

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

### **POLICY**

It is the policy of the Center for Communication Disorders and the Access Network, clinical service programs of the Department of 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 their needs for communication while helping them to maximize their communication potential.

### **PROCEDURES**

1. Treatment at the Center for Communication Disorders or the Access Network will be preceded by a diagnostic evaluation. This evaluation will be completed through a formal evaluation, or through a period of diagnostic therapy. 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.
2. Individual session objectives will follow a logical order of progression based on the long-term goals set for the client.
3. 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.
4. The assigned Clinical instructor 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 Clinical instructor assumes all responsibility for final decisions regarding case management and disposition.
5. Specific aspects of treatment techniques and data keeping may be followed as outlined in the Clinical Manual of Operation.

6. At least one case conference involving the client/family may be held each treatment term, at the discretion of the clinical instructor. 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 the chronological summary of activity form included in the client's record. Case conference will be conducted in locations which guarantee case confidentiality and client privacy.
7. At the end of each treatment term, the student clinician will complete a written therapy Progress 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 clinical instructor.
8. The Communication Progress Summary 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 exchange of information form must be completed for each report to be sent out by the clinical service program(s).