

HEALTHWEST

Policy and Procedure

No. 04-011

Prepared by:
The Office of Recipient Rights

Effective: April 26, 1995
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Approved by:

Subject: Change in Type of Treatment

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I. POLICY

The individualized written plan of services is the fundamental document in the recipient's record. HealthWest shall retain all periodic reviews, modifications, and revisions of the plan in the recipient's record.

II. PURPOSE

To provide for changes in the type of treatment for recipients

III. APPLICATION

All mental health programs operated by or under contract with HealthWest.

IV. PROCEDURES

- A. The individualized written plan of services shall identify a specific date or dates when the overall plan and any of its subcomponents will be formally reviewed for possible modification or revision.
- B. HealthWest shall ensure that a person-centered planning process is used to develop a written individual plan of services in partnership with the recipient. A preliminary plan shall be developed within 7 days of the commencement of services or, if an individual is hospitalized for less than 7 days, before discharge or release. The individual plan of services shall consist of a treatment plan, a support plan, or both. A treatment plan shall establish meaningful and measurable goals with the recipient. The individual plan of services shall address, as either desired or required by the recipient, the recipient's need for food, shelter, clothing, health care, employment opportunities, educational opportunities, legal services, transportation, and recreation. The plan shall be kept current and shall be modified when indicated. The individual in charge of implementing the plan of services shall be designated in the plan.
- C. A recipient shall be informed orally and in writing of his or her clinical status and progress at reasonable intervals established in the individual plan of services in a manner appropriate to his or her clinical condition.

- D. If a recipient is not satisfied with his or her individual plan of services, the recipient, the person authorized by the recipient to make decisions regarding the individual plan of services, the guardian of the recipient, or the parent of a minor recipient may make a request for review to the designated individual in charge of implementing the plan.
- E. The review shall be completed within 30 days and shall be carried out by the supervisor and secondly by the Programs Manager.
- F. Recipients may request a change in the primary mental health professional as resources allow.

VI. REFERENCES

Administrative Rules R 330.7199(2)(j)
M.C.L. 330.1712(2)

GK/ab