

Policy and Procedure Concerning Plans for Developing Adaptive Behaviors

Intervention Plans Instructions

A. An intervention plan may be written in the following situations:

- There is no function/purpose of the behavior that can be determined other than as a symptom of a documented mental illness. This would include but is not limited to, depression, schizophrenia, ADD, ADHD, bi-polar, OCD, dementia, etc.
- Medication is prescribed for behaviors but they occur less than 3 times in a 6 month period, and are low intensity
- Other situations involving behaviors with low frequency and low intensity (for example, criterion has been met on a program)

The determination to write an intervention plan can only be made in consultation with the Chairperson of the Human and Legal Rights Committee.

B. Intervention plans are written as a **Staff Objective**, and will follow the format on the Intervention Plan form. The plan will include at a minimum the following information:

- 1) Name: Record the name of the person
- 2) Day: Res ___: Place a check in the appropriate section if the intervention plan is to be run in the day and/or residential component
- 3) Intervention Plan: Document the title of the intervention plan/staff objective, which includes what actions staff will take to support the person; by definition a staff objective requires **NO** action or learning on the part of the person for whom it is written.
- 4) Imp (Implemented)/DC (Discontinued)/Revised: Record the dates the intervention plan was implemented, discontinued and/or revised
- 5) Diagnoses: List all mental health diagnoses
- 6) Schedule: Document the schedule for implementation of the plan
- 7) Description of Symptoms or Behaviors (Circle which one applies): Circle either symptoms or behavior and then specify the symptoms of the mental illness or specific behaviors for which the plan is implemented

- 8) Pertinent Information (including proactive measures): Document the following information:
 - a. Proactive information about preferred environments, approaches, routines, reviews of learned strategies, reminders etc., which may assist in preventing/reducing the occurrence of symptoms/behavior
 - b. Any information known which may assist the staff in recognizing and/or predicting symptoms or previously observed behaviors
 - c. Specific instructions to staff detailing what actions staff are to take to support the individual on an ongoing basis
- 9) Staff Response to Symptoms or Behavior: Document the following information:
 - a. What actions staff are to take to minimize or prevent the occurrence of symptoms/behaviors
 - b. What actions are to be taken when the symptoms/behaviors are seen
- 10) Additional Information: Document any additional information
- 11) Documentation: Document what information is required on an ongoing basis, including:
 - a. How the symptoms/behaviors will be recorded if/when they occur
 - b. How the information will be shared with the appropriate people (doctors, team members, counselors, etc.)
- 12) Supervisor: The signature of the Supervisor approving the intervention plan
- 13) Date Approved: List the date the Supervisor approved the intervention plan

1/01
7/05