

Outpatient Clinical Services Manual Procedure For Clinical Treatment Plan Signatures

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Summary: To ensure that each Hamilton Center Inc. site consistently obtains consumer signatures on clinical treatment plans and treatment plan updates. In order to ensure that Hamilton Center Inc. is adequately providing quality behavioral healthcare, wellness, and human development services to our communities, the following Procedure will take place for obtaining a consumers signature on their Treatment Plan at each Hamilton Center site:

PROCEDURE:

1.0 Initial Treatment Plan Development

- 1.1 The initial Treatment Plan recommendations shall be included in the initial assessment completed by the clinician to include the initial identified problem, recommendations for services and an initial diagnostic impression. A Treatment Plan document shall be established no later than the end of the second clinical session to include at a minimum a problem, goal, objective and service intervention.
- 1.2 Upon establishment of the Treatment Plan document, and no later than the second clinical session, Hamilton Center staff will obtain an electronic or paper copy signature from the consumer/parent or guardian to ensure both provider and consumer are working collaboratively to meet all of the consumers identified needs.
- 1.3 The consumer/parent or guardian will receive a paper copy of the completed treatment plan no later than the end of the second clinical session.

2.0 Ongoing Treatment Plan Development

- 2.1 Hamilton Center staff will work collaboratively with consumers during their episode of treatment to modify and adjust the Treatment Plan to continuously

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meet the ongoing needs of the consumer. Treatment Plan updates should occur as often as necessary to reflect the consumer's progression in treatment.

- 2.2 Hamilton Center staff shall obtain signatures on Treatment Plans during any change in level of care that includes moving from less restrictive to more restrictive levels of care and from more restrictive to less restrictive levels of care.
- 2.3 Providers within the receiving program will work with the consumer to develop a revised Treatment Plan that meets their ongoing needs. The identified provider will complete this Treatment Plan prior to any services being provided to the consumer within that setting to ensure the Treatment Plan meets the needs of the consumer.
- 2.3 Hamilton Center staff shall obtain signatures on Treatment Plans as often as possible during the course of treatment. At a minimum, consumer signatures on Treatment Plans shall occur every 180 days while in Treatment and a copy provided to the consumer.