



## HURON BEHAVIORAL HEALTH PROCEDURE

Procedure #: **BM.2.02**  
Issue Date: 02/11/04  
Rev. Date: 11/15/23  
Page: 1 of 3

### Title: Responsibilities for Creating, Reviewing, and Implementing Behavior Treatment Plans Procedure

Prepared By: BTPRC Committee

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: December 12, 2023**. For Controlled copy, view shared directory I:\drive

#### Purpose:

To define the process for creating, reviewing, and implementing behavior treatment plans.

#### Scope:

This procedure applies to all employees (including full-time and part-time employees), contract clinical providers, volunteers, students, and/or interns of Huron Behavioral Health (HBH).

#### Information:

1. All Behavior Treatment Plans shall incorporate the standards and guidelines defined in the ["Behavior Treatment Plan Policy" \(BM.1.01\)](#) and this procedure. In all cases behavior treatment plans will utilize the least restrictive and least intrusive methodology and shall not incorporate any planned physical interventions (see also ["Emergency Physical Interventions/Non-Violent Crisis Interventions Policy" BM.1.03](#)).
2. An internal Behavior Treatment Plan Review Committee (BTPRC) reviews all behavior treatment plans and any restrictions, limitations, and any adverse/intrusive behavior treatment techniques in accordance with the requirements defined by Michigan Department of Health and Human Services (MDHHS) and the Mid-State Health Network (MSHN) "Behavior Treatment Plan Policy". See also ["Behavior Treatment Plan Review Committee \(BTPRC\) Procedure" \(BM.2.01\)](#).
3. A behavior treatment plan must never be:
  - used as a punishment tool
  - developed for the convenience of staff
  - used as a substitute for other more clinically appropriate treatments
4. The use of a behavior treatment plan must be documented in the consumer's case record:
  - a behavior treatment plan is part of the Individual Plan of Service (IPOS), but requires special consent of the guardian
  - a behavior treatment plan outlines any planned interventions
  - progress notes document implementation
  - periodic reviews assess effectiveness of the behavior treatment plan

#### Procedure:

1. The primary worker and the treatment team will determine if a request for a behavior treatment plan is needed for a consumer. If it is determined that a consumer may benefit from a behavior treatment plan, the primary worker will request a meeting with the BTPRC. This is done by contacting the BTPRC chairperson, preferably through Electronic Medical Record (EMR) messaging.
2. Whenever possible, the primary worker should collect baseline behavioral data before requesting a behavior treatment plan. Baseline data should be collected for a period of at least one (1) month. Be advised that if baseline data is not presented with the request for a behavior treatment plan, the BTPRC may require that this be gathered before moving forward.
3. When presenting the request for a behavior treatment plan, for review and determination, the primary worker needs to prepare the following information for the BTPRC meeting:
  - Consumer name
  - Consumer address and living situation
  - Programs and services the consumer is involved in
  - Brief social history including psychological factors

# Title: Staff Responsibilities for Creating, Reviewing, and Implementing Behavior Treatment Plans Procedure

Procedure #: **BM.2.02**

Issue Date: 02/11/04

Rev. Date: 11/15/23

Page: 2 of 3

Prepared By: BTPRC Committee

**NOTE:** This Document Copy is **Uncontrolled and Valid on this date only: December 12, 2023.** For Controlled copy, view shared directory I:\drive

- Diagnosis
  - Current medications
  - Medical summary, including conditions that could influence or contribute to negative or out of control behaviors as well as any medical conditions that may put the individual at risk
  - Reason the behavior treatment plan is requested (e.g., problem behaviors)
  - Supporting documentation (e.g., data sheets, incident reports, etc.)
  - Baseline data on target behaviors to include antecedents to behaviors
  - Psychological and social factors that could influence the use of an intervention
4. To assist with the collection of the aforementioned data points, the primary worker is encouraged to utilize the ["Behavior Treatment Plan Review Form" \(90-166\)](#). The primary worker is encouraged to fill out the form with as much information as is available at the time of the request.
  5. After the primary worker presents the request for a behavior treatment plan to the full BTPRC, the BTPRC will make a determination on how to proceed. If the request is approved, the BTPRC chair will determine who will conduct the initial behavioral assessment and will make the formal case assignment.
  6. The assigned behavioral specialist will conduct a behavioral assessment/evaluation and will use the results of this assessment to create a behavior treatment plan. The assigned behavioral specialist will then present the behavior treatment plan to the full BTPRC for final review and approval.
  7. If the behavior treatment plan is approved by the BTPRC, the primary worker will then incorporate the behavior treatment plan into the IPOS (or will generate an IPOS Addendum if an active IPOS is already in place) to include the behavior plan. The primary worker will also obtain special consent from the consumer, guardian, or parent as appropriate prior to implementing the behavior treatment plan.
  8. The primary worker is also responsible for assuring that the data sheets used to gather the baseline data are given to the respective home managers or parent/guardian for collecting ongoing data which is supplied to BTPRC to help evaluate the effectiveness of the behavior treatment plan.
  9. After BTPRC approval of the behavior treatment plan, the primary worker will facilitate securing the equipment/supplies (if applicable) and for assuring that the necessary staff training is conducted for the staff that will be responsible for carrying out the behavior treatment plan.
  10. During scheduled visits, the primary worker will routinely collect and review the data being tracked in the home and will monitor the behaviors and interventions. This data will be reviewed at least monthly. Any data sheets remaining in the homes will be sent monthly to the primary worker and a copy retained in the homes.
  11. The primary worker is responsible for preparing the data into a summary format/report and presenting this to the BTPRC when the case is reviewed which is done at least quarterly. This should be completed using the ["Behavior Treatment Plan Review Form" \(90-166\)](#).

