

(The Agency) Behavior Management Services Policy and Procedures

Purpose: To provide behavior management skills development services on a staff-to-child ratio of at least 1:1. Behavior Management Skills Development Services are for children and adolescents with psychological, emotional, behavioral, and neurobiological or substance abuse problems in the home, community and/or school when such problems are of such severity that highly supportive and structured therapeutic behavioral interventions are required. These services are designed to maintain the client in his/her home, community or school setting.

(The Agency) Behavior Management Skills Development Services

7.20.11.28(A.) Behavior Management Skill Development Services are delivered through an individualized Behavior Management Skills Development service plan designed to develop, restore, or maintain skills and behaviors that result in improved function or which prevent deterioration of function. Behavior Management Skills Development Services are delivered to clients up to age 21 who:

- (1) Are in need of Behavior Management Skills Development intervention to avoid inpatient hospitalization, residential treatment or separation from his/her family; or
- (2) Require continued intensive or supportive services following hospitalization or out-of-home placement as a transition to maintain the client in the least restrictive environment possible.

Personnel

(The Agency) staff are qualified, trained and supervised to provide Behavior Management Services. All staff will complete a Criminal Records Check and Clearance as required in the general provisions section 7.20.11.15. A full and complete employment history will be completed. (The Agency) will verify, employment for all staff including names, address, and telephone numbers of employers, immediate supervisors as well as dates of and explanations for any period (s) of unemployment for a minimum of three years prior to hire.

7.20.11.28 B(1) (The Agency) The Behavior Management Skills Development specialist meets the following criteria:

- (a) Is at least 21 years of age; and
 - (b) Demonstrates the ability to independently implement and document the outcome of the goals, measurable objectives and interventions as defined in a Behavioral Management Skills Development service plan.
- (2) The Behavior Management Skills Development specialist receives 20 hours of documented pre-service training, to include, but not limited to:
- (a) Crisis management/intervention;
 - (b) Behavior management;
 - (c) Emergency procedures, which include current CPR and first aid certificates.
- (3) Within 90 days of hire, the Behavior Management Skills Development specialist receives an additional 20 documented hours of training, including but not limited to:
- (a) Etiology and symptoms of emotional disturbances and neurobiological disorders;
 - (b) Family systems;
 - (c) Basic communication and problem solving skills;
 - (d) Child and adolescent development;
 - (e) Issues related to ethnic and cultural interests of the clients served;
 - (f) Action and potential side effects of medications.
- (4)(The Agency) Behavior Management Skills Development specialists receive supervision by a New Mexico licensed practitioner with a doctoral or master's degree from an accredited institution in a human service related field who has at least two years experience working with children, adolescents and families. Exception: If a supervisor with the above qualifications cannot be recruited, the supervisor must possess, at a minimum, a B.S.W., B.A., B.S., or B.U.S. in a human service related field plus four years experience working with seriously emotionally disturbed or neurobiological disordered children and adolescents.
- (5) Supervision is provided for a minimum of two hours per month depending upon the complexity of the needs presented by clients and the supervisory needs of the Behavior Management Skills

Development Specialist. Supervision is documented with dates, times, and content of contacts.

Assessment and Service Planning

7.20.11.28C (1) (The Agency) Behavior Management Skills Development Services focus on acquisition of skills and improvement of the client and/or family's performance related to targeted behaviors. The agency:

- (a) Conducts a clinical assessment, or acquires clinical information that guides the development of the Behavior Management Skills Development Services Plan;
- (b) Documents clinical review of information that enables the agency to complete the Behavior Management Skills Development service plan;
- (c) Develops a Behavior Management Skills Development service plan, including: client needs, measurable goals, interventions, discharge criteria, and a discharge plan, within 14 days of admission to the service;
- (d) Reviews the Behavior Management Skills Development service plan every 30 days and revises as necessary; and
- (e) Works in partnership with other agencies or individuals involved in the client's care to implement the discharge plan and link the client to aftercare, as indicated;
- (f) Provides services to one or more child(ren) from the same or different home(s), provided that a staff-to-client ratio of 1:1 is maintained at all times.

(2) The Behavior Management Skills Development Specialist provides the following services:

- (a) Participation in the development, review and revision of the behavior management service plan;
- (b) Implementation of the Behavior Management Skills Development service plan to include teaching of behavior enhancing skills;
- (c) Documentation of each client contact, including date, time, duration, and the client's progress and/or response to the interventions each day service is provided, stated in terms of service plan goals and objectives; and
- (d) Coordinating with the family and school personnel, if appropriate, to assist the client to achieve and/or to maintain appropriate behavior management.