

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. Sept. 5, 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 1) 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.

- Committee procedures
 - The committee will discuss an update for one of its policy and procedures manuals to ensure service providers are afforded due process with their requests. Below is draft language for the subcommittee manual on reviewing requests for approval:
 - Providers who make requests to the subcommittee must be afforded due process. Minn. R. 9544.0130 requires that the subcommittee “base its recommendation upon the documentation provided in accordance with Minnesota Statutes, section 245D.06, subdivision 8, paragraph (c).” Additional information shared with committee members should be done so with the provider’s knowledge and participation. Committee members should avoid discussing one provider with other service providers or external groups/people without giving the provider an opportunity to respond to the outside information. For example, an employee who was recently fired by a provider may email a committee member to complain about that provider, and it may or may not be true.
 - If a complaint is shared with a committee member, he or she should notify the coordinator within one week’s time and should not share that information with the rest of the committee. The committee coordinator will route the complaint to other DHS representatives as needed, depending on the nature of the report. If the complaint is closely tied to committee recommendations for a person receiving services, the committee member may individually share the complaint with the provider and request more information, but the information from the provider must be used as the basis for the subcommittee’s recommendation (as opposed to basing the recommendation on the complaint).
- Vote
 - The committee will discuss the minutes from August and vote.
- Updates to share
 - We will explain progress toward developing a new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#).
 - We will provide an update on the new Positive Support Transition Plan documents, DHS forms 6810/6810A/6810B/6810C/6810G.
 - The Requests for Approval subcommittee has been conducting business as usual and continues to see good progress in the use of evidence-based practices. The subcommittee also recently re-evaluated an existing approval to determine whether the provider met the legal requirements to use a prohibited procedure proactively in the vehicle setting to prevent injury; the provider met the requirements so the approval was broadened to include preventive measures.
 - The EUMR subcommittee has been conducting business as usual and continues to travel around the state to meet with people receiving services and their teams.
- Discussion
 - Lindsay Nash and Liz Harri will provide information about 911 incident data.
 - The committee will continue working toward developing optional fidelity (consistency with plan implementation) checklists.
 - Committee members will have the opportunity to share information and discuss.
 - What is going well? What should we change? What have we learned?
- Closing
 - The committee will list action steps and topics that members would like to discuss for the next meeting.