

# SMART Tip Sheets

## Recovery Plan

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### Recovery Plan

Profile	Life Domain/Goals
Overview	Plan Outline

The Recovery Plan is designed to capture a snapshot of where the client is during his/her road to recovery . It serves a means to identify, prioritize needs and potential risk factors; as well as, conduct constructive dialogue between the recovery team, the patient, and other relevant service providers.

**Total Pages: 12**

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## Recovery Plan

**Entry Steps:** Login, Completed Client Profile, Completed Client Program Enrollment , Select Client List, Search for Client, and Click Activity List.

1. Go to the Menu Tree, and click **Recovery Plan**.  
Note: A Recovery Plan must always be completed with an 'Active' Signed-off status before completing a Recovery Review.
2. The next screen you will see on your screen is the Recovery Plan List view screen. The screen will contain a list of all the Recovery Plans done for your client.
3. Click **Add Recovery Plan Record**.
4. This will open the first Recovery Plan screen.

SMART Training

Client Activity List

Activity	Activity Date	Completed Date	Status	Actions
Client Information (Profile)	01/14/2009	01/14/2009	Completed	Review
Consent (NOC Training Agency)	01/14/2009	03/30/2009	Completed	Review
Intake Transaction	01/14/2009	01/14/2009	Completed	Review
Referral (NOC Training Agency)	03/30/2009	03/30/2009	Completed	Review
Admission	04/01/2010	04/01/2010	Completed	Review
Client Program Enrollment (Level 1)	04/01/2010	04/01/2010	Completed	Review
Training Plan Initial To Plan	04/01/2010	04/01/2010	Active - Not Signed Off	Review
Consent (2 SBAO Training Agency)	04/01/2010	04/01/2010	Reviewed	Review
Consent (Waiver/Ref Recovery)	04/01/2010	04/01/2010	Reviewed	Review
Court Monitoring S-BSE Evaluation	04/01/2010	04/01/2010	Completed	Review
Court Monitoring S-BSE Evaluation	04/01/2010	04/01/2010	Completed	Review
Medical Continuing Care	04/01/2010	04/01/2010	In Progress	Review
Referral (NOC Training Agency)	04/01/2011	04/01/2011	Completed	Review
Consent (2M Training Agency)	04/01/2011	04/01/2011	Completed	Review
Consent (Waiver/Ref Recovery)	04/01/2011	04/01/2011	Completed	Review
Referral (Waiver/Ref Recovery)	04/01/2011	04/01/2011	Completed	Review
ECourt Case Management	04/01/2011	04/01/2011	Completed	Review
ECourt Case Management	04/01/2011	04/01/2011	Completed	Review
ECourt Case Management	04/01/2011	04/01/2011	Completed	Review
Waiver/Ref Summary	04/01/2011	04/01/2011	Not Applicable	Review
Drug Test Result Summary	04/01/2011	04/01/2011	Not Applicable	Review
ECourt Case Management	04/01/2011	04/01/2011	Completed	Review
Referral (2M Training Agency)	04/01/2011	04/01/2011	Completed	Review
Excuser Summary	04/01/2011	04/01/2011	Completed	Review

Recovery Plan List

Add New Recovery Plan Record

Plan Name	Status	Start Date	End Date	Actions

## Recovery Plan Profile

Once you start the Recovery Plan, please remember to respond to each question to fully determine your client's status and needs. In most instances, you will be using a team approach in managing your clients.

1. Go to the Plan Name field, and enter the name of your client's plan.
2. Go to the Plan Start Date field, and enter the Start Date. Note: This field will pre-populate with the current date, so make sure this date reflects the accurate date.
3. The Plan Period Days will default automatically to 365. This field is editable so you can modify if necessary.
4. The Plan End Date will be based upon the Plan Period Days. This field is editable so you can modify appropriately.
5. The Plan Status will default to Active-Not Signed-Off. This status will not change until the plan is signed -off and approved by your client and team members.
6. The Next Review Date field will provide a default date. The review date should be three months after the Plan Start Date. You must update this if this date does not fall within the three month range.
7. The 'Client Participated in the Recovery Plan' field response will always default to 'Yes'. Based upon the Recovery Plan protocol, the client should actively be involved in the process.
8. Click right arrow to open the next screen.

