

# Children's Mental Health Waiver

## Provider Procedure for: *Service Plan Modifications*

**Implementation Date:** 7/1/06

**Revision Date:** 9/1/07

### Overview

Changes or modifications to the Individual Service Plan may be proposed by the youth, family, or any Family Care Team member/service provider at any time during a plan period and are discussed at a Family Care Team Meeting. With input from the Family Care Team, the youth and family approve any modifications requested by Team members/service providers prior to implementation.

### Waiver Provider Roles and Responsibilities

#### Family Care Coordinator will:

- 1. Work with the youth and family to convene a Family Care Team meeting upon receipt of a request for a modification to the current Individual Service Plan OR as required by the waiver program.
  - o Updates to the Individual Service Plan are required to reflect changes in:
    - Service outcome objectives (completion, discontinuation, addition of new objective, changes in outcome, intervention, frequency, or duration)
    - A behavior support plan to respond to health and welfare concerns
    - Health/safety issues that require implementation of new interventions or changes in contingency plans
    - Health status that impacts service plan implementation
    - Service providers
    - Youth/family relationships that impact goals of the service plan
    - Any other unique circumstances as identified
- 1. Facilitate the Team meeting and complete required forms.
  - o Individual Service Plan Modification form (FCC-2) to outline and document proposed changes.
  - o Include Pre-Approval for Modification to Service Plan (FCC-3) form when changes in waiver service providers or changes in units from one provider to another are proposed.
- 1. Submit plan modification to Waiver Program for review and approval, providing additional information as requested.
  - o Required forms (as noted above) must be submitted to the Waiver Program for review and approval within at least 1 working day prior to the modification start date.
- 1. Follow information sharing process to provide copies of the approved request to youth and family and all involved Family Care Team members.
- 1. Report/document plan modifications as part of Family Care Team Monthly Service Plan reviews and subsequent Individual Service Plans.
  - o Add changes to applicable sections of the ISP document and include dates of implementation.

**Waiver Service Providers will:**

- ↳ Draft and present proposals for changes in the Individual Service Plan to address changing needs of the youth and family and as required by the waiver program.
- ↳ Contribute to the development of service plan modifications proposed by other service providers as they affect your specific service area and service provision.
- ↳ Monitor service unit utilization and be prepared to provide current data on number of service units available.
- ↳ Upon receipt of copy of approved ISP modification, design and implement service outcome objectives (FCT-1) and/or behavior support plans (FCT-6) to address service plan modifications, as applicable.
  - Agreed upon updates/changes to the Individual Service Plan must be implemented within 5 working days of the Family Care Team meeting, or sooner as identified by the youth/family and Team to address significant health and safety issues.
- ↳ Report/document progress status and utilization as part of Family Care Team Monthly Service Plan Review (FCC-1).