

LifeSpan... A Community Service

Policy & Procedure

Title: Services Suited to Condition	Partnership: All
Approved By: Board Of Directors and Exec. Director	Policy No: J07
Attachments: Medicaid Notice of Hearing Rights,	Effective Date: November 2011
Page: 1 - 3	Revision Date: July 2013, November 2014

PURPOSE

The purpose of this policy is to establish guidelines for the development of an Individual Plan of Service that will ensure that each recipient receives services suited to his or her condition.

II. POLICY

It is the policy of LifeSpan...A Community Service that all recipients shall receive services suited to their condition, and that these services are provided in a safe, sanitary, and humane treatment environment.

III. APPLICATION

All recipients while under the care of any program staff, students, volunteers, and/or contractual agencies within LifeSpan...A Community Service.

IV. DEFINITIONS

Individual Plan of Service – A written individualized plan of service developed with a recipient as required by section 712 of the Mental Health Code.

Legal Representative – A legal representative is defined as any of the following:

1. A court-appointed guardian,
2. A parent with legal custody of a minor recipient,
3. In the case of a deceased recipient, the executor of the estate or court appointed personal representative,
4. A patient advocate under a durable power of attorney or other advanced directive.

Person-centered planning – A process for planning and supporting the individual receiving services that builds upon the individual's capacity to engage in activities that promote community life and that honors the individual's preferences, choices, and abilities. The person-centered planning process involves families, friends, and professionals as the individual desires or requires.

Support plan – A written plan that specifies the personal support services or any other supports that are to be developed with and provided for a recipient.

Treatment plan – A written plan that specifies the goal-oriented treatment or training services, including rehabilitation or habilitation services that are to be developed with and provided for a recipient

V. STANDARDS

A. A person-centered planning process shall be used to develop an Individual Plan of Service in partnership with each recipient. A preliminary plan shall be developed within 7 days of the commencement of services or, if an individual is hospitalized for less than 7 days, before discharge or release.

B. The Individual Plan of Service shall consist of a treatment plan, support plan, or both. A treatment plan shall establish meaningful and measurable goals with the recipient.

C. The Individual Plan of Service shall assess and address, as either desired or required by the recipient, the recipient's need for food, shelter, clothing, health care, employment opportunities, educational opportunities, legal services, transportation, and recreation.

D. The plan shall be kept current and shall be modified when indicated. The individual in charge of implementing the plan of services shall be designated in the plan.

E. The Individual Plan of Service shall identify a specific date or dates when the overall plan and any of its subcomponents will be reviewed for possible modification or revision.

F. Recipients shall receive verbal and written notice of their clinical status and progress at reasonable intervals established in the Individual Plan of Service, and in a manner that is clinically appropriate.

G. If a recipient is not satisfied with their Individual Plan of Service, the recipient or their legal representative may make a request for review to the designated individual in charge of implementing the plan. The review shall be completed within 30 days and shall be carried out in a manner approved by the governing body.

H. An individual may be excluded from participation in the person-centered planning process only if inclusion of that individual would constitute a substantial risk of physical or emotional harm to the recipient, or substantial disruption of the planning process. Justification for an individual's exclusion shall be documented in the clinical record.

I. A comprehensive assessment/analysis shall be conducted if a recipient exhibits challenging behaviors.

J. The Individual Plan of Service shall identify any restrictions or limitations of the recipient's rights. This shall include documentation of attempts to avoid such restrictions, as well as action that will be taken to eliminate the need for future restrictions.

K. Restrictions, limitations, or any intrusive behavior management techniques shall be reviewed by a formally constituted committee of mental health professionals with specific knowledge, training, and expertise in applied behavioral analysis. (BMRC – Behavioral Management Risk Committee)

L. A recipient shall be given a choice of physician or other mental health professional.