



**Our House, Inc.**

76 Floral Avenue  
Murray Hill, NJ 07974-1511  
Phone: (908) 464-8008  
Fax: (908) 464-8263  
ourhousenj.org

**Behavior Supports and Services-**  
**Stand Alone Behavior Supports**

**OUR HOUSE, INC.**

| SCOPE DECLARATION SECTION:  | DDD USE ONLY   |
|---|--|
| <p>Please specify which Stand-Alone Behavior Supports (SABS) this policy and procedure applies:</p> <p>Unlimited SABS (Serving those within and outside your agency) <b>X</b></p> <p>Limited SABS (Only serving those within your agency)</p> | <p>Agency has been approved for:</p> <p>Unlimited SABS <b>X</b></p> <p>Limited SABS <u>    </u></p> <p>DDD APPROVAL DATE: <u>11/15/23 KR</u></p> |

Behavioral Supports is in line with the direction of the IDT / Planning Team, and  
**DEFINITIONS:**

1) **“Stand-alone behavioral supports”** - the provision of Behavioral Supports as found in section 17.2 of the Waivers, and delivered in a fee-for-service (“billable”) capacity.

- **Agency Responsibilities:**
  1. Develop Behavioral Supports Policy and Procedure Manual to be approved by the Division.
  2. Ensure that staff involved in the delivery of behavioral supports is credentialed consistent with Waiver 17.2.
  3. Guarantee staff completion of Positive Behavior Supports training through Elizabeth Boggs Center or through an agency developed Positive Behavior Supports training approved by the Division.

\*For reference: <https://www.nj.gov/humanservices/ddd/assets/documents/supports-program-policy-manual.pdf>

<https://www.nj.gov/humanservices/ddd/assets/documents/community-care-program-policy-manual.pdf>

**PURPOSE:**

- G. Behavior Supports shall not unduly infringe upon the Human Rights of service recipients.
- H. The entity developing SABS will provide all reasonable assistance to the support coordination agency and the embedded service provider for any necessary plan approvals and staff training.
- I. Records will be made available to those persons authorized by the Division of Developmental Disabilities whose responsibility it is to monitor the quality of service being offered to the individual.

## **II. PROCEDURE:**

- A. Our House Inc. CEO or designees will ensure all employees performing the services of Assessment and Plan Development or Monitoring are credentialed consistent with (17.2) for all waiver services they provide. Credentialing will be verified at time of hire and on an annual basis by the Department of Human Resources.
- B. CEO or designees will ensure that prior to service delivery, all employees have completed applicable trainings. Training documentation will be maintained for review. Training Manager or designee will be responsible for scheduling required trainings.
  - 1. Staff shall be trained in accordance with Waiver Appendix E., including Positive Behavior Supports and all agency managed trainings via the DDD approved agency PBS training.
  - 2. The system by which staff and/or caregivers shall be trained to the Behavior Support Plan / strategy, including their implementation and documentation responsibilities, the correct use of methods and techniques, best practice recommendations, and the limits of their permitted actions.
    - a. Such training is to be delivered directly by the credentialed individual that created the behavioral support / strategy, or by a designated proxy that they trained and is working under their direction.
    - b) Training will occur in person.
    - c) Competency will be evaluated via role modeling techniques, competency assessments with 80 % accuracy, and/or ongoing assessments.
    - d) Should the Behavior support plan/strategies change, retraining will be offered within 2 weeks of the noted changes.
- C. The Sr. Director, Human Resources or designee will maintain updated and accurate documentation of staff credentials and their completion of mandatory trainings. These will be maintained in the employee file and be available for inspection and review. Staff will be informed of expiring trainings and/or certificates as needed.

services. Additionally, individuals/families/guardians will be informed of the techniques/behavior management/interventions that they do or do not use as part of their services. These will be shared with prospective service recipients at the time of initial inquiry and updates if revised.

3. Agency will not develop Behavior Plans that use personal control or any form of mechanical restraint as a behavior shaping technique without prior approval from DDD. Personal control and crisis management are not to be incorporated as part of a behavior support plan.

F. Our House Inc. procedures will assure that the scope of work performed under Stand-alone is consistent with the Service Detail Report.

G. Assessment and Plan Development – when provided as a Stand-Alone Behavior Support service (section 17.2) will adhere to these standards:

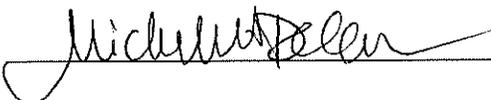
1. “Assessment” refers to an investigation into the function of the identified behavior and what factors have a causal relationship to the behavior. The assessment, which may entail conducting a functional analysis of the behavior, will serve to inform the behavior-shaping methods and techniques to be used in the Behavior Support Plan / Strategy - the end product of “Plan Development” activities.
2. Assessment will be conducted using standard and accepted tools and methodologies. The assessment will either be incorporated into the behavior support / strategy or a summary of it will be shared with the Support Coordinator for Planning Team review.
3. Both the assessment and the resultant Behavior Support Plan / Strategy will conform to the terminology, required plan components, and approval criteria found in Division Circular #34.
4. Assessment/Plan Development activities will be initiated and completed as expeditiously as practicable, to assure effective supports are in place as needed. Consistent with the Service Delivery Report (SDR), Assessment and Plan Development should typically be completed within no more than four to six weeks.
5. The Behavior Support Plan / Strategy will be shared with the Support Coordinator for dissemination, Planning Team review, and inclusion in the service recipient’s record.
6. Our House Inc., as a provider of Behavioral Supports and Services, will work both collaboratively and at the direction of the Planning Team.
  - a. The need for periodic reassessment of the function of the behavior and/or a revision of the Behavior Support Plan / Strategy will be a Planning Team determination, based upon collaborative input from Our House Inc. Criteria for reassessment or plan revision should be based upon the behavioral presentation of the service recipient and data-based indicators of progress toward the desired outcome.

3. The system of administrative oversight and monitoring will describe how this information will be aggregated, presented, and reviewed at an agency executive level.
- a) Quality Assurance and Compliance Administrator or designee will be responsible for gathering the data and completing the selected audit form quarterly at minimum.
  - b) Director of Quality Assurance and Compliance or designee will present the findings from the audit form to the Executive level staff quarterly at minimum.
  - c) Director of Quality Assurance and Compliance or designee will make recommendations at this time.
  - d) CEO or designee will implement recommendations as deemed necessary and appropriate to improve agency's behavioral services.
  - e) Significant concerns will be addressed immediately by Our House Inc.

**AUTHORIZED SIGNATURE**

Name and Title of the Author of this Document: Danielle Juedy, BCBA Clinical Supervisor

Agency CEO/Authorized Representative: Michelle DelCossu

Signature:  Date: 11/9/2023