

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. on May 2, 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, 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 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 April and vote.
 - We will provide an update on progress toward developing a new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#). Committee members will be asked to share ideas for automated reports that can be built into the new system.
 - The reports may be specific to DHS or specific to service providers. For example, in the new system, service providers will have access to reports that show the EUMR count for each person over the past 90 and 180 days. They will also receive a list that shows how frequently each staff member is involved in incidents so they can identify possible training needs. If providers or DHS representatives have ideas for additional reports after the system is built, they will be able to create custom reports within their own user accounts.
 - We will provide an update on the new positive support transition plan documents, DHS forms 6810, 6810A, 6810B, 6810C and 6810G.
 - Committee members will have the opportunity to share information and discuss.
 - What is going well? What should we change? What have we learned?
- Subcommittees
 - The Requests for Approval subcommittee will provide an update on the work the team has completed recently.
 - The EUMR subcommittee will provide an update on the work the team has completed recently and topics it has been discussing:
 - Creating a new checklist
 - Comparing trends in 911 and emergency use of manual restraint reports
 - Assessing changes in the length of holds and the number of days between holds
 - Improving coordination between emergency responders and providers of DHS-licensed services
 - Learning more about rate exceptions and banded rates
 - Discussing how to help teams use the right language to improve communication between providers and case managers
- Closing
 - The committee will list action steps and topics that members would like to discuss for the next meeting.