The screenshot displays the SMART Training software interface. The top navigation bar shows the user is logged in as 'Edith Sharon' on 'Mar 2014, Mon 1'. The main content area is titled 'Recovery Plan Profile for Adel, Adigun'. It contains several fields for plan configuration:

- Created By:** Edith Sharon
- Updated By:** Edith Sharon
- Created Date:** 7/10/2013
- Last Updated Date:** 7/10/2013
- Plan Name:** Recovery Plan
- Plan Start Date:** 7/10/2013
- Plan Period Days:** 365
- Plan End Date:** 7/10/2014
- Plan Status:** Active-Not Signed-Off
- Next Review Date:** 10/10/2013
- Client Participated in Recovery Plan Development:** Yes

Below these fields are administrative actions: 'Create New Version', 'Set Off', and 'Perform Review'. At the bottom, there is a 'Check Up History' table with columns for Date, Result, Risk Score, Recovery Satisfied?, Comments, and Actions. The table is currently empty.

## Recovery Plan Overview (Team)

The Recovery Team is an integral part of managing your client's case. Teams can consist of a combination of agency staff and non agency staff.

1. Click **Add Team Member**.
2. Go to the Staff Name field and select the Staff Name.
3. Enter the Start Date. Note: SMART will automatically provide a default date, so review the date for accuracy.
4. Go to the Role/Relation field, and select the appropriate answer.
5. Go to the Review Member field, and click **Yes**.
6. Go to the Primary Staff field, and select Yes. Note: There can be only one Primary Staff per team.
7. The Deny Access to Client Records field will automatically default to 'No'. Note: Do not change this unless there is a staff member who should not have access to your client's record. Changing the response to 'Yes' will not allow the team member to pull up your client's record.
8. Go to the Treatment Sub-Teams mover box, and follow the steps below. Note: Completing this step will assign the Team members to your client's recovery plan.
  - Select/Highlight 'Recovery'.
  - Click on the top right arrow to move Recovery to the Selected Sub-Teams.
9. Click **Save**.
10. Repeat steps 2 through 10 to add additional Recovery Team members.
11. Click **Finish** when done.

The screenshot shows two sections of a software interface. The top section is titled "Recovery Team" and contains a table with columns: Team Member Name, Is Primary Care Member?, Review Member, Role/Relation, Case Manager, and Start Date. The bottom section is titled "Current Collateral Contacts" and contains a table with columns: Type, Name, Is consent on file?, and Phone Numbers.

Recovery Team					
Team Member Name	Is Primary Care Member?	Review Member	Role/Relation	Case Manager	Start Date
10, Training	Yes	Yes			6/24/2013
11, Training	No	Yes	Counselor		7/10/2013

  

Current Collateral Contacts			
Type	Name	Is consent on file?	Phone Numbers
Mother	mother, mother	?	Work (301) 445-3323

The screenshot shows the "Assign Group" dialog box with numbered callouts 1 through 8. Callout 1 points to the "Add Team Member" button. Callout 2 points to the "Staff Name" field. Callout 3 points to the "Start Date" field. Callout 4 points to the "Add Contact" button. Callout 5 points to the "Role/Relation" dropdown menu. Callout 6 points to the "Review Member" dropdown menu. Callout 7 points to the "Primary Care Staff" dropdown menu. Callout 8 points to the "Deny Access to Client Records" dropdown menu. The "Treatment Sub-Teams" and "Selected Sub-Teams" mover boxes are also visible.

## Collateral Contacts

Collateral Contacts are used to assist in connecting clients to coordinated services.

1. Click **Add New Contact**.
2. Complete all yellow fields.
3. Enter at least one phone number, i.e., home, work, etc.
4. Click **Finish**.
5. Repeat steps 1 through 4 to add additional contacts.
6. Click the right blue arrow to get to the Life Domain/Goals screen.

**Recovery Team** Add New Member

Team Member Name	Is Primary Care Member?	Review Member	Role/Function	Start Date	End Date
T. Telling	Yes	Yes	Case Manager	02/20/13	
T. Telling	No	Yes	Counselor	09/20/13	

**Current Collateral Contacts** Add New Contact

Type	Name	Is Contact of T?	Phone Numbers
Mother	Mother, mother	?	Work: (201) 415-3222

6

**Collateral Contacts**

First Name	Last Name	Relation	Phone Numbers	Case Contact?
mother	mother	Mother	Work: (201) 415-3222	Yes
Fred	Fitchese	Father	Work: (201) 415-4072	Yes

1 CONTACT

First Name:  Address 1:

Last Name:  Address 2:

Relation:  City:  State:  Zip:

Gender:

Date of Birth:  SSN:  Can Contact:  Consent On File:

Home Phone:  Work Phone:  Mobile:  Fax:  Other:

Legal Guardian:

Active Date:  Inactive Date:

Notes:

Created:  Last Update:

Cancel Finish

## Life Domain/Goals

The Recovery Plan is a dynamic document which provides the flexibility to document and modify client goals, objectives, strengths and challenges based upon a collaboration between your client and his/her treatment plan. This team approach will allow for the identification of services that will best meet the needs of your clients. The first step of the process is identifying and addressing the domain(s) which may impair your client's progress.

