

Area: Program Services
Subject: Treatment
Policy No.: 130

POLICY

It is the policy of the Center for Communication Disorders to provide a comprehensive, individualized plan of treatment for each of its clients.

PURPOSE

The purpose of this policy is to provide each client with a plan of treatment that is aimed at meeting his/her needs for communication while helping him/her to maximize his communication potential.

PROCEDURES

1. Treatment at the Center for Communication Disorders will be preceded by a diagnostic evaluation. This evaluation will, in most cases, be completed at the Center, either through a formal evaluation, or through a period of diagnostic therapy. However, treatment at the Center may be initiated immediately if the client can provide the Center with a recently completed comprehensive speech/language/hearing evaluation by a certified clinician.
2. At the beginning of each term, Functional outcomes and long-term goals will be established for each client. The selection of these goals will be based on results and recommendations from diagnostic testing or the recommendations from the previous therapy progress report, the client's developmental level, a determination of the client's immediate functional communication needs, and identification of areas holding the greatest potential for improvement. Functional outcome statements, long-term goals and baseline data will be documented in a written treatment plan and filed in the client's chart.
3. Individual session objectives will follow a logical order of progression based on the long-term goals set for the client.
4. Evaluation of each client's communication skills will be ongoing and documented through special testing and/or obtaining baseline data during each treatment term. Results of these procedures, with implications for treatment and specific recommendations, will be contained in each client's permanent record.
5. The assigned case supervisor and student clinician will collaborate on client goals, individual session plans and specific follow-up procedures, such as referral, special testing, contacts with outside agencies, etc., throughout each treatment term. The case supervisor assumes all responsibility for final decisions regarding case management and disposition.
6. Specific aspects of treatment techniques and data keeping may be followed as outlined in the Center's Manual of Operation.

7. At least one case conference involving the client/family may be held each treatment term, at the discretion of the individual supervisor. During this conference, goals and techniques of treatment will be discussed, as well as any areas of concern which may arise. Such conferences will be documented on either a case conference form, or on the chronological summary of activity form included in the client's record. Case conference will be conducted in locations which guarantee case confidentially and client privacy.
8. At the end of each treatment term, the student clinician will complete a written report on the client's progress during the term. The report will include:
 - a. identifying information;
 - b. statement of the communication disorder;
 - c. stated goal(s) for the term
 - d. procedures utilized to achieve stated goals; these may include task analysis or, in effect, short-term goals;
 - e. special testing: any specific tests or procedures which have been utilized to provide further diagnostic information;
 - f. special observations: these include comments on client behaviors or needs, suggestions for techniques which may be helpful in treatment; information on prognosis or client's general response to treatment;
 - g. treatment results: include client's statement of attendance, client's performance in each of stated goals;
 - h. recommendation, including: statement of case disposition; referral of client to another agency, continuation of treatment at the Center, or discharged from treatment, with the rationale for discharge; statement of type of service required, with frequency and duration of service; statement of specific areas to be targeted as goals for the next treatment term; referrals to other professionals for further assessment or treatment services; identification of communication abilities requiring further assessment of the Center;
 - i. signature of the assigned certified and licensed case supervisor.
9. The Communication Progress Summary (Term-End Progress Report) will be completed by a specified due date each term, that date to be no later than the date on which the academic term ends. Reports will be disseminated to authorized persons or agencies within 10 working days of their completion. A signed release of information form must be completed for each report to be sent out by the Center.