



REGION 5 - HUMAN RIGHTS COMMITTEE SCHEDULE
FY 25 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	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
Tuesday	8/19/2025	Tuesday	8/26/2025	Tuesday	9/9/2025
Tuesday	9/23/2025	Tuesday	9/30/2025	Tuesday	10/14/2025
Tuesday	10/21/2025	Tuesday	10/28/2025	Tuesday	11/11/2025
Tuesday	11/18/2025	Tuesday	11/25/2025	Tuesday	12/9/2025
Tuesday	12/23/2025	Tuesday	12/30/2025	Tuesday	1/13/2026
Tuesday	1/20/2026	Tuesday	1/27/2026	Tuesday	2/9/2026
Tuesday	2/17/2026	Tuesday	2/24/2026	Tuesday	3/10/2026
Tuesday	3/24/2026	Tuesday	3/31/2026	Tuesday	4/14/2026
Tuesday	4/21/2026	Tuesday	4/28/2026	Tuesday	5/12/2026
Tuesday	5/19/2026	Tuesday	5/26/2026	Tuesday	6/9/2026
Tuesday	6/23/2026	Tuesday	6/30/2026	Tuesday	7/14/2026

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.

- **HRC Meeting Appointments:** Teams submitting new or plans with major revisions are required to schedule an appointment to attend the HRC meeting. Safety Plans and renewals with profile & data updates but no changes are not required to attend. Service Coordinator/Provider must 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 fully updated, include current data, and reviewed at least annually. Please ensure that the team is tracking the due dates for individual plans and to plan accordingly to submit in time for review, thus preventing lapse.

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 the required documentation. Updates must be **clearly highlighted** (color or bold with underline).

All plans submitted for HRC review must be compiled into one all-inclusive document – do not submit separate attachments.

For Safety, Environmental & Exception to Locks, an abbreviated template was developed and is required by MDS Region 5. Please be sure to attach the HRC Request for Approval form to the submission. Forms are available on the MDS website.

Plans submitted in alternative formats, must include all information required by the state and 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

- A person should have only one plan/protocol that includes all safety & behavioral protocols. You may amend the current plan, but it should always remain as one inclusive document.
- **Plans may refer to historical information, however, the focus and the plan and data must be on the person, show they are now, and their current needs.**

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

- HRC Approval Request Sheet Required for both Behavior & Safety plans, signed by all required team members (*state requirement*)
 - Signatures of team members must be included and must be an actual “wet” signature or true electronic signature - not typed name or pasted.
 - 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 (REQUIRED if not using the MDS templates)
 - This checklist is completed by either the vendor or the service coordinator, attached to the plan, and is to ensure all required elements have been included and to identify the location of each within the plan submitted.