

SMART Tip Sheets Treatment Plan

Treatment Plan

Treatment Plan

Treatment Review

This Tip Sheet outlines the steps to complete a client Treatment Plan and Treatment Plan Review

Total Pages: 12

IGSR Technical Support: 301.405-4870

Updated: February 2012

Treatment Plan

- Entry Steps:** Login, Select Facility, Select Client List from left Menu to generate the Client Search Screen, find client, select Activity List, Admission.
- Before you begin a Treatment Plan for your client you should develop the Treatment Team. If you haven't done so, follow the directions found on the Admission tip sheet. **Note:** There must be an active Program Enrollment to complete.
- To develop a treatment plan Click **Treatment** on the Left Menu Toolbar and then click **Tx Plan**.
- An existing **Treatment Plan** can be reviewed by clicking **Review** in the **Actions** column of the **Treatment Plan List**.
- If no treatment plan exists, click on **Add New Treatment Plan Record** to create a new treatment plan. This will take you to the **Treatment Plan Profile Screen**.
- Complete the dark yellow fields, then click ➡.

Note: Please review the Treatment Team members on this screen. If there are team members who will need to perform a treatment team review, create a new version of the treatment plan or sign off since they must also be a treatment team member. Treatment Team members can be added on either the Admission screen or the Treatment Team screen.

To Create a new Treatment Plan, click **Add New Treatment Plan Record**.

Plan Name	Status	#	Version	Start Date	End Date	Actions
Initial Treatment Plan	Inactive - Old Version	1	1	11/15/2007	3/10/2008	
Treatment Plan 1	Inactive - Old Version	1	2	3/10/2008	3/10/2008	Review
Treatment Plan 1	Inactive - Old Version	1	3	3/10/2008	7/15/2009	Review
Treatment Plan 1	Inactive - Old Version	1	3	3/10/2008	3/10/2008	Review
Treatment Plan 1	Inactive - Old Version	1	4	3/10/2008	3/12/2008	Review
Treatment Plan 1	Inactive - Old Version	1	5	3/12/2008	3/12/2008	Review
Treatment Plan 1	Inactive - Old Version	1	6	3/12/2008	3/13/2008	Review
Treatment Plan 1	Inactive - Old Version	1	7	3/13/2008	4/7/2008	Review
Treatment Plan 4/30/08	Inactive - Old Version	1	8	4/30/2008	5/1/2008	Review
Treatment Plan 4/30/08	Inactive - Old Version	1	9	5/1/2008	7/15/2009	Review
Treatment Plan 4/30/08	Inactive - Old Version	1	10	3/26/2009	4/30/2009	Review
Treatment Plan 4/30/08	Active - Signed Off	1	11	4/30/2009		Review
Treatment Plan 4/30/08	Active - Not Signed Off	1	10	7/15/2009		Review
Treatment Plan 1	Inactive - Old Version	1	4	7/15/2009	7/15/2009	Review
Treatment Plan 1	Active - Not Signed Off	1	5	7/15/2009		Review

Click **Review** to view an existing Treatment Plan

Keep track of your Treatment Plans by naming them.

By entering the number of expected days for the Treatment Plan, the End Date is automatically calculated.

Team Member Name	Review Member	Role	Start Date	End Date
Finch, Atticus	Yes	Father	5/1/2008	
161, Training	No	Counselor	5/1/2008	7/15/2009
170, Training	No	Counselor	5/1/2008	
Jones, Rita	Yes	Mother	4/17/2009	
Nolan, Jenny	No	School Staff	4/17/2009	
Howard, Mari	Yes	Case Manager	7/14/2009	
163, Training	Yes	Case Manager	7/15/2008	3/31/2009

Overview & Diagnosis

1. The Overview screen allows you to document additional background information about your client in free text format.
2. **Presenting Problems** is pre-populated based on **Presenting Problems** documented at Intake and is uneditable on this screen. To edit this field, the user must return to the Intake screen.
3. All the other fields are free text boxes which allow you to type unlimited information.
4. Click **Next**.
5. To add a diagnosis or diagnostic impression, select the diagnosis from the drop down box for **Primary**, **Secondary** or **Tertiary**. If a diagnosis is entered, you will also be required to enter whether the diagnosis is **Based on Clinical Impression** (yes/no). Any Diagnoses entered in the Admission module will prefill here.
6. After completing the screen click ➔.

