



HUMAN RIGHTS COMMITTEE SCHEDULE REGION 5

FY 2023/24 HRC Meeting Schedule & BX Plan Expectations

Quarter 1 & 2

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 | 6/20/2023 | Tuesday | 6/27/2023 | Tuesday | 7/11/2023 |
| Tuesday | 7/18/2023 | Tuesday | 7/25/2023 | Tuesday | 8/8/2023 |
| Tuesday | 8/22/2023 | Tuesday | 8/29/2023 | Tuesday | 9/12/2023 |
| Tuesday | 9/19/2023 | Tuesday | 9/26/2023 | Tuesday | 10/10/2023 |
| Tuesday | 10/24/2023 | Tuesday | 10/31/2023 | Tuesday | 11/14/2023 |
| Tuesday | 11/21/2023 | Tuesday | 11/28/2023 | Tuesday | 12/12/2023 |
| Tuesday | 12/19/2023 | Tuesday | 12/26/2023 | Tuesday | 1/9/2024 |
| Tuesday | 1/23/2024 | Tuesday | 1/30/2024 | Tuesday | 2/13/2024 |
| 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 |

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. Please 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 the Quality Coordinator, no later than 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 immediately submit these to the Quality Coordinator immediately for emergency consideration by the HRC. (Renewals of all safety plans must follow the HRC submission process)

Region 5 HRC Submission Requirements

Only COMPLETE submissions will be accepted: The HRC will not schedule any plan for review until all required documentation/information is included. Please use this as your checklist for required documentation to be submitted. Plan ahead for holidays or if team members will be away.

In an attempt to simplify the process for submitting **Safety, Environmental Protocols 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 with all other behavior plan documents. If any other format is submitted, it must include the same information and authorizations as the MDS template or be attached to the HRC Request for Approval form attached.

➤ IMPORTANT –

- If the individual has an approved Positive Behavior Support Plan/Protocol, You must submit an amendment to the current plan to the HRC.
- All new PBSP's/Protocols should include all necessary modifications

Positive Behavioral Support Plans

- ☐ 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 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
- ☐ Behavior Plan/Protocol Requirements checklist (if not using the MDS template)
(Checklist is an 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/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.*
 - ☐ *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.*

