

## FOOTHILLS GATEWAY, INC.

### Comprehensive Life Review

A Comprehensive Life Review (CLR) will be completed when the Interdisciplinary Team (IDT) is considering the use of psychotropic medication(s) (HCBS-DD), Safety Control Procedure(s), and/or restrictive procedure(s). It is also recommended that a CLR be completed when an individual requires supports with challenging behaviors that do not require psychotropic medications, restrictive procedures, or Safety Control Procedures, in order to develop alternate strategies.

Except in the case of an emergency, a CLR will be completed prior to starting the use of a psychotropic medication (HCBS-DD only), Safety Control Procedure, or restrictive procedure.

#### PROCEDURE:

1. The originating agency will identify the need for the CLR and will contact the Case Manager.
  - a. For individuals in SLS – the PASA identifying the need for a CLR will generate the initial document and serve as the originating agency
  - b. For individuals in HCBS-DD waiver – the residential PASA will serve as the originating agency and generate the initial document
2. The originating agency will email or route a rough draft to all members of the IDT for their review and input.
3. Feedback on the rough draft will be completed and returned to the originating agency within two weeks of receipt of the rough draft.
4. The originating agency will make revisions to the CLR and route an updated form to all IDT members within two weeks of giving input to the rough draft.
5. If necessary the Case Manager will set up and facilitate the meeting with the IDT in order to review and finalize the CLR within two weeks of receipt of IDT input on rough draft. The summary page of the CLR will be completed at this time.
6. The originating agency will make available a finalized and signed copy of the CLR to all IDT members.
7. The CLR and cover sheet will be reviewed and updated if necessary at the annual Service Plan Meeting.
8. Any member of the IDT may request an update of the CLR, as needed.

\* The IDT can agree to waive this procedure and complete the CLR together in an IDT meeting.