

Instructions for completing Revised HRC Routing Form and Submitting ISPs to the Psychology Department:

Effective 1/19/2021, for ISPs starting 4/1/2021 and later.

Send complete HRC packets to Lindsay Smith, psychology secretary. Packets must contain:

- **HRC Routing Form** (revised Jan. 2021) fully filled in, including date of consent & relevant page numbers
- **ISP** with restrictions (with pages numbered for easy reference)
- **Consent** for restrictions that list all restrictions and signed by Individual or Guardian, Service Coordinator and Behavior Specialist
- **Data Summary** that includes baseline add most recent data (preferably the past 12 months)

Completing HRC Routing Form (Rev 1/2021): Please note the addition of the table where needs, proposed restrictive measures, and locations are now to be entered by the team **PRIOR TO** submission of the packet to Lindsay Smith for HRC review. This will provide teams another opportunity to insure that proposed restrictions match needs and remind all that restrictions can only be used for the most dangerous behaviors/risks. Even if the recommendation is for the same restriction to be used in the same settings for the same needs, **each need should have its own line in the table with details specified.** For consumers who have multiple needs, additional rows can be added to the table.

Naming Convention for Email subject lines: HRC_LastName_FirstName_MM.DD.YYYY_

Example: HRC_Doe_John_03.01.2021_Annual

A naming convention has been developed for the email subject line to facilitate processing submissions for HRC review. Please send packets via email to Lindsay.Smith@fcbdd.org and cc: immediate supervisor, SC/co-SC, & SC supervisor. The categories are based on the revised HRC Routing Form and are as follows:

- HRC_ – indicating a review is needed
- LastName_FirstName_ – of the individual whose restrictive measures are to be reviewed
- MM.DD.YYYY_ – span start for review period
- Plan Type – this will specify what type of ISP is being submitted and will be at the end of the naming convention:
 - _New (ISPs that have never had HRC review)
 - _Annual (annual reauthorizations that have the same restrictions – no changes)
 - _Rev-Addition (revised documents with added restrictions; these can be annual, mid-span revisions, or previously-discontinued restrictions that are resuming)
 - _Rev-Removal (revised documents with restrictions that have been removed; these can be annual or mid-span ISPs with reduced restrictions)
 - _Other (special circumstances like synchronizing span dates, emergencies, etc.; these require a detailed explanation in the body of the email).

Notify the Psychology Department of total removal of restrictions: Use the HRC Routing Form (Rev 1/2021) to notify the Psychology Dept. of the removal of restrictions. When restrictive measures are totally removed from an ISP, **Behavior Specialists** will submit the following to the Psychology Dept.:

- HRC Routing Form (Rev 1/2021) with comments indicating what has been discontinued
- Processed ISP (insure that all references to restrictive measures are removed from documents)
- Training Logs