

[insert organisation name/logo]

Participant Checklist - Service Exit

	Date	Details
Exit planning commences on entry		
Exit plan incorporated into Recovery Plan		
Involvement of carer(s) in planning		
Involvement of other service provider(s) in planning		
Follow-up arrangements stated		
Referral and/or facilitated introduction arrangements to community resources		
Roles and responsibilities agreed to and stated on plan: <ul style="list-style-type: none">• participant• support network• other service provider(s)• [insert organisation name].• [insert other]		
Relapse prevention and response stated		
Information provided to and, if needed, shared support arrangements agreed to, with the preferred health care provider (eg GP, psychiatrist, community mental health nurse/team).		
Information on how to re-enter the service provided to participant and carer(s).		
Clear point of contact in [insert organisation name] specified regarding the most recent period of support.		
Preferred method of evaluating recovery outcomes for the participant is identified.		
Recovery Celebration		
Exit Interview		
Follow up		
Relevant people notified about participant exit		
Participant exit summary completed & filed.		