

DOCUMENTATION FOR HRC REVIEW  
*Please mark box for type of review and attach listed documentation*  
**Complete a separate packet for each type of review**

Client: \_\_\_\_\_ Date: \_\_\_\_\_ PASA/agency/IC \_\_\_\_\_

**SUSPENSION OF RIGHTS: *List all rights being suspended***

Please provide:

- Notice for each suspension
- Statement in Service Plan – DD Section of SP/HRC page
- Fading Plan/Skill Training – DD Section of SP/HRC page
- Staffing notes from six month review of suspension(s)
- Comment page addressing how the client is doing in regard to the suspension(s)

**PSYCHOTROPIC MEDICATION**

- Name/Dosage of Medication
- Diagnosis, Prescribing Physician, Psychiatrist
- Side effects
- Informed Consent
- ISSP (support for decomposition)
- Comprehensive Life Review – 1<sup>st</sup> page only with IDT signatures
- Comment page addressing how the client is doing in regard to signs/symptoms of diagnosis (may also include LCMH notes, behavior charts)

**SAFETY CONTROL PROCEDURE**

- SCP
- Behavioral Support ISSP
- Statement in Service Plan – DD Section of SP/HRC page
- Summary of behavior tracking/charts
- Comment page addressing number of times implemented since last HRC review

**SAFETY CONTROL PROCEDURE – MECHANICAL RESTRAINT**

- **DIDD Waiver Approval Letter**
- **6 Month Review per Waiver Letter Requirement**
- **SCP**
- **Statement in the Service Plan – DD Section of SP/HRC Page**
- **Comment Page**

**EMERGENCY CONTROL PROCEDURE DATE(S) OF ECP: \_\_\_\_\_**

- Incident Report and ECP if applicable

**RESTRICTIVE PROCEDURE – *List specific ISSP/RP:* \_\_\_\_\_**

- Description of behavior to be changed
- Informed Consent
- ISSP – Behavior Plan including steps of restriction
- Functional Analysis – front page only
- Comprehensive Life Review – 1<sup>st</sup> page only with IDT signatures
- Statement in Service Plan – DD section of SP/HRC page
- Comment on how client is doing with ISSP/RP

**DISCONTINUED**

- HRC Cover Sheet only with comment indicating reason for discontinuation

HRC has reviewed the above documentation on \_\_\_\_\_

HRC Signatures

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(5/15)

All other forms are obsolete