

CENTRAL CARE POLICY POSITIVE BEHAVIOR SUPPORT PLAN APPROVAL AND CONSENT

SUBJECT:	POSITIVE BEHAVIOR SUPPORT PLAN APPROVAL AND CONSENT
ANNUAL REVIEW MONTH:	June
RESPONSIBLE FOR REVIEW:	Director of Central Care
LAST REVISION DATE:	August 2010

I. PURPOSE

Define the procedures for the Positive Behavior Support Plan (BSP) process for Central Care Community Homes.

II. POLICY

The BSPs developed for the individuals receiving services at Central Care will be written and approved in a timely manner in order to enable implementation. Individuals will be provided with the interventions that are necessary in order to optimize their quality of life and ensure their safety and the safety of those in their environment.

III. PROCEDURE

A. Initial BSP: For New Admission or individual within our service without a plan requiring development due to emerging behaviors.

<u>Responsible Person</u>	<u>Responsibility</u>
Staff Development and Training Coordinator	Ensure that all staff is MANDT certified.
Behavior Specialist	Develop a BSP for the individual using the approved format and obtain review and approval from individual's treatment team and appropriate Regional Office Intake and Evaluation team for the plan. The following process will be used to develop the plan: Complete a Behavior Evaluation. Begin the process of evaluation for and development of the individualized positive BSP. This includes collection of "baseline" data on behaviors that were identified prior to this admission, as well as any behaviors that have emerged since admission. Baseline data may already be available, as it may have been collected in the evaluation process used by the treatment team to determine if a particular behavior requires a BSP. The baseline data collection period should be no longer than necessary to provide a valid foundation for the plan.

Complete observation of consumer in no more than 3 -5 days.

Meet with the individual and appropriate staff to discuss evaluation, determine which behavior(s) to decrease, which behavior(s) to increase will be targeted and how to achieve these goals.

Complete the positive BSP and obtain review and approval for the plan from individual's treatment team and appropriate regional office I & E Team.

Obtain informed consent for the positive BSP from the individual, representative, or legal guardian.

Social Work Staff	Assist the Behavior Specialist in obtaining the consent for the use of the BSP.
Team Leader	Ensure that informed consent is obtained and placed along with the BSP in the individual's medical record. Ensure all staff working with the individual are competently trained to understand and implement the individual's BSP. Training should be completed no later than 21 calendar days (3 weeks) following the date consent is received.

B. REVIEW/REVISION OF EXISTING BSP

BSP review/revision is to be done at any time indicated necessary as well as required annually prior to ISP renewal. Review/revision may be requested by the team due to current plan becoming ineffective to meet individual's needs, new behaviors emerging, or present behavior changing.

<u>Responsible Person</u>	<u>Responsibility</u>
Behavior Specialist	Begin the process of the review and/or revision of an individual's BSP immediately after determination/notification of need. Annual reviews should be scheduled to coincide with the individual's ISP review date. The review/revision should include data collection and Behavior Evaluation completion, in advance of the scheduled review of the plan. Documentation reflecting the efficacy of the plan is required. BSPs that include the use of restrictions or that address behaviors which present potential harm to self or others (SIB, aggression) must be reviewed at least every 90 days.

	Obtain informed consent for the BSP from the individual, representative, or legal guardian.
Social Work Staff	Assist the Behavior Specialist in obtaining consent for the use of the BSP.
Team Leader	Ensure that informed consent is obtained and placed along with the BSP in the individual's medical record. Ensure all staff working with the individual are competently trained to understand and implement the individual's BSP. Training should be completed no later than 21 calendar days (3 weeks) following the date consent is received.

PROCEDURE FOR OBTAINING CONSENT FOR THE BSP

<u>Responsible Person</u>	<u>Responsibility</u>
Behavior Specialist	<p>If the individual has a guardian appointed by the court, contact the guardian; explain the BSP and request consent.</p> <p>If the guardian provides verbal consent, explain the requirement for obtaining written confirmation of consent. Document this conversation and consent in the medical record. Subsequently ensure that the BSP is sent to the guardian for written consent, and follow-up to ensure that the document is returned in a timely manner as defined below.</p> <p>When written documentation of consent is available, place in medical record. If the guardian declines consent to the BSP, determine what the objections to the plan are and discuss the alternatives, revise the plan accordingly, and proceed back through the approval and consent process.</p>
Behavior Specialist	<p>Determine the capacity of the individual to understand the treatment options and to provide or decline consent.</p> <p>Meet with the individual, explain the BSP and request consent.</p> <p>If the individual provides consent, place in medical record.</p> <p>If the individual declines consent, determine what the objections to the plan are and discuss the alternatives, revise the plan accordingly,</p>

and proceed back through the approval and consent process.

If documented that the individual is not able to understand the treatment options and provide or decline consent for him/herself, contact the representative, explain the BSP and request consent.

If the representative provides verbal consent, explain the requirement for obtaining written confirmation of consent. Document this conversation and consent in the medical record. Subsequently ensure that the BSP is sent to the guardian/representative for written consent, and follow-up to ensure that the document is returned in a timely manner as defined below.

When written documentation of consent becomes available, place in medical record.

If the representative declines consent to the BSP, determine what the objections to the plan are and discuss the alternatives, revise the plan accordingly, and proceed back through the approval and consent process.

Social Work Staff

Work with the Behavior Specialist in obtaining verbal consent within 3 days and written consent within 7 days of approval of the content of the plan. When needed, physically take the BSP to the guardian or representative for consent.

Team Leader

Ensure that informed consent is obtained as above and placed along with the BSP in the individual's medical record.

APPROVED:

George Harris, LCSW
Director of Central Care

Date