



Detroit Wayne Integrated Health Network

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Via Email

October 3, 2019

URGENT CORRESPONDENCE

To: Clinically Responsible Service Providers (CRSP)

From: April L. Siebert, Director of Quality Improvement

Re: **Supports Coordinator/Case Manager Responsibilities**

Detroit Wayne Integrated Health Network (DWIHN) is committed to ensuring that Clinically Responsible Service Providers (CRSP) are providing information and supports needed for accomplishing the goals, treatment and care noted in the Individual Plan of Service (IPOS) for our members served. Each Supports Coordinator/Case Manager is required to ensure that the documents listed below are present at the service site and that staff are appropriately trained.

- Current and signed Individual Treatment Plans (IPOS) for members
- In-service training on the IPOS
- In-service training on the Crisis Plan
- In-service training on the Behavior Treatment Plan
- Having the supports coordinator/case management provide case notes in the case file

It is the expectation of DWIHN that each CRSP's ensures the Supports Coordinator or Case Manager provide the Individual's IPOS and ancillary plans, prior to delivery of service at the service site.

If you have any questions regarding the above or need additional clarification, please do not hesitate to contact me at asiebert@dwihn.org or 313-344-9099 Ext. 3129. DWIHN appreciates your continued support in all that you do for the people we serve and looks forward to our continued successful partnership.

Sincerely,
April L. Siebert

April L. Siebert, MA
Director of Quality Improvement

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