



**GENESEE COUNTY COMMUNITY
MENTAL HEALTH PIHP
PROCEDURE MANUAL**

Date Issued: 11-09-2009
Date Revised:

SUBJECT: IPOS Timeline		PAGE: 1 of 3
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Relates to Policy:	06-206-95	

I. AFFECTED DEPARTMENTS:

Internal Provider:
External Providers (except SUD):

II. PURPOSE:

This procedure is to ensure that the Person Centered Planning process dates are utilized correctly in the GCCMH electronic medical record, known as CHIP.

III. PROCEDURE:

New IPOS

Pre-planning process includes all activities to prep for PCP meeting where all IPOS data is inputted. Pre-planning should begin approximately 30 days prior to the PCP Meeting date. Once the IPOS has begun -- which consists of the completion of the input documentation, the PCP Meeting date set, the entering of the Effective and Expiration dates into CHIP -- any secondary program/staff will be able to submit to primary case holder the secondary treatment plans to be incorporated into the IPOS. The PCP Meeting is the time at which all team members and invitees review and edit any IPOS Goals, Objectives, and Interventions for the upcoming year. Authorizations will be submitted at this time. All signatures will be collected. PCP Meeting may occur anytime before the Effective Date of the IPOS, it should occur approximately 30 days from the Effective Date.

The Effective Date is the beginning date of the IPOS. The Expiration Date is the end date of the IPOS. All authorizations and any Treatment plans will end on the IPOS Expiration Date. The Expiration Date must not exceed 365 days from the Effective Date. The Expiration Date and the Effective cannot be the same date. (i.e. Expiration Date of November 14, the Effective Date of the new plan must be November 15, or later) Overlapping authorizations will not be accepted.

Refer to Attachment A – New IPOS

Initial IPOS

Initial authorizations will be in place at time of writing initial plan. The initial plan is good for 30 days. During this time, all pre-plan activities and a PCP meeting activities are

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to be completed. Once this has occurred, then the yearly PCP process will commence; refer to **New IPOS** above.

Refer to Attachment B – Initial IPOS

IPOS Addendum

Used when the primary case holder needs to change goals, interventions, and/or objectives in the IPOS. This will occur due to the following reasons:

- Adding any new goals
- Discontinue any goals or services (from any discipline, for any goals completed)
- Changing goals, objectives, or interventions
- Early terminate IPOS- change expiration date

At any point during the IPOS year, any change to services requires an addendum to the IPOS. The addendum effective date is the date the addendum is written. The expiration date of the addendum must be the expiration date of the IPOS. If a new authorization accompanies the addendum, the end date will be the expiration date of the IPOS. If a change in the current authorization is needed, the old authorization will need to be terminated before a new authorization can be requested/ granted.

Refer to Attachment C – IPOS Addendum

Treatment Plan

Secondary programs/staff to use for writing plans of service and any changes throughout the plan year. Prior to the Effective Date of an IPOS, secondary programs/staff will submit a treatment plan to be accepted by the primary case holder. If during the IPOS year, a change or new service/goals from secondary are to be added, then a new treatment plan will be written by the secondary program/staff and submitted to the primary case holder for acceptance into the current IPOS. Treatment Plan effective date will be the date the plan is written. The Expiration date will be the expiration date of the IPOS. If a new authorization accompanies the addendum, the end date will be the expiration date of the IPOS. If a change in the current authorization is needed, the old authorization will need to be terminated before a new authorization can be requested/ granted.

Refer to Attachment D – Treatment Plan to IPOS

Request for New PCP Process

If during the IPOS year, the client requests a new PCP process, the primary case holder will begin with the pre-planning. Once the PCP meeting occurs and the new IPOS is signed, all team members authorizing services from the former IPOS must terminate all authorizations and goals related to their scope. New authorizations will need to be requested. The system will not allow overlapping IPOS data and authorizations.

Refer to Attachment E – Request for New PCP Process

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IV. DEFINITIONS:

Input Meeting (Pre-Plan meeting) - The starting point of the Person Centered Planning Process. This should occur approximately 30 days prior to the IPOS Meeting date. IPOS goals, objectives, and interventions should be started. Assessments should be requested or completed. By completing the Input document, entering the IPOS Meeting date, entering the Effective Date and Expiration Date into the CHIP system, this will allow the secondary programs/staff to submit their IPOS data (treatment plans) to primary case holders for acceptance.

IPOS Meeting (PCP Meeting) - The meeting of the client and all invitees to review and edit IPOS goals, objectives, and interventions. At this time, all goals, objectives and interventions need to be completed by all team members (professional staff). Authorizations completed at IPOS meeting. Signatures are collected.

Date of Meeting - This is the date of the PCP meeting and should occur approximately 30 days prior to the Effective Date.

Effective Date - This is the beginning of the IPOS year.

Expiration Date – This is the end date of the IPOS year. This is no more than 365 days from the Effective Date. The Effective Date and the Expiration Date *cannot* be the same date. Authorization durations must be within the Effective Date and the Expiration Date.

Treatment Plan - Secondary programs/staff plans. Used for new IPOS, and when changes occur to the plan during the IPOS year. A Treatment Plan will be submitted to the primary case holder for acceptance.

IPOS Addendum – Used by the primary case holder for any needed changes to the IPOS.

V. TRAINING AND DISSEMINATION:

All supervisors will be responsible for training staff.

VI. ATTACHMENTS:

- Attachment A – New IPOS
- Attachment B – Initial IPOS
- Attachment C – IPOS Addendum
- Attachment D – Treatment Plan to IPOS
- Attachment E – Request for New PCP Process