

External Program Review Committee (EPRC) agenda

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

DSD liaison: Stacie Enders and Linda Wolford

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 June and vote.

Updates to share

Note: projects not listed below that were discussed by the committee in May 2020 continue to move forward, but there is no new information at this time.

- The [Direct Care/Support Workforce Initiative webpage](#) is currently under review to be updated with new information to share with the public what is being done to address the workforce shortage issue and to share resources.
- The employee recruitment and retention toolkit (one of the tasks assigned to DHS as part of the workforce shortage crisis) will be published any day now.
- The quality of life questionnaire reviewed by the committee in June will be reviewed by people receiving services and family members before publication.
- 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.
- The Requests for Approval Subcommittee has seen evidence of a relationship between challenging behavior and people not being able to do things important to them because of Covid-19.
- The Emergency Use of Manual Restraint (EUMR) Subcommittee will now be offering Technology for Home services to a limited number of people with long histories of EUMR Behavior Intervention Report Forms (BIRFs).

Update on Behavior Intervention Report Form (BIRF) data

- The increasing trend for 911 BIRFs continues to hold true after removing reports that were submitted in error (e.g. incidents where the person called 911 on their own).

Discussion

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