



**HUMAN RIGHTS COMMITTEE SCHEDULE
REGION 5
2021 Schedule**

Deadline to submit Plan for HRC review to MDS Quality Coordinator		HRC Meeting Date
Tuesday	12/29/2020	Tuesday 1/12/2021
Tuesday	1/26/2021	Tuesday 2/9/2021
Tuesday	2/23/2021	Tuesday 3/9/2021
Tuesday	3/30/2021	Tuesday 4/13/2021
Tuesday	4/27/2021	Tuesday 5/11/2021
Tuesday	5/25/2021	Tuesday 6/8/2021
Tuesday	6/29/2021	Tuesday 7/13/2021
Tuesday	7/27/2021	Tuesday 8/10/2021
Tuesday	8/31/2021	Tuesday 9/14/2021
Tuesday	9/28/2021	Tuesday 10/12/2021
Tuesday	10/26/2021	Tuesday 11/9/2021
Tuesday	11/30/2021	Tuesday 12/14/2021

All completed HRC submissions must be received by Quality Coordinator, at a minimum, **14 days prior** to the HRC meeting date, in order to appear on the agenda to be reviewed.

- Typically the HRC meets on the 2nd Tuesday of each month
- *Extension requests will not be granted if the request is received after the date of expiration.*
 - *Please plan accordingly to allow time for the plan to be reviewed and authorized by the Service Coordinator and then submitted to the MDS Quality Office.*
- Teams are encouraged to make appointments to present the plans submitted at HRC meeting.
 - Service Coordinator/Provider should contact the MDS Quality office to schedule your appointment at the time of submission. mari@mds.nh.org

SEE PAGE 2 FOR HRC SUBMISSION REQUIREMENTS

Region 5 HRC Submission Requirements

Only COMPLETE submissions will be accepted: The HRC will not schedule any plan for review until all required documentation is included, as noted below:

- HRC Approval Request Sheet signed by all required team members (*state requirement*)
 - Signatures must be an actual signature or true electronic signature - not typed name or pasted. (*MDS requirement*)
 - Guardian support documentation – (*MDS requirement*)
 - The HRC requires confirmation that the guardian is in support of the content/intent of the plan as submitted. This can be documented in email or attestation. (Please note the language on the HRC Request sheet prior to author/provider agency signatures attesting to such)
 - Guardian signature of approval must be obtained by the provider prior to implementation of the plan. (*state requirement - He-M 1001.07 (b)*)
- Medication list (*state requirement*)
- Behavior Plan/Protocol Requirements checklist (if not using the MDS template) (Checklist is MDS Requirement - Behavior plan/protocol requirements are a state requirements)
 - MDS requires that either the vendor or the service coordinator complete this checklist to ensure all required elements have been included and to identify the location of each within the plan submitted.
- Service Coordination review/signature must be completed prior to HRC submission (*state requirement*).
 - *The Service Coordinator must review the plan to ensure that it is complete and that all required elements and documentation are included. (MDS requirement – Once the Service Coordinator approves, they will submit the plan and supporting documentation to be processed by the HRC).*

References to He-M 305 regulations or physical interventions.

- The He-M 305 regulations DO NOT apply to our services unless the person resides in a facility, such as Glenciff or NH Hospital. Behavior plans for people receiving community based service should not use this language or criteria as a guide.
- Region 5 HRC will not endorse, nor accept, any plan with a blanket statement, noting the need for a physical escort or extended physical intervention for any person who would not require such.
- Region 5 requires physical interventions be released or to attempt release within 3 minutes. Intervention may be implemented again if absolutely necessary to ensure safety. This is a guideline provided by Mandt and other intervention programs.
- Region 5 requires that an incident report & the physical restraint report be submitted each time a physical intervention is used.

Additional Information –

For posted regulations/state required Uniformity of Practices Documents and information

<https://csni.org/statewide-forms>

http://www.gencourt.state.nh.us/rules/state_agencies/he-m1000.html

- Behavioral Support - He-M 1001.07 (b)