

Vocational Services Discharge Summary

MH 5388 (REV 11/06)



CALIFORNIA DEPARTMENT OF
Mental Health

TO BE COMPLETED UPON REFERRAL FOR DISCHARGE FROM STATE HOSPITAL

SECTION I – Patient Information

Name: _____ DOB: _____ Hospital # _____

Social Security #: _____
(last four digits) State I.D. or Driver's License: _____

CONREP
(Last Clinician): _____

CONREP Phone
No.: _____

D.R. Counselor: _____

SECTION II – Current Work Experience

Current Vocational Goals: _____

Current Vocational
Objectives: _____

Job Title: _____

Duties Performed: _____

Length of time on the job and
number of hours worked per week: _____

Behavioral observations of work supervisor (i.e. attitude, quantity/quality of work, appearance,
attendance etc.):

Other relevant
information/observations: _____

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SECTION III – Vocational Education

Summarize in-patient vocational educational experiences, including special training:

SECTION IV – Strengths and Preferences

List vocational strengths:

List Vocational Preferences:

SECTION V – Interpersonal Relationships

Describe interactions with staff/work supervisor:

Describe interactions with coworkers in the work setting:

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Instructions for Using Vocational Services Discharge Summary

The Vocational Services Discharge Summary Form (MH 5388) is designed for use by the State Hospital Vocational Rehabilitation Counselors (SHVRC), Conditional Release (CONREP) Program staff as part of the Department of Mental Health (DMH)/Department of Rehabilitation (DOR) Cooperative Program. The intent of this form is to improve communications between partner agencies, document vocational rehabilitation activities and demonstrate success rates of the individuals served in state hospitals through the Cooperative Program.

The attached process describes and outlines the sequence and responsibilities for individuals and staff in the DMH/DOR Cooperative Program. Utilization of both this process and form should result in an increase of seamless support and services provided to the individuals served in their goal for employment and their highest potential for independence in the community.

**State Hospital
Department of Rehabilitation (DOR) Coordination
Vocational Rehabilitation Program**

Proposed System of Referral and Communication

Acronyms	
CONREP:	Conditional Release Program
CONREP/STRP:	CONREP's State Transitional Residential Program
CPS:	State Hospital's Central Program Services
DOR:	Department of Rehabilitation
DORL:	DOR Hospital Liaison
DORSVRC:	DOR Senior Vocational Rehabilitation Counselor (in individual's community)
IPE:	Individual Plan for Employment
SHVRC:	State Hospital Vocational Rehabilitation Counselor

NOTE: There are two paths an individual can follow. The first (# I below) pertains to CONREP individuals, and for them there are two separate routes depending on whether they will be released directly to their home community (# IA) or to a State Transitional Residential Program (STRP) and then to their home community (# IB). The second path is for NON-CONREP individuals referred directly to their home community (# II below).

I. CONREP Individuals:

- A. Individuals who have received mental health treatment services at a DMH State Hospital and released to the CONREP in their home community.
1. State Hospital Vocational Rehabilitation Counselor (SHVRC) makes referral to DOR Hospital Liaison (DORL).
 2. DORL interviews potential individual.
 3. SHVRC notifies DORL of individual's home community and estimated discharge date if known.
 4. DORL alerts DOR Senior Vocational Rehabilitation Counselor (DORSVRC) in individual's home community.
 5. Upon the individual's discharge, the State Hospital's Central Program Services (CPS) notifies the SHVRC and the DORL.
 6. CPS and SHVRC provide a summary of the Vocational Rehabilitation Services provided to the community CONREP and the DORL.

