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DATE: November 16, 2012
TO: Community Psychiatric Rehabilitation Programs
FROM: Nora K. Bock, Director of Community Treatment
RE: **REVISED** - Clarification of Requirements for Treatment Plan Signatures

This memo is to eliminate any confusion that might exist within Community Psychiatric Rehabilitation Programs about what signatures are required on the treatment plan when treatment plan *reviews* are conducted, or when *changes* are made to the treatment plan. The Division strongly emphasizes the need for the treatment plan to be a continually changing document that reflects the needs, wishes, and goals of the client. It is expected that goals will be added, revised, achieved, and/or discontinued over time.

The Division recognizes that obtaining numerous signatures on treatment plans at any time can be a challenge. Thus, the Division affirms that **when treatment plan reviews are being conducted and when changes are made to the treatment plan, the only signatures required, on the treatment plan itself, are of the client and the Community Support Specialist (CSS)**. This is consistent with *9 CSR 30-4.035(13)*. Signatures required on the actual treatment plan review document are of the client, CSS, and the Qualified Mental Health Professional (QMHP).

In accordance with *9 CSR 30-4.030*, the term "client" includes a legal guardian, if that is applicable. Thus, for adult consumers with legal guardians, they would need to sign the plan whenever the person receiving services signs.

For children and youth, *9 CSR 30-4.160* outlines the requirement that a parent or guardian participate in the development of the treatment plan and must sign the plan. A parent or guardian must sign the plan whenever a "client" signature is required.

However, caution is warranted:

- Community Support Specialists should not add treatment plan interventions for which other staff members are responsible. In this instance, the staff member responsible should sign the treatment plan in addition to the client and CSS.
- Different programs have different rules on treatment plan review time frames.

Initial and annual treatment plans, as outlined in *9 CSR 30-4.035(5), (6), (7), and (11)*, still require the signatures of a physician, the QMHP, the Community Support Specialist, the client, and any other parties included in treatment plan interventions.

If you have any questions, please feel free to contact Natalie Fornelli at natalie.fornelli@dmh.mo.gov or (573) 526-3683.