

Title: **INDIVIDUAL PROGRAM PLAN (IPP) REQUIREMENTS**

Policy: RightWay Recovery is committed to providing a safe and therapeutic environment for clients based on evidence-based practices. The staff at RightWay Recovery will provide each client an Individual Program Plan (IPP) within seven (7) days of admission into the halfway home to provide each client with individual programs tailored to his/her specific needs and goals.

Purpose: In accordance with Chapter 940-5-41-.06 of the Tennessee Department of Mental Health and Developmental Disabilities “Minimum Program Requirements for Alcohol and Drug Halfway House Treatment Facilities” to provide a standard of care for clients that is specific to his/her needs and goals. If an employee fails to provide an IPP for a client, he/she should immediately notify his/her supervisor for prompt action.

Statement: The Individual Program Plan (IPP) is a treatment plan that is tailored to the needs and goals of each client and will be formulated by the LADAC and incoming client within seven (7) days of admission. The IPP will include the following information:

- (a) The client’s name,
- (b) The date the IPP was created with the client,
- (c) The standardized diagnostic formulations specific to the client’s diagnosis including information from the Diagnostic and Statistical Manual (DSM-5) and the American Society of Addiction Medicine Patient Placement Criteria for the Treatment of Substance Abuse Disorders (ASAM PPC),
- (d) The client’s specific problems that are to be addressed within the program in which he/she is enrolled,
- (e) The client’s SMART goals that are related to the program in which he/she is enrolled,
- (f) Specific interventions that will be used to address the client’s SMART goals,
- (g) Planned frequency of contact with the client to address his/her goals and provide interventions,
- (h) Signatures of appropriate staff, including the Licensed Alcohol and Drug Abuse Counselor (LADAC) and other staff involved in the treatment of the client, and
- (i) Documentation of the client’s participation in the treatment planning process

The IPP will be stored in a file for the client which will be kept in a secure location. This file will only be accessible to the staff of RightWay Recovery and may be viewed by the client with permission from staff. The client's progress with the IPP will be monitored throughout his/her stay at RightWay Recovery and will be evaluated at the client's termination from the program.

Scope: The LADAC and house manager will have overall responsibility for ensuring that an IPP is created for each client within seven (7) days of his/her admission into the home. RightWay Recovery staff shall cooperate with federal, state, and local government agencies that have the responsibility to ensure compliance with the various laws related to standard of care for clients residing in alcohol and drug halfway homes in Tennessee. Direct any questions or comments regarding this policy and other policies related to standard of care to the house manager and/or LADAC.

Definitions: Licensed Alcohol and Drug Abuse Counselor (LADAC): An individual who has been certified to provide addiction counseling to clients suffering from substance abuse issues in the state of Tennessee. The LADAC is trained to provide screenings, intakes, orientation, assessments, treatment planning, counseling, case management, crisis intervention, client education, referrals, reports and record keeping, and consultations for clients. They are accountable for providing care that is within the Tennessee Substance Abuse Counselor Ethical Standards.

Diagnostic and Statistical Manual (DSM-5): Provides an authoritative guide to diagnosing mental health disorders used by healthcare professionals in the United States and globally. It provides diagnostic criteria for each diagnosis and suggested treatments that should be administered based on evidence-based research. The DSM-5 is the newest edition of the manual and has been updated based on the latest mental health research.

American Society of Addiction Medicine Patient Placement Criteria for the Treatment of Substance Abuse Disorders (ASAM PPC): Provides a comprehensive set of guidelines for placement, continued stay, transfer, or discharge of clients who are suffering from addiction and co-occurring mental health disorders. It provides a continuum for addiction services through a multidimensional patient assessment over five levels of treatment based on the degree of medical management necessary for the safety of the client and others.

SMART Goals: An acronym that stands for specific, measurable, achievable, relevant, and time-bound goals. All client goals are to fit each criterion under this acronym. This provides a way to clarify ideas, focus efforts, manage time efficiently, and increase chances of achieving the goals of the client.