

Policy and Procedures

Title: Behavior Management Policy

Purpose: To assure that all agency personnel utilize appropriate behavior management interventions with the oversight of the management team and agency Board of Directors. The use of restrictive behavior management interventions is in compliance with all federal, state and local legal and regulatory requirements, to insure a client's physical safety.

Policy: The agency allows the use of manual restraint (a procedure in which a client is prevented from moving his/her limbs and/or body for a period of time) by a qualified staff and only in the event of an emergency. An emergency is one in which a client may display self-injurious behavior, may place themselves in a position of physical danger, may be aggressive with others or may be non-compliant with directives intended to prevent injury to a client. Manual restraint is used only after less restrictive behavior management techniques have failed. In all cases, a minor's parent is expected to control their child. In emergency situations, staff may assist if the parent/guardian is unable to keep the minor/others safe. Additional behavior management interventions that may be utilized include:

- Positive reinforcement designed to increase targeted behavior
- Ignoring non-dangerous behaviors while working on the extinction of those behaviors
- Redirection of behavior or removing client from area in which problematic behavior is occurring
- Working with client to regain control including the use of relaxation techniques.

The following practices are prohibited:

- Chemical restraint
- Isolation or Locked seclusion
- Mechanical restraint
- Aversive Stimuli
- Excessive or inappropriate use of restrictive behavior management
- Restrictive behavior management that is in response to property damage that does not involve imminent danger to self or others.

In the event that the use of manual restraint is necessary to protect a client from hurting themselves or others, staff should use as little force as possible. Manual restraint is never to be used as punishment or as a discipline technique. The agency discontinues the use of manual restraint as soon as possible and/or if it produces adverse side effects, such as illness, severe emotional or physical stress, or physical damage. Persons manually restrained are to be continuously monitored and restraint should last no longer than 15 minutes. If a client presents with behavior that requires potential for more than 15 minutes of restraint, alternative strategies would be employed. These may include parental assistance or contacting emergency response personnel or police. If the restraint does exceed 15 minutes, a Licensed Practitioner of the Healing Arts (LPHA) will be consulted for reauthorization of the restraint.

Procedure:

- All employees of the agency will be required to sign an agreement form to be placed in the employee personnel file acknowledging that they have read this policy and agree to the terms.
- Failure to comply with this policy may result in termination or other disciplinary action.
- During the assessment process, determination is made regarding each client's potential need for a behavior management plan based on the client's potential risk of harm to self or others.
- All persons served and/or guardians will receive a copy of the Discipline and Behavior Management policy and procedures.
- If it is determined that a client is in need of a behavior management plan, this will be incorporated in the client Individual Treatment Plan.
- All incidents in the use of physical restraint with a client and the clinical justification circumstances and efforts to employ less restrictive measures must be documented in a client's chart and an agency incident report filed within 24 hours with the Clinical Director.
- Parents/guardians of clients will be notified immediately if manual restraints were utilized during any program services.
- Debriefing will be offered and will occur within 24 hours in a safe and confidential setting and should include the client, all appropriate personnel and the parents/guardians.
- The debriefing process will include an evaluation of the physical and emotional well being of all involved, identify the need for medical care, counseling or other services related to the incident and facilitate the reentry to services. The debriefing will also include an evaluation of the incident, identification of behaviors leading up to the incident, discussion on how the incident was handled, necessary changes to procedures and/or training to avoid future incidents and the modification of the Individual Treatment Plan as necessary.
- Following each use of manual restraint, the incident will be reviewed by the administrative team and recommendations for further actions will be made as needed.
- All incident reports related to restrictive behavioral management interventions are shared at the Governing Board of Directors monthly meetings. The Executive Director will inform the Governing Board of Directors what actions, if any, were taken regarding the incident.