

External Program Review Committee (EPRC) minutes

Date of meeting: 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, participated through an online video conference line.

Committee members

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

Absent: Danielle Bishop

Agenda items

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from April
 - Vote: Those in favor of approving the meeting minutes from April 2019
 - Stephanie Schaefer: yes
 - Dan Baker: yes
 - Melanie Eidsmoe: yes
 - Laura Daire: yes
 - Kim Frost: yes
 - Lindsay Nash: yes
 - Mike Boston: yes
 - Mary Piggott: yes
 - Jodi Greenstein: yes
 - Stacy Danov: yes
- Report ideas for the new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148 \(PDF\)](#)
 - Length of time the hold took place – this will allow service providers to see if the holds are getting longer or shorter
 - Time between restraints – this will likely require the use of Microsoft Excel so it might not be something we can offer to service providers, but we can get this data for committee reviews
 - Location – this will allow service providers to see if the incidents frequently happen in a certain location

- The Positive support transition plan documents are up for public review. Further work will need to wait until the new templates and instructions are complete
- The Requests for Approval subcommittee has continued to work on reducing the need for buckle guards and has been offering additional technical assistance to providers and in-person meetings with people who receive services
- The EUMR subcommittee has been working on or will soon be working on:
 - Creating a new optional checklist that committee members can use to keep track of their work
 - Comparing trends in 911 and emergency use of manual restraint reports
 - Improving coordination between emergency responders and providers of DHS-licensed services
 - Assessing changes in the length of holds and the number of days between holds
 - 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
- What is going well? What should we change? What have we learned?
 - The in-person visits with expanded support teams have been really helpful
- The committee will receive an update on the following subjects at the next meeting:
 - Multiple topics related to 911 calls
 - Behavior Intervention Reporting Form, DHS-5148
 - Positive Support Transition Plan, DHS-6810, and related documents