**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**

|  |
| --- |
| **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 |
| **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. |
| **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 |
| **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 |

\*\*\*\*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.