



HURON BEHAVIORAL HEALTH  
**PROCEDURE**

Procedure #: **CSM.2.03**  
Issue Date: 05/26/04  
Rev. Date: 03/14/19  
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**Title: Periodic Review Procedure**

Prepared By: Clinical Director

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**Purpose:**

To define the process and protocol for conducting periodic reviews of progress toward the goals and objectives defined in the Person Centered Plan (PCP)/Individual Plan Of Service (IPOS).

**Scope:**

This procedure applies to all employees (including full-time employees, part-time employees, contractual clinical providers, volunteers, students, and/or interns) of Huron Behavioral Health (HBH) and all consumers served.

**Information:**

See also HBH "[Periodic Review Policy](#)" ([SD.1.07](#)) for additional information.

**Procedure:**

1. In the context of the Person-Centered Planning and service delivery, periodic reviews must be completed throughout treatment episodes. Specific emphasis will be placed upon progress in developing or maintaining the goals and objectives identified in the PCP as well as community supports for those for whom community/social inclusion is a personal goal. The frequency of periodic review shall be determined based upon the individual's needs and as specified in the PCP, but must occur at least ninety (90) days. For individuals having a high risk of relapse, the periodic review may be conducted more frequently, if assessed with acute needs and/or following a period of relapse.
2. Periodic Reviews must be completed prior to the three (3) month due date whenever possible, but in all cases is to be completed no later than ten (10) working days after the periodic review due date.
3. The Periodic Review will be documented on the "Periodic Review" template in the Electronic Medical Record (EMR) to include the following information:
  - Timeframe covered in Periodic Review
  - Progress toward the specific goals and objectives outlined in the PCP
  - Continuing appropriateness of the goals and objectives
  - Team Assignment progress/activities
  - Natural Supports/family members utilized and/or added
  - Satisfaction with the services being provided
  - The level of community and social inclusion achieved by the individual
4. For those individuals for whom increased social inclusion is a goal, the review should address their satisfaction with efforts to assist or support the individual in developing and maintaining:
  - Family connections
  - Friendships
  - Community resources and natural supports
  - Other aspects of participation and inclusion in the community
5. The Periodic Review should include the consumer/guardian's satisfaction with the services provided during the period being reviewed. If any goals are changed at the time of the periodic review, the PCP is addended and the consumer/guardian's signature is obtained on the PCP addendum (see "[PCP Procedure](#)" [QI.2.18](#)).
7. In a manner appropriate to the consumer's level of understanding, the consumer is informed of their clinical status and progress toward their defined goals. The consumer or legal guardian receives a copy of their Periodic Reviews.

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8. The worker's supervisor will review and electronically sign periodic reviews as evidence of oversight of monitoring progress toward achieving service goals and desired outcomes, satisfaction with services, as well as the continuing appropriateness of the goals.

**Definitions/Acronyms:**

COA – Council on Accreditation  
 EMR – Electronic Medical Record  
 HBH - Huron Behavioral Health  
 IPOS – Individual Plan Of Service  
 PCP – Person Centered Plan

**Forms:**

Periodic Review Form (in EMR)

**Records:**

Records of Periodic Reviews are retained in the consumer's case record in accordance with the [HBH Record Retention & Storage Policy \(QI.1.23\)](#).

**Reference(s) and/or Legal Authority**

COA standards  
[QI.1.23 HBH Record Retention & Storage Policy](#)  
[QI.2.18 PCP Procedure](#)  
[SD.1.07 Periodic Review Policy](#)

**Change History:**

Change Letter	Date of Change(s)	Changes
None		Old procedure brought into new Controlled Documentation format with minimal content changes.
A	05/30/06	Changed "180 days" to "90 days" in #1 to comply with COA requirements, added #2 in "Procedure" section to clarify existing allowable practice, added #8 to comply with the Mental Health Code Rights Audit Requirements, added reference to SD.1.07 (Periodic Review Policy).
B	09/11/07	Revised to include new regional Periodic Review Form (90-1007), removed all references to old HBH form (90-014 and 30-001), added "EMR" in "Acronym" section and "Records" section, removed "Respite paragraph".
C	09/29/08	Revised and revised to comply with COA 8 <sup>th</sup> Edition Standards and present practices – removed specific COA chapter reference (G9), revised several sentences to clear up grammatical issues without changing the content of the procedure.
D	01/28/09	Added #8
E	02/18/09	Added the 4 <sup>th</sup> bullet in #3
F	02/26/09	Added last sentence in #6, added #8, added last sentence in #1 added reference to "PCP Addendum Procedure" QI.2.23 (2 places).
G	02/13/13	Reviewed and revised to comply with 8 <sup>th</sup> edition COA standards – in #1 removed "weekly, and every 30 days" and added "more frequently", in #2 changed "deadline" to "due date" (2 places), #3 removed 3 <sup>rd</sup> bullet ("Progress towards Objectives.." as this was redundant with 2 <sup>nd</sup> bullet and added last bullet (Satisfaction with services)", several additional grammatical and sentence restructuring done without changing sentence content.
H	09/16/15	Removed form numbers and referenced EMR forms throughout document, deleted #5 and added information as last bullet in #3, deleted #9 as it was a repeat of #6, made several small wording/grammatical changes/corrections without changing sentence content, in "Records" section removed reference to Gallery system.
I	07/06/17	Made several minor wording/grammatical corrections throughout document without changing sentence content.
J	03/14/19	In "Purpose" section added "Individual Plan Of Service (IPOS)", In "Scope" section changed contractual providers" to "Contractual clinical providers", in "Acronym" section added "IPOS", made several additional minor wording/grammatical changes/corrections throughout document without changing sentence content.