

 <p>FOHFS</p>	Fountain of Hope Family Services Inc.		Policy and Procedures	
	Policy Type:-	General Program Standards	Policy# GSP-204	
	Subject:-	Person Centered Plan	Adopted:- 05/06/2014	
	Section:-	(2-C)	Effective:- 06/11/2015	
	Approval By:-	Michael Oladipo	Revised:- 08/15/2020	

□ Individual Treatment Plan

(**FOHFS Agency**) utilizes an interdisciplinary team approach in the development and implementation of Individual Treatment Plans. (Various funding sources may utilize other terminology for this interdisciplinary process.) This team process involves the individual being served, the counselor, the individual’s legal guardian/family or significant other(s) if appropriate, and any other personnel who may have a significant impact on the needs of the individual.

Initial assessment is performed within **7** days of acceptance into the program. The **Comprehensive Treatment Plan** is developed within **15** service days of starting services. The team members base these plans upon completion of an evaluation and observations. The assigned counselor is responsible for the internal arrangement of team meetings to include all appropriate participants and for the monitoring of progress toward objectives on an as need basis. Treatment plans are reviewed twice (**2**) yearly. Any deviation from these procedures is documented in the individual’s case record. Any team member may request special team meetings at any time.

□ Individual Plan

- Clinician and the Clients work jointly in devising integrated, individual treatment plans that offer reasonable promise of success and are consistent with abilities and circumstances of Client. Clinician and Client regularly review counseling plans to ensure their continued viability and effectiveness, respecting the Client freedom of choice.
- **The individual plan:**
 - The individual treatment plan is prepared by the Clinician using the information from the assessment and interpretive summary.
 - The individual treatment plan is developed with the needs and desires of the Client in mind.
 - ✓ The treatment plan may include goals and objectives for anger management, coping skills, and pro-social pattern of thinking. These

goals and objectives support the person's served ability to be successfully integrated into their local community.

- ✓ **FOHFS Agency** strives to develop positive family interactions by providing family therapy to persons served as appropriate.
 - ✓ The treatment plan assesses the person's served family system and interpersonal relationships. Problems in these areas are addressed in the goals and objectives of individual and family therapy.
 - ✓ Other needed services and plan to address needs are identified in the interpretative summary by the Clinician.
 - The individual plan is developed with the Client and the legal guardian of the Client. When the Client is under the age of 14 years, the legal guardian may sign the treatment plan and agree upon the goals and objectives of the treatment plan.
 - The individual plan identifies needs. When a need is identified that are beyond the scope of the **FOHFS Agency** the Clinician documents referrals made to address those needs.
 - Each individual treatment plan identifies individual, group, and/or family therapy services.
 - Referrals for additional services are documented in the interpretative summary section of the treatment plan.
 - Treatment plans are developed with input from the Client and with the Client in mind. Each treatment plan is reviewed and agreed with by the Client indicating the Client understands and agrees with the treatment plan.
 - Clients assist with the development of the treatment plan and are provided with a copy of their treatment plans upon their request.
- The individual plan includes the following components:
 - **Goals that are:**
 - ✓ Expressed in the words of the Client with explanation by Clinician if appropriate.
 - ✓ Goals are agreed upon by the Client.
 - ✓ Goals are developed with the person's served culture in mind.
 - ✓ Goals are developed with the person's served age in mind.
 - ✓ **FOHFS Agency'** interpretative summary includes the person's strengths, needs, abilities, and preferences. The Clinician develops the person's served goals and objectives with these things in mind.
 - Specific treatment objectives are:
 - ✓ Reflective of the expectations of:
 - (a)
 - he person's served input is applied to the treatment plan objectives. All objectives are developed with the Client in mind.
 - (b)
 - bjectives are developed with the treatment team's expectations in

mind.

- ✓ Objectives are age appropriate.
- ✓ Objectives are developmentally appropriate.
- ✓ Objectives are developed with the Clients culture and ethnicity in mind.
- ✓ Objectives are developed with the Clients disabilities/disorders or concerns in mind.
- ✓ Objectives are written in language that is understandable to the Client.
- ✓ Objectives are measurable.
- ✓ Objectives are achievable.
- ✓ Objectives are time specific.
- ✓ Objectives are developed with the treatment setting in mind.
- Treatment plans include an identification of specific treatment intervention documented for each goal and objective.
- Frequency of specific treatment interventions is documented in the treatment plan.
- **When the Client has co-occurring disabilities and/or disorders:**
 - The individual plan specifically addresses those issues in an integrated manner, or documents referrals for other services.
 - The Clinician may feel that services other than talk therapy would benefit the Client, for example, the Clinician may make referrals for case management, substance abuse, and crisis intervention.
- **Individual plans are:**
 - Reviewed every 6 months with the Client to ensure continued relevance.
 - Individual plans are modified when needed to best serve the Client.
 - Communicated to the Client in a way that is understandable
- **Signed and dated progress notes document:**
 - Achievement of identified:
 - ✓ One or more objectives are addressed in each progress note to ensure continued strives toward achievement of objective.
 - ✓ Goals are identified as being met in the progress notes.
 - Clinician's document significant event or changes in the life of the Client in signed and dated progress notes.
 - Clinicians document the delivery of services and specific interventions that support the individual plan in progress notes.
 - Movement to other levels of care is also documented with in the progress notes written by the Clinician, and are communicated to the person served in a way that he/she can understand.
- A designated individual assist in coordinating services for each Client by:
 - The Clinician assumes responsible for ensuring the implementation of the individual plan.
 - The Clinician ensures that the Client is oriented to his or her services.
 - The Clinician promotes the participation of the Client on an ongoing basis in discussions of his or her plans, goals, and status.

- The Clinician is responsible for identifying and addressing gaps in service provision.
- The Clinician is responsible for sharing information on how to access community resources relevant to his or her needs.
- The Clinician is responsible for advocating for the Client, or for referring the Client to an Agency that provides advocate services when appropriate.
- The Clinician communicates information regarding the progress on the Client to the appropriate person with a signed consent form by the Client.
- The Clinician is responsible for facilitating the transition process, including arrangements for follow-up services.
- The Clinician may involve the family or legal guardian when applicable or permitted by the Client.
- The Clinician is responsible for coordinating services indicated within the treatment plan.
- The Clinician identifies the process for after-hours contact. **FOHFS Agency** is open Monday-Friday, **9:00 am-5:30 pm**. Clients are referred to the Crisis Center **(405) 522-8100** or Heart line Suicide/Crisis Help **(405) 848-2273** for mental health emergencies. Clients are also provided with two cell phone numbers for the Management Team. Who return all calls within **24** hours?