1. Click **Add New Life Domain**.
2. Go to the Date field, and enter the Date of the domain was discussed.
3. Go to the Life Domain, and select the appropriate response. Note: The first domain will always be 'Recovery from substance abuse disorder'.
4. Go to the next field, and document the client's resources, strengths, and skills based upon the client's disclosure.
5. Go to the barriers field, and document any barriers which could potentially impact your client's recovery.
6. Click **Save**.

Recovery Plan Summary

Life Domains Client Resources Client Barriers Actions

Cancel Save Finish

Life Domain/Strengths and Challenges Profile for Adele, Adigun

Life Domain # [ ] Date [7/17/2013]

Life Domain [Recovery from substance use disorder]

My resources, strengths and skills are: [Have a strong family support system. My skillset has prepared me to take an IT position.]

My barriers and challenges are: [I am currently seeking transportation. I currently live near a high traffic area.]

Cancel Save Finish

Goal List

#	Description	Status	Actions

Add Goal

## Life Domain/Goals

Goals are created in conjunction with your client once the Domain has been selected.

1. Click **Add Goal**.
2. Go to the Goal Status field, and select the appropriate response, i.e., In Progress, etc.
3. Go to the My goal is field, and enter the appropriate response.
4. Fill in the appropriate patient response in the next field.
5. Enter the Projected Achievement Date.
6. Click **Save**.

Life Domain/Strengths and Challenges Profile for Adele, Adigun

Life Domain #  Date 7/17/2013

Life Domain Recovery from substance use disorder

My resources, strengths and skills are: I have a strong family support system. My skillset has prepared me to take an IT position.

My barriers and challenges are: I am currently seeking transportation. I currently live near a high traffic area.

Cancel Save Finish

1 Add Goal

#	Description	Status	Actions

Client Goal Profile for Adele, Adigun

Life Domain # 1

Life Domain: Recovery from substance use disorder

Strengths/Skills: I have a strong family support system. My skillset has prepared me to take an IT position.

Barriers and Challenges: I am currently seeking transportation. I currently live near a high traffic area.

Goal Status In progress

My goal in this area is: To remain substance free.

I will know I have achieved this goal when: I can resist temptation to use.

Projected Achievement Date 10/02/13

Cancel Save Finish

6

Objective List

#	Description	Status	Actions

## Life Domain/Objective

Once you and your client have created goals, the next step is adding objectives that will support efforts in meeting your client's goals. This screen will show previous documented information for the current domain to assist in developing your client's recovery plan objectives.

1. Click **Add Objective**.
2. Go to the first field, and in your client's words.
3. Go to the Objective Status field, and select the status of this objective, i.e., In progress, etc.
4. Go to the Expected Achievement Date field, and enter the appropriate date.
5. Click **Save**.
6. Repeat steps 1 through 5 to add additional objectives.
7. Click **Add Action Step**.
8. Enter your client's activities that will support his/her goal.
9. Go to the Action Step Status, and select the appropriate status.
10. Click **Save**.
11. Click **Finish**.
12. Repeat steps 2 through 19 to add another Life Domain entry. Note: You can also add another Life Domain by using the Plan Outline screen.

Client Goal Profile for Adele, Adigun

Life Domain #: 1  
Life Domain: Recovery from substance use disorder  
Strengths/Skills: I have a strong family support system. My sibling has prepared me to take an IT position.  
Barriers and Challenges: I am currently seeking transportation. I currently live near a high traffic area.

Goal Status: **In progress**

My goal in this area is: **To remain substance free.**

I will know I have achieved this goal when: **I can resist temptation to use.**

Projected Achievement Date: **1/03/2013**

Cancel Save Finish

**1** Add Objective

#	Description	Status	Actions

Objectives for Adele, Adigun

Life Domain #: 1  
Date Assessed: 7/17/2013  
Life Domain: Recovery from substance use disorder  
Strengths/Skills: I have a strong family support system. My sibling has prepared me to take an IT position.  
Barriers and Challenges: I am currently seeking transportation. I currently live near a high traffic area.

