



<p>Team Name: Rehabilitation Services</p> <p>Team Lead: Regional Director, Rehabilitation Services</p> <p>Approved by: VP - Human Resources</p>	<p>Reference Number: CLI.6310.SG.014</p> <p>Program Area: Rehabilitation Services</p> <p>Policy Section: General</p>
<p>Issue Date: October 29, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Violence Prevention Plan Screening and Individualized Care Plan</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

STANDARD GUIDELINE SUBJECT:

Violence Prevention Plan (VPP) Screening and Individualized Care Plan

PURPOSE:

To provide a standardized approach to the prevention of violence towards Rehabilitation Services employees by implementing screening criteria, screening tool outcome, alert activation and care plan, individualized care plan and alert deactivation for Rehabilitation Service clients prior to implementation of services. This serves as a means to identify potential violence and when reasonable and practical, to identify actions and measures to control the risk.

IMPORTANT POINTS TO CONSIDER:

The Violence Prevention Plan Screening and Individualized Care Plan - Rehabilitation Services Form (CLI.6310.SG.014.FORM.01) includes five components:

1. Screening Criteria
2. Screening Tool Outcome
3. Alert Activation
4. Individualized Care Plan
5. Alert Deactivation

PROCEDURE:

1.0 Screening Criteria

➤ Home Visits – Adult and Children and Youth:

- When booking initial home visit appointments, staff completes Section #1A of the VPP Screening and Individualized Care Plan – Rehabilitation Services Form

- Outpatient Services – Initial visit:
 - At the point of first contact the clerk or clinician completes Section #1A, 1B, and 1C of the VPP Screening and Individualized Care Plan – Rehabilitation Services Form
 - Subsequent Visit with Aggressive Behavior – Outpatient or Home Visit:
 - In follow up visits where aggressive behavior is noted, complete VPP Screening and Individualized Care Plan – Rehabilitation Services Form
- 2.0 Screening Tool Outcome:
- Clinical staff complete screening tool outcome
- 3.0 Alert Activation:
- When an Alert is identified through the screening:
 - The clinician, in consultation with CSM:
 - Sets the alert status and documents same in Section #2 of the Screening Tool Outcome
 - Identifies the actions required to minimize the risk in Section #4 Individualized Care Plan
 - Communicates to staff that an Alert has been set and share the details of the Individualized Care Plan
 - The staff:
 - Inserts the VPP alert symbol in Section #2 Screening Tool Outcome on the VPP Screening and Individualized Care Plan – Rehabilitation Services Form
 - The clerk highlights in purple, the entire row of the patient information in the referral intake log
 - Highlights in purple all upcoming appointments
 - Places VPP alert symbol by client’s name on the client’s chart
- 4.0 Individualized Care Plan:
- The clinician and the client services manager will complete the Individualized Care Plan if alert required in Section #2 of the VPP Screening and Individualized Care Plan – Rehabilitation Services Form. The alert status of a Rehabilitation Services client that is discharged/transferred to another agency will be communicated to the receiving party by sending the most current VPP Screening and Individualized Care Plan – Rehabilitation Services Form and Working Alone Safety Assessment (CLI.6310.SG.015.FORM.01) with the discharge/transfer documents
- 5.0 VPP Alert Deactivation:
- Circumstances change where clients no longer have the potential for violence:
 - Clinician completes Section #1 client Screening on the VPP Screening and Individualized Care Plan– Rehabilitation Services Form
 - If the outcome of the reassessment determines that an alert is not required:
 - Clinician changes the Alert status in Section #2 of the VPP Screening and Individualized Care Plan– Rehabilitation Services Form

- Clinician updates the Individualized Care Plan
- Leave the purple highlighting on the referral intake log
- Clerk removed the purple highlight from all upcoming appointments
- Removes the VPP Alert Sticker from the chart

SUPPORTING DOCUMENTS:

[CLI.6310.SG.014.FORM.01](#) Violence Prevention Plan Screening and Individualized Care Plan–
Rehabilitation Services Form

[CLI.6310.SG.015.FORM.01](#) Working Alone Safety Assessment – Rehabilitation Services