

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. Nov. 7, 2019

DSD liaison: Stacie Enders, Linda Wolford and Ariana Dionisopoulos

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.

- Vote
 - The committee will discuss the minutes from October and vote.
- Discussion
 - Members will decide if they are interested in having an in-person party to meet the other committee members.
 - Members will discuss the PSR 100 test that providers must pass before they may author a positive support transition plan.
 - The committee will continue its discussion about 911 incident data:
 - Members will look over mnps.org and other DHS public webpages to see what existing resources are already available.
 - Members will also look at the following resources:
 - [Premise form](#) from St. Louis County
 - [Person Centered Incident Matrix Manual](#) from St. Louis County
 - [Communication form](#)
 - They will discuss why people with IDD diagnoses sometimes cannot access crisis services.
- Updates to share
 - Liz Harri has been appointed to the committee. Welcome, Liz!
 - Progress toward developing a new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#).
 - An update on the new positive support transition plan documents, DHS forms 6810/6810A/6810B/6810C/6810G.
 - Several committee members who work for private organizations have been testing the fidelity checklist tools with their teams. They will provide an update on what is working/not working about the tools.
 - The Requests for Approval subcommittee will provide an update.
 - The EUMR subcommittee will provide an update.
- Other
 - 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.