



Guidelines for the submission of Aversive Behavior Support Plans and Data

All Behavior Support Plans (BSP) that include aversive procedures are required to be submitted to the Multi-purpose Committee for review and must comply with the following guidelines.

Questions regarding the review process may be directed to:

- Meryl A. Orlando, Ph.D., committee chair
(330) 296-3700 / morlando@summit-psychological.com
- Debbie Ziccardi, LISW, committee member
(330) 634-8644 / dziccardi@summitdd.org
- Chad Sproul, SSA Manager, committee member
(330) 634-8654 / csproul@summitdd.org

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1. All plans for review must be submitted at least four weeks prior to the projected implementation date.
 2. All plans are to be submitted using the behavior support plan portal. The Multi-purpose Committee Review Sheet must be included with the plan.
 3. Plans should be identified when submitted as: Initial, Annual, Revised or Required Additional Information.
 4. Plans that are *approved* by the Multi-purpose Committee will be returned to the plan author/agency and SSA via the portal. The original Behavior Support Plan Review Form will be maintained at Summit DD.
 5. Plans that require additional information that are *not approved* by the Multi-purpose committee will be returned to the plan author/agency with a copy of the “Behavior Support Plan Review Form” indicating the unmet criteria required for plan approval.
 6. Monthly data for all aversive plans must be submitted on a monthly basis through the portal.
 7. Provider must submit “Use of Floor Restraint/Time-Out Procedures” form monthly for each application of time-out or floor restraint via the portal.