



Division of Developmental Disabilities

POLICY REVISION HISTORY

Behavior Supports Manual

August 28, 2024

July 3, 2019

January 16, 2019

September 30, 2016

Division of Developmental Disabilities

Behavior Supports Policy

Manual Revision History

Date: August 28, 2024

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

New Policies:

Chapter 800 Behavior Plan Development and Monitoring

Updates/or Summary:

This is a new policy that brings together and clarifies the processes used to develop, implement and monitor behavior plans for members who reside in licensed residential settings and/or who may have restricted techniques as part of their behavior plan.

- General Information
- Behavior Plan Development
 - Best practices for developing a behavior plan
 - Timeframes for completion
- Behavior Plan monitoring requirements

Revised Policies:

Chapter 100 Applicability, Definitions, and Guiding Principles

Updates/or Summary:

This policy was updated as follows:

The language on applicability aligns with Article 9. This policy was expanded to include definitions that are found throughout the behavior support manual, and guiding principles for behavior plans.

- Applicability
- Definitions
- Guiding Principles
 - Person Centered Planning
 - Trauma Informed Care
 - Key Principles of Trauma Informed Care
 - Understanding Behavior

Chapter 200 Prohibitions and Restricted Techniques

Updates/or Summary:

This policy was updated as follows:

- Prohibited techniques
 - Expanded content to define further.
- Restricted techniques
 - Emphasis on using yellow light techniques, only when they are a part of an approved behavior plan, and only in the manner approved in the behavior plan.
 - Expanded types of restricted techniques

- Restitution (was previously a standalone policy, chapter 600)
 - Requirements when restitution is recommended as part of a behavior plan strategy.
- Rights restrictions
 - Expanded content to define rights restrictions, requirements for PRC/IOC approval prior to implementation, criteria for planning teams to consider when using a rights restriction, documentation requirements, and required protocol for PCSP and Behavior Plans.
- Protective Devices
 - Requirements for a protective device that is designed to reduce the likelihood of injury from self-injurious behavior.
 - Protective Device Protocol requirements and fading plan.
 - Clarified medical protective equipment are considered health care related protective equipment and are not considered protective devices by this policy.
- Global Positioning Systems/Electronic Tracking Devices
 - Added definition when used as a safety device to locate a member.
 - Requirements for using GPS/Electronic Tracking Devices
 - Parameters for use

Chapter 300 Sanctions

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Change title of the policy from "Violations" to "Sanctions"

Chapter 400 Program Review Committee

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Provide overview of the PRC, including:
 - Panel composition
 - PRC Review Attendance
 - PRC Responsibilities
 - Approvals
 - Provisional Approvals
 - Disapproved Plans
 - Requesting Second Level Reviews
 - Request for Emergency Review of Restricted techniques
 - Requesting Exception from Annual PRC review
 - Review Exception Criteria
 - Request and Reviews of Exceptions to the I PRC Review Process
 - Loss of eligibility for Exception to the PRC Review Process
 - Monitoring and Documentation of Exceptions to the PRC Review Process
 - Exiting Plans from PRC

Chapter 500 Planning Team Responsibilities

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Provide overview of the Planning Team Responsibilities, including:

- Behavior Plan Development- Who is responsible for developing the plan
- Coordination of FBA into a Behavior Plan
- Required documents for Behavior Plan Packet
- Support Coordinator Responsibilities
- Behavior Plan Packet Submission Requirements

Chapter 600 Training

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Removed language "Restitution" and added to Behavior Support Manual Chapter 200- Prohibitions and Restricted Techniques.
- State requirements for:
 - Article 9
 - Prevention and Support
 - Article 9 Instructor
 - Prevention and Support Instructor
 - Training Documentation

Chapter 700 Behavior Modifying Medications

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Clarified that herbal remedies and supplements prescribed as a scheduled dose solely for the purpose of sleep preparation, such as Melatonin are not considered psychotropic medications.
- Retained language from previous policy, in alignment with Article 9
- Changed "older" and "newer" antipsychotic medications to "first generation" and "second generation"
- The remaining language was moved to other sections of the behavior support manual
 - Monitoring Behavior Plans- moved to Chapter 800
 - Removed "Paper Review" process, and replaced it with "PRC Annual Review Exception Process" in chapter 400, Program Review Committee
 - Removed "Exit Criteria" and replaced it in Chapter 400, Program Review Committee.

Chapter 900 Emergency Measures

Updates/or Summary:

This policy was updated as follows:

- Added purpose statement
- Added section "Information" on considerations for use of emergency measures
- State two types of emergency measures
 - Physical Intervention Techniques
 - Specific one time use of Psychotropic Medication
- Reporting Requirements
- Language was retained to ensure alignment with Article 9 Requirements.

Please send any questions to DDDPolicy@azdes.gov.
Division of Developmental Disabilities

Behavioral Supports Policy Manual Notification

Date: July 3, 2019

Revision Effective Date: July 3, 2019

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Revised Policies:

Chapter 600 - Restitution

- Updated the language to clarify when a behavior plan may include restitution.
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Please send any questions to DDDPolicy@azdes.gov.
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Behavioral Health Supports Policy Manual Notification

Date: January 16, 2019

Revision Effective Date: January 16, 2019

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

Revised Policies:

100 Definition and Applicability

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).

200 Prohibitions

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).

400 Program Review Committee

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).

500 Individual Support Plan Team Responsibilities

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).

700 Behavior-Modifying Medications, Monitoring Behavior-Modifying Medications and Treatment Plans

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).

900 Emergency Measures and Physical Management Techniques

- Changed "Human Rights Committee (HRC)" to Independent Oversight Committee (IOC).
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Please send any questions to DDDPolicy@azdes.gov.

Division of Developmental Disabilities

Behavior Supports Manual Notification

Date: October 4, 2016

Revision Effective Date: September 30, 2016

No language in the body of the policy was changed, the titles and revision dates were combined.

The Division has combined the following policies:

CHAPTER 700:

BEHAVIOR MODIFYING MEDICATIONS,

CHAPTER 800:

MONITORING BEHAVIOR MODIFYING MEDICATIONS AND TREATMENT PLANS

CHAPTER 900:

EMERGENCY MEASURES

CHAPTER 1000:

PHYSICAL MANAGEMENT TECHNIQUES
