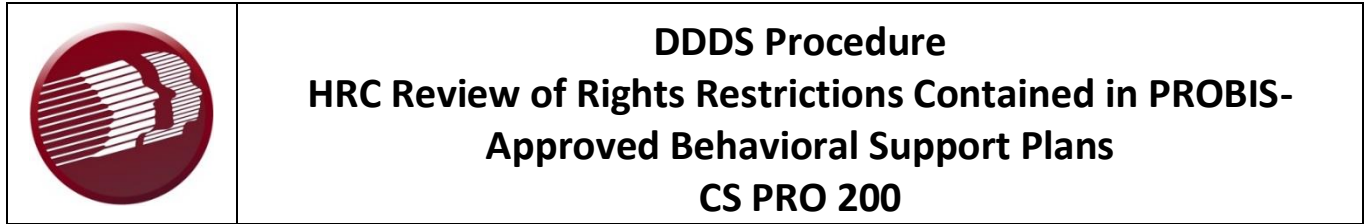




**DDDS Procedure**  
**HRC Review of Rights Restrictions Contained in PROBIS-**  
**Approved Behavioral Support Plans**  
**CS PRO 200**

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



## 1. Purpose

- 1.1 The procedures for the Human Rights Committee (HRC) to review rights restrictions contained in Behavior Support Plans (BSP) reviewed and approved by the Peer Review of Behavior Intervention Strategies (PROBIS) Committee

See also:

- DDDS Human Rights Committee Policy

## 2. Procedure

<u>Action by:</u>	<u>Action:</u>
<b>PROBIS Chairperson</b>	1. <b>Checks</b> the box indicating “HRC Review Needed” in Part IV of the <i>Behavior Support Plan</i> . This indicates to the Administrative Specialist assigned to PROBIS that the <i>Behavior Support Plan</i> must also be presented to HRC within 60 days of PROBIS.
<b>PROBIS Administrative Specialist</b>	2. <b>Makes</b> a note on the PROBIS Agenda indicating that the referral for HRC review is to be emailed to the HRC Liaison and HRC Administrative Specialist via the HRC resource email address ( <a href="mailto:DHSS_DDDS_HRC@delaware.gov">DHSS_DDDS_HRC@delaware.gov</a> ) within two (2) business days.  3. <b>Ensures</b> that electronic copies of each <i>Behavior Support Plan</i> for which an HRC Review is needed are available to the HRC Liaison and HRC Administrative Specialist via the PROBIS folder on the Community Services “R: drive”.
<b>HRC Administrative Specialist</b>	4. <b>Creates</b> the agenda for the upcoming HRC meeting in conjunction with the HRC Liaison, including any <i>Behavior Support Plans</i> that need an HRC review of restrictions.  5. <b>Sends</b> email notification to the provider Behavior Analyst (BA) and BA Supervisor indicating the date, time and location of the scheduled HRC presentation.

6. **Sends** copies of Parts II, IV, and V of *Behavior Support Plan* to HRC members through secure email if the HRC meeting is to be held remotely. If the meeting is to be held in-person, the provider BA will complete step 7, instead.

Part II – Restrictions/Human Rights

Part IV – PROBIS Review

Part V – HRC Review

**Provider Behavior Analyst**

7. **Prepares** for the in-person HRC meeting in advance by printing:
  - (a) One (1) copy of the full *Behavior Support Plan* (all pages, including PROBIS Chairperson signature from PROBIS presentation) for provider BA to reference during the meeting. **The full *Behavior Support Plan* is not shared with HRC members.**
  - (b) Six copies of Parts II, IV and V of the *Behavior Support Plan* for HRC members:

Part II – Restrictions/Human Rights

Part IV – PROBIS Review

Part V – HRC Review

8. **Attends** scheduled HRC meeting and **participates** in discussion with HRC members regarding the need for the restriction and how it will be implemented and tracked.

**HRC Members**

9. **Convenes** for the scheduled HRC session.
10. **Reviews** Parts II, IV, and V of the *Behavior Support Plan* and **discusses** with the provider BA to determine if the rights restrictions are either “satisfactory” or “team review needed.” Dissenting opinions are noted.
11. **Votes** as to whether the BSP rights restriction is “satisfactory” or “team review needed,” and provide supporting recommendations/comments verbally and in writing in *Part V – HRC Review of the Behavior Support Plan*.

(a) “Satisfactory” shall indicate that the HRC concurs with the rationale for the rights restriction and believes that it will help the individual 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. Any changes made to the rights restrictions by the person-centered planning team shall be re-reviewed by PROBIS.

**HRC Administrative Specialist**

12. **Records** minutes of the activities of the HRC.

13. Following the completion of the HRC meeting:

(a) **Scans** the completed and signed *Part V – HRC Review* section of the *Behavior Support Plan* document.

(b) **Enters** record of the presentation and outcome on the HRC tracking spreadsheet.

(c) **Stores** a signed copy of *Part V – HRC Review* section of the *Behavior Support Plan* document in the HRC folder on the R: drive.

(d) **Sends** the electronic copy of *Part V – HRC Review* section of the *Behavior Support Plan* document to the provider BA and BA Supervisor.

**Provider Behavior Analyst**

14. **Receives** the signed copy of *Part V – HRC Review* and either:

(a) **Proceeds** to Step 15 if the HRC concurs that the rights restrictions in the *Behavior Support Plan* are satisfactory OR

(b) **Convenes** a team meeting to discuss the HRC concerns if the HRC concurs that the rights restrictions in the *Behavior Support Plan* need further team review.

(c) **Updates** *Behavior Support Plan* as needed, based on team discussion and HRC comments/concerns.

(d) **Schedules** *Behavior Support Plan* update review with PROBIS.

(e) Procedure repeats starting at Step 1.

**Provider Behavior Analyst**

- Attaches** the completed *Part V – HRC Review* document to the service recipient’s person-centered plan in the electronic case record.
- 15.
  16. Procedure **ends**.

### 3. Attachments

- Part II, Part IV, and Part V of Behavior Support Plan