

Cornerstone Behavioral Healthcare

CS.6-CS.11 Individual Service Planning for Stepping Stones

All clients served by CBH will have an Individual Service Plan (ISP) that meets licensing and professional standards.

A preliminary Individual Service Plan shall be completed at admission and revised within 30 days after a Treatment Meeting with all relevant parties. The Individual Service Plan will be reviewed at major decision points in each client's treatment course (when there is a change in the client's condition, when a service appears not to benefit the client, when the client is under or over utilizing services, and etc.), upon the client's or legally responsible parent's request, and no less frequently than every 90 days.(CS.9)

The client and legally designated guardian shall be fully and actively involved in the development or revision of the service plan, if possible. If the client consents, the client's designated representative, family members or significant others shall be included in the development and revision of the service plan, unless contraindicated. When these individuals do not attend, their absence shall be noted. CBH shall document good faith efforts, including a 7 day notice of any service planning meetings, to involve guardians, representatives or legally responsible parents. (CS.6)

The Individual Service Plan will include the following:

1. A problem statements
2. Short and long range goals based upon client need(s)
 - a. Goals are transitional changing statements which embody what the person using services wants for his/her life.
 - b. Goals change sometimes quickly and sometimes slowly. ISPs, therefore, will change to reflect the shifts in goals with a projection of when such goals will be obtained.
3. Objectives stated in terms which allow objective measurement of progress, multi-disciplinary input and specification of treatment responsibilities.
4. Client input and signature.
5. Signatures of all people participating in the development of the plan.
6. The methods and frequency of treatment rehabilitation, and support.
7. A description of any physical handicap and any accommodations necessary to provide the same or equal services and benefits as those afforded non-disabled individuals.
8. A criteria for discharge.(CS.7)

The service plan is designed so that the client's progress towards service planning goals can be monitored and evaluated. Goals identified by the client have measurable objectives in which to monitor progress. (CS.8)

The provider will assist clients in negotiating linkages with service providers by collaborating through providing information, consultation and problem solving with other professionals and natural supports in order to assist the individual to manage symptoms of their illness. These intervention services will be detailed in the Individualized Service Plan, and documented in progress notes. (CS.12)

Justification for not addressing problems identified in the assessments will be documented in the client's record. Such documentation shall include the rationale for not addressing the problems at this time. (CS.7.B) This documentation can include case record notes, progress notes, service plan narratives, quarterly reports, etc. If at the time of the Individual Service Plan meeting team members know on the basis of reliable information that the needed services are unavailable, they shall note them as "unmet service needs" on the Individual Service Plan and develop an interim plan based upon available services, meeting, as nearly as possible, the actual needs of the client. CBH will also document notification to the Clinical Director, or his or her designee, APS, and the Commissioner of DHHS regarding the unavailability of service that is causing the unmet service need. (CS.10)

Clients, guardians, and/ or their legally responsible parent, shall be provided a copy of their Individualized Service Plan within one week following its formulation, review, or revision and notification of client, guardian and/or legally responsible parent should they disagree with any aspect of the plan. CBH will provide a copy of the client's service plan and/or notify them of recourse should they disagree. (CS.11)

Executive Approval *Donna M. Rubell* Date: 1-13-2016