnership with your facility and can limit the successful aftercare support for the youth and families served.

We look forward to collaborative improved performance in this area. We will continue to encourage these dialogue in our PRTF Coalition meetings and the Georgia Collaborative ASO staff is also available to work to resolve any barriers to support meeting this expectation.

cc: DBHDD ASO Steering Committee
The Georgia Collaborative ASO
Dante' McKay
Stephanie Pearson