



# QRTIPS

Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

April 2006

## Client Service Plan (CSP) Updates

A six-month update or any update done to the CSP means it is a time to review the progress of treatment. It is a time to look at how your client is responding, or not responding, to the current interventions. It is a time to decide if you should continue with the current treatment or to make changes.

For instance, if the 6-month review is due on 9/1/06, and the CSP has 2 milestones (one dated for 7/06, the second one dated for 8/06), then the clinician must review the two milestones. If the milestones dated for 7/06 and 8/06 have not been met then the clinician must document in the “6-month review progress note” why each of these two milestones were not met. Maybe the client has missed several appointments? Maybe the frequency of sessions needs to increase? Or maybe the client needs to be assessed for meds? IT IS NOT SUFFICIENT TO JUST DOCUMENT “**IN PROGRESS**” IN THE UPDATE SECTION OF THE CSP.

Reminder: The CSP is developed with the participation of the client and/or caregiver. Therefore, if the milestones are not met by the dates specified in the CSP, then the primary therapist must review and discuss this with client and/or caregiver. This process will assist both parties (therapist and client) to move in the same direction in treatment.