Note: You must select a Principal Diagnosis and determine whether the diagnosis is Based on Clinical Impression prior to clicking **Add to Axis** and clicking **Finish**.

Presenting Problem prefills from the Intake module. To update the information, go back to the Intake screen.

SMART QA IGSR - Internet Explorer provided by Dell
User: Bhoompally, Anu
Loc: Middle Earth Treatment Clinic, Gandalf Lane
Client: Finch, Jeremy | M110355555F1 | Case #: 1

Treatment Plan for Finch, Jeremy

Overview

Assessments Reviewed
ASI 90 Day Follow-up

Presenting Problem (in Client's Own Words)
Use cocaine

Transfer/Discharge Criteria

Client Comments Regarding Treatment Goals

Clinician Comments/Recommendations

Cancel Save Finish

Primary, Secondary and Tertiary ICD-9 diagnoses will prefill from the Admission module if entered there. If not, enter them here.

SMART QA IGSR - Internet Explorer provided by Dell
User: Bhoompally, Anu
Loc: Middle Earth Treatment Clinic, Gandalf Lane
Client: Finch, Jeremy | M110355555F1 | Case #: 1

Client Diagnosis

Primary: 305.60-Cocaine Abuse(DSM) Based on Clinical Impressions? Yes

Secondary: Based on Clinical Impressions?

Tertiary: Based on Clinical Impressions?

Axis I	Code	Description	Specifier	Principal	Clinical Impression	Created/Updated
Axis II	968.5	Cocaine		Yes	No	7/15/2009 1:44 PM
Axis III	Code	Description	Specifier	Principal	Clinical Impression	Created/Updated
Axis IV						
Axis V						

Based on Clinical Impressions? Edit Axis Evaluation

Cancel Save Finish

To edit or enter the Axis Evaluation to add DSM diagnoses, click Edit Axis Evaluation. If entered on the Admission module, they will also prefill here.

Step 1- Adding Treatment Plan Problems

1. This is the first screen in a series of screens to document problems, goals, objectives, and interventions
2. Each category is listed here, along with the associated problem(s) and goal(s). Click **Review** if you want to review details or revise any of the existing goals.
3. Click **Add New Treatment Plan Problem Record** to add a new problem . There can be several problems as part of a treatment plan.
4. **Note:** SMART automatically defaults to the present date for the Problem Date, therefore enter an accurate Problem Date.
5. Complete all of the yellow fields: **Program Name, Problem Status Problem Category, Problem, Description, Strengths/Resources, .**
6. Click **Save** to save the data entered thus far.
7. To add a **Goal** for this Problem click **Add**
8. **Goal**. Multiple Goals can be added for each Problem.

Click Add New Treatment Plan Problem/Goal Record

#	Category	Problem	Status	Actions
1	Alcohol and Other Drug (AOD)	Client is at high risk for relapse: can add more description here.	Resolved	Review
2	Family/Social	Client is estranged from family: description goes here.	In Treatment	Review
3	Employment/Support	Client has a history of unsteady employment: sifdsf	In Treatment	Review

To view an existing goal associated objectives and interventions, click **Review**

Problem Profile for Finch, Jeremy

Problem Date: 11/15/2007

Program Name: Gandalf Lane/Legolas Level | Outpatient Adults : 8/1/2007 -

Problem Category: Alcohol and Other Drug (AOD)

Problem: Client is at high risk for relapse

Description: can add more description here.

Strengths/Resources: Family Supports Sober Lifestyle, Has Never Used Needles, Other: See Comments, Substance Use History is Short, This is First Time Use

Selected Strengths/Resources: Client has a sober support system

Goal List

#	Description	Status	Actions
1	Client will be able to utilize effective coping strategies to avoid relapse: desc...		Review Delete

Multiple goals for each problem can be added by clicking **Add Goal**.

Step 2 – Adding Treatment Plan Goals

1. To add goals associated with a particular problem click **Add Goal**, found in the lower right hand section of the **Problems** screen.
2. The top part of the Goals screen identifies the problem, strengths, and is shaded and read-only.
3. Complete all of the fields highlighted in yellow and add other details in the **Description** box.
4. Click **Save**.
5. To repeat the process, click **Finish**. This will take you to the previous screen where you can click **Add Goal** to document additional goals for the same problem.
6. To add an Objective for a particular goal, click **Save** and then click **Add Objective**.

