

**Human Rights Committee (HRC)
In-Service Training**

District West

Department of Economic Security
Division of Developmental Disabilities
8990 W. Peoria Ave.
Peoria, AZ 85345
November 28th, 2017
5:30 PM – 7:30 PM

Start Time	5:45 PM
Note taker	Taylor Pike
Attendees	HRC Members Present: Pat Thundercloud, Diedra Freedman Potential members: Michelle Lagas, Bernadine Henderson Division of Developmental Disabilities (DDD) Staff: James Smith, Ryk Scott, Taylor Pike
Agenda Topics	Welcome and Introductions District Updates Incident Report Training New Member Binders Adjournment

New Member Training

DDD Staff

Discussion	District West Quality Assurance Manager James Smith and Quality Assurance Supervisor Ryk Scott provided a training on Incident Reports. The group reviewed a total of seven reports, two open and two closed regarding Neglect, Emergency Measures, Other Abuse and Human Rights Violations with DDD staff. James and Ryk discussed how to read an Incident Report and answered questions regarding the format of the reports, the incident types, categories and levels. James provided background on Quality Assurance and their duties and the scope of their responsibilities. Taylor Pike went over the New Member Volunteer Handbook. This included the HRC Operations Manual, Arizona Administrative Code, Behavior Supports and Incident Management Policy, Open Meeting Law, HRC Annual Report and mandatory Volunteer Training. Taylor answered questions regarding the material.
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Adjournment

Committee

Conclusion	Next meeting will be held on January 23rd, 2017 at 5:45 PM at the Peoria location.
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