



REGION 5 - HUMAN RIGHTS COMMITTEE SCHEDULE
FY 2023/24 HRC Meeting Schedule & BX Plan Expectations

Typically the HRC meets on the 2nd Tuesday of each month

Deadline for Provider Agency to submit Plan to Service Coordinator		Deadline for Service Coordinator to submit plan to Quality Coordinator for HRC review		HRC Meeting Date Proposed Schedule	
Tuesday	2/20/2024	Tuesday	2/27/2024	Tuesday	3/12/2024
Tuesday	3/19/2024	Tuesday	3/26/2024	Tuesday	4/9/2024
Tuesday	4/23/2024	Tuesday	4/30/2024	Tuesday	5/14/2024
Tuesday	5/21/2024	Tuesday	5/28/2024	Tuesday	6/11/2024
Tuesday	6/18/2024	Tuesday	6/25/2024	Tuesday	7/9/2024
Tuesday	7/16/2024	Tuesday	7/30/2024	Tuesday	8/13/2024
Tuesday	8/20/2024	Tuesday	8/27/2024	Tuesday	9/10/2024
Tuesday	9/17/2024	Tuesday	9/24/2024	Tuesday	10/8/2024
Tuesday	10/22/2024	Tuesday	10/29/2024	Tuesday	11/12/2024
Tuesday	11/19/2024	Tuesday	11/26/2024	Tuesday	12/10/2024
Tuesday	12/24/2024	Tuesday	12/31/24	Tuesday	1/14/2025
Tuesday	1/21/2025	Tuesday	1/28/2025	Tuesday	2/11/2025
Tuesday	2/18/2025	Tuesday	2/25/2025	Tuesday	3/11/2025
Tuesday	3/18/2025	Tuesday	3/25/2025	Tuesday	4/8/2025
Tuesday	4/22/2025	Tuesday	4/29/2025	Tuesday	5/13/2025
Tuesday	5/20/2025	Tuesday	5/27/2025	Tuesday	6/10/2025
Tuesday	6/17/2025	Tuesday	6/24/2025	Tuesday	7/8/2025
Tuesday	7/22/2025	Tuesday	7/29/2025	Tuesday	8/12/2025

Providers must submit the Plan to the individuals Service Coordinator, at a minimum, 21 days prior to the HRC meeting date. Usually this will be the 3rd Tuesday of the month prior. Plan ahead to account for additional processing time due to holidays or vacations.

- Extension requests will not be granted if the request is received after the date of expiration.
 - Please plan accordingly to allow for holidays and time for the plan to be reviewed and authorized by the Service Coordinator and then submitted to the MDS Quality Office.

Service Coordination must submit the Plan to Quality Assurance, (QualityAssurance@mds-nh.org) at least 14 days prior to the HRC meeting date.

- Teams are encouraged to make appointments to present the plans submitted at HRC meeting. Service Coordinator/Provider should schedule the HRC appointment at time of submission

Exception: True Emergency Safety Plans must be submitted to the Service Coordinator for review and approval. The ASC must submit these to the Quality Coordinator (QualityAssurance@mds-nh.org) immediately for emergency consideration by the HRC.

Renewals of all safety plans must follow the HRC submission process, and all plans must be updated at least annually.

Contact Mari Schacht, Quality, and Compliance & Training Coordinator if you have questions. 603-352-1304 ext 212.

Region 5 HRC Submission Requirements

Only COMPLETE packet submissions will be accepted: Plans will not be submitted for HRC review until all required documentation/information is included. Please use this as your checklist below to compile required documentation. All updates must be clearly highlighted. Compile into one all-inclusive document – do not submit separate attachments

To simplify the process for submitting **Safety, Environmental Protocols, PRN and Lock & Key Exception Requests** for HRC Approval, an abbreviated form was developed and will be required by MDS Region 5. This form is available on the MDS website along with the full MDS PBSP template.

Plans submitted in alternative formats, must include the same information and authorizations as the MDS template. **The MDS Behavior Plan checklist must be completed and submitted with the plan as supportive documentation.** This allows the HRC to quickly review that all required elements are included and their locations within the plan document.

IMPORTANT

- If the individual has an approved Positive Behavior Support Plan or Safety Protocol, you should submit an amendment or revise the current plan to include the added information. A person should have only one plan/protocol that includes both safety & behavioral protocols.
- Plans may refer to historical information, however, **the focus and the plan and data must be on the person and their current needs.**

**** Required: Positive Behavioral Support Plans – Assemble one all-inclusive submission document for HRC, in this order.**

- HRC Approval Request Sheet signed by all required team members (*state requirement*)
 - Signatures of team members must be included and must be an actual signature or true electronic signature - not typed name or pasted. (*MDS requirement*)
 - Guardian support documentation – (*MDS requirement*)
 - The R5 HRC requires confirmation that the guardian is in support of the content/intent of the plan as submitted. This can be documented in email and/or confirmed by the Service Coordinator
 - Guardian signature of approval if not attached, must be obtained by the provider prior to implementation of the plan. (*state requirement - He-M 1001.07 (b)*). Copy of signed document to MDS.
- Safety Plan or Positive Behavior Support Plan –
 - Include current overview of who the person is, living and life situations.
 - Data summary is required for all behaviors requiring restrictive interventions, targeted behaviors, safety protocols and environmental modifications, to determine the current level need.
 - Updated data to support the current need for the plan being requested, either leading up to the new submission, or the data for the most current plan period
 - Please include proactive steps to develop skills and fade criteria.
- Service Coordination review/approval/signature must be completed prior to HRC submission
 - The Service Coordinator must review the plan to ensure that it is complete and that all required elements and documentation are included as well as to ensure and attest that the plan aligns with ISA, risk management plans, etc.*
 - Service Coordinator approves, and submits the plan and supporting documentation to the Quality Coordinator, for HRC review, no later than 14 days prior to the upcoming/scheduled HRC meeting.*
 - The Service Coordinator will schedule an HRC appointment for the team with the Quality Coordinator, at the time of submission, for all new or complicated plans, and as the team requests.*
- Medication list – Current – submit with all plans for review
- Supporting Documentation – copies of data tracking sheets, PRN protocols, medical orders, visuals, etc.
- MDS Behavior Plan/Protocol Requirements checklist (if not using the MDS template)
 - This checklist is completed by either the vendor or the service coordinator and is to ensure all required elements have been included and to identify the location of each within the plan submitted.