

**GENESEE VALLEY REGIONAL CENTER**  
**POLICY AND PROCEDURE MANUAL**

**Item #68**

Effective March 15, 2017

To: All GVRC Staff

From: Fred Woelmer

Subject: Use of Behavior Management Room

**USE OF BEHAVIORAL MANAGEMENT ROOMS**

The placement of a resident in a behavior management room shall be performed in a manner that is safe, appropriate, and proportionate to the severity of the minor child's behavior, chronological and developmental age, size, gender, physical condition, medical condition, psychiatric condition, and personal history, including any history of trauma.

- a. The behavior management room may only be used if a resident is in danger of jeopardizing the safety and security of himself, herself, or others.
- b. The room shall be used only for the time needed to change the behavior compelling its use.
- c. Not more than one (1) resident shall be placed in a room at one time
- d. Staff shall observe the resident at intervals of 15 minutes or less and shall record the observation in a behavior management log.
- e. The log shall include all of the following information.
  1. Name of resident.
  2. Time of each placement.
  3. Name of staff person responsible for placement.
  4. Description of specific behavior requiring the use of the room.
  5. Medical needs addressed during seclusion, including medication administration
  6. Time of each removal from the room.
  7. Time and reason for opening the youth's door.

f. For each instance in which a resident remains in the room for more than 2 hours, the log shall also contain hourly supervisory approval and the reasons for continued use.

g. when the behavior management room is used for more than 3 hours, there shall be administrative review above the level of the supervisor who approved the extended use. This review shall be completed and documented within 48 hours.

I. Criteria for use of a Behavior Management Room.

For the purpose of placing a youth in his/her own room for behavior management, out of control will be defined as falling in one of the following categories:

- A. Aggression towards others, i.e. repeated verbal threats; physical acts which could realistically result in injury.
- B. Aggression towards property when it may endanger self or others.
- C. Repeated, documented refusal to follow the reasonable request and/or direction of Staff that may lead to endangering self or others.
- D. Program disruption, i.e. ongoing intimidating of other clients, repetitious behavior outside of program guidelines that may lead to endangering self or others.

II. Reasons to extend use of Behavior Management room for the purpose of continuing a youth in his/her room for behavior management purposes:

- A. Overt disruptive behavior while in room, i.e. yelling, pounding, destructive acts.
- B. Refusal to discuss situation with wing staff or shift supervisor and group.
- C. Refusal to make a commitment or indicate a willingness to conform to program and staff expectations.
- D. Safety of youth/others is at risk – program manager involvement required, i.e. youth's presence in general program creates a clear and present danger to himself or others.

III. Extension of use of Behavior Management Room.

Wing staff may place a youth, for just cause, on room restriction for up to two hours. Fifteen minute visual checks are to be recorded on the Room Monitoring Log which has

been attached to the youth's door and documented by use of guard tour system (see Section II). Based on the coding at the top of the sheet, staff should note the behavior they observe as well as the behavior compelling the continued stay in the room.

At the time the youth is placed in his room, the shift supervisor will be contacted and given the youth's name, room number, time the restriction began and the reasons for both initiating and continuing the restriction. This contact will be recorded in the wing log.

The shift supervisor will note the time of the contact and prior to the expiration of the second hour, go to the wing and talk with the youth, review the situation with staff and determine the need for the youth to remain in his room. Arrangements will also be made to continue hourly review of the situation until 9:00 p.m. or until the youth is removed from restriction. In the absence of shift supervisors, program managers assume responsibility for reviews.

At the two hour point, shift supervisor or program manager will evaluate with wing staff the need to continue the youth in his/her room. If the youth is to remain restricted, the shift supervisor should contact the program manager for approval and note on the back of the Room Monitoring Log the time of contact and a brief description of why the youth must remain in his/her room. In order to determine the need to continue the youth in his/her room, it is critical that the wing staff initiate counseling/group intervention with the youth at the earliest opportunity. Different strategies may be developed for individual youth as determined by behavioral history. Strategies shall be documented and available for review in the wing log.

Hourly review of youth's status will be made via the shift supervisor's or program manager contact with the wing staff. **Reasons for continuing** the restriction are to be noted on the back side of the room monitoring sheet. Shift supervisors or program managers may initiate personal contact with the youth at any time to make a personal assessment of the youth's status and continued need to remain on a restricted status.

Shift supervisors will make personal contact at 9:00 p.m. with any youth who are to remain in their room beyond 7:00 a.m. the next morning.

The wing youth specialist is responsible for noting on the back of the Room Monitoring Log:

- a. Time of contact
- b. Name of shift supervisor/program manager
- c. Reason for extension of room time
- d. Signing their notation

The shift supervisor will log the phone contact in the Intake Office (program managers will initial Monitoring Log) documenting:

- a. Time of contact
- b. Name of youth specialist
- c. Why time was extended
- d. Signing log

It is the youth specialist's responsibility to complete the Staff Intervention sheet documenting the use of Behavior Management time as well as to provide a narrative in the youth's daily record. This is in addition to any required completion of an Unusual Incident Report.

Youth specialists are responsible for informing the shift supervisor when restricted youth are removed from their room and/or taken off restriction. This is to be done promptly and noted in wing log.

Program managers will continue to review Room Monitoring Logs on the subsequent work day. They should indicate their approval of the use of Behavior Management time by signing each Room Monitoring Log. Each Monitoring Log must be thoroughly reviewed, front and back, to insure it has been filled out completely and appropriately.

Following the completion of each incident of Behavior Management time, the shift supervisor Log Notes are to be sent to the wing to be filed directly behind the Monitoring Log Sheet. Filing of Monitoring Logs must be kept up to date and in chronological order.

If a restriction is extended to 12 hours and it appears a youth may remain in his room for more than 24 consecutive hours, the program manager (or shift supervisor) must be contacted for an in-person administrative review of the situation prior to the end of the 24 hour period.

A request for extension beyond 24 hours must be approved by the Center Director or Program Manager prior to the expiration of each 24 hour period.

In the event of a difference of opinion as to whether a youth should remain on restriction, the shift supervisor/program manager will be responsible for deciding. The basis for the decision must be documented in the youth's running record.

For the purpose of calculating time spent on restriction, the clock will stop at normal bedtime if the youth is to get up at the same time as the other youth. If he remains in his room past 7:00 a.m. consecutive hours from the time the youth entered the room until the time the restriction ended will be calculated.

GVRC Supervisors will report, all incidents of behavior manage room use, on MiSACWIS within 24 hours.