



Section: Clinical Practices	Policy Name: Person/Family-Centered Planning	Policy Number: 12.16
Owner: Director of Clinical Quality	Reviewed By: Moira Kean, MA, LLP Rhea Freitag, MA, LPC	Total Pages: 3
Required By: <input type="checkbox"/> BBA <input type="checkbox"/> MDHHS <input type="checkbox"/> NCQA <input checked="" type="checkbox"/> Other (please specify): <u>MDHHS Attachment 4.4.1.1</u>	Final Approval By: <i>Moira Kean</i> <i>Rhea Freitag</i> <small>Rhea Freitag (May 27, 2020 10:05 EDT)</small>	Date Approved: May 27, 2020
Application: <input checked="" type="checkbox"/> SWMBH Staff/Ops <input checked="" type="checkbox"/> Participant CMHSPs <input type="checkbox"/> SUD Providers <input checked="" type="checkbox"/> MH/IDD Providers <input checked="" type="checkbox"/> Other (please specify): DD Providers	Line of Business: <input type="checkbox"/> Medicaid <input checked="" type="checkbox"/> Other (please specify): <input type="checkbox"/> Healthy Michigan <u>Specialty Waivers (B/C)</u> <input type="checkbox"/> SUD Block Grant <u>I Waiver</u> <input type="checkbox"/> SUD Medicaid <u>MI Child</u> <input type="checkbox"/> MI Health Link <u>Healthy Michigan Plan</u>	Effective Date: 5/27/2020

Policy:

It shall be the policy of Southwest Michigan Behavioral Health (SWMBH) and its provider network to adopt the Michigan Department of Health and Human Services (MDHHS) policy and practice guideline on Person-Centered Planning.

Purpose:

To establish the standards that define, guide and detail how SWMBH and its provider network comply with the State laws and MDHHS Contractual requirements pertaining to the practice of Person-Centered Planning including the MDHHS Person-Centered Planning Policy and Practice Guideline.

Scope:

SWMBH and its provider network involved in service and supports provision to customers utilizing Medicaid Funds.

Responsibilities:

Please reference the attached document for an overview of responsible parties and their responsibilities in regard to Person Centered Planning.

Definitions:

- A. **Customer:** A person with a developmental disability and/or mental illness who receives services from the SWMBH provider network.
- B. **Person-Centered Planning (PCP):** A process for planning and supporting the customer receiving services that builds upon the customer’s capacity to engage in activities that promote community life and honors



the customer's preferences, choices and abilities. The process involves friends, family and professionals, as the customer desires.

C. **Provider Network:** The Community Mental Health Service Providers (CMHSP) under contract with SWMBH and subcontracted providers of the CMHSPs.

Standards and Guidelines:

All customers requesting services through SWMBH and its provider network shall have their Individual Plan of Service developed through a person-centered planning process. Each Community Mental Health Service Provider (CMHSP) and its provider network shall establish procedures and provide supplemental information for carrying out the Person-Centered Planning Practice Guidelines.

Effectiveness Criteria:

SWMBH clinical quality department will perform Clinical Audits on a yearly basis, utilizing a rotating target population, which will involve analysis of clinical files for Person Centered Plans and Planning Process to ensure that they follow the requirements laid out in the MDHHS policy.

References:

- A. Michigan Mental Health Code (supplemented through Act 152 of 1996: Sec. 712)
- B. Michigan Department of Health and Human Services PIHP Medicaid Managed Specialty Supports and Services contract: Attachment P 4.4.1.1 Person-Centered Planning Policy and Practice Guideline

Attachments:

Michigan Department of Health and Human Services PIHP Medicaid Managed Specialty Supports and Services contract: Attachment P 4.4.1.1 Person-Centered Planning Policy and Practice Guideline



Revision History

Revision #	Revision Date	Revision Location	Revision Summary	Revisor
Initial	01/01/2014	N/A: New Template	N/A: New Template	
1	01/08/2015		Annual Review	
2	03/31/2016		Annual Review	
3	05/08/2019	Reformatted Person/Family Centered Planning to new Template	Annual Review	Jeremy Franklin, MA, LPC
4	05/06/2020	Moved from the Category of Utilization Management to Clinical Practices; added content to Definitions; updated Waiver Program Contract to read FY 20	Annual Review	Brian Walters









12.16 Person-Family Centered Planning

Final Audit Report

2020-05-27

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