

External Program Review Committee (EPRC) minutes

Date of meeting: Jan. 3, 2019

DSD liaison: Stacie Enders

Type: Whole committee

Location: Elmer L. Andersen Human Services Building, Room 2223, 540 Cedar St., St. Paul 55101. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Melanie Eidsmoe, Dan Baker, Mary Piggott, Kim Frost, Laura Daire, Lindsay Nash, Stacy Danov, Jodi Greenstein

Absent: Barbara White, Danielle Bishop, Stephanie Schaefer

Agenda items

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from December
 - Vote: Those in favor of approving the meeting minutes from December 2018
 - Melanie Eidsmoe: yes
 - Dan Baker: yes
 - Mary Piggott: yes
 - Stacy Danov: yes
 - Jodi Greenstein: yes
 - Laura Daire: yes
 - Kim Frost: yes
 - Lindsay Nash: yes
- A discussion was led by Stacy Danov on what's working and what's not working about procedures and protocols
 - What's working
 - 1:1 training with new committee members
 - Multiple meeting options, such as phone, Skype, email
 - Instruction manuals
 - Donuts
 - In-person visits with people who receive services and providers have been helpful
 - Information in the S drive
 - Having discussions with committee members
 - Increased clarity about committee responsibilities and what the rule is
 - What's not working
 - More guidance on what mentors need to cover
 - Sometimes need more historic case information
 - Sometimes don't recall what was discussed

- Action steps:
 - Add all of the historical files to the S drive when up for review
 - Dan, Melanie, Mary, Lindsay, Laura and Kim will make lists on what to cover when mentoring
 - We will add a pause between case reviews to review the notes before moving on
 - We will start working in pairs when feasible so that information is not lost if someone is out or leaves the committee
- The committee heard some history on the rules surrounding seatbelt buckle guards and harnesses
 - <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6748-ENG>
 - <http://edocs.dhs.state.mn.us/lfserver/Public/DHS-6931-ENG>
 - <https://www.revisor.mn.gov/rules/9544.0130/>
- Subcommittees
 - The subcommittee that focuses on the emergency use of restraint is following up with providers who responded to its survey. In January it will attempt to reach out again to those who did not respond.
 - The subcommittee that focuses on requests for approval (typically mechanical restraint) is pleased with the progress the [Technology for Home](#) program is making.
- Closing
 - The committee listed action steps and topics that members would like to discuss for the next meeting:
 - Review list of what to cover when mentoring.
 - Update instruction manuals at subcommittee meetings in February.
 - Update donuts at subcommittee meetings in March.
 - Education compendium with information on seatbelt guards/harnesses: Members will send the committee coordinator page numbers where they found relevant information. We will share this information at the February whole committee meeting.