

## External Program Review Committee (EPRC) agenda

**Date of meeting:** 2-4 p.m. on December 5, 2019

**DSD liaison:** Stacie Enders, Linda Wolford, and Ariana Dionisopoulos

**Type:** Whole committee

**Location:** Elmer L. Andersen Human Services Building, Room 2222, 540 Cedar St., St. Paul 55101. Most members of the committee, however, will participate through an online video conference line.

### Common acronyms used by the committee

We ask committee members to avoid the use of acronyms. Here are common acronyms:

- 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

### Agenda items

- 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.
- General reminders
  - Before speaking, please state your name.
  - Committee members are expected to:
    - Read the minutes, agenda and supporting documents before each meeting
    - Participate in ideas and conversations, as well as pause to allow others to share input
    - Commit to spending the whole meeting time present and not engage in other activities during the meeting
    - Be on time.

- Vote
  - The committee will discuss the minutes from November and vote.
- Discussion
  - The potluck will likely be on February 6<sup>th</sup>. A few people still need to respond.
  - The committee will continue their discussion about 911 incident data.
  - The committee will discuss revisions to the Positive Support Transition Plan, DHS form 6810.
- Updates to share
  - Progress towards developing a new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#), will be shared.
  - The publishing process for the fidelity checklist tools has been started.
  - The Requests for Approval subcommittee will provide an update.
  - The EUMR subcommittee will provide an update.
- Other
  - Committee members will have the opportunity to share information and discuss.
  - What is going well? What should we change? What have we learned?
- Closing
  - The committee will list action steps and topics that members would like to discuss for the next meeting.