

SUBJECT: **Program Review Committee**

NO: **C-158**

REVISION DATE: March 22, 2018

EFFECTIVE DATE: February 12, 2018

INTENDED USER(S): Arizona Training Program at Coolidge

Purpose:

- 1.0 To identify a Program Review Committee (PRC) to serve the needs of individuals living at ATPC.

Policy:

- 2.0 The PRC will review and approve behavior-programs with behavior modifying medications, rights restrictions, intrusive techniques, or protective devices used to prevent injury as a result of an individual's self-injurious behavior, on an annual basis;
- 3.0 The PRC will review and approve any major change in the behavior plan, e.g. objective, strategy, additions of behavior modifying medication or increased dosage of behavior modifying medication;
- 4.0 The PRC will receive, review, evaluate and track all reports of emergency measures and any other matters submitted by an Individual Support Plan (ISP) team;
- 5.0 The PRC will review any positive Tardive Dyskinesia results submitted by the ISP Team from quarterly evaluations.

Procedure:

- 6.0 The District East Program Manager (DPM) will appoint the members of the PRC, which may be comprised of but not limited to:
 - 6.1 one representative of the Division of Developmental Disabilities (DDD) who shall act as the chairperson;
 - 6.2 a person who directly provides habilitation services to individuals services in the District East/ATPC;
 - 6.3 a person qualified as determined by the District East/ATPC in the use of behavior techniques;
 - 6.4 a parent of an individual with a developmental disability, but not the parent of an individual whose program is being reviewed;
 - 6.5 a person with no ownership in a DDD facility or contracted agency and who is not involved with providing services for an individual with a developmental disability;
 - 6.6 An individual with a developmental disability when appropriate.

- 7.0 An ATPC PRC member will serve for a one year term that can be extended based on the discretion of the District East Program Manager.
- 7.1 The ATPC Management Team will make recommendations of potential committee members to the District East Program Manager;
- 7.2 No more than one-third of the members of the PRC may also be members of the District East/ATPC Human Rights Committee (HRC);
- 7.3 The PRC Chairperson will have documented training in psychological principles and behavior programs/techniques;
- 7.4 The Chairperson will:
- 7.4.1 Schedule meetings at least twice a month, chair and document all meetings.
 - 7.4.2 Act as liaison in all official PRC actions.
 - 7.4.3 Schedule all behavior programs approved by PRC for presentation to the HRC for final review and approval and prepare the HRC approval form.
 - 7.4.4 Following HRC approval, provide the approval form to the ATPC Superintendent for review and signature.
 - 7.4.5 Send the original completed form and behavior program to the designated Qualified Intellectual Disabilities Professional (QIDP)/Group Home Manager for placement in the individual's case file and a copy to the Psychology Associate.
 - 7.4.6 Inform the ATPC Superintendent, in writing, of behavior programs not submitted by the annual due date;
 - 7.4.7 Submit monthly status reports on all ATPC behavior programs and emergency measures reviewed that month to the ATPC Superintendent.
 - 7.4.8 Coordinate development of operational guidelines for the PRC.
- 7.5 The PRC shall:
- 7.5.1 Provide introductions of each PRC member to the presenter(s) of each plan being reviewed.
 - 7.5.2 Review and approve, approve with recommended changes, or disapprove behavior programs.
 - 7.5.3 Provide a written response within 10 working days of receipt of a behavior- program. The response will be signed and dated by each member present and transmitted to the ISP team, with a copy to the HRC for review and approval.
 - 7.5.4 The response shall include:
 - 7.5.4.1 A statement of agreement that the interventions approved are the least intrusive and present the least restrictive alternative
 - 7.5.4.2 Any special consideration or concerns including specific monitoring instructions
 - 7.5.4.3 Any required modifications and recommendations for change, including an explanation of the required modification and recommendations.

- 7.5.5 Request the ISP team reconvene to determine the need for a new or revised behavior program when any emergency measure is used two or more times in a 30-day period or with any identifiable pattern of use;
- 7.6 The quorum to conduct business will be a minimum of the chairperson/designee and two members.
 - 7.6.1 PRC decisions will be based on the majority vote of those members present.

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