

Fifth Judicial District  
Department of Correctional Services

Policy Manual

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Approved By:

  
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Department of Correctional Services

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Unit: 5<sup>th</sup> Judicial District Substance Abuse  
Treatment Programs

Subject: Treatment Planning

## POLICY

The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program provides a uniform and individualized treatment plan for the clients.

The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program Counselor will develop a Treatment Plan in conjunction with the client based on the assessment of strengths, problems and areas of clinical concern.

## PROCEDURES

1. The Counselor will develop the Treatment Plan in conjunction with the client within fourteen (14) days of admission into the Program.
2. The Treatment Plan shall at minimum contain the following information:
  - A. A clear and concise statement of the client's current strengths and needs
  - B. A clear and concise statement of the short and long term goals the client will be attempting to achieve
  - C. A delineation of primary and support services to be provided to the client
  - D. The staff person(s) to be responsible for the client's treatment
3. Treatment Plans shall be culturally and environmentally specific so as to meet the needs of the client. They shall be written without the use of abstract terms, technical jargon or slang in a manner readily understandable to the client.
4. Treatment plans shall be reviewed by the Counselor and the client as often as necessary, but at least every sixty (60) days.
  - A. The review shall consist of a reassessment of the client's current status including accomplishments, needs and a redefinition of treatment goals when appropriate.
  - B. The date of the review and any change, as well as the persons involved in the review, shall be recorded.
5. Treatment Plans and Treatment Plan Reviews shall be signed and dated by the Counselor and the client. The client shall be provided with a copy and the original recorded in the client's file.