The screenshot shows the SMART QA IGSR web application interface. The browser title is "SMART QA IGSR - Internet Explorer provided by Dell" and the URL is "https://projects.igsr.umd.edu/SmartMergeTest/System.aspx". The user is identified as Bhoopally, Anu, located at Middle Earth Treatment Clinic, Gandalf Lane, with client information for Finch, Jeremy (M110355555F1 | Case #: 1). The date is October 2010. The main content area is titled "Goal Profile for Finch, Jeremy" and includes fields for Problem#, Problem Category (Alcohol and Other Drug (AOD)), Problem Description, Strengths/Resources (jffj), Goal (Client will be able to utilize effective coping strategies to avoid relapse), Goal Status, Description (desc...), Projected Achievement Date (5/15/2008), Actual Achievement Date, and Deferred Date. Below this is an "Objective List" table with columns for #, Description, Status, and Actions. The table contains two rows of objectives. The "Add Objective" button is circled in red, and an arrow points to it from a text box below the screenshot.

To enter an objective associated with this goal (after saving the goal), click **Add Objective**.

Step 3 – Adding Treatment Plan Objectives

1. To add objectives associated with a particular problem and goal, click **Add Objective**, found in the lower right hand section of the **Problems/Goals** screen.
2. The top part of the **Objectives** screen identifies the problem, strengths, and goal and is shaded and read-only.
3. Complete the fields highlighted in yellow and add other details in the **Description** box.
4. The **Objective Status**, **Expected Achieve Date**, and **Resolution Date** fields allow the user to enter information about the status of the objectives.
5. Click **Save**.
6. To repeat the process, click **Finish**. This will take you to the previous screen where you can click **Add Objective** to document additional objectives for the same goal.
7. To add an Intervention for a particular objective, complete the Objective, click **Save** and then click **Add Intervention**.

SMART QA IGSR - Internet Explorer provided by Dell
https://projects.igsr.umd.edu/SmartMergeTest/System.aspx

User: Bhoopally, Anu
Loc: Middle Earth Treatment Clinic, Gandalf Lane
Client: Finch, Jeremy | M110355555F1 | Case #: 1

October 2010
Diagnostics Print Report Print View Logout

Objectives for Finch, Jeremy

Problem#: 1
Date Assessed: 11/15/2007
Problem Category: Alcohol and Other Drug (AOD)
Strengths/Limits: Client has a sober support system :
jfpj
Problem Description: Client is at high risk for relapse:
can add more description here.
Goal: Client will be able to utilize effective coping strategies to avoid relapse :
desc...

Objective# 1 Create Date 11/15/2007
Objective Client will attend AA-NA on a regular basis and provide verification to the treatment provider o
Description eghtgntgn
Objective Status In Progress
Expected Achieve Date Resolution Date

Cancel Save Finish

Intervention

#	Description	Status	Action
1	Interventions are services therapists provide for the client. Enter Interventions in Description field below: alrth	In Progress	Review Delete
2	Interventions are services therapists provide for the client. Enter Interventions in Description field below: asdfsdfasdfsdfasdfsdfasdfsdf	In Progress	Review Delete

Add Intervention

To enter an intervention associated with this objective (after saving the objective), click **Add Intervention**.

Step 4 – Adding Treatment Plan Interventions

1. Click **Add Intervention**, located in the lower right hand section of the **Objectives** screen.
2. The top shaded part of the screen consists of read-only information carried forward from earlier parts of the treatment plan.
3. Complete all fields highlighted in yellow and add additional details in the **Description** box.
4. Click **Save** to save the data and stay on the same screen.
5. To repeat the process, click **Finish** to save your work and return to the previous screen where you can then click **Add Intervention** to document additional interventions associated with the same objective.

Note: The **Staff** field defaults to the person who is logged in at the time and documenting the plan in the system. If the plan was written by someone other than the person logged into the system, select the name of the person who wrote the plan from the drop down.

