

Chapter 16 | Safety Plan

Introduction

In some cases, Consumers exhibit behavior that indicate the need for a monitored plan of care. These behaviors include but are not limited to a documented history of engaging in sexual aggression, sexual battery or otherwise engaged in nonconsensual sexual behavior with another individual, with or without police involvement, that addresses their unique needs and creates safe environments for everyone and facilitates successful community living. In these instances, a Safety Plan developed by the Waiver Support Coordinator (WSC), with consultation from the authorized behavior analysis (BA) provider or Area Behavior Analyst (ABA), when needed. These plans are integrated into the Support Plan and implemented where the consumer resides. The following Chapter outlines how the Safety Plan should be documented within iConnect.

Sexual Misconduct Process

1. The process begins when a Consumer has been identified to have Sexually Aggressive Behaviors. The individual's Sexually Aggressive behavior could be identified via various methods including but not limited to, transition summary report, incident report, police report, court order, responses on a Behavioral Assessment, etc.
2. The Sending provider / Behavior Analysis provider / Area Behavior Analyst will document behavior via the Sexual Misconduct Characteristics Form. To begin, log into iConnect and set Role = Service Provider. Click **Go**.

The screenshot shows the iConnect user interface. At the top, there is a navigation bar with the iConnect logo on the left, a welcome message "Welcome, Jacqueline Tierney" and the date "4/26/2018 3:46 PM" in the center, and a "My Dashboard" link and "Sign Out" button on the right. On the far right of the navigation bar, there is a "Role" dropdown menu currently set to "Service Provider" and a "GO" button. A blue arrow points to this "GO" button. Below the navigation bar is a "Quick Search" section. It contains a search input field, a "Consumers" dropdown menu, a "Last Name" dropdown menu, and a "GO" button. There is also a "Participating" checkbox. To the right of the search fields is a link for "ADVANCED SEARCH".

3. Navigate to the consumer's record and click **Forms > Add Form**. Set Please Select Type = Sexual Misconduct Characteristics Form.

File Add Forms Ticklers

Add Forms Print

ch

Consumers Last Name GO ADVANCED SEARCH

Participating

MY DASHBOARD CONSUMERS PROVIDERS INCIDENTS CLAIMS SCHEDULER

Smith, Marianne (10043)

Diagnosis Medications Auths Provider Documentation Contacts

Demographics Notes Forms Appointments Plans

Filters

Form +

Search Reset

6 Forms record(s) returned - now viewing 1 through 6

Form	Review	Review Date	Worker	Division	Status
Person Centered Support Plan	Initial	04/17/2018	Buck, Jennifer	APD	Draft
Central Admissions Cover Sheet	Initial	04/05/2018	Admission, ICF	APD	Complete

4. In the Form, update all relevant fields. In the Header, update the following fields:
 - a. Review = Initial
 - b. Division = APD
 - c. Status = Complete

5. When finished, click **File > Save and Close Forms**

opd iConnect

Marianne Smith 4/26/2018 3:57 PM Forms

File

Please Select Type: Sexually Maladaptive Behavior

Consumer Forms

Review * Initial Worker * Tierney, Jacqueline Clear Details

Review Date * 04/26/2018 Status * Complete

Division * APD Program [dropdown]

Approved By Tierney, Jacqueline Approved Date 04/26/2018

ATTACHMENT GG

Sexual Misconduct Characteristics

Name of Consumer (Last): Smith

Name of Consumer (First): Marianne

Name of Consumer (Middle): M

6. Upon saving the Sexual Misconduct Characteristics Form with Status = Complete, a Workflow Wizard will trigger the following Tickler to the WSC:
 - a. Initiate Safety Plan, *Assigned to WSC*, Due Immediately
7. To complete the Tickler, the assigned Waiver Support Coordinator (WSC) will log into iConnect and set Role = WSC/CDC. Click **Go**.

File

Quick Search: Consumers Last Name

Participating

MY DASHBOARD CONSUMERS PROVIDERS INCIDENTS CLAIMS SCHEDULER

8. On the **My Dashboard**, the WSC will find the Consumers Section and scroll down to the Ticklers Panel. Click on **Ticklers Due** to access the Tickler Queue:

Alert Notes >

Unread Alert Notes 0

Ticklers >

Ticklers 11

Plans >

Approved 1

Pending 1

a. Use the multi variable search to narrow down the results in the Tickler Queue. Click **Search**.

File

Filters

Status Equal To New AND

Last Name Equal To smith AND

iConnect ID +

Apply Alert Days Before Due

1 Ticklers record(s) returned - now viewing 1 through 1

Consumer Name	iConnect ID	Tickler Name	Date Created	Date Due	Date Completed	Status	Assigned To
Smith, Marianne	10043	Initiate Safety Plan	05/01/2018	05/01/2018		New	Reed, Monica

<< First < Previous Retrieve 15 Records at a time Next > Last >>



Tip

*When searching for a future Tickler, remember to clear the check box next to **Apply Alert Days Before Due** prior to clicking **Search**.*

9. In the search results, the WSC will click to open the Tickler called Initiate Safety Plan.

10. Upon doing so, the consumer's Forms List View Grid will open.

11. Click to open the Person-Centered Support Plan and complete all fields in the section called Safety Plan. Set Status = Draft.

