

Implementing and Monitoring the Service Plan

Purpose:

The focus of the assessment is to evaluate the client's medical and psychosocial needs, strengths, resources, limitations and projected barriers to client-centered services. Information obtained is shared with the participant and their input is documented in the assessment and used to develop the treatment plan and assist in the coordination of a continuum of care.

Policy:

The Service Plan which should be inclusive of all those involved in the patients care; and should also include the frequency of encounters and be consistent with the needs identified in the comprehensive client assessment and/or reassessment. Clinic Providers and Case Managers will revise Service Plans as changes in client circumstances warrant. The case manager should coordinate services between all disciplines assuring that treatment and services provided are shared among all members of the interdisciplinary team. The strategy or plan of action should be consistent with the updated Service Plan including:

- Short-term and long-term goals
- Action steps to address each goal
- Specific services needed and referrals to be made
- Barriers and challenges
- A timeline
- A plan for follow-up each goal

- Assistance in arranging services, making appointments, and confirming service delivery dates;
- Encouragement to client to carry out tasks they agreed to
- Support to enable clients to overcome barriers and access services;
- Negotiation and advocacy as needed

Executive Director

Date