**INSTRUCTIONS FOR COMPLETING TREATMENT PLAN**

1. **The treatment plan template below does NOT have to be followed precisely. Rather, the treatment plan template is a resource to help guide our recreational therapist in formulating a plan. Recreational Therapist may add any pertinent information to the treatment plan that is necessary for the planning of the individual supported.**
2. **The treatment plan must be completed with fourteen (14) days of the assessment completion.**
3. **The treatment plan must be completed within the timeframe billable hours earned while providing Recreational Therapy supports. Recall, that Recreational Therapist receive 15 minutes of documentation for every 45 minutes of direct, one-on-one recreational therapy supports provided. For example, if the Recreational Therapist has provided 3 hours of supports, the recreational therapist is permitted 45 minutes to complete their documentation, including the treatment plan.**
4. **An assessment write-up, including scores and priority needs must be provided within the treatment plan**
5. **Include measurable goals and objectives containing content, condition, and criterion**
6. **Recommend treatment modalities and activities**
7. **Two evidence-based peer reviewed journals or meta-analysis citing why the course of treatment is proven to be effective should be included. Peer-reviewed journals and meta-analysis studies are available through online search engines. Additional sources are available by contacting researchers in academia. Clinical expertise should also be taken into consideration when assessing the accuracy of the evidence-based practice findings. In the event the course of treatment desired is not backed by evidence based practice, the recreational therapist has discretion to keep or eliminate the course of treatment.**
8. **Signature and credentials must be added to the conclusion of the Assessment Write-Up**
9. **The treatment plan must be saved as both a Microsoft Word and PDF document with the file name “First4ofLastNameFirst 3ofFirstName Tx. Plan DD/MM/YEAR” (Example: John Smith = SmitJoh Tx. Plan 01/01/2020)**
10. **Upon completion of the treatment plan, the treatment plan must be converted from Microsoft Word to PDF format.**
11. **The PDF version of the treatment plan must be uploaded to the Bureau of Developmental Disabilities Services (BDDS) online portal, along with the previously submitted assessment.**
12. **The treatment plan must be revised at least once annually.**