

HRC Packet Checklist

(DP/RMHS/Jeffco)

When submitting HRC packets, please **ONLY** submit the required documentation.

Psychotropic Medications

- HRC Coversheet (new HCPF from)
- Most recent note from Psychiatrist or other medical professional monitoring the psychotropic medications
 - Doctor note must include Diagnosis, Medication, and Dosage/frequency
- Signed Informed Consents for each medication
 - Please have the individual in services sign the informed consents, even if they have a guardian in place. Both signatures should be included whenever possible.

Right Modifications

(right suspensions and safety control procedure)

- HRC Coversheet (new HCPF form)
 - On the coversheet in the Update Summary section please include the following:
 - Behavior tracking showing the data for the behaviors associated with the rights modification reinstatement plan. This data should be presented in a data table. It is optional to include a graph to go along with that data table.
 - Brief description of behaviors and how data is collected
- Signed Rights Modification informed consent for each rights modification
 - Please have the individual in services sign the informed consents, even if they have a guardian in place. Both signatures should be included whenever possible.
- Documentation showing the team's 6-month review of the rights modification.
- For SCPs only – Safety Control Procedure Protocol

****Please note that if all required documents are not submitted, then the packet may not be reviewed. The Human Rights Committee cannot approve packets with missing documents.