

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. May 3, 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, will participate through an online video conference line.

Committee members

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

Absent: Danielle Bishop and Dan Baker

Common acronyms used by the committee

We ask committee members to avoid the use of acronyms. In the event of an error, however, see below:

- RA or Request: DHS form 6810D: Request for Authorization of the Emergency Use of Procedures
- FBA: Functional Behavior Assessment
- PSTP: DHS form 6810: Positive Support Transition Plan
- DHS: Minnesota Department of Human Services
- DSD: Disability Services Division
- EUMR: Emergency Use of Manual Restraint
- BIRF: DHS form 5148: Behavioral Intervention Report Form
- IRP: Interim Review Panel (Predecessor to the EPRC)
- CABC: Context, Antecedent, Behavior, Consequence
- PS Manual: DHS form 6810C: Guidelines for Positive Supports in DHS-Licensed Settings
- MDH: Minnesota Department of Health
- CCM: County case manager
- HCBS: Home and community-based services

Topics discuss

- Technology
 - We will dedicate the first few minutes to addressing any connectivity issues.
- Public comments
 - We encourage public participants to share their thoughts and ask questions about committee activities at the beginning of each meeting. The committee will continue on to the next agenda item when either 1) 30 minutes have passed or 2) when there are no additional comments or questions, whichever comes first.
- Approval of minutes from April
- Introduction of Charles Young, positive supports lead for the Department of Human Services

- Introduction of Sarah Knoph, attorney
- Discussion about coordinating in-person representation for all committee meetings
- Change to procedures: All votes must be conducted by roll call ([Minn. Stat. 13D.015, subd. 2\(4\)](#))
- Discussion of [Minn. R. 9544.0130, subp. 3E](#)
 - 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 support the content for a PSTP
 - More qualified professionals coach or support many plan authors, but others 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](#).
- Discussion: What is going well? What should we change? What have we learned?