

Proctor: Treatment Plan Review

According to the DHS/DCFS Contract, Part II. Sec. VII. a. 3. d.,

Treatment Plan Review

The Contractor shall:

- (1) Review the Client's treatment plan at least quarterly, or more often if there is a change in the Client's condition or status. The Division reserves the right to have an independent psychiatric diagnostic examination to determine treatment needs if the Team members disagree regarding need for a change in intensity of services.*
- (2) Have face-to-face contact with the Client to complete the quarterly review of progress toward each treatment objective, appropriateness of prescribed services, and need for the Client's continued participation in the program. If the licensed mental health therapist provides ongoing services to the Client, then the treatment plan review conducted by this individual may not require an additional face-to-face contact. However, if the licensed mental health therapist who will conduct the review has had only limited or no contact with the Client during the preceding quarter, and therefore, does not have sufficient clinical information to evaluate the treatment prescription, then the Client must be seen face-to-face to conduct the treatment plan review.*
- (3) Review the treatment plan quarterly during a face-to-face interview with the Client to review progress toward each treatment objective. The Contractor may also participate in a Team Meeting including the Case Manager, the Client's family, and proctor parents as part of the review process.*
- (4) Develop an updated treatment plan if the Contractor determines during a treatment plan review that the treatment plan (e.g., problems, goals, methods, etc.) needs to be modified.*
- (5) Document the treatment plan review in the Client's record and shall include:
 - (a) The date, actual time, and duration of the service;*
 - (b) The specific service rendered (i.e., treatment plan review);*
 - (c) A written update of progress toward established treatment goals, the appropriateness of the services being furnished, and the need for the Client's continued participation in the program; and*
 - (d) The signature and licensure of the individual who rendered the service.**
- (6) Bill for a treatment plan review as family psychotherapy or individual psychotherapy (if there is a face-to-face interview with the Client), depending on how the treatment plan review is conducted.*
- (7) Maintain a copy of the treatment review in the Client's file and shall provide a copy of the treatment review and any updated treatment plan to the Case Manager within 15 days of the end of each review period.*