The screenshot shows the 'Person Centered Support Plan' form in the iConnect system. The form is divided into two main sections. The top section, 'Consumer Forms', contains several fields: 'Review' (Initial), 'Review Date' (04/17/2018), 'Division' (APD), 'Worker' (Buck, Jennifer), 'Status' (Draft), and 'Program' (APD Waiver). A blue arrow points to the 'Worker' field. The bottom section, 'PERSON CENTERED SUPPORT PLAN', includes a 'My Waiver Support Coordinator' section with 'WSC Name' (Buck, Jennifer) and 'WSC Agency Name' (Agency 1).

12. When finished, click **File > Save Forms** and **File > Ticklers**.

13. After completing the Safety Plan, if the WSC feels a consult with the assigned BA provider or ABA is warranted, the WSC should notify the BA provider or ABA via a note. Consults are optional and not required.


Note: WSCs should only request a consult from the ABA if the consumer does not have behavioral services. If there is a treating BA provider, that is who they should ask to complete the consult.

14. To do so, the WSC navigates to the consumer's record and click **Notes > File > Add Note**.

15. In the new Note record, update the following fields:

- a. Division = APD
- b. Note Type = Safety Plan
- c. Note Subtype = Consult Requested OR Completed
- d. Note = Document rationale for consultation on the Safety Plan
- e. Status = Pending OR Complete
- f. If a Consult is requested, route the Note to the BA provider, or the ABA when appropriate, by clicking the **Ellipsis** button (. . .) next to Add Note Recipient. In the pop-up window, type in the Worker's Last Name and click **Search**. In the Search results, click on the matching Worker Name to route the note to that recipient.

16. When finished, click **File > Save and Close Notes**


Marianne Smith | **Notes**
5/1/2018 3:30 PM

File Tools

Notes Details

Division *

Note By *

Note Date *

Program/Provider

Note Type *

Note Sub-Type


Description

Note

Status *

Date Completed

17. To access Notes requesting a Safety Plan Consult, the BA provider or ABA will log into iConnect and set Role = Service Provider OR Clinical Workstream Worker, respectively.


Welcome, Approved Professional | **My Dashboard** | Sign Out
5/1/2018 3:40 PM

Role

File

Quick Search

Participating [ADVANCED SEARCH](#)

MY DASHBOARD
CONSUMERS
PROVIDERS
INCIDENTS
CLAIMS
SCHEDULER

18. On the **My Dashboard**, the BA provider or ABA will identify the Consumer panel and scroll down to the Notes section. Click on the **Pending** link to open a queue of Pending Notes

Notes	
Complete	4
Draft	1
I'm Interested	1
Pending	1

Alert Notes	
Unread Alert Notes	0

Ticklers	
Ticklers	52

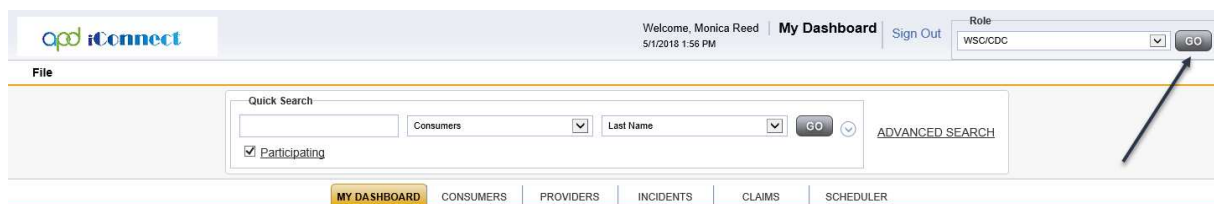
19. In the Pending Notes queue, open the Note record with Note Type = Safety Plan and Note Subtype = Consult Requested.

20. Review the contents of the Note record and update it with feedback. Update the following fields:

- Note Subtype = Consult Requested
- Route the Note to the assigned WSC by clicking the **Ellipsis** button (. . .) next to Add Note Recipient. In the pop-up window, type in the Worker's Last Name and click **Search**. In the Search results, click on the matching Worker Name to route the note to that recipient.
- Attach any supporting documentation

21. When finished, click **File > Save and Close Notes**.

22. The WSC will monitor the **My Dashboard** for the Behavioral Provider or the ABA's response to the Consult Requested Note record. To do so, log into iConnect and set Role = WSC/CDC. Click **Go**.



23. On the **My Dashboard**, the WSC will identify the Consumer panel and scroll down to the Notes section. Click on the **Pending** link to open a queue of Pending Notes

Notes	
Complete	4
Draft	1
I'm Interested	1
Pending	1

Alert Notes	
Unread Alert Notes	0

Ticklers	
Ticklers	52

24. In the Pending Notes queue, open the Note record with Note Type = Safety Plan and Note Subtype = Consult Requested.

25. Review the contents of the Note record and take any necessary action as specified by the BA provider or the ABA.

26. When finished, click **File > Save and Close Notes**.