Goal: To remain substance free.

Objective#:  Create Code:

I will achieve my goal by (objective): **Attend support groups on a weekly basis.**

Objective Status: **In progress**

Expected Achieve Date: **1/03/2013** Resolution Date:

Cancel Save Finish

**2**

**3**

**4**

**5** Add Action Step

#	Description	Status	Actions

## Life Domain/Action Steps

The next step is documenting the action steps that will be specific to the domain's goal and objectives. This screen will show previous documented information for the current domain to assist in developing your client's recovery plan action steps.

1. Click **Add Action Step**.
2. Go to the first field, and enter your client's response.
3. Go to the Action Step Status and enter the status of this step, i.e., In progress, etc.
4. Click **Save**.
5. Click **Finish**.
6. Repeat steps 1 through 6 to add additional Action Steps.

Objectives for Adele, Adigun

Life Domain #: 1  
Date Assessed: 7/17/2013  
Life Domain: Recovery from substance use disorder  
Strengths/Skills: I have a strong family support system. My skillset has prepared me to take an IT position.  
Barriers and Challenges: I am currently seeking transportation. I currently live near a high traffic area.  
Goal: To remain substance free.

Objective#:  Create Date:

I will achieve my goal by (objective):

Objective Status:

Expected Achieve Date:  Resolution Date:

**1** Add Action Step

#	Description	Status	Actions

Home Page  
Agency ▶  
Group List ▶  
Drug Testing Check In ▶  
Caseload Summary  
Client List ▼  
Client Profile ▶  
MCASP Risk Assessment  
Linked Consents  
Non-Episode Contact  
Activity List ▼  
Court Monitoring ▶  
Judicial Cont Care ▶  
Intake  
Fee Determination  
Drug Testing ▶  
Wait List  
Tx Team  
Screening ▶  
Assessments ▶  
Admission ▶  
Program Enroll  
ECourt ▶  
Encounters ▶

Action Steps for Adele, Adigun

Life Domain #: 1  
Life Domain: Recovery from substance use disorder  
Strengths/Skills: I have a strong family support system. My skillset has prepared me to take an IT position.  
Barriers and Challenges: I am currently seeking transportation. I currently live near a high traffic area.  
Goal: To remain substance free.  
Objective #: 1  
Objective: Attend support groups on a weekly basis.  
Objective Create Date: 7/17/2013  
Objective Status: In progress

Action Step #

To achieve my goal, I will participate in the following activities:

Create Date:

Action Step Status:

**2**  
**3**  
**4**

## Plan Outline

The plan outline provides a snapshot of your client's Recovery Plan. You can modify your client's Recovery Plan by clicking the following hyperlinks '[Review](#)', '[Delete](#)', and '[Add](#)'.

1. Go to the menu tree, and click **Plan Outline**.
2. Click **[Review](#)** to see detailed information.
3. Click **[Add Life Domain](#)** if you need to add another Live Domain to your client's recovery plan.
4. Click **[Delete](#)** to remove information.
5. Click **Finish** when done.

A screenshot of a web application interface for a client named Adele, Adigun. The page title is 'Recovery Plan for Adele, Adigun'. Below the title is a 'Plan Outline' section. A red box highlights a callout text: 'These hyperlinks allow you to review and modify your client's plan.' The interface shows a hierarchical structure of recovery plan elements, each with its own set of hyperlinks for review, deletion, or adding new elements. A 'Finish' button is visible in the top right corner of the page content area.

Recovery Plan for Adele, Adigun

Plan Outline

Recovery Plan ([Review](#) | [Add Life Domain](#))

Recovery Plan: Recovery Plan (Adele) |

Start Date: 7/17/2013

Life Domain 1 ([Review](#) | [Delete](#) | [Add Goal](#))

Life Domain: Recovery from substance use disorder

Resources, Strengths and Skills: I have a strong family support system. My skillset has prepared me to take an IT position.

Barriers: I am currently seeking transportation. I currently live near a high traffic area.

Goal 1.1 ([Review](#) | [Delete](#) | [Add Objective](#))

Goal: To remain substance free.

Goal Status: In progress

Objective 1.1.1 ([Review](#) | [Delete](#) | [Add ActionStep](#))

Objective: Attend support groups on a weekly basis.

