

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. Jan. 3, 2018

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, 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.

- Discussion
 - The committee will discuss the minutes from December and vote.
 - Stacy Danov will lead a 4+1 discussion on what's working and what's not working about procedures and protocols.
 - The committee will continue its conversation about seatbelt buckle guards and harnesses.
 - Committee members will have the opportunity to share items for information.
 - Committee members will have the opportunity to bring up items for discussion or action.
- Subcommittees
 - Each group will provide an update on the work it has completed recently.
- Closing
 - What is going well? What should we change? What have we learned?
 - The committee will list action steps and topics that members would like to discuss for the next meeting.