



# **QUICK CLICK GUIDE**

## **CCBH CLIENT PLAN**

### **Basic Steps to create a CCBH Client Plan**

Click on **“New Client Plan”** button

Click on **“Planning Tiers”** pane

*Add the following Tiers in order:*

#### **Strength** *Right click in white space*

These are the client’s general strength(s) and how they can use these strength(s) to help them self and to help achieve their objective(s)



#### **INSTRUCTIONS for ALL TIER SCREENS**

*(same steps for every Tier)*

Click on “*Planning Tier*” hyperlink ~ select from pull down list  
Start with Unit/Subunit, then Date, follow standard text and narrate Tier  
(standard text may be highlighted and deleted)  
Click “Save and Close” button

#### **Area of Need** *Right click in white space*

This is an area or areas for the client where a level of impairment has been identified



#### **Goal** *Right click on Area of Need*

Enter Unit/Subunit and Date only. No narration required for this Planning Tier

#### **Objective** *Right click on Goal*

These are the actions/activities/steps of the client or others to help reduce the impairment(s)  
For multiple objectives list numerically under one Objective heading  
For only one objective delete extra Objective Narrative standard text  
*Make Objective(s) narration - observable & measurable*



#### **Intervention** *Right click on Objective*

Interventions are the MH services provided to the client  
Specify frequency, duration, detailed description(s) of and individualized purpose for all services

