

External Program Review Committee (EPRC) Agenda

Date of meeting: 2-4 p.m. April 5, 2018

DSD liaison: Stacie Enders

Type: Whole committee

Location: Minnesota Department of Human Services, Room 3146, 444 Lafayette Road, St. Paul 55101. Most members of the committee, however, will participate through an online video conference line.

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

Topics to discuss

- 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 has passed or 2) when there are no additional comments or questions, whichever comes first.
- Approval of minutes from January (this did not happen in February because of problems with technology)
- Approval of minutes from March
- Introduction to the regional resource specialists (RRS) team
- Introduction of Sarah Knoph, attorney
- Approval of four additions to the manuals
 - Two donuts (i.e., what are the responsibilities of members and what are not their responsibilities), one for each subcommittee

- The committee's recommendation for length of approvals for prohibited procedures (not manual restraint) will be determined by:
 - What the committee is requesting and how much time is needed to do that task
 - What is absolutely needed to help with phasing out the procedure
 - Whether or not it is a longstanding behavior and if it is likely to change anytime soon
 - Provider efforts to reduce the need for the procedure and whether or not the provider complied with previous recommendations from the committee
 - What type of procedure the committee is approving
- Feedback from Licensing
 - If a committee member learns that a provider is not complying with rule or statute, Licensing would like us to let the provider know and to help him or her come into compliance with guidelines. Licensing would only like to be contacted when either:
 - We suspect abuse, neglect, maltreatment, exploitation, etc.
 - Repeated attempts to help the provider have not resulted in compliance

The reasoning behind this decision is that we want providers to be open and honest with us, so that we are better able to help them. This is typically how Licensing handles reports of noncompliance – Licensing focuses on helping providers come into compliance, rather than relying solely on correction orders or other negative actions.
- Discussion of performance measurement
 - The committee coordinator will provide an update on her discussion with DHS's performance-management team
 - Question from our meeting in March: How might the committee use the quality checklists and other documents for data collection and Olmstead reporting?
- Approval of edits made to the PSTP Quality Checklist
- Discussion of [Minn. R. 9544.0130, subp. 3E](#)
- Questions for the committee: What is going well? What should we change? What have we learned?