

400 PROGRAM REVIEW COMMITTEE

REVISION DATE: 1/16/2019, 1/31/2014

EFFECTIVE DATE: July 31, 2014

REFERENCES: A.A.C. R6-6-903, R6-6-903(E), R6-6-1701, et seq.; 42 CFR 483.440(f) (3).

The Program Review Committee (PRC) is an assembly designated by the District Program Manager (DPM) that reviews any behavior treatment plan that meets the criteria set forth in this Policy Manual. The Program Review Committee (PRC) approves plans or makes recommendations for changes as necessary.

Composition

DPM is responsible for designating persons to serve on PRC. At a minimum, the team should include:

- A. The DPM or designee as the chairperson;
- B. A person directly providing habilitation services;
- C. A person determined by the Division as qualified in the use of behavior management techniques, such as a psychologist or psychiatrist;
- D. The parent/guardian of a person with a developmental disability, but not the parent of the person whose program is being reviewed;
- E. Persons with no ownership/controlling interest in a facility, and no involvement in service provision to persons with developmental disabilities; and,
- F. A person with a developmental disability when appropriate.

Responsibilities

PRC must review and respond in writing within 10 working days of the receipt of a behavior treatment plan. The written response must be signed and dated by each member in attendance, forwarded to the Planning Team and a copy sent to the chairperson of the Independent Oversight Committee (IOC). The written response shall include:

- A. A statement of agreement that the interventions approved are the least intrusive, and that they are the least restrictive alternative,
- B. Any special considerations/concerns, including specific monitoring instructions, and,
- C. Any recommendations for change, with explanations.

PRC shall issue written reports to the DDD Assistant Director, summarizing its activities, findings/recommendations while maintaining the individual's confidentiality. Reports are required:

1. Monthly to the designated Division staff, with a copy to the chairperson of the IOC; and,
2. Annually, by December 31 of each calendar year, to the DDD Assistant Director or

designee, with a copy sent to the Developmental Disabilities Advisory Council.