

## External Program Review Committee (EPRC) agenda

**Date of meeting:** 2-4 p.m. on March 5, 2020

**DSD liaison:** Stacie Enders, Linda Wolford, and Ariana Dionisopoulos

**Type:** Whole committee

**Location:** Elmer L. Andersen Human Services Building, Room 2130, 540 Cedar St., St. Paul 55101. Most members of the committee, however, will participate through an online video conference line.

**Accommodations:** If you need an accommodation for this meeting, you must notify a DSD liaison three days prior to the meeting by emailing [PositiveSupports@state.mn.us](mailto:PositiveSupports@state.mn.us).

### 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 February and vote.
- Discussion
  - The Positive Support Transition Plan documents are ready for further review by the committee and the public. Copies of the drafts can be found in a [DHS eList announcement](#). Committee members will provide their feedback during the meeting, and the public can provide input either by attending (via phone or in person) the March committee meeting or by emailing feedback to [PositiveSupports@state.mn.us](mailto:PositiveSupports@state.mn.us).
  - The committee will continue its discussion about quality of life surveys.
- Updates to share
  - An update will be shared on progress with helping people find the right kind of occupational therapists.
  - DHS staff will provide an update on progress with creating a new assessment to evaluate the competency of qualified professionals to conduct functional behavior assessments.
  - DHS staff will provide an update on 911 incident reports.
  - New customized support for providers is now available through STAR Services. Details can be found in a [DHS eList announcement](#).
  - The Requests for Approval subcommittee will provide an update.
  - The EUMR subcommittee will provide an update.
- Other
  - An in person committee representative is still needed for the April 2<sup>nd</sup> meeting.
  - 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 meet with a care team for the last thirty minutes of the normal meeting time. The meeting will be closed at 3:25pm as required by Minn. Stat. § 13D.05, subd. 2(a) (3), to conduct business requiring discussion of health, medical, welfare or mental health data that is classified as not public under the Minnesota Government Data Practices Act.