7. CPS informs the community CONREP that the individual is involved in a cooperative program with DOR and interaction with the local DORSVRC is expected.
 8. When the IPE is developed by the DORL or the DORSVRC, it is *imperative* they involve the community CONREP.
 9. The DORL/DORSVRC makes contact with the community CONREP and, if appropriate, interviews/works with the individual while in the CONREP (the CONREP community representative is also encouraged to contact the local DORSVRC assigned to the case).
 10. Upon release into the community and link up with the DORL or DORSVRC the DORL notifies the SHVRC and CPS that the individual is in the community and is looking for work.
 11. Upon successful employment for 90 days or more, the DORL or the DORSVRC notifies the SHVRC using a standard reporting mechanism and the SHVRC notifies CPS and the CONREP Program Director in the home community that the individual has been successful and is pending closure of DOR case.
- B. Individuals who have received mental health treatment services at a DMH State Hospital and released to CONREP via a CONREP Statewide Transition Residential Program (STRP).
1. SHVRC makes referral to DORL.
 2. DORL interviews potential individual.
 3. SHVRC informs DORL of individual's home community and estimated date of discharge (if known) to STRP.
 4. DORL alerts DORSVRC in individual's home community.
 5. Upon the individual's discharge, the CPS notifies the SHVRC and the DORL.
 6. SHVRC and CPS provide a summary of the Vocational Rehabilitation Services provided to the DORL and the CONREP STRP along with notification that the individual is involved in the DOR/DMH cooperative vocational program.
 7. To prevent any confusion or loss of contact while in the CONREP STRP, the DORL will contact the individual in the CONREP STRP to assure that DOR intends to continue working with the individual.
 8. After up to 120 days, the individual is released to community CONREP and DORL and SHVRC are informed.
 9. DORL notifies DORSVRC of discharge information and contact information for local CONREP serving the individual.

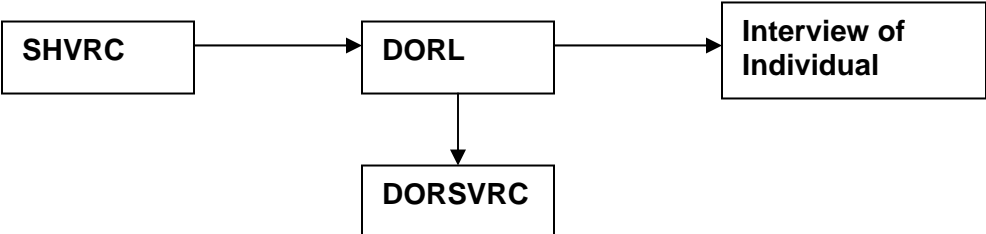
10. DORL/DORSVRC contacts local CONREP to develop a treatment plan for individual and interviews the individual.
11. When the IPE is developed by the DORL or the DORSVRC, it is *imperative* they involve the local CONREP.
12. Upon release into the individual's home community and link up with the DORL or DORSVRC an agreed upon service plan is developed collaboratively with CONREP the DORL or the DORSVRC notifies the SHVRC and CPS that the individual is in the community and is looking for work and may be involved in a training program.
13. Upon successful employment for 90 days or more, the DORL or the DORSVRC notifies the SHVRC using a standard reporting mechanism and the SHVRC notifies CPS and the CONREP Program Director in the home community that the individual has been successful and is pending closure of DOR case.

II. Individuals who have received mental health treatment services at a DMH state hospital and are scheduled to be released directly to the community (county committed and court released individuals):

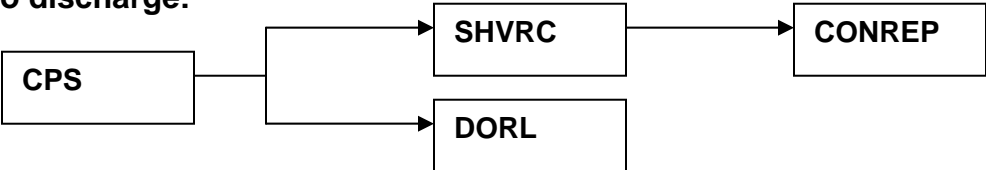
1. SHVRC makes referral to DORL.
2. DORL interviews potential individual.
3. SHVRC informs DORL of individual's home community and provides the individual a work progress form created by SHVRC and CPS.
4. DORL alerts DORSVRC in individual's home community.
5. Upon the individual's discharge from the state hospital the state hospital ([CPS]) notifies the DORL and the SHVRC.
6. Upon release into the community and link up with the DORL or DORSVRC the DORL notifies the CPS and the SHVRC that the individual is in the community and is looking for work which may require training.
7. Upon successful employment for 90 days or more, the DORL notifies the SHVRC using a standard reporting mechanism and the SHVRC notifies CPS that the individual has been successful and the case with DOR is pending closure.

