

## External Program Review Committee (EPRC) minutes

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

### Committee members

Present: Dan Baker, Lindsay Nash, Laura Daire, Stephanie Schaefer, Jodi Greenstein, Kim Frost, Michael Boston, Stacy Danov, Mary Piggott, Danielle Bishop

Absent: Melanie Eidsmoe, Barbara White

### Agenda items

1. The committee will add the following to the subcommittee manual on reviewing requests for approval:
  - a. 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 that 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, they 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).
2. Vote: Those in favor of approving the August 2019 meeting minutes
  - a. Dan Baker: yes
  - b. Michael Boston: yes
  - c. Lindsay Nash: yes
  - d. Laura Daire: yes
  - e. Kim Frost: yes
  - f. Mary Piggott: abstain
  - g. Stacy Danov: yes
  - h. Jodi Greenstein: yes
  - i. Stephanie Schaefer: yes
  - j. Danielle Bishop: not present for the vote

3. Updates
  - a. The [Behavior Intervention Reporting Form \(BIRF\), DHS-5148 \(PDF\)](#), is back on track and ready again for committee member testing. The project received a timeline expansion and is aiming to be ready by June 2020.
  - b. The new positive support transition plan documents, DHS forms 6810/6810A/6810B/6810C/6810G, are also back on track with 6810 and 6810A almost ready for publication. The other documents will be based on 6810, so those will come next. A webinar about the documents might be helpful to some providers. We could also include the fidelity checklist tools in the presentation. Laura, Stacy and Liz are willing to host the webinar.
4. Information about 911 incident data was provided by Lindsay Nash and Liz Harri.
  - a. Crisis services are underutilized and some disability service providers have been turned away. Liz will research why that is happening and the criteria for those services. If people had access to more crisis services, they might call 911 less often.
  - b. A small number of people account for most of the 911 BIRFs – 16 people.
  - c. Many of the BIRFs DHS receives don't actually need to be submitted.
  - d. We need to look into tools that we can share with providers.
  - e. What systems can be put into place so these folks do not feel like they have to escape? Networking or home modifications might be helpful.
  - f. Liz will collect more information for the October meeting.
  - g. Optional crisis tools and resources will be shared at the October meeting.
5. The committee will continue working to develop optional fidelity (consistency with plan implementation) checklists. The plan going forward is:
  - a. Laura and Liz will do further editing
  - b. Mike, Laura and Lindsay will do some testing at their workplace
  - c. After testing, will bring back drafts to the committee for additional (possibly final) review
  - d. Stacie will format
  - e. DHS Communications will formalize the documents
  - f. Publication:
    - i. Post on the DHS Positive Supports webpage for optional use
    - ii. Send an eList to announce the availability of the new documents
    - iii. Offer a webinar for service providers that includes information on the new PSTP documents
    - iv. Committee members can recommend these resources to providers they are supporting
6. What is going well? What should we change? What have we learned?
  - g. Thank you to Liz, Laura and Lindsay for their contributions to this meeting
7. At the October meeting, the committee will discuss:
  - a. BIRF
  - b. PSTP
  - c. Fidelity checklists
  - d. 911 data