

Cornerstone Behavioral Healthcare

Submission Rules for the ITP/ISP: Internal Clinicians and Affiliates


POLICY:

See: OP.9 Treatment for and Care Process for policy requirements.

PROCEDURE:

Providers must observe the following procedures to assure timeliness of submission of the ITP or ISP:

1. The initial ITP or ISP is due within 30 days for all mental health outpatient services. For substance abuse the ITP is due within the first three (3) visits.
2. The 90 day follow-up reviews are calculated from the client's signature date.
3. An ISP/ITP is deemed late if the current treatment plan has expired and the client was seen for services after the expiration date. The initial ISP/ITP is deemed late if not completed within 30 days of the first date of service, and the client was seen for services after the due date. For a late ISP/ITP a late note will be added to the treatment plan that details the reason for not being in compliance with the initial or review periods.



Executive Director/Date 3-25-2020