Objective Status: In progress

ActionStep 1.1.1.1 ([Review](#) | [Delete](#))

Action Step: Self Help groups.

Action Step Status: In progress

5 Finish

These hyperlinks allow you to review and modify your client's plan.

## Recovery Plan Document

After you have reviewed the Recovery Plan with the client, the next step is signing off on the plan. (Note: All documents requiring a client signature, must be printed and placed into the client's chart. Print out a copy of the Recovery Plan. Prior to client signing, make sure your client and all the appropriate Recovery Team members have approved the plan. Have your client sign and date the plan. Provide your client a hardcopy, and place the original in your client's chart.)

1. From the Recovery Plan profile screen, go to the Generate Report icon which looks like a printer.
2. Review the Recovery Plan with your client.
3. Click the printer icon on the tool bar.

The screenshot shows the SMART Training software interface. The main window displays the 'Recovery Plan Profile for Adele, Adiquin'. The interface includes a sidebar on the left with various navigation options. The main content area shows details for the recovery plan, including creation and update dates, plan name, period, and status. A red circle with the number 1 is positioned over the printer icon in the top right corner of the application window.

The screenshot shows the SMART QA KCSR software interface displaying a 'Recovery Plan' report for 'Adele, Adiquin'. The report is dated 07/17/2013. It includes a profile section with details such as 'Created By: Gibbs, Sharon', 'Plan Name: Recovery Plan (Adele) I', and 'Plan Status: Active - Not Signed Off'. Below this is a 'Recovery Team' table and a 'Current Collateral Contacts' table. A red circle with the number 2 is positioned over the printer icon in the top left corner of the application window.

Member Name	Primary Care Staff	Review Member	Member Role	Member Type	Start Date	End Date
10. Training	Yes	Yes	Case Manager	Staff	6/24/2013	
11. Training	No	Yes	Counselor	Staff	7/16/2013	

Relation Type	Name	Consented	Contact Permitted	Expired
Mother	mother, mother	Yes	Yes	Yes
Father	Flintstone, Fred	Yes	Yes	Yes
Mother	Flintstone, Wilma	Yes	Yes	Yes

3

The screenshot shows the Windows taskbar at the bottom of the screen. The system tray area contains several icons, including a printer icon which is highlighted with a red box. The taskbar also shows the current page number '2 / 2' and a zoom level of '70.7%'.

## Recovery Plan Sign-off

You must also sign-off on your client's plan electronically. The following steps will walk you through the process. Remember to give a hard copy of the signed Recovery Plan to your client, and maintain the original in your client's file.

1. From the Recovery Plan profile screen, click the Sign-off hyperlink. This will open a confirmation screen confirming if the plan is ready for the electronic sign-off.
2. Click **Yes** to complete the process.
3. The plan will become 'Read only' and cannot be edited.
4. The status will change to 'Active Signed-off'.

Recovery Plan Profile for Adèle Adigun

Created By: Gillis, Shawn      Updated By: Gillis, Shawn  
Created Date: 7/17/2013      Last Updated Date: 7/17/2013

Plan Name: Recovery Plan (Adèle)      Plan Start Date: 7/17/2013  
Plan Period (Days): 365      Plan End Date: 7/17/2014  
Plan Status: Active-Not Signed Off      Next Review Date: 8/15/2013

Client Participated in Recovery Plan Development: **Yes**

Administrative Actions  
Create New Version    **Sign Off**    Perform Review

Cancel    Save    Finish

Click Yes only if appropriate treatment team members have approved the recovery plan. Once you click Yes, this plan becomes the active recovery plan.

Yes    No

Recovery Plan Profile for Adèle Adigun

Created By: Gillis, Shawn      Updated By: Gillis, Shawn  
Created Date: 7/17/2013      Last Updated Date: 7/17/2013

Plan Name: Recovery Plan (Adèle)      Plan Start Date: 8/15/2013  
Plan Period (Days): 365      Plan End Date: 8/15/2014  
Plan Status: Active-Signed Off      Next Review Date: 8/15/2013

Client Participated in Recovery Plan Development: **Yes**

Administrative Actions  
Create New Version    Sign Off    Perform Review

Finish

Plan Name	Status	Start Date	End Date	Actions
Recovery Plan (Adèle)	Active-Signed Off	7/17/2013	7/17/2014	<a href="#">Review</a>