**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilitator: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due Date:** Click here to enter a date.

Schedule a Recovery Team Meeting:

* Invite all recovery team members including MHP
* Invite school personnel (if a child)

Request any Mental Health/ Physical Health Records including updated Medication List

Complete new PPS in MyEvolv

Review Assessment/Summary for additional goals and update if necessary

Update Recovery Plan:

* Document Progress, barriers and whether objectives will continue

Update TARP note with new goal(s) if needed

E-mail correspondence:

* Contracted Providers: new/updated Recovery Plan and TARP Note (if needed)
* Lead Facilitator: new goal and completion date for tracking

**\*\*\*\*TURN INTO MHP AS A PACKET\*\*\*\***