

External Program Review Committee (EPRC) minutes

Date of meeting: April 4, 2019

DSD liaison: Stacie Enders

Type: Whole committee

Location: Minnesota Department of Human Services, Room 2222, Elmer Andersen Building, 540 Cedar Street, St. Paul 55101. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Dan Baker, Mike Boston, Kim Frost, Lindsay Nash, Mary Piggott, Jodi Greenstein, Melanie Eidsmoe, Laura Daire, Stephanie Schaefer

Absent: Danielle Bishop, Stacy Danov, Barbara White

Agenda items

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from March
 - Vote: Those in favor of approving the meeting minutes from March 2019
 - Stephanie Schaefer: yes
 - Dan Baker: yes
 - Melanie Eidsmoe: yes
 - Laura Daire: abstain
 - Kim Frost: yes
 - Lindsay Nash: yes
 - Mike Boston: abstain
 - Mary Piggott: yes
 - Jodi Greenstein: yes
- [DHS form 6810C](#)
 - DHS staff will make technical updates so the manual reflects changes made to the Positive Support Transition Plan (PSTP) and related documents. We will not make other changes at this time.
 - Kim Frost will help to create a PSTP sample from the new template. The coordinator will ask Stacy Danov if she also is interested in helping with the sample. If she is not, then Dan Baker will work with Kim so we have one DHS representative and one provider representative working on the sample.
 - Once a sample is ready, it will be brought to the whole committee for review.
 - After the committee finishes reviewing the sample, we will share it with other stakeholders for input.

- Ways to help providers become more aware of [Behavioral Support](#) and [Specialist Services](#)
 - Add to new social worker/case manager training
 - Facebook, Twitter, etc. – The committee coordinator will talk to the Communications team about options
 - There was a recent code change for behavioral support – could pair with that news as a way to spread awareness
 - Talk to Community Support Services about how it shares info
- Committee members will have the opportunity to test the new Behavior Intervention Reporting Form. The new system will have enhanced features for tracking information and managing committee work.
- Both subcommittees have several in-person meetings planned with expanded care teams to help them come up with solutions for reducing the use of restraint.
- Closing
 - At the next meeting the committee will discuss the new Behavior Intervention Reporting Form.
 - Once the PSTP template is ready, the committee will start to create a sample PSTP for [DHS form 6810C](#). Upon completion of that work, we will take steps to raise awareness of those resources.