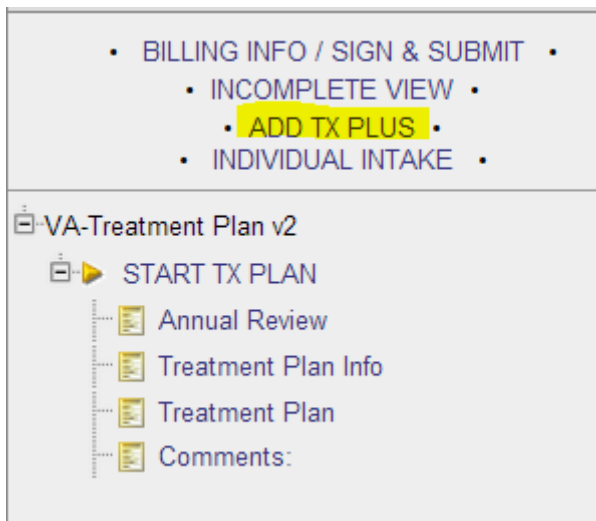


Treatment Plan How To's For Mental Health/Substance Abuse Services

Creating Treatment Plan for new individual or a new plan for existing individual:

- Choose the individual
- Through the Schedule (on the Nav Bar), schedule the Treatment Plan service on the date in which you would like the plan effective
- Begin service
- Complete the Annual Review tab
- Complete the Treatment Plan Info tab
- Click on the Treatment Plan tab, this is where you will build your plan.
- Click on Add Tx Plus on the left hand side of screen



- Enter the Start and End Dates of the Plan and choose the correct Program in which the plan is for ****MAKE SURE THE CORRECT PROGRAM IS CHOSEN****

INDIVIDUAL Tx Plus Builder: NICK TEST (ZEXCLUDE)

Tx Plus Items

Problem / Desire
Goal / Outcome
Objective / Activities
Intervention

Start: 01/27/2014 Target: End: Program: TESTING

Show Expired TxPlus Items

Save Cancel

- You will then enter each Problem/Desire along with the corresponding Goal/Outcome, Objective/Activities and Intervention. Each time a level is entered, click on the colored

area of the box until it turns yellow. Once it is yellow, you can then enter the next level. (ex. enter your Problem information and then click in the colored area of the box, once it is yellow, you can then click on Goal to enter that level)

- Once all of the plan information has been entered, click on Save to the left

- Click on Incomplete View on the left hand side of the screen to view your plan before completing the service.

- Once you have reviewed the plan, click Complete at the bottom
- Then, complete the Comments tab
- Enter your password and click Sign and Submit
- The service is now completed and you can now obtain the individual's signature on the plan
- If you are unable to obtain the individual's signature electronically, you can print the service and obtain the signature and then attach it back to the service in Credible. In the box for the individual's signature, use the signature pad and indicate signature is scanned.

Updating plan for existing individual:

- Choose the individual
- Be sure the previous Tx Plus has an end date by:
 - Click on Tx Plus in the Nav Bar
 - If you see the Tx Plus in which you are creating a plan for on this screen without an End Date, you will:
 - Click the edit button to the left of the appropriate plan

select	edit	delete	Youth Wythe MHSS	04/10/2013	01/07/2014	print
------------------------	----------------------	------------------------	------------------	------------	------------	-----------------------

- Enter the end date of the plan in the top section and click Save on the left hand side of screen

Start: 01/08/2014 Target: End: Program: Youth Wythe MHSS

Show Expired TxPlus Items

- You will then follow directions above for **Creating Treatment Plan for new individual**
- For the begin date, you will need to use at least the day following the end date of the previous plan. ****You cannot use the same date at the end date of the previous plan.****

Copying a Tx Plus: (directly after updating plan as instructed above)

- Choose the individual
- Click on the Tx Plus tab on the Nav Bar
- If the previous plan does not have an end date, you will:
 - Click the edit button to the left of the appropriate plan

<input type="button" value="select"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>	Youth Wythe MHSS	04/10/2013		01/07/2014	<input type="button" value="print"/>
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Then, Enter the end date of the plan in the top section and click Save on the left hand side of screen

Start: 01/08/2014 Target: End: Program: Youth Wythe MHSS

Show Expired TxPlus Items

- Then, click View Closed at the top of the Tx Plus list in the upper right hand corner.

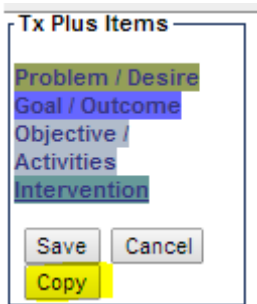
INDIVIDUAL Tx Plus: NICK TEST (ZEXCLUDE)		<input type="button" value="New Tx Plus"/>	<input type="button" value="View Closed"/>
Program Description	Start Date	Target Date	End Date

- For the plan that you wish to copy, click the edit button to the left of the plan

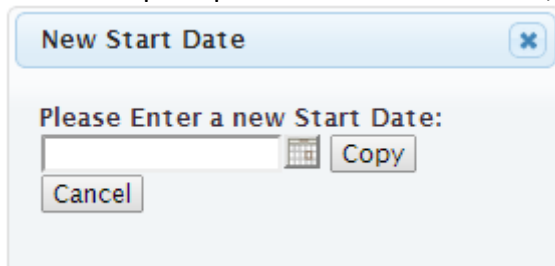
<input type="button" value="select"/>	<input type="button" value="edit"/>	<input type="button" value="delete"/>	Youth Wythe MHSS	04/10/2013		01/07/2014	<input type="button" value="print"/>
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- You will then be able to view the plan. At the top you will see the start date, target date, end date and program in which the plan is for. The levels within the plan will appear as well as long as an end date was not entered for those levels. If an end date was entered, those levels of the plan will not copy over. To view the levels that have ended, click the box by Showed Expired TxPlus Items. Show Expired TxPlus Items If any of the levels that have been ended, need to be included as part of the plan to be copied, remove the end dates and Save.

- Then, click on the Copy button on the left hand side of the screen in the Tx Plus Items box



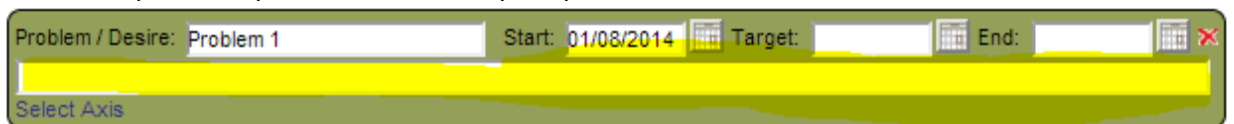
- You will be prompted for a New Start Date, enter the date and click the Copy button



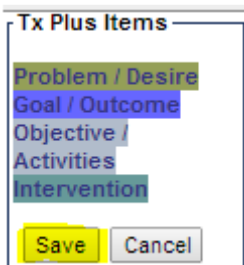
- The copied plan will now show in the list of current Tx Plus plans
- Click the edit button to the left of the plan that you just copied.
- Enter the end date in the very top part of the copied plan.



- You will then need to enter the descriptive information into the empty areas in all of the copied levels. If it is the same information from the closed tx plus, you can copy it from the closed plan and paste it into the copied plan.



- Once you have entered all of the needed information, click on the Save button on the left hand side of the screen in the Tx Plus Items box.



- You will now, create your treatment plan service.

HELPFUL TIPS:

- Do not enter Tx Plus through Nav Bar
- Do not leave Program blank
- Do not enter end date for each level of plan, only enter the end date on the main level
- For quarterly reviews, complete (schedule) the quarterly review service the date prior to the end date of the plan