

External Program Review Committee (EPRC) minutes

Date of meeting: Aug. 8, 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: Lindsay Nash, Jodi Greenstein, Stephanie Schaefer, Laura Daire, Kim Frost, Dan Baker and Stacy Danov

Absent: Danielle Bishop, Mary Piggott, Barbara White, Melanie Eidsmoe and Michael Boston

Agenda items

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from July
 - Vote: Those in favor of approving the meeting minutes from July 2019
 - Dan Baker: yes
 - Stacy Danov: yes
 - Kim Frost: yes
 - Laura Daire: yes
 - Lindsay Nash: yes
 - Stephanie Schaefer: yes
 - Jodi Greenstein: yes
- The committee reviewed the draft safety manual for members and did not have any recommendations for changes. The manual will be placed in the committee's SharePoint folder
- The Positive Support Transition Plan documents, DHS forms 6810/6810A/6810B/6810C/6810G, are still under review but should be ready soon. The delay is due to careful consideration of phrasing/content to ensure the new language will be applicable and appropriate for a variety of license settings (e.g. Home and community-based services vs. such settings as the Minnesota Sex Offender Program)
- The Behavior Intervention Reporting Form, DHS form 5148, has received additional funding to extend the project by one year. We need the extension to develop internal capacity to verify provider accounts so that they can have access to documents they submit, but will lose access if they leave their place of employment (to protect private health information)

- The committee reviewed three drafts of fidelity checklist tools
 - It would help to add details at the top to describe the purpose of each one
 - All are optional: Providers are not required to use them
 - EPRC members won't be completing the forms but may offer them to providers
 - Might be helpful to shorten to one page and focus on the most important aspects of the plan. Another option is to include all the items but explain in the instructions that providers may determine which pieces are most important for each person
 - Shortening the form will make it easier to comprehend and remember
 - Might be helpful to make it more plain language, particularly if English is a second language
 - We should consider the purpose and title of debriefing form – is it for debriefing (which typically includes making sure staff are OK) or assessing the intervention? Might also help to add: What worked/what didn't work?
 - We should be sure to refer to staff as professionals
 - Laura will edit and bring back drafts for next month. Liz Harri is open to helping her with this task
- Addressing the increase in 911 calls
 - Liz Harri will start researching this more for the committee and will bring more information to the next meeting
 - It might help to know more about what types of training emergency responders receive
 - Tracking of 911 call reasons is not statewide. St. Louis County is doing this and may be a model
 - What are the costs when staff or a person is forced to call 911?
 - A matrix might be helpful for providers to determine when a 911 call is appropriate
 - Lindsay and Liz will work together to bring more information to the next meeting
- What is going well? What should we change? What have we learned?
 - Stephanie recently had an in-person visit that went well. They invited her back. It's more person-centered to do the visit than to correspond only via email
- Both subcommittees are doing business as usual and continue to provide recommendations to teams on positive support strategy ideas
- The committee will discuss the following subjects at the next meeting
 - Behavior intervention report forms (BIRFs)
 - Positive support transition plans (PSTPs)
 - Fidelity (consistency with plan implementation) checklists
 - Steps toward reducing 911 incidents