

TREATMENT PLAN AND PROGRESS REPORT

TREATMENT PLAN

A treatment plan must be submitted by the provider for each individual and service the provider provides for the Adult Brain Injury Program participants. The treatment plan shall be developed with the input of the participant’s planning and treatment team, which includes the Service Coordinator. The Service Coordinator serves as the central point of knowledge about the participant’s functioning and needs, and shall assure that the provider’s treatment plan matches the needs of the participant at the time of service.

A treatment plan that coincides with the dates of authorized services must be submitted to the Service Coordinator bi-annually. When a new participant is referred for services, the provider has 30 days from the first date of services authorized to complete and submit the treatment plan. Subsequent treatment plans must be submitted along with the request for authorization for continued services. The Service Coordinator may deny authorization of services if an acceptable treatment plan is not received from the provider.

Treatment plans are due to the Service Coordinator by the 10th of the month, prior to the authorized service period. When the 10th falls on a weekend, treatment plans are due by close of business on the Friday before the 10th. The following is a schedule of treatment plan and prior authorization due dates for participants in continuous services:

Authorization Periods	Prior Authorization Due Date	Treatment Plan Due Date
January – June	December 10	December 10
July-December	June 10	June 10

The treatment plan shall be submitted on the ABI Treatment Plan and Monthly Program Report by the provider with the exception of Neuropsychological Evaluations (reference documentation requirements in the Provider Manual).

MONTHLY PROGRESS REPORTS

The Monthly Progress Report (after each month of service provided) must be submitted to the Service Coordinator by the 10th of the month following the month the services were received. When the 10th falls on a weekend, monthly progress reports are due by close of business on the Friday before the 10th. The following is a schedule of progress report due dates:

Month of Service	Progress Report Due Date		Month of Service	Progress Report Due Date
January	February 10		July	August 10
February	March 10		August	September 10

March	April 10		September	October 10
April	May 10		October	November 10
May	June 10		November	December 10
June	July 10		December	January 10

The Monthly Progress Report is an update on the participant that communicates timely and relevant issues to the Service Coordinator. The Service Coordinator's knowledge of these issues is key to enabling the Service Coordinator to assist in the comprehensive service coordination needs of the participant. Significant changes in participant's status or identification or concerns for the participant should be reported immediately to the Service Coordinator without waiting for the submission of a Monthly Progress Report.

The Monthly Progress Report shall be submitted on the ABI Treatment Plan and Monthly Progress Report by the provider with the exception of Neuropsychological Evaluations (reference documentation requirements in the Provider Manual). A clinical evaluation report of a neuropsychological examination must be submitted to the Service Coordinator following the examination.

The treatment plan and monthly progress reports must be submitted typewritten or in legible handwriting. If submitted in handwriting that is not legible, the Service Coordinator may request a typewritten report. The Service Coordinator may request additional information from the provider if needed to consider continuation of the service.

Participant Treatment Plan/Progress Meeting

In order to facilitate effective services for the participant, the Service Coordinator, provider and participant shall have a team meeting at least once every six (6) months to discuss progress and further treatment plans. This meeting will be facilitated by the Service Coordinator. A Service Coordinator, provider or the participant may request the team to meet more often.