

External Program Review Committee (EPRC) minutes

Date of meeting: March 7, 2019

DSD liaison: Stacie Enders

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.

Committee members

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

Absent: Laura Daire, Barbara White, Danielle Bishop

Agenda items

- Public comments: There were no public comments at this meeting.
- Approval of minutes from February. Vote: Those in favor of approving the meeting minutes from February 2019:
 - Kim Frost: yes
 - Lindsay Nash: yes
 - Melanie Eidsmoe: yes
 - Mary Piggott: yes
 - Stacy Danov: yes
 - Jodi Greenstein: abstain
 - Stephanie Schaefer: yes
 - Dan Baker: yes
- The committee discussed if an update to [DHS form 6810C](#) is needed:
 - The positive support transition plan (PSTP) example needs to be updated.
 - It currently does not include all of the same phases as the PSTP template.
 - Quality of life – should put more emphasis on that section
 - It makes sense to ensure this document matches all the other PSTP-related documents.
 - It would be good to examine if it is up to date and meets current standards.
 - Could start by suggesting updates and then ask for statewide feedback on the suggestions
 - Volunteers to work on the updates
 - Stacy Danov
 - Mary Piggott
 - Dan Baker
 - Kim Frost
 - Charles Young
 - The committee coordinator will ask if DHS is in support of updating the document.

- Vote: Those in favor of updating 6810C
 - Stacy Danov: yes
 - Dan Baker: yes
 - Mary Piggott: yes
 - Melanie Eidsmoe: yes
 - Stephanie Schaefer: yes
 - Jodi Greenstein: yes
 - Kim Frost: yes
 - Lindsay Nash: yes
- Members continued to give feedback on the proposed edits (see supporting documents) to DHS forms [6810](#), [6810A](#) and [6810B](#). Samples of the proposed forms will be sent statewide for feedback from the public sometime in late March or April.
- Both subcommittees have been providing guidance to license-holders on how to reduce the use of restraint. Through these efforts, multiple committee representatives noticed many providers do not know about the [Community-Based Services Manual](#) and available services such as [behavioral support](#) and [specialist services](#). These services are often helpful when attempting to prevent and respond to interfering behavior and can be offered at the same time as other services. One idea for informing more people is to add a link to these resources on the DHS Positive Supports page under the Resources tab. The committee will continue this discussion at the next meeting.
- The subcommittee that reviews emergency uses of manual restraint has been following up on survey responses. Some of the information they have provided includes:
 - Instructions on how to coordinate successfully with emergency responders after calling 911
 - How to connect with behavior professionals
 - Where to find occupational therapists
 - Information on what the state is doing about staffing shortages
- The subcommittee that reviews requests to use prohibited procedures reported that the commissioner's representative recently approved a seat belt restraint for a new person. Approvals are evaluated on a case-by-case basis and are specific to individual needs.
- What is going well? What should we change? What have we learned?
 - Good, productive discussion today
- Closing
 - At the next meeting the committee will brainstorm ways to help providers become more aware of available services such as behavioral supports and specialist services.
 - The committee coordinator will provide an update on 6810C after she connects with DHS management.