**Treatment Planning**

1. Information regarding Treatment Planning can be found on the website.
2. Log onto Transformations website then choose Intranet Home on the top right of the screen. Choose Library then choose Treatment Planning.
3. Depending on the client’s age either a CAFAS treatment plan (ages 5 -19) will be completed or a treatment plan (ages 0-5) will be entered into My Clients Plus. If a treatment plan is completed in My Clients Plus enter it as a blank note.
4. With treatment planning it is important that the following is documented via an addendum to the note documenting the Service Team Meeting per Medicaid requirements:

* That the client and/or guardian:

1. Participated in the development of the treatment plan
2. Reviewed the written plan on the following date
3. Agreed to the plan
4. Received a copy of the finalized plan
5. The frequency of treatment team meetings is guided by the clinical needs of a client with the minimum of a 3 month review and maximum of a 5 month review. Plans should be updated when a client’s level of care changes such as a hospitalization or partial treatment, significant change in behavior, increase in new or risky behaviors, significant life environment changes or when there is a change in the guardian/provider. A treatment plan must be completed no later than the 6 month deadline, as any claims for services performed past this deadline will be ineligible to bill.