

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Restrictive procedure plan

Chapter:

10

Effective Date:

10/25/1999

Revision Date:**Policy Number:**

10-104-003

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. For each child for whom restrictive procedures will be used beyond unanticipated use, a restrictive procedure plan shall be written and included in the ISP, prior to use of restrictive procedure.
2. The plan shall be developed and revised with the participation of the child, the child's parent and, if applicable, the child's guardian or custodian, child care staff persons, contracting agency representative and other appropriate professionals.
3. The plan shall be reviewed every 6 months and revised as needed.
4. The plan shall be reviewed, approved, signed and dated by persons involved in the development and revision of the plan, prior to the use of a restrictive procedure, whenever the plan is revised and at least every 6 months. The child, the child's parent and, if applicable, the child's guardian or custodian shall be given the opportunity to sign the plan.
5. The plan shall include:
 - The specific behavior to be addressed observable signals that occur prior to the behavior and suspected reason for the behavior.
 - The behavioral outcomes desired, stated in measurable terms.
 - The methods for modifying or eliminating the behavior, such as changes in the child's physical and social environment, changes in the child's routine, improving communications, teaching skills and reinforcing appropriate behavior.

- The types of restrictive procedures that may be used and the circumstances under which the restrictive procedures may be used.
 - The length of time the restrictive procedure may be applied, not to exceed the maximum times periods specified in this policy manual.
 - Health conditions that may be affected by the use of specific restrictive procedures.
 - The name of the staff person responsible for monitoring and documenting progress with the plan.
6. The plan shall be implemented as written.
7. Copies of the plan shall be kept in the child's record.

DISCUSSION: