

BASIS Behavior Documentation Guidelines for Shawnee County CDDO

The purpose for submitting behavior documentation in this manner is to provide consistency throughout the Shawnee County CDDO area. This will ensure that each individual target behavior is tracked in the same manner and counted the same.

Please note: It is not appropriate to average behavior data for the purpose of tracking behaviors, as per SRS/HCP guidelines.

1. Only one behavioral occurrence will be counted per day for each behavior category, as outlined in the BASIS manual. To record that a specific behavior has occurred the following criteria must be met:

- Behaviors are beyond socially acceptable.
- Behaviors have a risk involved.
- Behaviors must be observed.
- Behaviors must present a health or safety issue.
- Behaviors require staff support. Examples - (Verbal cues or physical intervention)

2. Providers are required to submit behavior data summary forms for any paid service. (i.e.: Day, Residential, In-Home Support and Self Determination)

3. Providers are encouraged to utilize the CDDO data summary forms which track each behavior for a 12-month period or create their own form to track frequency of behaviors.

*Additional behavior documentation may be requested at the discretion of the Screener.

Behavior Data Summary Form Instructions:

1. Complete the top section with applicable information.
2. If a behavior occurs that meets the above criteria, place **one** hash mark in the corresponding day's box.
3. The data summary sheets require that staff sign off indicating that they are providing accurate data.
4. Completed behavior data summary forms will be reviewed at the assessment and distributed to the BASIS Screener for the CDDO file.