Communication Paths for IA
(CONREP no STRP)

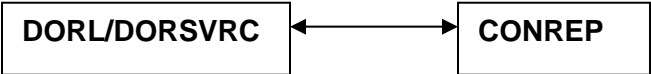
Vocational enrollment at State Hospital:



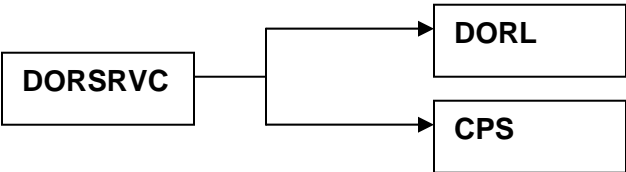
Prior to discharge:



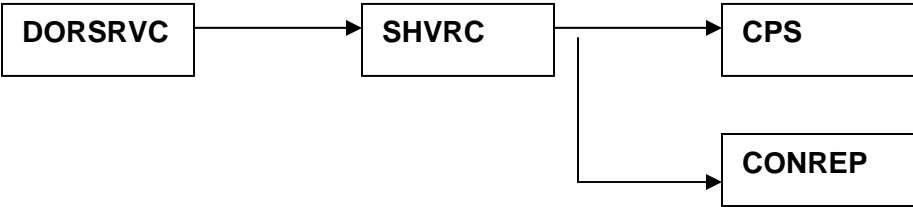
At referral to community:



In the community:

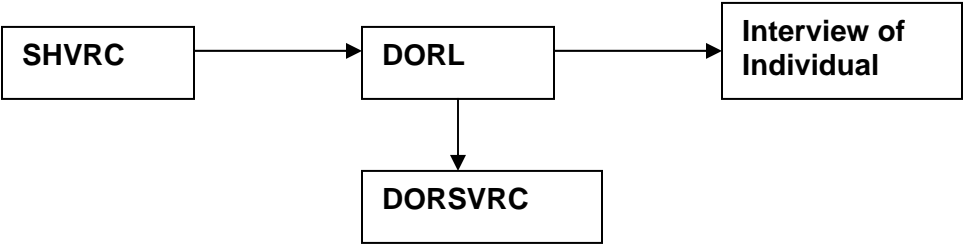


Successful rehabilitation:

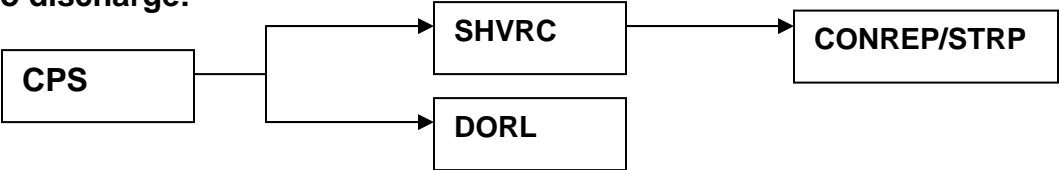


Communication Paths for IB (CONREP with STRP)

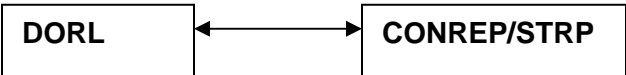
Vocational enrollment at State Hospital:



