

## External Program Review Committee (EPRC) agenda

**Date of meeting:** 2-4 p.m. on January 7, 2021

**DSD liaison:** Stacie Enders, Linda Wolford and Ari 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](mailto: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

The first few minutes will be dedicated 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 December and vote.

### Updates to share

- Guest speaker Scott Schifsky will provide an update on the Life Sharing project.
- The quality of life tools the committee worked on last year will be published on Mnps.org.
- DHS is discontinuing Skype and switching to Microsoft (MS) Teams:
  - MS Teams should never be used for conversations involving private health information. MS Teams is not a HIPAA compliant platform. Instead, WebEx or state email can be used when private information will be shared between committee representatives or state staff.
  - Committee members should never record meetings without prior written approval from a DHS staff member.
  - All Disability Services MS Teams chats are recorded automatically for 24 hours and then will be deleted. However, conversations with employees from other state departments might be recorded for a longer period of time, depending on their policy.
- Some of the [Waiver Reimagine](#) changes started this month:
  - Twelve of the common service names have been changed to new names and simplified into six services. See the [CBSM - Waiver Reimagine streamline services crosswalk](#) to learn what the new terms are.
  - The purpose of this change is to ensure all people on disability waivers, regardless of which waiver they are on or type of disability they have, have access to the same services and supports.
  - Although the names changed, the types of services covered have not changed. People will still have access to the same services and supports they had previously.
  - Providers that previously only served people with one type of disability (for example, a provider who only served people with brain injuries) will now be authorized to serve people with other types of disabilities. This might require additional training. Committee members can share training resources on the [Positive Supports webpage](#), listed under the Resources tab.
- Additional Waiver Reimagine changes will be implemented over the next 2-3 years, pending legislative approval. Committee members will be notified of these changes as they occur.
- Emergency Use of Manual Restraint (EUMR) Subcommittee update:
  - A review of all Behavior Intervention Report Forms (BIRFs) will be done in early 2021 to look for trends. A summary of this review will be provided to the committee.
- Requests for Approval Subcommittee update:
  - We continue to see how effective communication is important in everyone's life.

- Covid-19 continues to be disruptive but everyone is managing it the best they can.
- Three of the new Positive Support Transition Plan (PSTP) documents will be published this month. The remaining forms will be published in the coming months. A public eList announcement will be sent to share the new forms and announce two upcoming, optional PSTP information sessions. Committee members are invited to listen to a practice run of the information sessions after today's meeting.

## **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.