**HRC Review Checklists**

**When submitting HRC packets, please ONLY submit the required documentation.** The following documents are the HRC packet requirements needed for each type of review.

**Initial/Annual Written Review Packet Requirements**

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| **Psychotropic Medications*** HRC Coversheet with understandable graphed and summarized data in color
* Most up to date note from Psychiatrist **(Please only submit the most current note)**
	+ Psych. Note must include: Diagnosis, Medication, and Dosage
* Informed Consents for each medication
	+ Informed Consent must be signed by the individual in services (even if they have a guardian)
* BISSP addressing behaviors associated with the psychiatric diagnosis
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| **Right Suspensions*** HRC Coversheet with understandable graphed and summarized data in color
* BISSP or Right Suspension Protocol
	+ BISSP/protocol should address behaviors associated with the suspension
* Signed Notice to Suspend
* **Rights Modification informed consents are NOT required for HRC packets**
* IDT notes or the Service Plan showing the team has reviewed the suspension within the last 6 months.
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| **Restrictive Procedure*** HRC Coversheet with understandable graphed and summarized data in color
* BISSP containing the restrictive procedure
* Signed informed consent for Rights Modification: restrictive procedure
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| **Safety Control Procedures (SCP)*** HRC Coversheet with understandable graphed and summarized data in color
* BISSP that precedes the use of the SCP
* Current Safety Control Procedure-signed by staff
* IDT notes showing the teams discussion of the SCP
* SCP Incident Reports for the review Period
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\*\*\*\*Please note that if all required documents are not submitted, then the packet will not be reviewed. The Human Rights Committee cannot approve packets with missing documents.