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| **Issued By**: Directors of Clinical Services | **Posted:** |  |

**Purpose:** To establish Hamilton Center, Inc. (HCI) internal process for Clinical Treatment Plan signatures.

**PROCEDURE:**

# Initial Treatment Plan Development

* 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 or 60 days of initial assessment (whichever comes first), to include at a minimum a problem, goal, objective and service intervention and strengths and advance directives.
  2. Upon establishment of the Treatment Plan document, and no later than the second clinical session or 60 days of initial assessment (whichever comes first). HCI 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.
  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.

1. **Ongoing Treatment Plan Development**

**2.1**  Hamilton Center staff will update the treatment plan in agreement with and endorsed by the consumer and in consultation with the primary care provider (if any) when changes in the consumer’s status, responses to treatment, or goal achievement have occurred.

2. 1 Hamilton Center staff will work collaboratively with consumers, family members, primary care providers and anyone else identified by the consumer as a participant of their treatment team during their episode of treatment to modify and adjust the Treatment Plan to continuously meet the ongoing needs of the consumer. Treatment Plan updates should occur as often as necessary to reflect the consumer’s progression in treatment but will occur at a minimum every 90 days.

* 1. HCI 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. 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 that Treatment Plan meets the needs of the consumer.
  3. HCI 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.
  4. **If HCI is unable to obtain a signature on the Treatment Plan at anytime after a treatment plan update, the staff will notate the barrier for the client to sign the treatment plan on the treatment plan under that specific area (this is a text box field).**