

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Behavioral Support Plan/SEEP (Social, Emotional, Environmental Plan)

**Chapter:****Effective Date:****Revision Date:****Policy Number:**

Robert Fleese, President - CEO

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Use the template to complete the document. Tailor the document to the individual. The document should serve as a outline for the client and their specific behaviors. New or fill in staff coming into the house should be able to read this document and know what to expect behaviorally from the client and should be able to intervene appropriately.
2. Identify the maladaptive behaviors that have occurred within the past year. Some behaviors may include property destruction, self-abusive behaviors, physical aggression, or elopement.
3. Define the behaviors and include the specific things that the client does.  
Examples:
  - **Self-Abuse** – He engages in self-abusive behaviors in which he bites his hand and bangs his head.
  - **Verbal Aggression** – She will yell loudly, curse, and argue with staff and residents. She may use derogatory comments in an attempt to start an argument or to upset other residents and staff.
  - **Property Destruction** – He engages in property destruction which includes: banging doors or objects and throwing or breaking objects.
4. **Frequency** – List the amount of time the client engages in the behavior on either a daily, weekly, monthly, or yearly basis. Use Incident Reports, daily staff logs, and behavior logs (when applicable) to determine the frequency of the behavior.  
Examples:

- 5-15 times per day
- 2-5 times per month
- 0-3 times per year

5. **Duration** – Describe how long the behavior lasts on average.

Examples:

- 1-5 minutes
- 5 minutes-2 hours
- 5 seconds – 1 minute

6. **Intensity** – List the intensity of the behavior depending on how many verbal prompts are required to redirect the client.

- Low- 2 or less verbal prompts
- Moderate – 3-5 verbal prompts
- High- 6 or more verbal prompts
- Severe – This behavior may possible lead to Severe (causing injury or danger to self or others).

7. **Identify the events or circumstances that are suspected to precede, irritate, or contribute to the maladaptive behavior.**

- List the client's psychiatric diagnoses which can be found on the psych review sheet, face sheet, or lifetime medical.
- List the situations and factors that have contributed to, precede, or led to the behavior in the past.

Examples:

- The client is primarily non-verbal and may engage in self-abusive behaviors when he is having difficulty communicating his wants and needs.
- At times, it can be difficult to understand her speech. When people can not understand what she is saying, she can become frustrated which may lead to yelling, cursing, arguing, or instigating others.
- She may engage in verbal aggression with staff or other residents after becoming angry about conflicts or disagreements with peers at her vocational program.

**8. Describe the preventative measures or support procedures that staff uses to modify or eliminate the behavior.**

- List the interventions and techniques that staff have used in the past to reduce the behavior.
- List that the client is seen on a regular basis by a psychiatrist.

Examples:

- He will continue to see Dr Asante, psychiatrist, on a quarterly basis for diagnosis of Intermittent Explosive Disorders and Attention Deficit Hyperactivity Disorder, and for medication reviews.
- List if the client is seen by a clinical services therapist or behavioral specialist.

Examples:

- She is seen on a weekly basis by a clinical services therapist.
- He has ongoing support from a Behavioral Specialist, for behavior management, crisis management, and behavioral training and modeling.
- List the interventions and techniques that staff use on a regular basis in an attempt to prevent behaviors from occurring.

Examples:

- Staff will try to provide an environment that is not overly stimulating or over crowded.
- Staff will provide structured activities and routine in daily events. Staff will provide activities that he enjoys and change the activity when staff notices that he is losing interest.
- Staff will provide him with as much notice as possible if there is to be a change in routine. For example, " Bob, we are not having bowling this week because of the holiday".

**9. Explain what staff will do if the maladaptive behavior occurs.**

- List the specific interventions that are effective when dealing with the client's specific behavior.

Examples:

- Staff will verbally redirect the client to another activity. They will say for example, “Bob, can you come over here and watch TV with me?”
- Staff will encourage him to stop yelling, cursing, and/or arguing and to lower his voice. For example, “Bob, please stop yelling at me. Please lower your voice.”
- Staff will encourage the other clients to relocate to another area of the home if he is trying to hit or slap staff or other residents. For example, “Cr, BP, ML please go into your rooms so that you can relax.”

10. Complete each section for each behavior that the person has engaged in within the past year.
11. Obtain signatures from the Residential Coordinator, Residential Director, Director of Clinical Services, Program Specialist (if applicable), Vocational Supervisor, Residential Manager, and all Direct Service Providers.
12. Train all Residential and Vocational Direct Service Providers who work with the individual. This includes staff that fill in to work shifts on occasion.

## **DISCUSSION:**