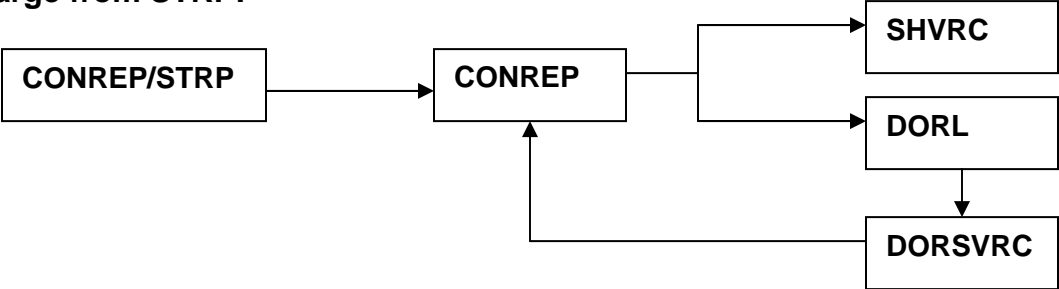
Prior to discharge:



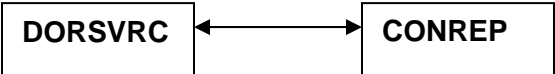
At referral to STRP:



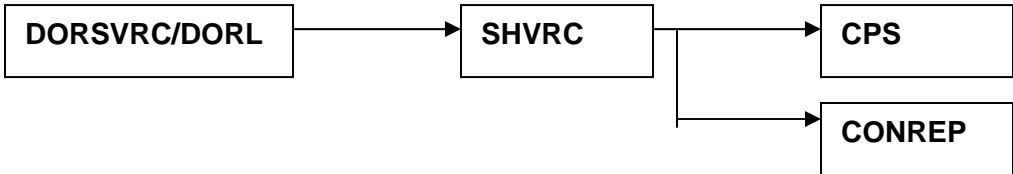
Discharge from STRP:



In the community:

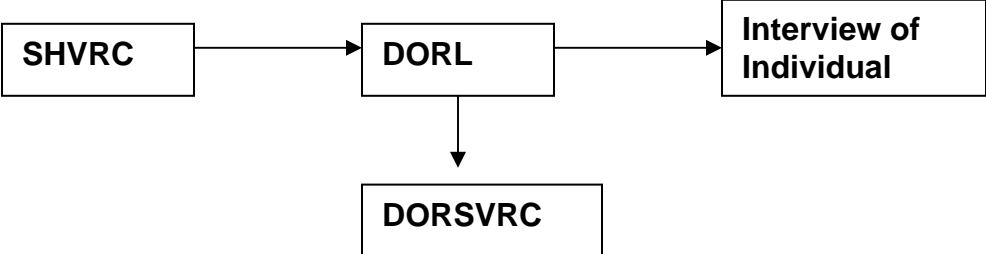


Successful rehabilitation:

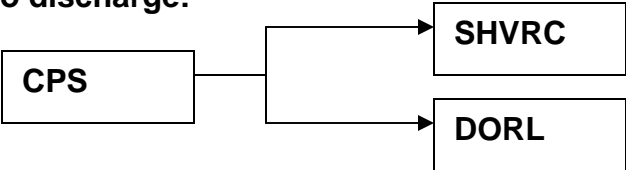


Communication Paths for II (Non-CONREP)

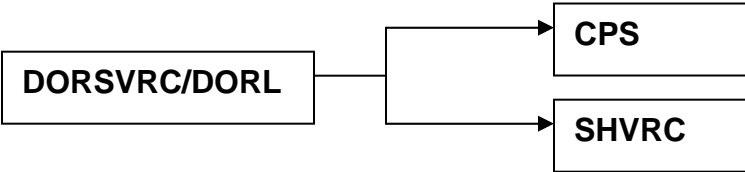
Vocational enrollment at State Hospital:



Prior to discharge:



In the community:



Successful rehabilitation:

