



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

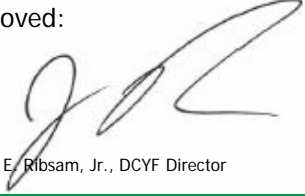
### 2083.3 DOCUMENTATION AND RSA 126-U NOTIFICATION

Policy Directive: **20-34**

Approved:

Effective Date: **November 2020**

Implements Policy: [2083](#)

  
Joseph E. Ribsam, Jr., DCYF Director

This SOP defines how to document restrictive interventions at SYSC and the RSA 126-U reporting process.

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. When a restrictive intervention is employed (with the exception of secure transport), the staff member (having been involved in the incident) designated by the Supervisor On-Duty completes the following reports in YouthCenter before the end of their shift:
  - A. Form 2085 Moderate Incident Report or Form 2086 Major Incident Report; and
  - B. Form 2082 Restrictive Intervention Report.
- II. When completing the Form 2082, the designee completes all applicable fields with as much detail as possible. This must include a description of:
  - A. The events leading up to, during, and immediately following the restrictive intervention;
  - B. The de-escalation techniques used by each staff member to avoid the need for restrictive intervention or the justification for not using less restrictive measures first; and
  - C. The restrictive intervention utilized, the names of all staff involved in the intervention, and the details of the intervention (including the position of the youth and what part(s) of the youth's body staff maintained control of in instances of a physical restraint).
- III. Other staff members participating in or witnessing the restrictive intervention shall independently complete a SYSC Staff Witness Report (Form 2088) by the end of their shift.
- IV. The Supervisor On-Duty will:

- A. Ensure that the appropriate Moderate or Major Incident Report (Form 2085/2086) and the Restrictive Intervention Report (Form 2082) are completed before the end of that shift;
  - B. Review the reports for completeness; and
  - C. Follow-up on any incomplete information.
- V. The Clinician is responsible for documenting the clinical assessment (as applicable) in the youth's specific Case Notes on YouthCenter.
- VI. The Nurse who assessed the youth is responsible for documenting their assessment and findings in the Medical Assessment Form.
- A. The Supervisor On-Duty will follow-up with the Nurse to ensure a completed Medical Assessment Form has been entered into YouthCenter that includes a description of any injuries sustained and any medical care administered to the youth, employees, or others before, during, or after the incident.
- VII. The Supervisor On-Duty will ensure verbal notice of any physical intervention is provided to the youth's parents/guardians, and guardian ad litem if assigned, within 24 hours.
- A. This notification is documented on the Restrictive Intervention Report (Form 2082), the SYSC Shift Summary Report (Form 2371), and in the Communication Log.
- VIII. The Supervisor On-Duty will ensure notification (through the approval of Form 2082 Restrictive Intervention Report) via the "Other Forms" tab in YouthCenter. This will notify:
- A. SYSC Administration;
  - B. The Quality Assurance Specialist (or designee);
  - C. SYSC Supervisors and Unit Managers;
  - D. The Office of the Child Advocate (OCA);
  - E. All Residential Staff
  - F. The Medical Department;
  - G. The Clinical Department;
  - H. The SYSC Education Department; and
  - I. The youth's assigned Juvenile Probation and Parole Officer (JPPO).

1. If Child Protective Services (CPS) has an open case with the youth, the Supervisor On-Duty will advise the Child Protective Service Worker (CPSW) via email or telephone call.
- IX. The Quality Assurance Specialist (or designee) will review the Restrictive Intervention Report, the Moderate or Major Incident Report (Form 2085/2086), and all other available information, including footage of the restrictive intervention if available, within 5 days of the incident to ensure completeness and determine if the incident is reportable under RSA 126-U.
- A. The Quality Assurance Specialist will notify the reporting Staff, their direct Supervisor, and Administration of the time-sensitive need for any changes/additional information.
- X. For any incidents that are reportable under RSA 126-U, the Quality Assurance Specialist (or designee) will:
- A. Print copies of all the relevant reports to create a notification packet, including:
    1. Restrictive Intervention Report (Form 2082);
    2. Moderate or Major Incident Report (Form 2085/2086);
    3. Seclusion Report (Form 2081), as applicable; and
    4. The Medical Assessment Form (from YouthCenter) as applicable;
  - B. Redact all confidential information from the applicable reports; and
  - C. Provide the packet to the SYSC Administrator's designee within the 5-day timeframe for reporting purposes.
- XI. The SYSC Administrator's designee will immediately upon receipt, and within 7 business days of the incident, send by first class mail or electronic transmission, to the youth's parents/guardians and the Guardian Ad Litem if appointed, unless prohibited by court order:
- A. All documents provided by the Quality Assurance Specialist (as outlined directly above); and
  - B. The Notice Pursuant to RSA 126-U – Youth Incident (Form 2083Y), for youth specific incidents; or the Notice Pursuant to RSA 126-U – Unit Seclusion (Form 2083U), for unit-wide implementation of seclusion based on a safety concern.
- XII. Once notification has been sent, the SYSC Administrator's designee will:

- A. Confirm for Administrators and the Quality Assurance Specialist that the notice has been sent by making an entry in YouthCenter;
  - B. Retain a copy of each Restrictive Intervention Report (Form 2082) for review and reporting to DHHS in accordance with RSA 126-U:9; and
  - C. Retain a copy of the applicable Notice Pursuant to RSA 126-U form (2083Y or 2083U) with the receipt or the Certified Letter attached to it.
- XIII. Whenever a mechanical restraint is used during the transport of a youth off the SYSC campus, the Supervisor On-Duty or designee completes Form 2084 Secure Transportation Report to document the justification for the use of the mechanical restraints.
- A. Form 2084 Secure Transportation Report may be treated as the notice of restraint under RSA 126-U:7 and no further notice shall be required.
  - B. The SYSC Administrator's designee shall retain each Form 2084 Secure Transportation Report prepared under this section for review and reporting to DHHS in accordance with RSA 126-U:9.
- XIV. The SYSC Administrator shall report any physical intervention that results in serious injury or death of a youth to the Director of the Division for Children, Youth and Families to receive instruction as to the notification of the parents/guardians and:
- A. The Commissioner of the Department of Health and Human Services;
  - B. The Attorney General's Office;
  - C. The Disabilities Rights Center; and
  - D. The Commissioner of the Department of Education, if the serious injury or death occurred while the youth was attending the SYSC Educational Program.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
<b>2081</b>	<b>Seclusion Report</b>
<b>2082</b>	<b>Restrictive Intervention Report</b>
<b>2083-Y</b>	<b>Notice Pursuant to RSA 126-U – Youth Incident</b>
<b>2083-U</b>	<b>Notice Pursuant to RSA 126-U – Unit Seclusion</b>
<b>2084</b>	<b>Secure Transportation Report</b>
<b>2085</b>	<b>Moderate Incident Report</b>
<b>2086</b>	<b>Major Incident Report</b>
<b>2088</b>	<b>Staff Witness Report</b>
<b>2371</b>	<b>SYSC Shift Summary Report</b>

## Glossary and Document Specific Definitions

A - B   C - D   E - F   G - I   J - L   M - N   O - Q   R - S   T - V   W - Z

## Document Change Log

PD	Modification Made	Approved	Date
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