

Best Practices Guide

- ⊙ The purpose of a *Best Practices Guide* is to provide a quick reference to positive means of managing behavior in people who require such support. The *Best Practices Guide* can be read or reviewed in minutes, giving staff members valuable information about how to interact with the person.
- ⊙ **All members of the person’s support team should have input into the content of the *Best Practices Guide*. In particular, it is crucial that the *Best Practices Guide* be prepared with participation from direct care staff members.**
- ⊙ *Best Practices Guides* should not be more than two to three pages: This format makes it easier to learn and remember, and requires that team members prioritize information and describe it in a very brief (but memorable) manner.
- ⊙ The content of the *Best Practices Guide* should be updated regularly, especially when a person’s targets, triggers or patterns of behavior change.
- ⊙ The *Best Practices Guide* is not a substitute for source documents, such as the Individual Support Plan (ISP) or the Behavior Support Plan (BSP), but can be a bridge to such documents.

Target Behaviors	A-Okay	Simmering	In Crisis
<ul style="list-style-type: none"> ⊙ A target behavior can either be a desired behavior that needs to be taught or undesired behavior that needs to be prevented or reduced in frequency. ⊙ List target behaviors ⊙ Target behaviors are specific to the person, so carefully and objectively describe what the behavior looks like for this particular person. 	<ul style="list-style-type: none"> ⊙ A-Okay is a term used to describe the person when the person is functioning well. ⊙ Describe observable behaviors the person typically engages in when he or she is A-Okay. ⊙ Describe mood, facial expression, body language, communication style, and level of participation that the person exhibits when functioning well. 	<ul style="list-style-type: none"> ⊙ Simmering refers to behaviors that indicate a person is unstable and may be going into crisis. ⊙ Describe observable behaviors the person typically engages in when he or she is Simmering. ⊙ Describe mood, facial expression, body language, communication style, and level of participation that the person exhibits when going into crisis. ⊙ When describing the above traits, describe how Simmering behaviors appear different from A-Okay behaviors. 	<ul style="list-style-type: none"> ⊙ When a person is In Crisis, he or she engages in behaviors that may pose a risk of harm to self or others. ⊙ Describe observable behaviors the person typically engages in when he or she is In Crisis. ⊙ Not every person will engage in behaviors that result in a crisis. When they do, it is especially important that staff know what to do. ⊙ Again, describe behaviors that help differentiate the person from Simmering and A-Okay.
Triggers	What To Do	What To Do	What To Do
<ul style="list-style-type: none"> ⊙ Triggers are conditions that, when present, are more likely to result in the undesired target behavior occurring. ⊙ List triggers for target behaviors ⊙ Controlling or managing triggers is the key to preventing target behaviors from occurring. ⊙ Many times, triggers are subtle and are best identified or known by direct care staff. 	<ul style="list-style-type: none"> ⊙ List actions that the support staff can perform to help the person remain in A-Okay status. ⊙ These action items are listed like a menu ... staff can choose what to do depending on the situation. ⊙ Staff can pick and choose which strategy they believe will be most successful. ⊙ The goal of these actions is to help the person remain in A-Okay status. 	<ul style="list-style-type: none"> ⊙ List actions that support staff can perform to help the person return to A-Okay status and prevent the individual from going to In Crisis status. ⊙ When simmering behaviors are observed, this is a clue that support staff should provide different kinds of supports so the person can return to A-Okay. 	<ul style="list-style-type: none"> ⊙ List the immediate reactive responses that are required by the support staff. ⊙ In some crisis instances, specific strategies must be followed in the specific order provided. ⊙ The goal of the support staff is to shorten or end the crisis, safeguard the person and return the person to A-Okay status as quickly as possible.

This Best Practices Guide is to be used only by staff who have been trained to competency by the BSP developer or his/her designee. Staff who work with the person are responsible for knowing all of the procedures in the BSP. If you have not been trained on the BSP, notify your supervisor

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Individual's Name:

Date of Plan:

Date of Current Revision:

Target Behavior(s)	Proposed Function	Diagnosis and Psychotropic Medications
<ul style="list-style-type: none"> ⊙ List an operational definition for each target behavior 	<p>List the proposed function(s) of each target behavior</p>	<p>List current diagnoses</p> <p>Mental Health Diagnoses: Intellectual/Developmental Diagnosis:</p> <p>Psychotropic Medications List current psychotropic medications and dosages</p>
Proactive Strategies		
<ul style="list-style-type: none"> ⊙ List the proactive strategies that staff will use to prevent the target behavior from occurring 		
Alternative Behaviors	Replacement Skills	
<ul style="list-style-type: none"> ⊙ List the alternative behaviors that will be encouraged 	<ul style="list-style-type: none"> ⊙ List the replacement skills that will be taught. 	
Staff Responses-Alternative Behaviors	Staff Responses-Replacement Skills	
<ul style="list-style-type: none"> ⊙ Describe how staff members will respond when the person engages in alternative behaviors 	<ul style="list-style-type: none"> ⊙ Describe how staff will teach and support replacement skills 	
Plan For Reducing Restrictions &/ Or Psychotropic Medications		
<ul style="list-style-type: none"> ⊙ List behavioral goals and criteria for what the person must do in order to have restrictions and/ or psychotropic medications removed or reduced/faded. 		