

RIGHTS OF INDIVIDUALS PROCEDURE

ACTIONS	Provider	Individual Receiving Services	Director	Program Manager	Comments
<p>Review of rights and responsibilities of individuals receiving services:</p> <p>1. Provide written and verbal review to individual of rights and how to exercise them; minimally,:</p> <ul style="list-style-type: none"> A. When the individual enters MSS; B. Prior to, at or immediately after the individual's SP; Ensure that the person(s) signs the "Rights and Responsibilities" Form 	X		X	X	
<p>2. When suspension of a right is being considered: Explain to the individual, with at least 15 days prior notice, the rights to be affected; give notice as defined in Developmental Disabilities Services Rules and Regulations 6.2</p>			X	X	
<p>3. Participate in an Interdisciplinary Team meeting (IDT) to review the proposed suspension</p>	X	X	X	X	
<p>4. If the right is suspended: Ensure suspension is documented in the Individualized Plan (SP)</p>			X	X	
<p>5. Review of the suspended right: Review the suspension at least every 6 months, with the IDT</p>	X	X	X	X	

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6. Ensure suspension is referred Human Rights Committee (HRC) for review and recommendation			X	X	
7. Provide reasonable notice to the individual of the HRC meeting			X	X	
8. Present relevant information to the HRC	X	X	X	X	
9. In the event of an emergency rights suspension: Notify the assigned NMCS Resource Coordinator within 24 hours of the rights suspension			X	X	
10 Explain and give notice to the individual, as defined in Developmental Disabilities Services Rules and Regulations 6.2			X	X	
11 Initiate procedure cited in 4 to 9 above			X	X	