

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Behavior Management Isolation</b>		<b>Policy Number:</b> <b>10</b>	
<b>Number of Pages:</b> <b>5</b>		<b>Section:</b> <b>VII</b>	
<b>Attachments</b>		<b>Related Standards &amp; References</b>	
VII.10.A Behavior Management Extension Form VII.10.B Behavior Management Isolation Log Form VII.10.C Observation Documentation Form			
<b>Effective Date: 01/13/2009</b>		<b>Approved:</b>	
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**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, that Behavior Management Isolation (BMI) shall only be utilized for the following purposes: To separate youth who are out-of-control from the general population; correct undesirable behavior, restore order and achieve compliance with facility rules and expectations. Behavior Management Isolation shall cease as soon as the youth regains self control and can safely return to regular activity.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

**Behavior Management Isolation (BMI)** – A “cooling off” period for youth; where placement of youth in a room either locked or unlocked for the purposes of controlling out-of-control behavior, restoring order, correcting undesirable behavior and to achieve compliance with behavioral rules and expectations.

**Qualified Mental Health Professional (QMHP)** - Mental health care provider licensed and sufficiently trained to provide the necessary mental health program services.

**II. PROCEDURE**

A. A youth may be placed in BMI when circumstances warrant removing the youth from the general population; when a youth’s behavior threatens imminent harm to others, or a youth is extremely disruptive. A youth’s stay in BMI shall last only until the youth has regained self-control and can be safely returned to the general population. If the youth is an imminent danger to him/herself said youth should be placed on safety alert (see Policy XIII.12 Suicide Prevention).

1. BMI is meant to serve only as a "cooling off" period and the length of time in BMI should be based solely on the time required for the youth to regain his/her control of their behavior.

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2. When warranted, a Juvenile Care Worker (JCW) may place a youth in BMI and must immediately notify the JCW Supervisor. The following information must be entered into the Unit Log Book;
  - a. Name of the youth in BMI
  - b. Date/Time of the initial BMI
  - c. Name of the staff isolating the youth
  - d. Specific description of the behavior(s) necessitating the BMI
3. The JCW Supervisor shall be notified when ever a student if placed in BMI. The JCW Supervisor must discuss the incident with the youth and staff to determine whether BMI is necessary. If approved, the Supervisor must sign the BMI log and the JCW will add the name of the JCW Supervisor to the entry in the unit log book. If the JCW Supervisor does not believe that BMI is warranted, the youth must be released from the room and the name of the JCW Supervisor releasing the youth will be documented in the unit log book.
4. Use of force shall be a last resort and only the minimum force necessary shall be used to place the youth in the room (see policy VII.1- Use of Force).
5. When youth are placed in BMI in excess of eight (8) hours or when the JCW Supervisor feels that the student's behavior needs to be reviewed by the Disciplinary Hearing Officer an Incident Report shall be completed. (see Policy VII.2: Incident Reporting).
6. When youth has been in BMI for two (2) hours, the JCW Supervisor must be notified. The Supervisor must evaluate the youth and the situation to determine whether continued time in BMI is necessary or whether the youth can safely be returned to the general population. If the JCW Supervisor decides that the student should remain in BMI the JCW Supervisor must complete a Behavior Management Extension Form VII.10.A.
  - a. On the form, the JCW Supervisor must indicate the time the youth was evaluated, and provide a specific and detailed account of what the youth said or how he/she is currently behaving that appears to warrant additional time in BMI.
  - b. This form is placed in the unit BMI logbook and a copy is also placed in the youth's master file. This process must be repeated EVERY TWO (2) HOURS until the Supervisor determines that the youth can safely released to the general population.
7. The following services are continued, when applicable, while the youth is in BMI; regular meals, clothing, sleep, health and mental health care services, school; all youth shall have reasonable access to drinking water, hygiene items, and services.

