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|  TARGET BEHAVIOR DOCUMENTATION GUIDELINES  | NO.  |
| PROCEDURE:* Behaviors that are in the process of being tracked / recorded on individual resident's target behavior sheets originate from staff observations, along with supporting documentation from the clinical record. Such documentation is generally included in the Nursing, Social Services and/or Recreational Therapy notes. If a new behavior is observed, it can be added to the appropriate target behavior sheet so that baseline data may be established. Interdisciplinary treatment team review of such tracking and trending will determine whether or not and/or to what extent each targeted behavior is addressed on an individual's care plan.
* Both quantitative data (i.e. frequency of behavior; occurrences of behaviors per shift) and qualitative data (information including antecedents, environmental factors, effectiveness of interventions, etc.) are key to optimizing the use of the target behavior sheets in treatment planning.
* Staff are responsible for recording their target behavior observations as appropriate, and are encouraged to make a narrative note in their respective section of the clinical record, especially if certain antecedents, environmental factors, and/or specific interventions are particularly noteworthy. It is imperative that quantity / frequency is reasonably established…an isolated behavior problem that occurs once or twice is less likely to be included on a target behavior sheet, unless it is serious/ severe.
* The Social Services staff is responsible for tallying the hash marks on individual target behavior sheets, as well as reviewing corresponding narrative documentation in the clinical record to formulate a clear picture of resident behaviors in order to assist in care planning / treatment planning / psychotropic drug review.
* The following procedures should be observed for target behavior tracking:
	1. One hash mark= number of times the behavior occurred. For example, if "Striking out at staff" is the target behavior being tracked, and the resident strikes out at staff three times on the day shift, three hash marks should be placed in the box designated for the 6-2 shift for that day.
	2. 0= occurred zero times during that particular shift on that particular day.
	3. N/A = Not applicable. For example, if "slept through the night" is a behavior being tracked, N/A would be the appropriate code for the day and p.m. shifts.
	4. Generally, shifts should have one of the above notations marked in the appropriate box daily.
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| Approved: | EffectiveDate: | RevisionDate: 3/17 | Change No.: | Page: 1 of 1 |