

Task	Responsible Party	Target Date	Completion Date
Complete loss analysis of adverse behavior-related injuries to identify high-risk operations or tasks and other noticeable trends (e.g., time of day, location(s), etc.).			
Review key components of program with owner/management team: <ul style="list-style-type: none"> • Assessment • Behavior care plans • Staff training • Environment • Expectations for de-escalation • Post-incident review • Criteria for alternative placement (Refer to LC5___ Key Components doc)			
Audit internal training session: <ul style="list-style-type: none"> • What type of training program (e.g., internal, CPI, Handle with Care, etc.)? • Who owns the training component? • Who are the staff trainers, and do they appear competent? • How are we determining and verifying staff competency? • Training frequency- how often, after incident? 			
Meet with key decision makers to: <ul style="list-style-type: none"> • Review findings from program audit and loss analysis. • Determine program enhancements to implement and assign responsible parties. • Establish target dates for completing necessary program changes. 			
Discuss available West Bend resources with policyholder.			
Verify that a periodic review of program ensures all components are in place and meeting the needs of the organization (using AB scorecard).			