

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Consumer Related

POLICY NO: 05-038

SUBJECT: Internal Review Committee

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EFFECTIVE DATE: December 1990

Policy:

The Internal Review Committee (IRC) shall review, prior to implementation, any interventions referred to it which may limit or otherwise negatively affect a consumer's ability to exercise his or her rights. The Committee shall consist of the Administrator of Services and Director of Support Services, and may include the Director of service area affected and case manager. The Internal Review Committee shall review proposed interventions and make recommendations regarding the effects of implementation and possible alternatives.

Procedures:

1. The Case Manager will refer potential behavioral interventions to the Internal Review Committee for review.
2. The Committee will review all restrictive programming issues and Informed Consent documentation and make recommendations for improvement.
3. The Internal Review Committee will then present the final plan to the Human Rights Committee for approval.
4. The Internal Review committee will meet at least quarterly to review on-going restrictive program procedures to determine appropriateness, fading, effectiveness, etc. and will report regularly to the Human Rights Committee. The committee will also review flagged incident reports and KDADS Adverse Incident Reports that require more than routine follow-up. Internal Review Committee meetings are also tracked through the Risk Management Control System. The IRC meeting checklist will be routed to the CEO for review and signature.