

Sixth District Department of Correctional Services POLICY	Issue Date 10/16/09	Effective Date 12/15/14	Policy Number 2306-14
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM TREATMENT PLANS		Review Month September	Author 0633
Rescinds 2306-09	References		

POLICY:

The Director and/or designee ensures client treatment plans are completed and updated regularly, thoroughly and based on individual needs.

PROCEDURE:

1. All clients have a treatment plan created based on results of the initial assessment and placed in the file as soon as possible after admission to the program, not to exceed thirty (30) calendar days.
2. Treatment plans are developed utilizing input from the client.
 - A. Treatment plans are reviewed by staff and the client as often as necessary, but no later than every sixty (60) days.
 - B. Treatment plan reviews document any changes noted, persons involved in the review, and the date of the review.
 - C. Treatment plans take into consideration cultural and environmental factors that may impact client response or access to the proposed intervention.
3. Treatment plans are written in clear, lay terms to the greatest degree possible, avoiding confusing technical jargon and slang. The treatment plan is written in such a manner that it is understood by the client, with help if necessary. A copy of the treatment plan is provided to the client.
4. The treatment plans at a minimum, contain the following:
 - A. Clear and concise statement of the client's current strengths and needs;
 - B. Clear and concise statements of short and long term goals the client is attempting to achieve;
 - C. Explanation of primary and support services is provided to the client. This explanation must include specific information about what type of treatment will be provided (group, individual, or both) and how often the service is provided (e.g. group therapy, twice per week);
 - D. Staff person(s) responsible for the client's treatment.

BY ORDER OF:

Bruce Vander Sanden, Director