

External Program Review Committee (EPRC) minutes [DRAFT]

Date of meeting: 2-4 p.m. Aug. 2, 2018

DSD liaison: Stacie Enders

Type: Whole committee

Location: Minnesota Department of Human Services, Room 3146, 444 Lafayette Road, St. Paul 55155. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Mary Piggott, Melanie Eidsmoe, Amber Maki, Stephanie Schaefer, Nichole Kottke, Dan Baker and Rosemary Furst

Absent: Stacy Danov, Barbara White, Danielle Bishop and Jodi Greenstein

Topics discussed

- Public comments
 - There were no public comments at this meeting.
- Approval of minutes from July
 - Vote: Those in favor of approving the meeting minutes from July 2018
 - Melanie Eidsmoe: Yes
 - Dan Baker: Yes
 - Rosemary Furst: Yes
 - Stephanie Schaefer: Yes
 - Mary Piggott: Abstain
 - Amber Maki: Yes
 - Nichole Kottke: Yes
- Emergency use of manual restraint subcommittee report discussion
 - Context: The subcommittee had a conversation about how to increase the attendance of direct support staff at the person-centered, positive supports training courses, specifically the staff who are providing care to people who frequently engage in challenging behaviors.
 - The subcommittee will be sending out a survey to a handful of providers, based on the frequency of emergency use of manual restraint. The survey will generally ask for input on what is needed to better support people with challenging behaviors.
 - Discussion points

- Staff turnover is a significant barrier.
- What are some ways to meet providers halfway?
- What is the current state of training? What do people want? What would be beneficial?
- How can we get creative with what we have so staff want to stay in their positions?
- We could possibly use the survey results to inform decisions statewide.
- Ask in the survey if it's part of their standard practice to send people to the two-day person-centered thinking training.
- Since providers are short-staffed, it's hard for them to find coverage to send staff to training.
 - One organization addressed this problem by bringing in alternate staff, who had additional training, to cover when people went to trainings. However, not all providers have this resource.
- Online trainings could be helpful and there are existing curricula for positive supports with assignments that might be helpful. There is also the College of Direct Support.
 - The existing training tools are great for the general population, but additional training may be needed for staff who assist people who engage in challenging behaviors.
- Maybe we need to work with supervisors and managers on how to apply strategies – essentially train the trainer. Mentoring or coaching might be helpful.
- Sometimes people take in the information but struggle to apply.
- The amount of information can be overwhelming to absorb in just two days.
- We could ask if people are taking advantage of specialist services and behavioral support services, which covers training of staff and supervisors. Providers and case managers might not be aware of this resource.
- The Successful Life Project offers onsite training that is specific to the individual.
- What can we do to streamline paperwork for people who have significant needs?
- BIRF 2.0 will help reduce some of the burden, but it won't be ready until early 2019.
- The Quality Assurance Leadership Team recently asked DHS staff if any efficiencies can be achieved for providers who are spending significant time on paperwork.
- Internet connectivity can be an issue when completing BIRF reports and other documents.
- Sometime providers need to submit duplicate information to the state, such as PSTP reviews and the BIRFS for prohibited procedures.
 - This could be changed via the PSTP Instructions.
 - The committee has the option to recommend this policy change.
 - We would have to work with the Ombudsman's office, the commissioner, Licensing and a few other groups to implement this.
 - We could recommend that once providers go through the EPRC-approval process and receive approval, they would no longer need to complete BIRFs.
 - EUMR is specifically called out in statute and would be much harder to change than the BIRF requirements for prohibited procedures.
 - Could we complete a time study to see how much time is spent on BIRF reporting?

- Providers have the option to complete a variance request (Minn. Stat. 245A.04, subd. 9), but it is very time consuming and not always approved.
- If we can free up some time spent on paperwork, staff will have more time to spend with the person.
- Two possible recommendations:
 - Via the [PSTP Instructions](#): remove the requirement to complete a Behavior Intervention Report Form (BIRF) for the use of a procedure that has been approved by the commissioner
 - Via [Rule 9544.0110](#) (and a couple other places): remove the requirement to complete a Behavior Intervention Report Form (BIRF) for the emergency use of manual restraint when a provider completes and submits to DHS a Positive Support Transition Plan (form 6810) and quarterly plan reviews (form 6810A)
 - Vote: To present these two recommendations to DHS's policy team to start the review process (not to make a formal recommendation just yet):
 - Stephanie Schaefer: Yes
 - Dan Baker: Yes
 - Melanie Eidsmoe: Yes
 - Nichole Kottke: Yes
 - Rosemary Furst: Yes
 - Amber Maki: Yes
 - Mary Piggott: Yes
- Since the BIRF is being used to report increases or decreases in the use of restraints, then another way to report statewide use of restraint will be needed.
 - This might not be an issue with the mechanical restraint BIRFs since there are so few, but it could be an issue for manual restraint BIRFs.
 - Streamlining the reporting would probably make it more accurate.
 - We could possibly count PSTPs instead of BIRFs for Olmstead reports.
- The subcommittee that reviews requests for approval gave a brief update.
- The committee needs to start preparing for the 2018 Olmstead report.
 - Vote: Is it OK to assign this work to a small subgroup?
 - Stephanie Schaefer: Yes
 - Amber Maki: Yes
 - Rosemary Furst: Yes
 - Dan Baker: Yes
 - Melanie Eidsmoe: Yes
 - Nichole Kottke: Yes
 - Mary Piggott: Yes
 - Dan will draft the recommendations portion of the report and Stacie will take care of the history and data portions. They will bring the information back to the whole committee for editing and approval.
- The subgroup tasked with “coming up with suggestions for addressing, possibly revising, requirements for [Minn. R. 9544.0130, Subp. 3E](#)” provided an update. We will discuss each recommended task further at upcoming meetings.

- The committee developed criteria for calling a special meeting
 - There is a safety concern.
 - The quorum will be consistent with other requests for approval, which is currently four but may change if the number of subcommittee members changes.
 - If it will take more than one month to provide a response using the normal meeting schedule, a special meeting may be called.
- What is going well? What should we change? What have we learned?
 - The committee members are interested in receiving additional training on client rights.
- Request for approval
 - This was not discussed because the required documents were not submitted.

Authentication

Committee Coordinator Name: Stacie Enders	
Signature:	Date: