2.A.1.a  SCOPE OF SERVICES: PSYCHIATRIC REHABILITATION PROGRAM (PRP)

1. PURPOSE

TIME Organization Psychiatric Rehabilitation Program (PRP) services provides community based and individualized support to Children and Adults that are in need of additional wrap around behavioral health support to address areas of functioning that may be impaired or that require rehabilitation. PRP services are an extension to therapy services and our role is to support the psycho-therapeutic aspect of an individual’s mental health treatment by addressing what happens internally, mentally, and emotionally. Our rehabilitation services enlighten youth and adults on their immediate and long term needs and goals, identifies and highlights what their strengths and needs are, and helps to bring resolve to psychiatric symptoms.

The focus of the program is to assist the client in identifying and accepting mental health barriers, to help in the establishment of new goals, to improve the understanding of feelings and attitudes, and to support independence and healthy living through the learning of new ways of dealing with problems with the use of psychotherapy and medication management.

2. PROGRAM PHILOSOPHY:

We at TIME Organization believe in a strength based holistic process of healing and recovery for all persons, family systems, and organizations. The fundamental characteristics for TIME Organization serve as our guiding principles which are leadership, integrity, accountability, protection, and trust. It is in this vain that we move forward serving those in need of help, empowerment, and a desire for change.” Referrals to other appropriate community resources are provided as needed.

3. PROGRAM GOALS:

The goal of treatment is to assist an individual with his or her personal journey of recovery. This is achieved by developing an individualized treatment approach that empowers consumers to recognize their potential, set goals for themselves, and make choices about their life.

4. INSURANCE ACCEPTED

TIME Organization accepts: Maryland Medicaid

Medical Assistance

Fee for service

5. REFERRAL SOURCES

TIME Organization receives referrals from therapists, schools, psychiatrists, courts, Department of Social Services (DSS), Department of Juvenile Services (DJS), and mental health facilities. All referrals must be
made by a licensed professional, such as a Licensed Social Worker, Licensed Counselor, Psychiatrist, or Psychologist.

6. CLASSIFICATION OF ELIGIBLE MENTAL HEALTH DISORDERS

Children: All categories of mental health are treated which meet DSM V criteria.

Adults: Must meet priority population diagnosis:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>295.90</td>
<td>Schizophrenia</td>
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<tr>
<td>295.40</td>
<td>Schizophreniform Disorder</td>
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<td>295.75</td>
<td>Schizoaffective Disorder, Depressive Type</td>
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<td>Bipolar I Disorder, Most Recent Episode Depressed, With Psychotic Features</td>
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<td>Bipolar I Disorder, Current or Most Recent Episode Severe</td>
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<td>296.70</td>
<td>Bipolar II Disorder</td>
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<td>296.80</td>
<td>Bipolar and Related Disorder</td>
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<td>301.83</td>
<td>Borderline Personality Disorder</td>
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7. SCOPE OF CARE:

Psychiatric Rehabilitation Services assist persons, 6 years or older, with functional disabilities resulting from mental illness, to develop, enhance and/or retain: psychiatric stability, social competencies, personal adjustment, and/or independent living competencies so that they experience more success and satisfaction in the environments of their choice and can function as independently as possible. Our Psychiatric rehabilitation programs are founded on the principles of client choice and the active involvement of a client in his/her rehabilitation. The practice of psychiatric rehabilitation is composed of three strategies:

- Helping persons identify goals.
- Helping persons plan strategies and acquire the necessary skills to reach and maintain the desired goals.
- Helping persons develop necessary supports to maintain those goals.

Psychiatric rehabilitation services require that a client be actively involved in the design, development, and management of the overall program as well as of the individual’s planned activities. A client who is effectively involved in a psychiatric rehabilitation program should be able to articulate his/her individual goals and objectives (although not necessarily in “professional” terms) and to identify ways in which his/her current activities are intended to assist the client to achieve those goals and objectives.

A client who is effectively involved should have a reasonably clear understanding of his/her illness and the nature and intent of the client’s treatment program and service plan. Community based resources, recovery principles, and self-help resources are incorporated into the collaborative service planning and implementation approach with the client. Client initiated service plans are to be encouraged to the extent possible. Psychiatric rehabilitation services are provided within a context of a complex variety of treatment, recreational, social, and other services that provide supports to the adult or child.
A. Psychiatric Rehabilitation Services Include:

1) Prescreening and intake services

2) Assessment and Treatment Plan Development by a licensed professional

3) Quarterly treatment plan reviews for children and semi-monthly treatment plan reviews for adults.

4) Groups and therapeutic recreational activities

5) Referrals and linkages to alternative levels of treatment and resources

6) Treatment oversight by Board approved Clinical Supervisors

B. TIME Organization Psychiatric Rehabilitation Services are designed for:

1) Children and adults that are active participants in mental health therapy and who require additional wrap around support.

2) Individuals who are seeking support to maintain community stability and social and emotional functioning

3) Individuals who may have experienced inpatient services and are being discharged

8. OPERATING HOURS AND SETTINGS
TIME Organization PRP program operates five days a week beginning at 9:00 a.m. and closing at 5pm, Monday through Friday. PRP services are also provided at a community based level which allow for evening and weekend services to occur. After hours availability is 24 hours a day 7 days a week. Services are provided to men, women and children 6 to 75 years old. Services are provided on site in the office, in home, or in a community setting.

