

CDDO Procedure 18

BEHAVIOR TRACKING AND INTERVENTIONS/FUNCTIONAL ASSESSMENTS

Johnson County Community Developmental Disabilities Organization (CDDO) will develop and implement procedures to ensure compliance with the Developmental Disabilities Reform Act (DDRA) and the Kansas Department for Aging and Disability Services (KDADS) regulations and policies pertaining to the Act.

Procedures

The CDDO is responsible for ensuring that all individuals receiving (HCBS I/DD) waiver services in Johnson County have a completed annual functional assessment. It is critical that individual support needs are accurately reported and captured in the assessment. Behaviors that require staff support, involve risk to the individual or others, or are outside the acceptable norms of society should be tracked for frequency.

BEHAVIOR TRACKING:

In order to capture behavioral supports on the functional assessment, daily tracking must be submitted. This information must be written documentation and received prior to submitting the assessment to the State.

If endangering behaviors are occurring frequently, the Person Centered Support Plan (PSCP) or Behavior Intervention Plan (BIP) must outline how these behaviors will be addressed. Referrals to the Quality Assurance team will be made if high frequency behaviors are not being addressed in a BIP.

BEHAVIOR INTERVENTION PLAN:

In order to capture a BIP on the functional assessment, it must be written and include the 4 required conditions. It may be part of another plan – PCSP or Individual Education Plan (IEP) – but it must contain all 4 conditions.

1. **Clear definition of the behavior(s).** This statement should be very detailed and specific to the person and what behavior(s) is being exhibited. Simply stating a category from the functional assessment does not meet this condition.
2. **Clear definition of staff support strategies.** This statement should be a comprehensive list of interventions and include, but not be limited to, strategies to prevent the behavior, warning signs, specific supports to be provided when the behavior occurs, and responses to the behavior.
3. **Collection of information as to the frequency and severity of behaviors.** Behavior tracking methodology is outlined. Must be written and reported daily.
4. **Supports are specific to the person.** All elements of the plan are detailed and specific to the individual and beyond standard teaching and guidance that is part of quality service provision. Simply stating prompting or redirection is not specific or beyond typical expectations of program staff.