

ENDING SERVICES	
CCP Staff will complete a case summary when ending services with a client.	
REFERENCE	
<i>Pathways to Wellness: An Updated Action Plan for Addictions and Mental Health 2014-2016</i>	
PURPOSE	
<ul style="list-style-type: none">• To document when and why services are ended with clients.• To complete client's files when services are ended.	
PROCEDURE	
<ol style="list-style-type: none">1. Incorporate elements of discharge planning throughout the treatment process (e.g. learning coping mechanisms, identifying triggers, etc.).2. Document reasons for ending services, including any attempts to contact the client.3. Complete the Case Summary form and put in the client's file.	
FORMS	
<ul style="list-style-type: none">• Case Summary	
TOOLS	
<ul style="list-style-type: none">• None	

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Director Mental Health and Addictions

