

External Program Review Committee (EPRC) agenda

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

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

Type: Whole committee

Location: Remote only due to the COVID-19 health pandemic

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) 508-2321.

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
- PSR: Positive Supports Rule: Minnesota Rule 9544

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 May and vote.

Discussion

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

Updates to share

- The Positive Support Transition Plan (PSTP) documents have been approved and sent to the communications team for development. The upcoming rollout plan includes:
 - An intentional delay, so providers can continue to focus on COVID-related issues
 - Multiple online WebEx presentations with slideshows (dates will be shared later this year)
 - A pretend completed PSTP and review form as examples
 - 1:1 technical assistance from EPRC members, who are already working with most providers who use PSTPs
 - An eList announcement for people who have signed up to receive automatic updates from DHS
 - The new documents and slideshow will be posted on the DHS Building community capacity in positive supports webpage, after the page is updated.
- 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.
- Changes to the [DHS Positive Supports webpage](#) and [the EPRC webpages](#) have been sent to the DHS communications team for rollout. There is also a fourth webpage being reviewed that shares information about what DHS is doing to address the workforce shortage.
- The employee recruitment and retention toolkit (one of the tasks assigned to DHS as part of the workforce shortage crisis) is with the DHS communications team and should be published fairly soon.
- The Requests for Approval subcommittee will provide an update on proposed policy changes to ensure essential services can be offered remotely.
- The Emergency Use of Manual Restraint (EUMR) subcommittee will provide an update on the data below.

Update on Behavior Intervention Report Form (BIRF) data

- The number of Emergency Use of Manual Restraint (EUMR) BIRFs has decreased year after year since both the implementation of the Positive Supports Rule (Minn. R. 9544) in 2015 and since the EPRC started following up on EUMR BIRFs in 2017.
- The number of 911 BIRFs has increased year after year since both the implementation of the Positive Supports Rule in 2015 and since the EPRC started following up on EUMR BIRFs in 2017.
- The data does not provide any evidence that 911 BIRFs are simply replacing EUMR BIRFs because total BIRFs have been steadily decreasing year after year, so there continues to be a system-wide improvement in terms of reduced numbers of BIRFs being submitted.

- The DHS Community Capacity and Positive Supports team is going to look into the 911 call BIRF increase further and assess what else can be done to address this issue at the person level, provider level, and overall systems level. Some existing efforts by DHS staff to address this issue include:
 - Following up on some individual 911 incidents
 - Collecting data to look at the availability of crisis services and system gaps
 - Developing a new training to teach current and future providers how they can provide or use existing waiver services to deliver additional supports to prevent and respond to crises
 - Updating the forms and instructions that providers use to outline methods for preventing crises (Positive Support Transition Plans)
 - Offering and promoting training on positive supports and person-centered practices.
 As additional strategies and approaches are developed, the committee will be updated.
- The data suggests that the EPRC EUMR subcommittee has contributed to the decrease in EUMR BIRFs. In the chart below, note that when the EPRC started following up on EUMR BIRFs, those particular BIRFs started to decrease at a higher percentage than all BIRFs:

| All BIRFs: % decrease year over year | Calendar year | EUMR BIRFs: % decrease year over year |
|--------------------------------------|--|---------------------------------------|
| | 2014 | |
| 28% | 2015 | 25% |
| 13% | 2016 | 4% |
| 6% | 2017 The EPRC started following up on EUMR BIRFs | 8% |
| 4% | 2018 | 9% |
| 4% | 2019 | 4% |
| 12% estimated | 2020 | 3% estimated |

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.