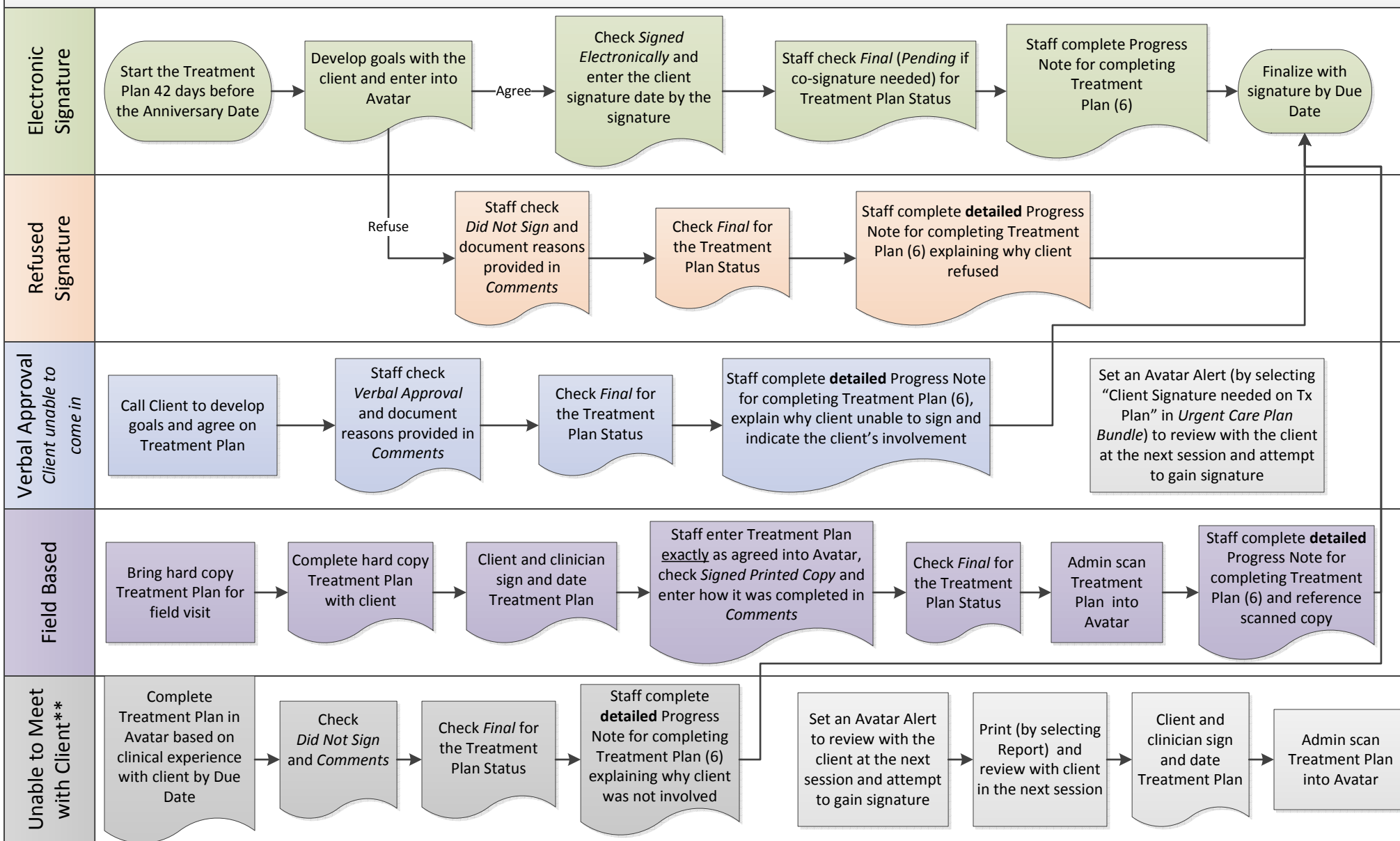


Treatment Plans – The Due date is 60 days after admission for a new client and by the annual Anniversary date for an existing client.
If the Treatment Plan is late, enter the Start Date as the date completed not a previous date.



** Completing without the client is the last resort and should only occur if the client is in a crisis or in a locked facility. If there are challenges with engagement, consider a goal around engaging the client or discuss with your Supervisor for potential discharge.



Detailed Progress Note - Explain circumstances for lack of client involvement, electronic or hard copy signature. Do not write will obtain signature at next session.



Late Treatment Plan - The Start Date on a Treatment Plan cannot be changed. If a draft was started but not finalized, add a New Treatment Plan, click Yes to *default plan information* and finalize so the Start and Sign date match. Email QM to remove the draft version.