

Responsibilities and Duties of the Human Rights Coordinator



Date effective: 9/20/09,
Revisions: 3/27/12, 6/24/13, 10/1/13, 1/15/16, 6/25/18, 11/21/22
Review date: 11/21/22
HRC review: 12/7/22

Applies to: Human Rights Coordinator

Policy number: 6.6.0.10

Regulatory reference: 115 CMR 3.08(3)(b)

S:\Agency Policy\6 - Program Related Policies and Procedures\6.6 - Program Systems\6.6.0.10 Responsibilities of Human Rights Coordinator

The Human Rights Coordinator is appointed by the Chief Executive Officer and serves in an advisory capacity as a non-voting member of the Human Rights Committee. The Coordinator also serves as a resource to the Human Rights Officers based at agency sites, and to employee, families and individuals served by the agency. The Coordinator must have attended Basic Human Rights training and Human Rights Systems training through the Department of Developmental Services and must be certified by the Department as a Human Rights Officer.

1. The Coordinator is responsible for setting up meetings of the Human Rights Committee;
 - a. Meetings are held quarterly, on the 1st Wednesday of the 3rd month of the quarter, at 7:00 pm, in the training room of 60-D Audubon Road, Wakefield.
 - b. Notify all committee members via e-mail 2 weeks before meeting
 - c. Notify all Human Rights Officers via e-mail 2 weeks before meeting
2. The Coordinator sets the agenda for the committee meetings
 - a. Note previous item for specific agenda items set to be reviewed at specific meetings
 - b. Solicit input from committee members prior to meetings
 - c. Contact HROs prior to meetings to discuss any human rights issues;
 - i. Behavioral interventions, plans or guidelines with human rights restrictions
 - ii. Emergency restraints
 - iii. Issues brought to them by individuals, employee or families
 1. plans of action to address issue
 2. resolutions of issue
 - iv. Training of employees and individuals
 - d. Contact Division Heads for input prior to meeting
 - e. Including the following at all meetings
 - i. Reminder of confidentiality
 - ii. Introduction of any new members or officers
 - iii. Behavioral interventions, guidelines or plans human rights restrictions
 - iv. Emergency restraints
 - v. Site visits by committee members
 - vi. Site reports for each officer
 - vii. Any other business
 - viii. DPPC reports for the quarter
 - ix. Reminder of date for next meeting
3. The Coordinator assists employees with preparation of the HRC Review for Supports and Health Behavior Protections for the committee to review. In preparation for the committee's review, the Coordinator will;
 - a. Maintain Health Related Supports HRC Checklist (Excel form on the Human Rights drive)
 - b. Review all supports from the previous year and discuss with support employee to determine if devices are still being utilized, or are still needed

- c. Check with Day Services and Residential employee and/or supervisors to determine if reviews are needed for any new Protective/Supportive Devices with behavioral components
 - d. Support program employee to complete all reviews needed for current year using the form, HRC Approval for Use of Protective/Supportive Devices, which must contain:
 - i. Activity/device with behavioral component requiring review
 - ii. Document if support is new, existing with changes, or up for annual review
 - iii. Location at which device will be used
 - iv. Individual for whom device is intended
 - v. Previous methods used to address issue
 - vi. Level of risk involved if device is not used
 - vii. Overall plan to address issue (specific times, durations or circumstances under which device will be used)
 - viii. Measures taken to protect the rights of the other individuals
 - e. Present the HRC Review Use of Protective/Supportive Devices to the Committee for review
 - f. Obtain committee chair's signature on form, then make copies for all individual records and distribute to employee person responsible for management of the record
 - g. Send copy of HRC-reviewed form to program site for individual and/or guardian signature
 - h. Copies of form with HRC & guardian/individual signature in individual's file and with Human Rights Coordinator
4. The Coordinator assists employee with preparation of HRC Review of Behavioral Interventions for the Committee to review and approve. In preparation for the Committee's review, the Coordinator will;
- a. Maintain HRC Behavioral Intervention Chart (Excel form on Human Rights drive)
 - b. Contact program employee to determine if
 - i. A new plan has been put into place
 - ii. A current plan has significantly changed, or been discontinued
 - iii. A current plan requires annual review
 - c. Support employee to complete HRC Review of Behavioral Interventions
 - d. Present information to committee for review
 - e. Maintain copies of approval forms, send copies to program sites for their records
5. The Coordinator is responsible for keeping the minutes of the Committee meetings
- a. If a DPPC report is discussed, the number needs to be entered into the minutes
 - b. A copy of the minutes is saved on the Communitas server in the Human Rights Drive
 - c. A copy of the minutes is given to the Chief Executive Officer and Division Heads
 - d. A copy of the minutes is sent to the Department of Developmental Services Human Rights Specialist
6. The Coordinator is responsible for maintaining the Human Rights Committee folder, including updating the following;
- a. Human Rights Committee Roster
 - b. Human Rights Officer list, assignments and HRO Certificate
7. The Coordinator is responsible for ensuring that required training occurs
- a. All employee must be trained annually in Human Rights and Mandated Reporting
 - b. All individuals must be trained by HROs annually in Human Rights/Mandated Reporting
 - c. All families and guardians must receive informational materials pertaining to human rights and reporting concerns of abuse and/or neglect at least annually
 - d. All HROs must receive Basic Human Rights and Human Rights Officer training from the Department of Developmental Services