The screenshot displays the SMART QA IGSR web application interface. The browser title is "SMART QA IGSR - Internet Explorer provided by Dell" and the URL is "https://projects.igrs.umd.edu/SmartMergeTest/System.aspx". The user is identified as "User: Bhoompally, Anu" with location "Middle Earth Treatment Clinic, Gandalf Lane" and client "Finch, Jeremy | M110355555F1 | Case #: 1". The date is "October 2010".

The main content area is titled "Intervention for Finch, Jeremy". It contains the following information:

- Problem#: 1
- Problem Category: Alcohol and Other Drug (AOD)
- Description: Client is at high risk for relapse
- Goal: Client will be able to utilize effective coping strategies to avoid relapse.
- Objective#: 1
- Objective: Client will attend AA-NA on a regular basis and provide verification to the treatment provider or case manager.: sghfgnfgn
- Objective Create Date: 11/15/2007
- Objective Status: In Progress

The "Intervention#" field is set to "1". The "Description" field contains "athrh" and is highlighted in yellow. The "Create Date" is "11/15/2007". The "Intervention Status" is "In Progress" and is highlighted in yellow. The "Staff" field is "Snavey, Kathleen".

At the bottom right, there are three buttons: "Cancel", "Save", and "Finish".

Adding Planned Services to the Treatment Plan

Planned Services are specific services that are planned for the client as part of the treatment plan. Examples include individual counseling sessions, group therapy, etc.

1. Each planned service should be documented individually.
2. To document a planned service, select **Planned Services** from the Left Menu Toolbar, then click **Add New Planned Service Record**.
3. Complete *all* of the fields then click **Save**.
4. Objectives from the treatment plan may be associated with the planned service to indicate what objectives are addressed by this particular service. To add an Objective, click **Add Objective**. All of the objectives written in the treatment plan will be listed here. To select the relevant objectives, click the box on the left associated with the objective of choice, then click **Finish**.

To enter a Planned Service, click **Add New Planned Service Record**.

The screenshot shows the SMART QA IGSR interface. The main content area displays a table of Planned Services:

Program	Service	# of Sessions	Frequency	Actions
Legolas Level I Outpatient Adults	H0015-Alcohol And/Or Drug Services; Intensive Outpatient (Treatment Program That Operates At Least 3 Hours/Day And At Least 3 Days/Week And Is Based On An Individualized Treatment Plan), Including Assessment, Counseling, Crisis Intervention, And Activity Therapies Or Education	12	Monthly	Review Delete
Legolas Level I Outpatient Adults	H0005-Alcohol And/Or Drug Services; Group Counseling By A Clinician	25	Weekly	Review Delete

An arrow points from the text above to the 'Add New Planned Services Record' link in the top right corner. Another arrow points from the text below to the 'Planned Services' link in the left menu bar.

When finished entering Problems, Goals, Objectives & Interventions, enter the Planned Services from the Left Menu Bar.

The screenshot shows the SMART QA IGSR interface for a specific client's treatment plan. The 'Planned Services' section is highlighted in yellow. Below it, the 'Associated Objectives' section is visible, with one objective listed:

Obj #	Objective Type	Comment	Actions
1.1.1	Client will attend AA-NA on a regular basis and provide verification to the treatment provider or case manager.	sghfjof	Delete

An arrow points from the text below to the 'Add Objectives' link in the top right corner of the 'Associated Objectives' section. Another arrow points from the text above to the 'Planned Services' section.

To identify objectives associated with a Planned Service, click **Add Objective**.

Plan Outline

1. The Plan Outline Screen shows an overview of the client treatment plan. You can **Review, Delete or Add** to the different sections of the Treatment Plan. To do so, click **Plan Outline** from the Left Menu Toolbar.
2. Once you have reviewed and/or edited a section, click **Finish** to return to the Plan Outline screen.
3. If you determine a section should be deleted click the **Delete** hyperlink. A message will appear asking if you are sure you want to delete. The message will also inform you that **deleted sections cannot be recovered once deleted**.
4. Once the outline review is complete click **Finish**.

The screenshot shows the SMART QA IGRS interface. The left sidebar menu is visible, with 'Plan Outline' highlighted in blue and circled in red. An arrow points from the red circle to the 'Plan Outline' text. The main content area displays a treatment plan for 'Treatment Plan 430/08' with three problems and their associated goals and interventions.