## Definitions/Acronyms:

*BTPRC* – Behavior Treatment Plan Review Committee

*COA* – Council on Accreditation

*EMR* – Electronic Medical Record

*HBH* – Huron Behavioral Health

*IPOS* – Individual Plan of Service

*MDHHS* – Michigan Department of Health and Human Services

*MSHN* – Mid-State Health Network

## Forms:

[90-166 Behavior Treatment Plan Review Form](#)

# Title: Staff Responsibilities for Creating, Reviewing, and Implementing Behavior Treatment Plans Procedure

Procedure #: **BM.2.02**

Issue Date: 02/11/04

Rev. Date: 11/15/23

Page: 3 of 3

Prepared By: BTPRC Committee

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: December 12, 2023.** For Controlled copy, view shared directory I:\drive

## Records:

Behavior treatment plans are retained in the case record in accordance with the [HBH Record Retention and Storage Policy \(QI.1.23\)](#).

## Reference(s) and/or Legal Authority

MDHHS Contract  
Michigan Mental Health Code Public Act 258 of 1974  
COA Standards  
MSHN "Behavior Treatment Policy"  
[BM.1.01 Behavior Treatment Plan Policy](#)  
[BM.1.03 Emergency Physical Interventions Policy](#)  
[BM.2.01 Behavior Treatment Plan Review Committee \(BTPRC\) Procedure](#)  
[QI.1.23 HBH Record Retention and Storage Policy](#)

## Change History:

Change Letter	Date of Change(s)	Changes
None		New procedure which was broken out from the Behavior Management Policy (BM.1.01) for ease of interpretation and committee responsibilities, removed definitions, removed "Behavior Management" terminology and replaced it with "Behavior Modification" terminology, added references.
A	03/01/04	Revised to include recommendations from MDCH Recipient Rights Office. Added "functional analysis" statement and training in item #8 of "Procedure" section (transferred from BM.1.02 Behavior Modification Policy)
B	02/10/05	Added #5 under Information and added information to the 3, 4 & 5 bullet under #9, added "restrictive techniques" to "Definition" section.
C	02/25/08	Revised to comply with AAM policies and new MDCH guidelines for behavior treatment. Changed all "BMC" terminology to "BPRC", changed "Supports Coordinator/Primary Worker" to "Primary Worker" throughout procedure, changed Form names, added acronym "BPRC", removed reference to BM.1.02 (policy was obsolete) and added reference to BM.1.03 (Physical Interventions) to comply with new regional BPRC Policies and MDCH contract guidelines,
D	04/06/09	Reviewed and revised to comply with COA 8 <sup>th</sup> edition standards – removed COA chapter-specific references (G.10, G2.5.03), added #2 in "Information" section, added last sentence in "Procedure" section #3, to 7 <sup>th</sup> bullet in #6 added "including conditions..." and to 10 <sup>th</sup> bullet added "to include..." and added 12 <sup>th</sup> bullet, in 1 <sup>st</sup> bullet #4 "Information" section added "but requires special consent of the guardian", reworded 3 <sup>rd</sup> sentence in #8, added "Level I" to 1 <sup>st</sup> sentence in #10 and added last sentence in #10.
E	12/03/09	To comply with non-compliance findings of the 2009 AAM Delegated managed care Audit, added "90-475 Behavior Assessment Form" to "Forms" section, reworded #4 to include use of 90-475.
F	09/12/12	Removed 90-421, 90-475, & 90-162 from "Forms" section as the contracted psychologist is using own templates, removed #9 & #11 from "Procedure" section which defined Level I & Level II plans and the sections of the BTP, made minor changes to "Procedure" section #1 through #10 to more clearly define current process and expectations of clinical staff, changed "BPRC" to "BTPRC" throughout document and changed "Behavior Plan Review Committee" to "Behavior Treatment Plan Review Committee" to reflect new regional terminology from Technical Requirements.
G	08/19/14	Reviewed and revised to comply with MSHN policy "Behavior Treatment Policy" adopted 07/02/14 – removed "AAM" throughout document (2 places), removed "AAM" from "Acronym" section and added "MSHN",
H	05/31/16	Total rewrite of procedure – see Controlled Documentation Manager for revisions and/or previous versions of this document
I	03/20/18	In "Procedure" section added #4, in #8 added "or parent/guardian", in #10 added "This data review will take place on a least a monthly basis.",
J	02/11/20	Changed "Person Centered Plan" and "PCP" to "Individual Plan of Service" and "IPOS" throughout document (3 places), repaired broken hyperlinks, made several minor wording/grammatical changes/corrections throughout document without changing sentence content.
K	12/14/21	Made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.
L	11/15/23	In "Acronyms" section added "COA" and removed "PCP, made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.