

# WOODWARD RESOURCE CENTER POLICY MANUAL

<b>Section: CLIENT LIVING, TRAINING AND SERVICES</b>	<b>Policy #: 4.13</b>
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<b>Subject: TIME OUT</b>	<b>Date: 1/20/00</b> <b>Revised: 7/6/04</b>
	<b>Transmit #: 40</b>
<b>Relates to Statute/DHS Policy:</b>	
<b>Relates to ICF/MR Standard:</b> 483.420; 483.440; 483.450	

## 1.0 POLICY

Time out may be used at Woodward Resource Center (WRC) to protect other individuals or to change a person's behavior when other positive programming efforts or less restrictive methods have failed. These measures must be used as set forth in the procedures that follow. Persons who use these measures improperly may be subject to disciplinary action.

## 2.0 PURPOSE

Good program management principles and ICF/MR regulations require controlling the use of restrictive procedures. This policy is directed toward maximizing the growth and development of the individual while assuring the appropriate protections. The purpose of this policy is to ensure the appropriate use and control of time out procedures.

## 3.0 PROCEDURES

- 3.1 The following procedures deal with each type of time out. Definitions and guidance for use are specified. These procedures shall not be used excessively, as punishment, for the convenience of the staff, as a substitute for activities or treatment, or in quantities that interfere with a client's habilitation program. Time out procedures cannot be used on an emergency basis. They must always be used as part of an Individual Program Plan (IPP) with Interdisciplinary Team (IDT) approval, peer review and informed consent. Exclusionary time out also requires Human Rights Committee (HRC) approval. For any use of procedures requiring consent, follow the Informed Consent Policy.
- 3.2 The door to the TO room can only be held shut by staff or by a mechanism requiring constant physical pressure from a staff member to keep the mechanism engaged.
- 3.3 Seclusion is prohibited. Seclusion is placing a person in a room from which egress is prevented by a key lock or latch lock for any reason.

## 4.0 TYPES OF TIME OUT

- 4.1 **EXCLUSIONARY TIME-OUT** is to remove an individual from an environment in which he/she receives scheduled reinforcement as the result of a systematic behavioral program. This removal is defined as placement alone in an approved time out room where the individual is under continuous observation for a maximum of [1] hour during which exiting is blocked. The program must state the amount of time the individual will be in time out and must state a clear definition of when the individual will be released (calm needs to be clearly defined).  
Example: The individual displays an act of aggression which functional analysis has shown to function as attention seeking in nature. The person is removed away from others and placed in a time out room for a specified amount of time.

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4.2 GROUP EXCLUSION is defined as a form of time out in which an individual is turned away from a reinforcing environment and does not have the ability to reorient to the reinforcing environment without assistance.

Examples include locking the brakes on a wheelchair for an individual who cannot unlock brakes independently, or placing a person into a beanbag chair who does not have the ability to stand up and get out of the chair. Maximum time limit must be stated in the program (not to exceed one [1] hour).

Example: An individual in a wheelchair screams and yells in order to gain attention. He is then turned away from the group in his wheelchair and his wheelchair wheels are locked for a specified period of time.

4.3 NON-EXCLUSIONARY TIME OUT is defined as a procedure designed to improve an individual's behavior by removing the opportunity for positive reinforcement when a behavior is undesirable.

4.4 NON-EXCLUSIONARY TIME OUT TO A SPECIFIC LOCATION (not a time out room) is defined as directing an individual to a designated area for a specified period of time, however the individual may leave whenever they want. They could be redirected back if they are still exhibiting the behavior (cannot use physical prompting).

Example: An individual screams and yells and then is directed to go to his room. He may leave if he wishes, but if he continues to scream and yell, he is verbally redirected back to his room.

**5.0 AUTHORIZATION PROCEDURES**

5.1 Programmatic Authorization

5.1.1 Time out procedures cannot be used on an emergency basis. They must always be used as part of an Individual Program Plan (IPP) with Interdisciplinary Team (IDT) approval, peer review and informed consent. Exclusionary time out also requires Human Rights Committee (HRC) approval.

5.1.2 Each program plan employing time out shall be written according to the approved behavior development program format.

5.1.3 Exclusionary time out and group exclusion shall be applied for not more than 60 minutes or the lesser maximum specified in the program.

