




**DDDS Procedure
HRC Review of Rights Restrictions as Submitted on Rights
Review Request Form
CS PRO 201**

Revision Date	Sections Revised	Description of Revision
<01/01/2021>	All	Origination date
Director of Community Service's Signature/Date: <i>Cory Ellen Nowie</i>		<i>Live signature is located in the Office of the Director of Community Services</i> Effective: 01/01/2021

	<p>DDDS Procedure HRC Review of Rights Restrictions as Submitted on Rights Review Request Form CS PRO 201</p>
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1. Purpose

- 1.1 The procedure related to Human Rights Committee (HRC) review of medical or safety-related rights restrictions that is not related to a behavior support need and are submitted for HRC review on an HRC Rights Review Request Form.

See also:

- DDDS Human Rights Committee Policy

2. Procedure

<u>Action by:</u>	<u>Action:</u>
Service Recipient’s Person-Centered Support Team	<ol style="list-style-type: none"> The person-centered support team completes and submits an <i>HRC Rights Review Request Form</i> to the HRC Resource Mailbox (DHSS DDDS HRC@delaware.gov) in any circumstance where a medical or safety-related rights restriction has been proposed for a service recipient that is not related to a behavior support need. The <i>HRC Rights Review Request Form</i> should include: <ol style="list-style-type: none"> Documentation from the team meeting in which the potential rights restriction was discussed, along with any supporting documentation, such as a doctor’s order. The support team member who will be presenting the rights restriction at the HRC meeting.
HRC Administrative Specialist	<ol style="list-style-type: none"> Retrieves <i>HRC Rights Review Request Form</i> from the HRC Resource Mailbox (DHSS DDDS HRC@delaware.gov) and schedules the review request on the upcoming HRC Meeting agenda. Sends email notification to the team member identified to present the <i>HRC Rights Review Request Form</i> and the assigned Support

Coordinator/Community Navigator indicating the date, time and location of the scheduled HRC presentation.

**Support
Coordinator/Community
Navigator and
Presenting Support
Team Member**

4. **Attends** the HRC meeting. (The Support Coordinator/Community Navigator may be the presenting support team member, or may accompany the presenting support team member.)

HRC Member

5. **Convenes** for the scheduled HRC session.
6. **Reviews** and **discusses** the *HRC Rights Review Request Form* with the presenting support team member and/or the Support Coordinator/Community Navigator.
7. **Considers** whether:
- (a) The proposed intervention is a restriction of rights;
 - (b) The rights restriction ensures the respect and dignity of the person;
 - (c) The rights restriction is justified.
8. **Votes** as to whether rights restriction is “appropriate” or “team review needed,” and **provides** supporting recommendations/comments verbally and in writing in Part IV of the *HRC Rights Review Request Form*.
- (a) “Appropriate” shall indicate that the HRC concurs with the rationale for the rights restriction and believes that it will help the service recipient move achieve greater independence.
 - (b) “Team Review Needed” shall indicate that HRC does not concur with the rights restriction and recommends that the person-centered support team review alternative and less restrictive options.

**HRC Administrative
Specialist**

9. Following the completion of the HRC meeting:
- (a) **Scans** the completed and signed *HRC Rights Review Request Form*.
 - (b) **Enters** record of the presentation and outcome on the HRC tracking spreadsheet.
 - (c) **Stores** a signed copy of *HRC Rights Review Request Form* in the HRC folder on the R: drive.
 - (d) **Sends** the electronic copy of *HRC Rights Review Request Form* to the Support Coordinator or Community Navigator.

(e) **Proceeds** to Step 11 if the HRC concurs that the proposed rights restrictions are necessary (“Appropriate”).

(f) **Proceeds** to Step 10 if the HRC does not concur that rights restrictions are necessary (“Requires Additional Review”).

**Support
Coordinator/Community
Navigator**

10. **Documents** within the service recipient’s electronic case record the follow-up activities performed by the support team in instances where the HRC determines that the proposed rights restriction requires additional review. If a revised or new rights restriction is proposed by the support team, return to Step 1 of this procedure.
11. **Attaches** an electronic copy of the *HRC Rights Review Request Form* to the service recipient’s person-centered plan in electronic case record.
12. **Ensures** that the rights restriction is reviewed by HRC annually, for so long as the rights restriction exists.
13. Procedure ends.

3. Attachments

- HRC Rights Review Request Form