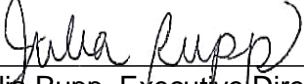


HealthWest  
Policy and Procedure  
No. 06-026

Prepared by:  
Quality Improvement

Effective: May 23, 2003  
Revised: April 10, 2018

  
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Julia Rupp, Executive Director

Subject: Person-Centered Planning

I. POLICY

It is the policy of HealthWest and its contract providers to adopt the Michigan Department of Health and Human Services (MDHHS) Policy and Practice Guideline on Person-Centered Planning when providing behavioral health or substance abuse services to individuals.

II. PURPOSE

To establish and maintain consistent procedures for the offer and execution of Person-Centered Planning throughout HealthWest and its contract providers.

III. APPLICATION

This policy applies to all individuals served by HealthWest and its contracted licensed independent practitioners and other contracted providers that serve them.

IV. DEFINITIONS

Individual Plan of Service: A written Individualized Plan of Service directed by the individual as required by the Michigan Mental Health Code. This may be referred to as a treatment plan or support plan.

Person-Centered Planning: An ongoing process that recognizes each individual has gifts and contributions to offer to the community, the ability to choose supports, services and/or treatment which utilizes his/her gifts and contributes to his/her life. The process encourages strengthening and developing natural supports by inviting family, friends and allies to participate in the planning meetings and to assist the individuals with his/her dreams, goals and desires.

V. PROCEDURE

- A. HealthWest and its contract providers adopt and adhere to the MDHHS Person-Centered Planning Practice Guideline.
- B. HealthWest will ensure that its staff and contract providers receive person-centered planning training.

- C. HealthWest will ensure that its Provider Network Staff develop contract language/provider manuals that include requirements for compliance with the MDHHS Person-Centered Planning Practice Guidelines.
- D. Professional staff are required to provide training on the Individual Plan of Service to all staff who work with an individual who receives services through the Habilitation Supports Waiver, Children's Waiver Program, or Serious Emotional Disturbance Waiver Program.
- E. The documentation of staff training must contain the following elements:
  - 1. Who was trained;
  - 2. When was the training;
  - 3. Who provided the training; and
  - 4. On what part of the plan or protocol were they trained.
- F. Network or other administrative staff will follow the standard contract language requirements for failure to follow the person-centered planning policy:
  - 1. Notify the provider of the plan of correction requirements and timeframes to address noncompliance.
  - 2. Network staff/designee will monitor until full compliance is achieved.
  - 3. HealthWest may withhold payment or terminate the contract for noncompliance.

VI. REFERENCES

MDHHS Person Centered Planning Policy and Practice Guidelines 03/15/2011  
MCL 330.1700 (g)

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