Problem	Problem Type	Strength Type(s)	Problem Status
Problem 1	Client is at high risk for relapse (can add more description here.)	Client has a sober support system	Resolved
Problem 2	Client is estranged from family. (description goes here.)	Has a Favorite Adult/Role Model	In Treatment
Problem 3	Client has a history of unsteady employment. (sldfadsfd)	Has Education and Job Skills	In Treatment

To view the Plan Outline, click Plan Outline from the Left Menu Bar.

The screenshot shows a confirmation dialog box with the text: "Are you sure you want to delete this problem and any goals, objectives and interventions related to it? Deleted problems cannot be recovered once deleted." Below the text are two buttons: "Yes" and "No". The "Yes" button is circled in red, and an arrow points to it from below.

If you are sure you want to delete an item in the treatment plan, click **Yes**.

Signing Off

1. Once the Treatment Plan is completed, a hard copy must be printed and signed by the client and appropriate team members. From the **Treatment Plan Profile**, click **Print Report**.
2. After the hard copy of the treatment plan has been signed, you are ready to “sign off” on the electronic plan.
3. Go to Treatment Plan on the Menu Toolbar and click on **Profile**.
4. Click the blue **Sign Off** hyperlink found in the Administrative Action box. Once a Treatment Plan has been electronically signed off, it becomes uneditable. Thus, the Treatment Plan sign off is often a function completed by a Supervisor. Please refer to your agency’s business practices to find out who at your agency can/should sign off on a treatment plan.
5. The following message will appear: **“Click Yes only if appropriate treatment team members have approved the treatment plan.”** Once you click **Yes**, this plan becomes the active treatment plan.

Note: Once a treatment plan is completed and signed by the treatment team, it cannot be changed. Modifications can only be made by creating a new version of the treatment plan. This new version creates a copy of the original plan only with a new version number. Additionally, this new version can be modified until it is signed by the treatment team

To print a report for signature, click **Print Report**.

Team Member Name	Review Member	Role	Start Date	End Date
Finch, Atticus	Yes	Father	5/1/2008	
161, Training	No	Counselor	5/1/2008	7/15/2009
170, Training	No	Counselor	5/1/2008	
Jones, Rita	Yes	Mother	4/17/2009	
Nolan, Jenny	No	School Staff	4/17/2009	
Howard, Mari	Yes	Case Manager	7/14/2009	
163, Training	Yes	Case Manager	7/15/2008	3/31/2009

Once all parties have signed the Treatment Plan, click **Sign Off**.

Click **Yes** only if appropriate treatment team members have approved the treatment plan. Once you click **Yes**, this plan becomes the active treatment plan.

Click **Yes** to create a new Treatment Plan.

Treatment Review

- To perform a Treatment Plan Review, click **Treatment Review** from the Left Menu Toolbar. **Note:** a Treatment Plan Review can only be completed once the Treatment Plan has been signed off.
- Click on the **Add New Treatment Review Record** hyperlink. **Note:** it is up to each agency as to who can perform a Treatment Plan Review and it may vary from agency to agency.
- After reviewing the Treatment Plan you have two options. You can:
 - Return to the Profile Screen and click **Complete no changes to Treatment Plan**
 - Complete the screens associated with the Treatment Plan Review and click **Save**. Then go to the Plan Outline Screen from the Left Menu Toolbar and click **Comment/Modify Plan**.
- If you choose to click **Comment/Modify Plan**, a screen will appear asking you if you are sure. If you click **Yes**, the Outline screen will appear once more with modifying links now active. Once you have made your modifications, click **Finish**.

Note: Please remember that all fields highlighted in yellow must be completed.

From the Left Menu Bar, click **Plan Outline** to modify the Treatment Plan as part of the review.

SMART QA IGSR
 User: Black, Dovella
 Loc: Middle Earth Treatment Clinic, Gandalf Lane
 Client: Finch, Jeremy | M110355555FI | Case #: 1

Treatment Review for Finch, Jeremy

Identifying Info

Client Name: Finch, Jeremy
 DOB: 11/3/1955
 Review Period From: 11/11/2010 to [Yellow field]
 Date of Review: 11/19/2010
 Review Status: Pending

Updated Info

Documents Reviewed (Include dates of documents): [Empty field]
 Assessments Conducted During This Review Period: [Empty field]

Actions

Cancel Review | Apply Changes | **Complete, No changes to Tx Plan** | Cancel | Save | Finish

Select the appropriate action for the Treatment Review.

