

**CLINICAL CARE POLICIES - ADMINISTRATION**  
**TERMINATION OF CARE**  
**MASONIC CENTER FOR YOUTH AND FAMILIES**  
**POLICY NUMBER: 17**  
**Created: October 2010**  
**Adopted: December 16, 2010**  
**Revised: September 13, 2018**

## STATEMENT OF POLICY

The Masonic Center for Youth and Families (MCYAF) recognizes that there may be instances where services must be terminated (as opposed to voluntary discharge) in the best interests of MCYAF and the youth/family/guardian. The purpose of this policy is to provide clear guidance on MCYAF's process for unilaterally terminating treatment.

## PROCEDURES

1. MCYAF may unilaterally decide to terminate services for the following reasons:
  - a. Significant noncompliance with agreed-upon treatment following multiple clinical interventions, such as destructive undermining of treatment and failure to participate in the treatment plan;
  - b. Dangerous, damaging, destructive and/or illegal behavior towards MCYAF or its property, staff or others (See Dangerous Client Policy);
  - c. Clinical acuity becomes too great for outpatient setting and requires a higher level of care as determined by Clinical Director;
  - e. Excessively cancelling.
  - f. Three no-shows and no-call cancellations.
  - g. Lack of payment according to agreed upon payment plan; or
  - h. Other circumstances warranting termination in the reasonable discretion of the Clinical Director.

2. Youth/family/guardian shall be informed of the requirements for participation in the treatment program and the specific circumstances that may result in MCYAF's unilateral decision to terminate treatment. Steps shall be taken to assist youth/family/guardian with compliance.

3. Clinicians shall document in the session notes all steps leading up to terminating care, including, but not limited to, observable behavior, specific infractions, and interventions taken.

4. Unilateral termination of care shall only be authorized by the Clinical Director and the Executive Director/Administrator after consulting with the treating clinician.

5. If it is determined that termination is necessary, the clinical team shall schedule an appointment with the youth/family/guardian to discuss the basis for the unilateral decision to terminate. Outside referrals will be given at that time.

6. All steps taken leading up to and including the decision to unilaterally terminate and subsequent referrals, shall be documented in the electronic medical record.

## REFERENCES

California Code of Regulations, title 22, sections 75325 (a); 75331(b)(2)