Treatment Plan Frequently asked questions:

Question	Answer
Should each program make its own treatment plan?	No, regardless of how many programs the client is open to, there is only one Tx Plan per client, completed at least once per year.
What if the Tx Plan is already finalized?	You “roll over” the current plan and label it with the year-# (for example: 2012-2) See the documentation guide chapter 3, “Components of a treatment plan” for additional information.
When I make a new draft treatment plan do we use “today’s” date for the start of the Tx Plan?	NO. The Tx Plan dates needs to match the “Original Date of Coordination” The start date and end date are consistent when you roll over a treatment plan.
Is there a specific number of goals that NEED to be included in the Tx Plan?	No. There needs to be at least 1 goal… the rest is up to you and your client.
Can contract providers and county coordinators or multiple county providers use the same Challenges/Barriers (problem statement)?	Yes – we can all be working on the same problem.
Can we use the same “Goals” already established?	Yes – we can all be working on the same goals.
Can we use the “Objectives” that are listed?	Yes, however, it needs to tie into your interventions (it may make more sense to write your own that relates to your intervention
Can we use the “Interventions” already listed?	No. These are specific to your staff & program goals. If we are all working on the same intervention why would we have multiple providers open?
I am a contract provider, I just updated a treatment plan to include my program interventions, what do I do next?	The provider must notify the Case Coordinator by completing the “Treatment Plan Review Notification” form. The case coordinator will review and finalize the plan, the case coordinator will approve the treatment plan within 10 business days.
What do I do when the client‘s life changes and the treatment plans needs to be updated?	The Tx plan can be changed as needed to reflect the client’s needs. See Chapter 3 of the documentation guide; remember we need to always document the client’s participation in the development and editing of a treatment plan.
Does the Case Coordinator need to complete the draft Tx Plan?	No. However, the Case Coordinator will review and approve or deny the services.

Can 2 providers (programs) meet with the client simultaneously to develop the Tx Plan?	Yes, this is strongly encouraged in order to avoid confusion and improve collaboration.
Can I link someone else's Intervention to my service progress note?	No, since the service provided is unique to that program.
What do I call myself when I am writing the intervention	Make it make sense –especially make it make sense to the client. Don't use acronyms.. if you work for a housing program indicate "housing program staff will….."
How do I coordinate with county staff or contract providers to develop a new annual plan	There are several ways to collaborate – choose the best method for you and your client, this might include: • Schedule an annual plan meeting with everyone including the client. • Begin a draft plan and send a notification for all to review it.
I am a contract provider, I want to update a new annual plan, do I add my goals to the previous year's plan?	No. You should either have a meeting with the case coordinator and client or communicate via phone or e-mail about what you would like to add to the plan. Editing the 2011 plan does not help us out in 2012.