SMART QA IGSR
 User: Black, Dovella
 Loc: Middle Earth Treatment Clinic, Gandalf Lane
 Client: Finch, Jeremy | M110355555FI | Case #: 1

Treatment Review for Finch, Jeremy

Plan Outline

Outline Actions: [Comment/Modify Plan](#)

How to read outline:
 Item has been modified.
 Item added as part of review.
 Review comments added to item.
 Item has review comments only.
 Item deleted as part of review.

Treatment Plan

Treatment Plan: Treatment Plan 4/30/08
 Start Date: 8/1/2009
 Version #: 12
 End Date: 8/31/2009

Problem 1

Problem Type: Client is at high risk for relapse (can add more description here.)
 Strength Type(s): Substance Use History is Short
 Client has a sober support system
 Comments: jfhj
 Problem Status: Resolved

Goal 1.1

Goal Type: Client will be able to utilize effective coping strategies to avoid relapse. (desc...)
 Goal Status:

Objective 1.1.1

Objective Type: Client will attend AA-NA on a regular basis and provide verification to the treatment provider or case manager. (sghfgnfgn)
 Objective Status: In Progress

Intervention 1.1.1.1

Intervention Type: Interventions are services therapists provide for the client. Enter interventions in Description field below. (The counselor will work with the client to find a sponsor for AA Groups.)
 Intervention Status: In Progress

Intervention 1.1.1.2

Intervention Type: Interventions are services therapists provide for the client. Enter interventions in Description field below. (asdfasdfasdfasdfasdfasdf)
 Intervention Status: In Progress

Objective 1.1.3

Objective Type: Client will attend all groups as scheduled during the week and participate fully. (type description here.)
 Objective Status: In Progress

Treatment Review

1. **Go back** to Treatment Plan on the menu tree
2. Click **review** next to the current treatment plan
3. **Change** the plan date to reflect the next round of treatment as well as review date.
4. **Answer** the question about client's participation in tx plan development
5. Click **Save**.
6. You must now print the new treatment plan and have the review team and client sign.
7. Click **Sign Off**
8. Click **Yes** to the prompt that says "click yes if the appropriate treatment team members have approved treatment plan."

SMART - Windows Internet Explorer provided by BSAS

https://smart.bgr.umd.edu/smart/System.aspx

SMART

User: 107, Train
Loc: 2 Taylor's Treatment Clinic, Lane Street
Client: Money, Green | F0111501234MO | Case #: 1

February 2011, Rev 1

Print View

Logout

Treatment Plan List [Add New Treatment Plan Record](#)

Plan Name	Status	#	Version	Start Date	End Date	Actions
Initial Treatment	Active - Signed Off	1	1	2/1/2011		Review

Done

SMART - Windows Internet Explorer provided by BSAS

https://smart.bgr.umd.edu/smart/System.aspx

SMART

User: 107, Train
Loc: 2 Taylor's Treatment Clinic, Lane Street
Client: Money, Green | F0111501234MO | Case #: 1

February 2011, Rev 1

Print Report Print View

Logout

Treatment Plan Profile for Money, Green

Status Date: 3/24/2011
Plan Number: 1
Created By: 107, Train
Created Date: 3/24/2011 4:27 PM
Plan Name: Initial Treatment
Plan Period (Days):
Plan Status: Active - Not Signed Off

Last Review Date:
Plan Version: 2
Updated By: 107, Train
Last Updated Date: 3/24/2011 4:27 PM
Plan Start Date: 3/24/2011
Plan End Date:
Next Review Date: 3/1/2011

Client Participated in Tx Plan Development

Administrative Actions
Create New Version Sign Off Perform Review

Treatment Team [Add Team Member](#)

Team Member Name	Review Member	Role	Start Date	End Date
106, Train	Yes	Direct Service Provider	2/1/2011	
109, Train	Yes	Clinical Supervisor	2/1/2011	
107, Train	Yes	Case Manager	3/24/2011	

Cancel Save Finish

Done