State Opioid and Stimulant Response Grant (SOS 3.0)
Discharge Guidance

Grantees are required to ensure that all client discharges are processed correctly and submitted on time. Please be reminded to submit a discharge record for **every client** by the end of the SOS 3.0 grant period. Included are instructions on when and how to complete a discharge.

A. When should I discharge a client from SOS 3.0?
The client should be discharged if the client's SOS 3.0 services have ended, or 30 days have elapsed from the time of last contact with the client, or if the grant ends (See Questions 2 and 3). If the client is still in the program after the grant ends, conduct an administrative discharge.

B. How does SOS 3.0 define discharge?
The period of performance has closed for the grant. Any active or enrolled client should complete a follow-up or discharge interview with agency or administratively. Please reference SOS 3.0 transition to 4.0 guidance.

1. **If the agency does not have a discharge definition or policy**, complete a discharge interview for all clients for whom 30 days have elapsed from last contact.

C.   Is there a window period for conducting and submitting a GPRA discharge interview record?
1. Conduct a full GPRA discharge interview on the day of the client's discharge. If a client has not finished treatment, drops out, and is not present on the day of discharge, allow 14 days to find the client and conduct a full interview. If the GPRA interview has not been conducted by day 15, conduct an administrative discharge (GPRA Sections A, J, & K).
2. **If the agency follows the policy of discharging a client with no contact after 30 days**, then 14 days after the discharge date contact the client for a full interview. If the GPRA interview has not been conducted by day 15, conduct an administrative discharge (GPRA Sections A, J, & K).
3. If a client has been discharged within 7 days of intake, a full discharge interview is not needed. Enter an administrative discharge record (GPRA Sections A, J, & K).