

## External Program Review Committee (EPRC) minutes [DRAFT]

**Date of meeting:** 2-4 p.m. April 5, 2018

**DSD liaison:** Stacie Enders

**Type:** Whole committee

**Location:** Minnesota Department of Human Services, Room 3146, 444 Lafayette Road, St. Paul 55101. Most members of the committee, however, participated through an online video conference line.

### Committee members

In attendance: Dan Baker, Pete Boudjouk, Rosemary Geist, Stacy Danov, Amber Maki, Mary Piggott, Melanie Eidsmoe, Nichole Kottke, Jodi Greenstein, Barbara White, and Stephanie Schaefer

Absent: Danielle Bishop

### Topics discussed

- Approval of minutes from January (this did not happen in February because of problems with technology)
  - Vote: Those in favor of approving the meeting minutes from January 2018
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes
    - Stephanie Schaefer: Yes
    - Jodi Greenstein: Yes
    - Barbara White: Yes
- Approval of minutes from March
  - Vote: Those in favor of approving the meeting minutes from March 2018
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes
    - Stephanie Schaefer: Yes
    - Jodi Greenstein: Yes
    - Barbara White: Yes
- Introduction to the regional resource specialists team

- Vote: Those in favor of adding information about other teams and contacts to the subcommittee manuals:
  - Stacy Danov: Yes
  - Dan Baker: Yes
  - Mary Piggott: Yes
  - Amber Maki: Yes
  - Melanie Eidsmoe: Yes
  - Rosemary Geist: Yes
  - Pete Boudjouk: Yes
  - Nichole Kottke: Yes
  - Stephanie Schaefer: Yes
  - Jodi Greenstein: Yes
  - Barbara White: Yes
- Sarah Knoph, attorney, was unable to attend the meeting but will meet the committee when time allows.
- Two donuts (i.e. what are the responsibilities of members and what is outside their scope of practice), one for each subcommittee
  - The committee will talk about this further in subcommittee sessions. When ready, subcommittees will bring their donuts back to the larger group.
  - Vote: Those in favor of creating but not adding the donuts to the manuals:
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes
    - Stephanie Schaefer: Yes
    - Jodi Greenstein: Yes
    - Barbara White: Yes
- The committee's recommendation on length of approvals for prohibited procedures will be determined by:
  - What the committee is requesting and how much time is needed to complete tasks
  - What is needed absolutely to help with phasing out the procedure
  - Whether or not it is a longstanding behavior and if it is likely to change any time soon
  - Provider efforts to reduce the need for the procedure and whether or not the provider complied with previous recommendations from the committee
  - What type of procedure the committee is approving
  - Vote: Those in favor of adding the above content to the request for approval subcommittee manual:
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes

- Stephanie Schaefer: Yes
  - Jodi Greenstein: Yes
  - Barbara White: Yes
- Feedback from Licensing
  - Vote: Those in favor of adding Licensing’s feedback to the subcommittee manuals:
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes
    - Stephanie Schaefer: Yes
    - Jodi Greenstein: Yes
    - Barbara White: Yes
- Discussion on performance measurement
  - The performance management team at DHS offered to help the committee to update the Positive Support Transition Plan and related documents later in 2018. Both groups will consider ways to rephrase questions to encourage better collection of useful and informative data.
  - The committee coordinator will ask the Olmstead office if there is any additional information it would like from the committee’s annual reports.
- New document: PSTP Quality Checklist
  - Vote: Those in favor of sending the PSTP Quality Checklist to communications for publishing?
    - Stacy Danov: Yes
    - Dan Baker: Yes
    - Mary Piggott: Yes
    - Amber Maki: Yes
    - Melanie Eidsmoe: Yes
    - Rosemary Geist: Yes
    - Pete Boudjouk: Yes
    - Nichole Kottke: Yes
    - Stephanie Schaefer: Yes
    - Jodi Greenstein: Yes
    - Barbara White: Yes
- Discussion of [Minn. R. 9544.0130, subp. 3E](#)
  - We will continue this conversation at the next meeting. Some considerations mentioned at the last meeting include:
    - Different types of competency are likely needed for different roles: developer, implementer, supervisor
    - Competency likely varies by type of provider
    - Training requirements for functional behavior assessments (FBAs) are more rigorous, which should be reflected in Positive Support Transition Plans (PSTP) since an FBA is required to provide the content for a PSTP
    - More qualified professionals coach or support many plan authors, but other authors work solo and may need more training

- A PSTP or a PSTP review may work as an assessment measure, but the competency assessment should likely be done before work is started on a plan
- Content that might be relevant to this conversation includes [Minn. R. 9544.0090](#), [DHS form 6810B](#), [Minn. R. 9544.0020,subp. 47](#) and [Minn. R. 9544.0040](#).

## Authentication

Committee Coordinator Name: Stacie Enders	
Signature:	Date: