..\Index.doc
PERSONNEL
(Manual Section)

RECIPIENT RIGHTS:
CHANGE IN TYPE OF TREATMENT – POLICY 3807

Approval of Policy	Dated:
Original Inception Date:	January 12, 1996
Policy Last Reviewed:	June 17, 2024
Last Revision of Policy Approved:	June 17, 2024

•1 POLICY:

It shall be the policy of the Agency that:

1. An individual served shall be informed orally and in writing of their clinical status and progress at reasonable intervals established in the Individual Plan of Service (IPOS) in a manner appropriate to their clinical condition.

2. The IPOS must be kept current and modified when indicated whenever a Plan of Service Review is required.

3. If an individual served, guardian, or parent of a minor individual served is dissatisfied with the IPOS, they may request and receive a review of treatment from the primary case holder. The review must be completed within 30 days. If still dissatisfied, the individual served, guardian, or parent of a minor individual may file a grievance or Local Appeal with Customer Services, as applicable. (See Grievance and Appeals Process Policy #5400).

4. An individual served shall be given a choice of physician or other mental health professional when it is clinically appropriate and within the limits of available staff. A request to change is considered a grievance and is handled through Customer Services.

5. The written IPOS must list a specific date(s) when the overall plan and any of its subcomponents will be formally reviewed for possible modification or revision.

6. An individual chosen or required by the individual served may be excluded from participation in the planning process only if inclusion of that individual would constitute a substantial risk of physical or emotional harm to the individual served or substantial disruption of the planning process. Justification for an individual's exclusion must be documented in the case record.

•2 APPLICATION:

All employees, all consumers.

•3 DEFINITIONS:

•4 CROSS-/REFERENCES:

Mental Health Code 330.1712, 1714
Administrative Rules 330.7199(2)(j)
Grievance and Appeals Process Policy #5400
Person-Centered Planning Policy #5600

•5 FORMS AND EXHIBITS:

•6 PROCEDURE:

None