


TEXAS CIVIL COMMITMENT OFFICE

 POLICY AND PROCEDURE	NUMBER: 3.18
	EFFECTIVE DATE: 7/20/2020
	SUPERCEDES: 10/1/2019

SUBJECT: TREATMENT PLANNING

PURPOSE: To establish guidelines for treatment planning through an Individual Treatment Plan to assist the client in managing dynamic risk factors and improving lifestyle skills.

DEFINITIONS:

“Sex Offender Treatment Provider” is any Licensed or Affiliate Sex Offender Treatment Provider employed by or under contract with the Texas Civil Commitment Office (TCCO) to perform duties related to the treatment of a civilly committed person.

PROCEDURES:

I. Individual Treatment Plan

- A.** The Treatment Provider shall follow the Council on Sex Offender Treatment standards of practice when completing and updating treatment plans. The treatment plan shall be individualized and address the client’s needs.
- B.** Treatment Provider shall use an Individual Treatment Plan form approved by TCCO.
- C.** The Individual Treatment Plan (ITP) shall address the following factors:
 - 1.** Identify primary treatment targets;
 - 2.** Identify measurable treatment goals;
 - 3.** Provide intervention strategies; and
 - 4.** Identify client issues and problems.
- D.** The Treatment Provider shall review all assessment and interview data and use the information to develop a plan based on the client’s individual needs and risk. The Treatment Provider shall also review file material, chronological entries, commitment information and other relevant entries maintained in the case management automated system.
- E.** The Treatment Provider shall complete an ITP within 60 (sixty) calendar days of the client’s admission into the program or in accordance with the terms of the contract.

- F. The Treatment Provider shall update the ITP at least annually and also upon significant progress or regression in treatment, including within seven (7) working days of each tier change.

II. Treatment Team Planning

- A. The Case Manager shall provide input into the updated ITP(s), especially in the problem areas the client must address.
- B. The Treatment Provider and the client shall meet and review the ITP. After the ITP is reviewed, the Treatment Provider and client will sign the ITP.
- C. The Treatment Provider shall provide the client with a signed copy of the ITP.
- D. Community-Based Treatment Providers shall scan the signed ITP into the TCCO case management automated system within 2 (two) working days of the signatures or in accordance with the terms of the contract. Treatment Providers at the Texas Civil Commitment Center shall scan the signed ITP into the case management automated system within five (5) working days of obtaining the client's signature.

III. Plan Progression/Regression

- A. The Treatment Provider shall complete a progress report each month, in accordance with TCCO Policy 3.8 Progress Reports, that includes the client's progress or regression toward meeting the goals listed in the ITP.
- B. The Treatment Provider may modify the ITP when it is determined that the client is not making the necessary progress during the year.
- C. Upon the annual review of the ITP, the Treatment Provider shall document the client's overall progress; identify goals achieved, goals not achieved and goals still in progress.
- D. The Treatment Provider and the client shall meet and review the ITP. After the ITP is reviewed, the Treatment Provider and client will sign the ITP.
- E. Community-Based Treatment Providers shall scan the signed ITP into the TCCO case management automated system within 2 (two) working days of the signatures or in accordance with the terms of the contract. Treatment Providers at the Texas Civil Commitment Center shall scan the signed ITP into the case management automated system within five (5) working days of completion.

IV. Special Needs Clients

- A.** During the assessment, the Treatment Provider shall identify any client that has a mental or physical need that requires an accommodating treatment plan.
- B.** The Treatment Provider is responsible for modifying the standard orientation and treatment program so the special needs client can participate in treatment.
- C.** The Treatment Provider shall document any mental health services received by the client on the monthly progress report.

V. Community Transition and Treatment

- A.** Prior to a client's transition to independent living, the client's current Treatment Provider shall verbally communicate with the receiving Treatment Provider regarding the client's treatment history.
- B.** The receiving Treatment Provider shall prepare a new ITP based on assessments, interview data, communication with the previous Treatment Provider and all available case file material. The plan shall be individualized to meet the client's needs and risk during independent living in the community.
- C.** The receiving Treatment Provider shall complete the ITP in accordance with section I. E. above.
- D.** When the client has met all ITP goals and the Treatment Team believes the client has completed all of the required work and made all expected changes, the Treatment Team shall submit a written summary to the Civil Commitment Manager (CCM) regarding the client's program history.
- E.** If the CCM believes the client has met his treatment goals and made all expected changes, the CCM, with the Executive Director's approval, may request an expert assessment to determine if the client's behavioral abnormality has changed to the extent that the client is no longer likely to engage in a predatory act of sexual violence.

SIGNATURE ON FILE

Marsha McLane
Executive Director