Treatment Plan Template: Add and Edit Outcomes

Last Modified on 08/09/2022 8:53 am EDT

> **Path: Main Menu > Admin Tools Menu > Treatment Plan Template and Program Setup**
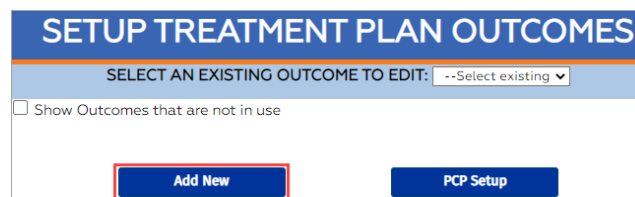
About

Outcomes that are available for use in the Individualized Treatment Plan (ITP) Builder are managed in Treatment Plan Template and Program Setup.
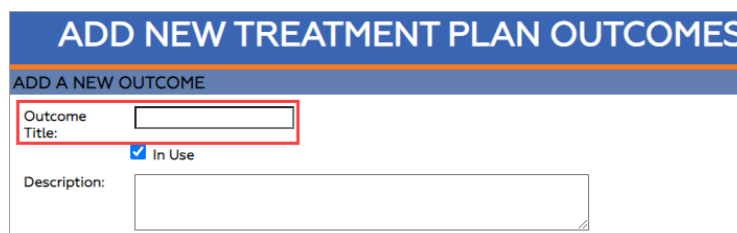
In this article:

- Add a New Outcome
- Edit an Existing Outcome

Add a New Outcome

1. Navigate to Treatment Plan Template and Program Setup by following the path above.
2. Select the **Add/Edit Outcomes** radio button.
3. Click the **Continue** button.
4. Click the **Add New** button.

5. Enter an **Outcome Title**.

6. *(Optional)* Enter a **Description** of what the Outcome means as a prompt for staff.
7. In the Select Goals section, select the **checkbox(es)** for the Goals(s) you want to tie to this Outcome or select the **Select All** radio button to tie all of the Goals in the list to the Outcome.
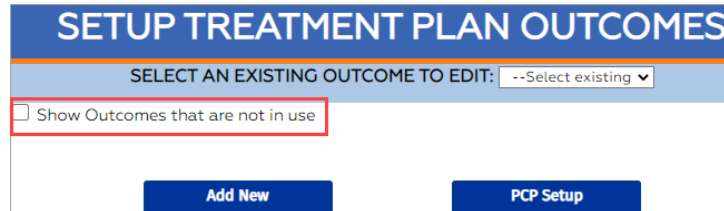8. Click the **Add Outcome** button.

Edit an Existing Outcome

1. Navigate to Treatment Plan Template and Program Setup: **Main Menu > Admin Tools Menu > Treatment Plan Template and Program Setup**.
2. Select the **Add/Edit Outcomes** radio button.
3. Click the **Continue** button.
4. Click the **Select an Existing Outcome to Edit** drop-down and select an Outcome.

SETUP TREATMENT PLAN OUTCOMES

SELECT AN EXISTING OUTCOME TO EDIT: --Select existing ∨

Note: To see Outcomes that are not in use, select the **Show Outcomes that are not in use** checkbox. These Outcomes are displayed in gray in the list.

SETUP TREATMENT PLAN OUTCOMES

SELECT AN EXISTING OUTCOME TO EDIT: --Select existing ∨

☐ Show Outcomes that are not in use

| Add New | PCP Setup |

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5. Click the **Edit** button.
6. Make edits as necessary.

Notes:

- To mark the Outcome as **inactive**: deselect the **In Use** checkbox. This will remove the Outcome from being used in the Individualized Treatment Plan (ITP) Builder. It will still show if the Outcome was attached to a previous ITP.
- To mark an inactive Outcome as **active**: select the **In Use** checkbox.

Edit Treatment Plan Outcomes

EDIT THIS OUTCOME

Outcome Title: ADHD Alleviation and

☑ In Use

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7. Click the **Save Changes** button.