



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL# 19-22

TO: All Developmental Disabilities Administration (DDA) Residential and Day Services Providers

FROM: Crystal Thomas, Program Manager, State Office of Policy, Planning and Innovation

DATE: December 19, 2019

RE: Residential and Day Providers Must Collaborate on Behavior Support Plan Implementation to Ensure Safe Transitions

The Department on Disability Services (DDS) is issuing this transmittal to all Developmental Disabilities Administration (DDA) residential and day services providers to highlight risks that can occur when there are gaps in known information about hazards that can occur when a person transitions between day and residential settings, or moves between different staff members within the same setting. Transition from one setting to another setting is a time of heightened risk for the occurrence of challenging behaviors, the same way it is when a person moves between different staff members of the same provider, or staff members of different providers.

To ensure the safety of the person during transitions, residential and day services providers must share information with each other about triggers, antecedents, and characteristics of target behaviors that occur during transitions and jeopardize the person's safety. It is especially important to share such information with those staff who are providing direct support to the person during the transition.

Residential and day providers also must forward this information to the person's Behavior Support Plan (BSP) clinician on a regular basis, and no less than monthly, in accordance with [DDS Behavior Support Plan Safeguards and Oversight Procedure, 2013-DDA-PR013](#), so that staff at both ends of a person's transition can be trained to competently implement behavior support strategies during transitions between staff or between settings.

From DDS Behavior Support Plan Safeguards and Oversight Procedure on page 4 at 3.E.2:

Provider staff are responsible for forwarding the behavioral data to the BSP developer on a regular basis, and no less than monthly. Regardless of data reporting schedules, staff must inform the BSP developer of significant changes in behavioral functioning – including an unusual high or low frequency of behaviors, behavioral crisis, medication side effects, if new challenging behaviors emerge that cannot be addressed by the BSP, or when staff believes that restrictive procedures may no longer be necessary or could be faded.



If you have questions, please contact: Dr. Yolanda Van Horn, DDS Clinical Psychologist, at (202) 527-5541 or yolanda.vanhorn@dc.gov; or Tiffani Johnson, Rights and Advocacy Specialist, (202) 730-1802 or tiffani.johnson@dc.gov.