

External Program Review Committee (EPRC) minutes

Date of meeting: December 5, 2019

DSD liaison: Stacie Enders, Linda Wolford, Charles Young, 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, participated through an online video conference line.

Attendees: Dan Baker, Kim Frost, Mike Boston, Stephanie Schaefer, Jodi Greenstein, Stacy Danov, Liz Harri, Laura Daire, Mary Piggott, Melanie Eidsmoe

Not Present: Barbara White, Lindsay Nash, and Danielle Bishop

Agenda items

- **Vote:** Those in favor of approving the November 2019 meeting minutes:
 - Dan Baker: yes
 - Mike Boston: yes
 - Laura Daire: yes
 - Liz Harri: yes
 - Mary Piggott: yes
 - Stacy Danov: yes
 - Melanie Eidsmoe: yes
 - Stephanie Schaefer: yes
 - Jodi Greenstein: yes
 - Kim Frost: yes
- The committee's potluck will be on February 6th. The purpose of this potluck is to give members a chance to meet other members in person, since committee representatives live throughout Minnesota and normally meet through electronic means.
- DHS representatives of the Community Capacity and Positive Supports team are preparing to follow up with providers who frequently report 911 calls on the Behavior Intervention Reporting Form by putting together a list of questions to ask. For example, they will ask providers if they have sought out local crisis services, if they are aware they can use emergency use of manual restraint, and what needs they have.
- The committee will look at the Positive Support Transition Plan, DHS form 6810, again in January 2020.
- The new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#), is still moving forward. Currently the development team is working on creating a process for automatically generating accounts for [Authorized Agents](#). Those agents can then create accounts for managers under them, who can then create accounts for supervisors, and supervisors can create accounts for other staff.
- The publishing process for the fidelity checklist tools has been started and will likely be ready in January or February 2020.
- Subcommittee updates:
 - The Requests for Approval subcommittee has seen a lot of progress in how people are defining fading in potentially hazardous circumstances, and it represents a philosophical shift focused on skill acquisition.

Also, the subcommittee recently recommended approval for a person they have never worked with before.

- For the past few months the EUMR subcommittee has started looking at Emergency Use of Manual Restraint Behavior Intervention Reporting Forms for people who do not currently need a Positive Support Transition Plan. This is an expansion of the work they were doing previously.
- As a general reminder, committee members are charged with monitoring rule implementation and making recommendations, but they are not responsible for implementing the rule. Members will be financially compensated for preparing for and attending committee meetings, as well as following up on individual cases. Members will not be financially compensated for rule implementation projects such as re-writing the PSR 100 assessment, but members are welcome to volunteer for projects they are interested in.
- PSR 100 assessment:
 - An important part of creating the new assessment will be gathering public input, and suggestions are welcome from anyone.
 - How does the EPRC want to stay involved while DHS is creating content? How often does the committee want updates as the project moves forward?
 - The committee would like to set aside time at each monthly meeting to hear where DHS is at with the project.
 - The committee would like to see drafts of the assessment questions and training materials so they can provide input throughout the process.
- At the next meeting the committee will receive updates on the projects listed above. Other topic ideas are welcome.