

*Alternative Formats
Available Upon
Request*



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If you **need legal or advocacy assistance**, please call us and ask for our Intake Department.



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**A Guide to Your
Treatment
Plan**



**West Virginia
Advocates**

A Guide to Your Treatment Plan

...how to get services and supports from a behavioral health center

- There are many centers throughout West Virginia.
- Each center serves a certain area of the state
- For help in finding a center, call *Bureau of Behavioral Health and Health Facilities* at **304-558-0627**, or *WVA* at **1-800-950-5250**
- Call your local center and request an intake appointment

...what to expect

- The center should make an appointment with their staff member who will take information from you to determine what services you need and are eligible for
- You should be assigned a case manager who is responsible for your services
- You should then be scheduled a treatment team meeting to develop a plan that lists your need for supports and services

...when will my treatment plan be written/ implemented/ reviewed

- Your first plan should be written within 7 days of your intake appointment
- Your final plan, which includes all service needs, should be written within 30 days of your intake
- The center should hold a meeting to review your plan every 3 months or, at the very least, every 6 months or at crisis points
- When your services or the responsible staff are transferred or changed
- Upon a planned discharge from the center

...what is in a treatment plan (also known as an IDT)

- Goals, objectives and methods to deliver your services and supports
- Description of services, activities and programs planned for you
- The team member that is responsible for providing each service, activity or program
- Your signature as well as signatures and titles of those who are participating in the team meeting
- You should **always get a copy of your treatment plan**

...who should be involved in your treatment planning

- **YOU**
- Your family, guardian or your choice of others
- Your assigned case manager
- A representative from each department and/or other agency who provides your services and supports

...what to do if you have a problem with the process

- File a complaint with the center (they should provide you with their grievance policy upon admission or ask for it).
- Call *West Virginia Advocates* at **1-800-950-5250**
- Call the office of *Ombudsman for Behavioral Health* at **304-558-2159**