COMPLETED BY:

1. Licensed/Waivered Psychologist
2. Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
3. Licensed/Registered Professional Clinical Counselor\*\*
4. Physician (MD or DO)
5. Licensed Psychiatric Technician
6. Registered Nurse
7. Master Level Student Intern\*
8. MHRS\*

**COMPLIANCE REQUIREMENTS:**

1. A Therapeutic Behavioral Services (TBS) Client Plan must be completed prior to the TBS Coach(s) start date.
2. At least a minimal Client Plan shall be completed by the end of the initial authorization period (thirty days from the contractor’s opening the client’s assignment).
3. Additionally, a Client Plan shall be reviewed and updated at each monthly review meeting and whenever there is a significant change in the client’s planned care.
4. When services continue to be needed, the Client Plan shall also be rewritten at the third month review meeting.
5. All elements must be completed.
6. For the CP to be active (cover services claimed), it must contain the following signatures:
	1. Client (Cross reference date of progress note when no client signature is present. Progress notes outlines reason.)
	2. Parent/Guardian (caretaker)
	3. Specialty Mental Health Provider – SMHP (therapist)
	4. \*TBS Case Manager/Facilitator
		1. Co-signatures are required for a Master Level Student Intern and MHRS to complete the plan. Co-signatures must be completed within timelines.
	5. TBS Coach(s)

**DOCUMENTATION STANDARDS:**

1. Paper forms are only to be completed when the EHR is not accessible and the expectation is that the information on those forms is entered into the EHR as promptly as possible.
2. A TBS Client Plan is not valid until it is thoroughly completed and final approved with all required signatures.
3. When a client receives TBS services, a copy of the TBS Client Plan should be provided to the Specialty Mental Health Provider (SMHP).
4. The TBS Client Plan should be offered and provided to each team member.

\*\*Note: Program within the CYF SOC must verify that all training requirements have been met in

 order for an LPCC/PCI to provide services to youth and families.