

External Program Review Committee (EPRC) agenda

Date of meeting: 2-4 p.m. on May 7, 2020

DSD liaison: Stacie Enders, Linda Wolford and Ariana Dionisopoulos

Type: Whole committee

Location: Remote-only due to the extended COVID-19 Peacetime Emergency Declaration in Executive Order 20-01 issued by Governor Walz

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 or calling (651) 431-4974.

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
- HCBS: Home and community-based services

General reminders for committee members

- Before speaking, please state your name.
- Committee members are expected to:
 - Be on time
 - 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.

Agenda items

Technology

We will dedicate the first few minutes to addressing any connectivity issues.

Public comments

- The committee encourages 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.

Vote

- The committee will discuss the minutes from March and vote (the whole committee did not meet in April).

Discussion

- The committee will discuss any problems or questions people might have related to Covid-19 and the [Positive Supports Rule, Minn. R. 9544](#).

Updates to share

- The Positive Support Transition Plan documents are slowed due to Covid-19 but are still on track to be published this year.
- A quality of life survey has been drafted and is currently being reviewed.
- A presentation on expanding intervention support services, which includes information on how to expand occupational therapy services, has been drafted and is currently being reviewed.
- 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.
- The new Behavior Intervention Reporting Form (BIRF) is still on hold and will likely remain on hold through 2020.
- DHS staff are currently working on updating the [DHS Positive Supports webpage](#) to add information (such as crisis support information), to update existing information and to make it more user friendly.
- DHS staff continue to work on an employee recruitment and retention toolkit, which is one of the tasks assigned to DHS as part of the workforce shortage crisis.
- DHS is creating a webpage to inform the public about work being done to address the workforce shortage.
- The fidelity checklists will likely not be published for several more months due to needed attention to higher priority tasks.
- The Requests for Approval subcommittee will provide an update.
- The Emergency Use of Manual Restraint (EUMR) subcommittee will provide an update.

Other

- As a reminder, a new customized support for providers is now available through STAR Services. Details can be found in a [DHS eList announcement](#). Committee members are encouraged to share this resource with the providers they work with.
- Committee members may share additional information and discuss.
- What is going well? What should we change? What have we learned?

Closing

- Members are welcome to recommend topics for upcoming committee meetings.
- If changes are needed to the meeting minutes for the closed portion of the March 2020 committee meeting, this meeting will be closed 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.