5.1.4 Any extension request for exclusionary time out or group exclusion beyond the maximum time specified in the program must be authorized by the Treatment Program Manager (TPM) or Treatment Program Administrator (TPA). Total time must not exceed 60 minutes. Contact the Administrative Officer of the Day (AOD) if the request occurs between 4:30 p.m. and 8:00 a.m. (Monday-Friday) or Saturday, Sunday, holidays, if the aforementioned cannot be reached.

All cases where the authorization is given by telephone, the authorizing person will sign the authorization at the soonest possible opportunity.

5.1.5 At the time of authorization, a complete white progress note will be made documenting the following:

5.1.5.1 date and time of order;

- 5.1.5.2 specific reason for exclusionary time out or group exclusion;
  - 5.1.5.3 review of the results of less restrictive measures that have been tried or considered;
  - 5.1.5.4 form of exclusionary time out or group exclusion;
  - 5.1.5.5 time limit for exclusionary time out or group exclusion;
  - 5.1.5.6 conditions for release;
  - 5.1.5.7 reapplication within original authorization; and
  - 5.1.5.8 name and title of person issuing the authorization.
- 5.1.6 Original authorizations for time extension of exclusionary time out or group exclusion must follow the procedures listed in 5.1.4 and 5.1.5 above. When it becomes necessary to reauthorize time extension of exclusionary time out or group exclusion after the stated time limit in the behavior program, not to exceed total time of 1 hour, the full authorization does not have to be rewritten if it meets these three criteria:
- 5.1.6.1 there is no change in any of the following: Specific reason for exclusionary time out or group exclusion, time limit of exclusionary time out or group exclusion, conditions for release or name and title of person issuing the authorization;
  - 5.1.6.2 the authorization must be on the same white progress note sheet on which the original authorization is written in full. When it becomes necessary to start a new progress note sheet, the authorization must be written in full the first time;
  - 5.1.6.3 the authorization of a exclusionary time out or group exclusion must indicate that person's condition has been reviewed and that the exclusionary time out or group exclusion authorization (referred to by date and time) has been authorized exactly as stated. The authorization may be written as follows: "Review of (person's name) condition required a repeat of exclusionary time out or group exclusion authorization at (time and date)."
- 5.1.7 Each instance of time out will be recorded immediately on the Restrictive Procedures Flow Sheet. Instances of time out occurring at locations other than the house are to be immediately recorded on one-third Restrictive Procedures Flow Sheet. These off-living unit Restrictive Procedures Flow Sheets are to be sent to the house the same day of occurrence to be entered to the Restrictive Procedures Flow Sheet in the person's Individual Program Plan (IPR).
- 5.1.8 Direct constant visual supervision is required when a person is placed in exclusionary time out.
- 5.1.9 Type of monitoring needed when group exclusion is used shall be specified in the program.

**6.0 ORDERING, CONSTRUCTION AND MODIFICATIONS**

6.1 Time Out Rooms

- 6.2.1 A list will be maintained by the Director of Program Services of each approved time out room and its location.

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- 6.2.2 Each new (not appearing on the approved list) or modification to a time out room will have to go through the following procedures:
  - 6.2.2.1 the request will be in written form containing the following:
    - 6.2.2.1.1 location of the time-out room; and
    - 6.2.2.1.2 copy of the current/proposed program using the time-out room or justification for the use of time-out room including results of prior programs
  - 6.2.2.2 the written request shall be sent to the Director of Program Services, then to the HRC Chairman or their designee(s), for approvals and signatures;
  - 6.2.2.3 if approved, the signed request will be returned to the requester who will then order the new/modified time-out room by sending a copy of the signed request to the appropriate department; and
  - 6.2.2.4 the new/modified time-out room shall be constructed to be in conformance with the time-out room guidelines.
- 6.2.3 Approval procedure to use a new/modified time-out room:
  - 6.2.3.1 after the new/modified time-out room is completed, the Director of Program Services will inspect the time-out room to check conformance with the time-out room guidelines; and
  - 6.2.3.2 if approved, the requester will be so informed and the new/modified time-out room will be added to the approved list with the date it was approved.
- 6.2.4 An approved time-out room must not have key locks or latch locks and must be constructed in a way that permits continuous observation.

APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_  
Michael J. Davis, Ph.D., Superintendent