

Administrative Separation

2960.0740 Subpart 1. When used, Administrative separation must be used by staff when a resident: A. is engaging in behavior that requires law enforcement to determine whether criminal charges or delinquency proceedings should be brought; B. is participating in gang activity that would threaten the resident, other residents, or facility staff if the resident were not separated; C. according to the vulnerability assessment under part 2960.0070, subpart 5, item A, is vulnerable on the basis of actions or comments and the vulnerability creates a threat to the resident's safety; D. on the basis of actions or comments, creates a threat to another resident's safety and requires a different environment better suited to the resident's needs until staff can create a modified treatment plan; or E. is being chronically disruptive and the disruption: (1) presents an ongoing threat to the safety of the resident, other residents, or facility staff; and (2) cannot be addressed with safety-stabilization period.

NOTIFICATIONS	APPROVAL	REVIEWS AND DOCUMENTATION
2960.0720 Subpart 11 A resident's case manager or treatment team, placing agency, legal guardian, and family must be notified within four hours after each incident of safety-based separation has begun. The notification must be documented.	2960.0740 Subpart 2 A Before a resident may be placed in administrative separation, the facility's chief administrator must approve the placement.	2960.0740 Subpart 2 B Once a resident is placed in Administrative Separation, staff must conduct well-being checks every 30 minutes, including during sleeping hours 2960.0740 Subpart 2 A Staff must document daily why Administrative Separation is necessary and why other behavioral interventions were unavailable or unsuccessful. The documentation must describe: (1) any modifications to the resident's daily programming; and (2) the resident's behavioral problems, including: (a) the circumstances leading to being placed in Administrative Separation; (b) staff safety concerns, including resident assaultive behavior; (c) any mental health concerns; and (d) any victimization concerns.
	2960.0740 Subpart 2 D The Administrative Separation plan must be documented. Staff and the chief administrator must: (1) review the plan daily and modify it as needed; (2) assess a resident's progress toward transitioning out of Administrative Separation; and (3) after reviewing the plan, either transition the resident out of Administrative Separation or approve and document continued placement in administrative separation.	2960.0740 Subpart 2 C Within 12 awake hours of a resident being placed in Administrative Separation, staff must develop an Administrative Separation plan for the resident. The Administrative Separation plan must be developed by the resident's case manager or treatment team. The plan must: (1) address modifications to the resident's daily programming, including identifying ways to provide the resident with more structure or support with additional program services; (2) address modifications to the resident's treatment plan; (3) list incentives that staff will use to promote positive behavior, including how staff will use positive behavior interventions and supports; (4) describe how staff will attempt to deter the resident from planning and engaging in negative behaviors; and (5) provide for the resident to self-reflect and focus on restoring any harm caused to other residents or staff
2960.0740 Subpart 3 A A facility's chief administrator must notify the commissioner according to part 2960.0270, subpart 12, if a resident is expected to be, or has been, in Administrative Separation for more than 7 days. The notification must be within ten days of the resident's placement, or expected placement, in Administrative Separation for more than 7 days.		
2960.0740 Subpart 3 C Every seven calendar days that a resident remains in Administrative Separation, the facility's chief administrator must notify the commissioner and the resident's case manager or treatment team, placing agency, legal guardian, and family of the following: (1) the resident's Administrative Separation plan; (2) the resident's progress toward transitioning out of Administrative Separation; and (3) why the resident requires continued placement in Administrative Separation		2960.0740 Subpart 3 D The facility's chief administrator must document whether they provided the notification
2960.0740 Subpart 4 B Reintegration Within four hours after the resident has been reintegrated into facility operations, the facility's chief administrator must notify the resident's case manager or treatment team, placing agency, legal guardian, and family; notification to MN DOC must be within 10 days of reintegration.	2960.0740 Subpart 4 A Reintegration (2) the following individuals must approve reintegration: (a) the resident's case manager or treatment team (b) if the resident's behavioral problems included mental health or victimization concerns, a mental health professional or, if a mental health professional is unavailable, a medically licensed person; and (c) the facility's chief administrator;	2960.0740 Subpart 4 A Reintegration When staff determine that the resident's behavior no longer requires safety-based separation and the resident can be reintegrated into facility operations: (1) staff must follow the facility's reintegration processes under part 2960.0720, subpart 10, item A; (3) staff must document the reintegration process and approval from all individuals under subitem (2). 2960.0740 Subpart 4 C The facility's chief administrator must document whether they provided the notification

2960.0740 Subpart 5 Reporting.

A. For each incident of Administrative Separation, a facility must document how many hours that a resident spends in a locked or unlocked space, excluding sleeping hours, when the resident cannot leave without staff approval. This data must be provided in the facility's quarterly and annual reporting under item B.

B. Each quarter and annually at the end of the calendar year, a license holder must report to the commissioner the following data:

(1) the number of Administrative Separation, including:

- (a) the reason for each administrative separation;
- (b) the length of each incident, excluding sleeping hours; and
- (c) the time that each resident was in Administrative Separation without other individuals in the room; and

(2) the number of residents who experienced Administrative Separation, including demographic data disaggregated by age, race, and gender.