

TITLE: CLASSIFICATION, TREATMENT PLANNING, & PROGRESS REPORTS	POLICY #: 27
Department: Program/Services	Effective Date: 06/25/01
	Applicable Standards:
	3-JCRF-5A-10; 5B-01, 02, 03, 04, 05
	3-JCRF-5B-07 through 10
Revisions: 7-30-03; 10-30-03; 12-28-07; 12-31-12; 12-9-13	

Policy: McCrossan Boys Ranch will classify residents upon admission to determine the type of program and the appropriate level of supervision needed. A resident's classification will be reviewed periodically during his stay and changes to the resident's program will be made as needed. Each resident's progress will be documented to determine if the care being provided is effective and if treatment plan goals are being met as a means to determine if discharge criteria are satisfied.

Definitions: N/A

Procedures:

1. Group Care

- A. Under the supervision of the Associate Director, a treatment plan will be completed with each resident within 21 days of admission. A treatment plan for Federal clients will be completed within 14 days of admission. The Associate Director will be involved in the resident's treatment planning process. At a minimum, the resident, a case manager and the Associate Director will sign the plan.
- B. The treatment plan will be presented at the initial 30-day program conference. This will be a collaborative plan developed with input from the resident, parents/guardians (if applicable), placing agency, and McCrossan Boys Ranch staff. Parents/guardians (if applicable) and placing agents will be invited to participate in the initial program conference. All those involved with the program conference will receive signed copies at that time. Copies will be sent to those not in attendance. All residents will be assigned a tentative release date at their 30-day Programming Conference.
- C. Once admitted, all residents are placed on a point and level system. Their level will be determined by their behavior and privileges are determined by what level the resident has attained.

2. Independent Living

For residents in the Independent Living Preparation Program (ILPP), a written case plan is developed by the placing agency and the case manager within 14 days of admission. The case plan is developed based on the outcome of the initial assessment. Development of this plan will include input from the youth, the referring agent and his parent and/or guardian (if applicable). The case manager is responsible for coordinating the case plan with all parties.

3. The Associate Director will supervise the implementation of the individual treatment plan and the ongoing documentation and evaluation of each resident's progress. Treatment plans are reviewed and revised as needed at least quarterly at program conferences with the resident, parents/guardians (if applicable), placing agency and McCrossan Boys Ranch staff. These reviews are dated and signed by the resident, a staff person, placing agency and

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parents (if applicable). Discharge planning will be a topic of discussion at all Programming Conferences which are held at least quarterly. The resident's written 6-month treatment plan update will state the justification for keeping the resident in the program. A copy of this plan will be submitted by the case manager to the Associate Director and the placing agent.

4. At any time, residents may request a program conference to review their treatment plan by notifying their case manager in writing.
5. If a language or literacy problem limits a resident's ability to understand their treatment plan, or other programming, a qualified staff member will provide assistance, if available. The written treatment plan may also be rewritten in a language the resident understands. The Ranch may retain and hire an interpreter as needed to help the resident understand agency rules and regulations and program expectations. The interpreter will meet with the resident under the supervision of a staff member.
6. Child care counselors will complete a daily note on the social skills and daily progress of each group care resident they are responsible for.
7. The resident's progress in the program and the program services provided for the resident are reviewed by the resident's case manager or designee, and the outcome of the review is documented and signed by the Associate Director at least every two weeks.
8. Reports, including progress towards discharge, will be sent to referring agents, parents and/or legal guardians monthly for group care residents and ILPP residents from Minnesota and quarterly for all other ILPP residents. The contents of the progress report will also be made available to the resident.
9. Prior to completion of the Program, a program conference is held with the resident, their placing agent, parents (if applicable), and other relevant individuals to discuss discharge.
10. When a resident is being transferred to another program, he has the right to request a programming conference if he does not agree with the transfer.