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| **MONTCALM CARE NETWORK** **PROCEDURE**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Behavior Treatment Program Review Committee (BTPRC):  Referral and Review Process | Section: 8123A |
| Effective Date: September 15, 2020 | Revised Date: April 28, 2021 |

Clinicians will utilize the following process to request a behavior treatment plan and to engage in periodic committee review:

Urgent/Emergent Safety Plan Approval:

1. MCN recognizes that urgent or emergent circumstances may exist in which a restriction needs to be addressed for the health and safety of an individual before a full functional behavioral assessment and formal behavior treatment plan can be completed and approved.
2. Crisis intervention/safety plan procedures may be utilized only when a person has not previously exhibited the behavior creating the crisis, or there has been insufficient time to develop a specialized intervention plan to reduce the behavior causing the crisis. If the individual requires the repeated or prolonged use of crisis intervention/safety plan procedures, MCN will initiate a review process to evaluate positive alternatives or the need for a specialized intervention plan.
3. Restrictions in urgent circumstances are added to a written safety plan which will require guardian/special consent. Beginning immediately, baseline data is to be gathered as part of the functional behavior assessment processes. Data gathering elements must be specified in the safety plan. Any urgent or emergent safety plan with restriction will be approved through the expedited approval process (see Policy #8123).
4. The safety plan with restriction and initial data will be presented by the clinician who authored the safety plan with a recommendation as to whether to or not to have the Behavioral Psychology engaged in further functional behavior assessment and write a formal behavior treatment plan or to end the restrictions. This presentation occurs at the next regularly scheduled monthly BTPRC meeting. This process ensures neither treatment is delayed nor temporary measures continue without assessment of necessity.

Formal Behavior Treatment Plan:

1. A formal behavior treatment plan (i.e. those authored by the Behavioral Psychologist) are requested directly by a primary clinician observing patterns of challenging, self-injurious, or aggressive behaviors.
2. Plan requests are made by referral to the Behavior Psychologist to initiate the functional behavior assessment or to request continued functional behavior assessment processes in the case when an expedited plan has been put in place.
3. Primary Clinicians must be prepared in making a referral to provide baseline data and explanation of less restrictive intervention and positive behavioral supports already tried.
4. Behavior Treatment Plans are forward to the BTPRC committee with all accompanying documentation as outlined in Policy #8123.

Review Schedule:

1. The BTPRC Committee will meet on a monthly basis and prioritize reviews as follows:
   1. New behavior plans.
   2. Applied Behavior Analysis plans including all behavior related documents.
   3. Incident report with the use of physical management or law enforcement involvement.
   4. Restrictive/intrusive behavior plans due for quarterly monitoring.

1. The primary clinician and author of the specific behavior treatment or ABA plan must be in attendance at BTPRC when his/her case reviewed unless otherwise arranged with the committee chair.