9. PROGRAM OUTLINE:

At the referral stage a client is screened for eligibility of services. An Intake Specialists reviews the referral to ensure that all items indicated on the referral are completed, then processes the referral through Beacon Health Systems for verification of eligibility of services. The Intake Specialist then contacts the referral source and client to inform them of receipt of referral and that a Rehabilitation Specialist will be in contact to schedule and assessment. After admission to the program, the client participates in an intake which allows for the clients to receive knowledge of their rights as a participant and the client signs all intake paperwork. At this stage, the Rehabilitation Specialist completes a full assessment and begins preliminary development of treatment plan goals.

Assessment – Client will undergo a series of assessments at the beginning of the treatment process with TIME Organization. The Rehabilitation Specialist will be asking questions about life and family history, educational and vocational history, physical health history, any substance abuse history and living situation along with other questions about the client’s background. Strengths, needs, abilities and preferences are also considered. The results of these assessments will help us to work with the client to determine the course of the client’s treatment plan.
Treatm
ent Plan - Based on the results of the assessments and based on what wellness and recovery goals the client’s parent and/or client wants to accomplish while receiving PRP services, the Rehabilitation Specialist, along with the Rehabilitation Coordinator, who the client will be assigned to, will create a treatment plan in collaboration with the client. Although the goals and objectives created will be measurable and time-specific, there is no set time for the course of treatment as the client’s needs may change as time goes on and treatment goals and objectives may be modified according to the client’s needs and desires.

As soon as possible after the start of treatment, we will begin to talk with the parent and/or client about various needs after discharge from our services. We want to make sure we do everything we possibly can to ensure that your recovery continues after you leave us.

After the completion of the assessment, clients are assigned to an appropriate Rehabilitation Coordinator who implements treatment services outlined in treatment plan.

10. FREQUENCY OF SERVICES:

Services are provided a minimum of 6 hours a month for adults and a minimum of 4 hours a month for children. Duration of services can be as brief as 6 months and as long as 36 months. Every 6 months the treating therapist approves continuation of PRP services.

Groups: clients participate in groups that are appropriate and relevant to their treatment goals.

11. DESCRIPTION OF SERVICES PROVIDED:

PRP services are designed to prepare clients to function as actively, adaptively, and independently in society as possible and appropriate. The service assists clients strengthen, restore and/or develop the necessary individual skills, abilities and environmental supports to improve their personal, social, family, occupational/educational lives, and overcome the isolation and withdrawal experienced by the seriously mentally ill adult clients and emotionally disturbed children and adolescents. This service assists clients assume responsibility over their lives and behaviors, and improve their general well-being.

PRP Services are individualized and directly related to the client’s strengths, needs, level of functioning, and preferences. These services help the clients identify, cope with, or eliminate functional deficits and interpersonal barriers created by their disabilities, and address their short and long-term goals. Services can be provided on a short or long-term basis. Services are provided a minimum of 6 hours a month for adults or 1 to 2 visits per week for adults and a minimum of 4 hours or 1 visit per week for children under 18.

Clients participate in planned and structured activities that are directed to promote recovery, restore skills, and develop adaptive behaviors:

- **Rehabilitative Interventions**: include enabling clients to verbalize thoughts, feelings, and ideas in a supportive environment; helping the client reduce disorientation, distraction,
preoccupation with disturbing thoughts and rituals, withdrawal, level of anxiety, hospitality and/or depression; promoting the client’s development of feelings of self-esteem, self-worth, social adaptation, and hope.

- **Interpersonal Skills**: dealing primarily with communication skills, problem solving, assertiveness training, and goal setting.

- **Daily Living Skills**: include activities leading to the enhancement of self-care and personal hygiene; selection of food and appropriate eating skills and habits; management of living space and upkeep of personal belongings or property; health and safety; rational problem solving and decision making; retail purchasing, budgeting, and economic issues; medication use and management of symptoms.

- **Restorative Independent Living Skills**: include interventions focusing on the development, enhancement, and support of the skills necessary to develop successful roles in the community (i.e., ethics development, time management, self-concept, stress reduction, coping skills, and work readiness skills).

12. **STAFFING**

   Staffing is comprised of the following:
   - **Program Director**: manages day to day operations
   - **Rehabilitation Specialists**: completes all assessments and treatment planning and reassessment
   - **Rehabilitation Coordinators**: provides direct care to clients with the utilization of the treatment plan

13. **SPECIAL POPULATIONS SERVED**

TIME Organization PRP program services special populations to include individuals with co-occurring disorders. Screening for substance abuse or use occurs at intake at which time the intake worker makes a referral to the appropriate level of service. If client requires inpatient substance abuse treatment this is coordinated with community partners. Level 1 outpatient substance abuse counseling is provided by credentialed TIME counselors on site and as recommended by the treating therapist or at the client’s request.

14. **INELIGIBILITY**

The following will make a client ineligible for services: Clients who are incarcerated; institutionalized; receiving residential rehabilitation services; hospitalized for over 30 days; adults who do not meet the priority population diagnosis; clients who Beacon Health Systems deem services not medically necessary; or clients who have private insurance and are not capable of paying the fee for services rate.