



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 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.