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8. The following services are delayed while the youth is in BMI; recreation services, correspondence, phone calls/ visitation with parents, guardian. These services shall recommence as soon as BMI is discontinued.
- B. Every effort shall be made to avoid the placement of youth BMI. Preventive actions shall be documented in the unit log book. Prior to using BMI, staff shall first utilize less restrictive techniques:
    1. Verbal Intervention – Including talking with youth to de-escalate the situation.
    2. Explanation - Prior to any use of BMI staff shall explain to the youth the reasons for the isolation/confinement and that s/he will be released from BMI upon regaining control.
  - C. Staff shall ensure that all rooms are properly ventilated, free from objects that may cause harm, and are at an appropriate temperature. All youth must place their shoes outside of the room and the room will be searched for contraband (if feasible) prior to placement in BMI.
  - D. BMI may take place in any housing unit in the facility. However, the use of such placement must be appropriate and consistent with the protocol outlined in this policy. All instances of BMI shall be properly documented in the Unit Logbook and BMI Log Book maintained on each housing unit.
    1. Upon review of the situation, the JCW Supervisors must ensure that the youth knows why s/he is being isolated and should be sure to communicate to the youth that the length of time s/he will spend in BMI is directly related to the his/her regaining control of their behavior.
    2. The youth and the room that will be used for the BMI should be searched before the youth is confined.
    3. Only one (1) youth may be placed in a particular room at a time. Two (2) youth shall never be isolated in the same room at the same time.
    4. The Unit Log must reflect review and approval from the JCW Supervisor every two (2) hours; as well as justifications for extended BMI. The Behavior Management Isolation Extension Form must be completed at the first two (2) hour mark as well as every two (2) hours until BMI is discontinued.
    5. Documentation in the Unit log as well as on the BMI /DPI Observation Documentation Form should include the reason the youth is placed in his/her room, the time the youth is placed in confinement, and the time the youth is released from confinement.
    6. As soon as the youth has regained self-control and the youth's behavior no longer poses a serious threat to the safety of the youth, others or serious destruction of property, the youth shall be removed from BMI.

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- E. Routine observations shall be conducted in an attempt to monitor the youth's behavior, and identify when the youth is in control of their behavior, as well as make sure that the youth is safe.
1. During the time a youth is in BMI, staff shall conduct visual checks and speak directly with youth at staggered intervals at least six (6) times an hour and not longer than every ten (10) minutes.
  2. These checks shall be documented on the BMI/DPI Observation Documentation Sheet Form VII.10.C, which shall be clearly posted on the room door, near the window for the duration of his/her placement in BMI; this is to ensure a clear view of youth.
  3. Staff shall initial and document the actual time of the observation on the BMI/DPI Observation Documentation Sheet, Form VII.10.C.
  4. After BMI is discontinued all VII.10.C BMI/DPI Observation Documentation Forms are then placed in the BMI log book
  5. BMI exceeding two (2) hours, the JCW Supervisor shall review and initial the BMI/DPI Observation Documentation Sheet Form VII.10.C posted on the door, every two (2) hours that a youth is held in BMI.
  6. If the JCW Supervisor feels that the youth needs more time to regain his/her composure a BMI extension form shall be completed and placed in the BMI log book. The extension form will be completed by the JCW Supervisor every two (2) hours.
  7. The JCW Supervisor shall reevaluate the youth and document every two (2) hours until it is felt that the youth is ready to return to regular activities.
  8. If a youth in BMI is exhibiting unusual behavior, becomes unresponsive to questions or directions, the JCW shall inform the JCW Supervisor who shall notify the on-call QMHP for emergency evaluation or suicide prevention as indicated.
- F. Sleeping hours
1. If at the regularly scheduled bedtime the youth complies and is observed to be asleep, the JCW Supervisor shall be notified to come and evaluate the youth and remove him/her from BMI.
  2. If the youth does not go to sleep the BMI protocol will continue throughout the night when appropriate.
  3. If the youth awakens and becomes uncontrollable the JCW Supervisor shall be immediately notified and shall promptly evaluate the youth to start a new BMI.

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G. Documentation:

1. The following information shall be documented and highlighted in the Unit Logbook;
  - a. Name of the youth in BMI,
  - b. Date/Time of the initial BMI,
  - c. Name of the staff placing the youth in BMI,
  - d. Specific description of the behavior(s) necessitating the BMI,
  - e. Name of the JCW Supervisor approving the placement of youth in BMI,
  - f. Date/Time the youth was taken off BMI,
  - g. Name of the JCW Supervisor approving the removal of youth from BMI.
  
2. The following information shall be documented in the BMI Log:
  - a. Name of the youth,
  - b. Reason for BMI,
  - c. Date placed in BMI,
  - d. Time placed in BMI,
  - e. Name of staff placing youth in BMI,
  - f. Date youth removed from BMI,
  - g. Time youth removed from BMI,
  - i. JCW Supervisor signature approving placement in BMI,
  - j. JCW Supervisor signature approving removal from BMI.