



Virginia Department of Behavioral Health  
and Developmental Services

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## **Local Human Rights Committee (LHRC) Fact-Finding Review**

### *Frequently Asked Questions (FAQ)*

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#### **Who can attend?**

- Director or Designee (required)
- Individual or Authorized Representative (required)
- Individual's chosen representative
- Witnesses for both parties
- Any other supports of the individual

#### **What should I bring?**

- Your copy of the Statement of Disagreement
- Your response with supporting documents

#### **What should I NOT bring?**

- Evidence, including documents and testimony, that is not related to the complaint.
- If attending in person, there may be limits on what is permitted depending on the location where the Fact-Finding-Review is located. For example, some locations do not allow food or drink, some locations require you to pass through a metal detector, etc. If you have questions about what to expect in the location of your Fact-Finding Review, you can ask your assigned Human Rights Advocate.

#### **How long is the Fact-Finding Review?**

- Each Fact-Finding Review lasts for about one hour.
- This timeframe includes presentation of facts from each party, questions from the LHRC and summary statements from each party.
- The LHRC will determine the length of time for presentation of facts and summary statements after reviewing the Statement of Disagreement. You will be notified by the Advocate prior to the Fact-Finding Review so that you may prepare accordingly.



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#### **Is this a legal process?**

- **No.** The Fact-Finding Review is an informal administrative review of the complaint. The Human Rights Regulations require that it be conducted in a **non-adversarial manner**. Questions are always directed through the LHRC and not to the other party.

#### **Is the Fact-Finding Review recorded?**

- The Office of Human Rights does not record Fact-Finding Reviews.
- Either party may record the Fact-Finding Review. Parties are requested to announce recording prior to the start of the review.
- The LHRC Findings and Recommendations serve as the official record of the Fact-Finding Review.