

Bergen County Special Services

Adult Services Program Policy

Title: Suspension Process

The Board of Education recognizes the need for suspension procedures for individuals with intellectual disabilities exhibiting behaviors that may require medical/psychiatric/behavioral intervention well beyond the scope of services offered by BCSS Adult Programs. The Board of Education recognizes that such behaviors may pose a safety concern for the individual receiving services, other program participants and BCSS staff. If it is determined a safety concern exists, BCSS may temporarily suspend services or move towards discharge planning.

Definition

For the purpose of this policy, “individuals with intellectual disabilities” will be interchangeable with individual and individual being served or receiving services.

“Professionals” will refer to individuals employed with local and state agencies and Support Coordination Agencies.

Suspension Process

The Coordinator of Adult Services, his/her designee, Clinical Specialist, Manager and Nurse may determine that an individual receiving services should be suspended. Reasons for suspension are as follows:

1. Demonstration of dangerous behavior posing a safety concern/risk to the individual, program participants and/or BCSS staff.
2. An increase of dangerous and/or aggressive behavior.
3. Emergence or re-emergence of psychiatric symptoms which may require services/treatment beyond the capabilities of the BCSS Adult Program.
4. Medical conditions which may pose a safety hazard to the individual, program participants and/or BCSS staff.
5. Significant change and/or increase in the supports a particular individual requires that cannot be safely met within the parameters and resources of the BCSS Adult Program.
6. Repeated violations of safety procedures.
7. Inability to safely and independently ride BCSS vehicles to and from the program and during the day for a variety of trips and activities. Traveling safely on BCSS vehicles requires any individual to do the following:
 - a. Remain seated when the bus is moving.
 - b. Use seatbelt and keep seat belt fastened when in transit.
 - c. Follow the directions of the driver.

- d. Safely follow evacuation directions.
- e. Refrain from elopement.
- f. Refrain from opening backdoor.
- g. Refrain from excessive vocalizations/screaming/yelling that may pose a threat by distracting the driver and/or upsetting fellow passengers.
- h. Refrain from banging seats or window.
- i. Refrain from physical aggression toward fellow passengers or driver.

- 8. Lack of approved ISP.
- 9. Lack of approved units in Service Detail Report.
- 10. Lack of Medicaid Eligibility.

BCSS personnel will explain reason, length and criteria for return to individual, legal guardian(s), parent(s), family members and Support Coordinator. Criteria for return may involve medical clearance, psychiatric clearance, supports to use while on the bus, behavioral supports/intervention.

Any communication or notification related to the reason for suspension shall be maintained in the file of the individual receiving services.

Every effort will be made to transition the individual back to full services provided no safety concerns exist.

Appeal Process

If the individual receiving services and their legal guardian(s) are in disagreement with the decision to suspend services, they may appeal in writing to the Coordinator of Adult Services or his/her designee. Upon receipt of written appeal, the Coordinator of Adult Services or his/her designee will contact the individual and guardian to convey decision.

If the individual and legal guardian(s) are not in agreement with the stated decision, they may appeal to the Director of Instruction within 5 days of the Coordinator or designee's decision.

If the individual and/or legal guardian(s) choose not to comply with the stated criteria for return, the case will be considered a voluntary discharge.

Suspension Policy Notification

Any individual requesting services and legal guardian(s) will be informed of suspension process at the time of intake and admissions process.