

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: FUNCTIONAL ASSESSMENTS AND POSITIVE BEHAVIOR SUPPORT PLANS:
EMPLOYMENT AND DAY PROGRAM SERVICES 5.23

Authority: [Title 71A RCW](#) *Developmental Disabilities*
[Chapter 388-850 WAC](#) *County Plan for Developmental Disabilities*

Reference: [DDA Policy 5.14](#), *Positive Behavior Support Principles*
[DDA Policy 5.15](#), *Restrictive Procedures: Community*
[DDA Policy 5.17](#), *Physical Intervention Techniques*
[DDA policy 5.21](#), *Functional Assessment and Positive Behavior Support Plans*

BACKGROUND

The Developmental Disabilities Administration (DDA) transforms lives by providing supports and fostering partnerships empowering people to live the lives they want. DDA uses person-centered planning principles that emphasize respect for all clients, partnering with the client for which DDA provides supports, families and service providers. Person-centered planning emphasizes the client's strengths and identifies areas in need of supports. It encourages growth in skills that enable each client to live in their community, achieve their goals, participate in the workforce, and contribute to the community.

DDA wants its clients to experience the positive life benefits described in the [DDA Guiding Values](#). These benefits include:

- Inclusion;
- Status and contribution;
- Relationships;
- Power and choice;
- Health and safety; and
- Competence.

None of these values stand alone or is more important than the others. Each overlaps, affects, and informs each other. As a values system they support and facilitate individualized person-centered plan development by respecting the client, preserving the client's rights, and guarding the client's dignity.

PURPOSE

This policy establishes roles and responsibilities regarding use of positive behavior support principles and use of functional assessments (FAs) and positive behavior support plans (PBSPs) in employment and day program services.

SCOPE

This policy applies to DDA field services staff and DDA-funded employment and day programs for adults.

DEFINITIONS

Functional assessment or **functional behavioral assessment** means observing a client, reviewing information about the client, and collecting data about the client to:

- Determine relationships between antecedents and behaviors;
- Identify reinforcing consequences; and
- Form a hypothesis about why a behavior continues to be used.

Positive behavior support plan means a plan designed to:

- Strengthen or improve a client's existing adaptive behaviors and skills;
- Expand the client's existing adaptive behaviors and skills to new tasks or settings;
- Teach the client new, adaptive behaviors and skills;
- Provide supports to the client;
- Modify, reduce, and eliminate situations in the environment known to reinforce, setup, or cause target behaviors; and
- Reduce or eliminate the use of target behaviors.

Service provider means the person or agency providing program services as contracted for by the County authority providing DDA-funded employment and day program services.

Residential provider means the agency, vendor, or person contracted with DDA to provide community residential services.

POLICY

- A. Counties must promote the principles of positive behavior support as outlined in [DDA Policy 5.14](#), *Positive Behavior Support Principles*.
- B. If general adaptations and accommodations are inadequate in supporting a client in an employment and day program, the county must work with the service provider to assure the provider requests additional resources or technical assistance.

PROCEDURES

- A. If a client receives employment and day program services and requires a functional assessment and positive behavior support plan, the service provider must:
1. Assure principles of positive behavior support are employed by its personnel;
 2. Utilize applicable portions of a functional assessment and positive behavior support plan in the community setting;
 3. Include in the client's service plan appropriate interventions from a positive behavior support plan;
 4. Request from the DDA case resource manager and county:
 - a. A copy of any functional assessment and positive behavior support plan if one exists; and
 - b. Assistance when needed;
 5. Participate in developing a functional assessment and positive behavior support plan when needed to assist the individual to be successful in employment and day program services; and
 6. For clients who reside at a residential habilitation center, the service provider must:
 - a. Work with psychology staff in the development of a functional assessment and positive behavior support plan;
 - b. Assure the procedures used are appropriate for the employment and day program settings; and
 - c. Monitor and collect data on the client's target and replacement behaviors.

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- B. If a county receives a request for technical or other assistance, the county must:
1. Review the request;
 2. Consult with the case manager; and
 3. Identify potential resources and share them with the service provider.
- C. The DDA case resource manager must:
1. Respond to county and service provider requests for training and crisis services, such as add-on hours, short-term hours, technical assistance, individualized technical assistance, and crisis stabilization;
 2. Determine whether an employment and day program client requires a functional assessment and positive behavior support plan;
 3. Notify the service provider when the client requires a functional assessment and positive behavior support plan; and
 4. Document the positive behavior support plan under the “Other Plans” tab in the “PCSP Finalize Plan” screen in CARE.
- D. An employment and day program client must have a functional assessment and positive behavior support plan:
1. If the client’s PCSP requires extensive behavior supports to prevent:
 - a. Emotional outbursts;
 - b. Suicide attempts;
 - c. Sexual aggression;
 - d. Self-injury;
 - e. Property destruction; or
 - f. Assaults or injuries to others.
 2. If a psychotropic medication is prescribed on a PRN basis to change or alter the client’s target behavior.
 3. Before using any restrictive procedures requiring a positive behavior support plan or an exception to policy under [DDA Policy 5.15](#), *Restrictive Procedures: Community*.
 4. Before using a planned physical restraint under [DDA Policy 5.17](#), *Physical Interventions*.
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- E. If a functional assessment and positive behavior support plan is developed specific to employment and day programs, the case resource manager must provide a copy to the residential service provider.

EXCEPTIONS

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary or designee.

SUPERSESSION

None.

Approved: /s/: Deborah Roberts
Deputy Assistant Secretary
Developmental Disabilities Administration

Date: January 1, 2020