

External Program Review Committee (EPRC) minutes [DRAFT]

Date of meeting: 2-4 p.m. June 7, 2018

DSD liaison: Stacie Enders

Type: Whole committee

Location: Minnesota Department of Human Services, Room 6146, 444 Lafayette Road, St. Paul 55101. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Danielle Bishop, Dan Baker, Nichole Kottke, Barbara White, Melanie Eidsmoe, Jodi Greenstein and Stephanie Schaefer

Absent: Pete Boudjouk, Amber Maki, Mary Piggott, Stacy Danov and Rosemary Furst

Topics discussed

- Public comments
 - There were no public comments at this meeting.
- Presentation about guardianship
 - The committee discussed the importance of including guardians in conversations and having them be the decision-makers. The committee also received an update on progress made with the Technology for Home program, <http://technologyforhome.org/>. DHS allocated an additional \$200,000 to this program. DHS will offer the service to all 12 people whose teams have active approval from the commissioner to use mechanical restraint. DHS will notify the guardians of this opportunity within the next couple of weeks.
- Approval of minutes from May
 - Vote: Those in favor of approving the meeting minutes from May 2018
 - Nichole Kottke: Yes
 - Dan Baker: Yes
 - Melanie Eidsmoe: Yes
 - Barbara White: Yes
 - Danielle Bishop: Yes
 - Stephanie Schaefer: Yes
 - Jodi Greenstein: Yes
- Discussion of [Minn. R. 9544.0130, Subp. 3E](#)
 - The committee may assign the task of researching this topic to a workgroup. Dan, Melanie and Jodi volunteered and Amber was nominated to be part of the subgroup.
 - The larger committee formally assigned the scope of the subgroup's work:
 - Scope: Come up with suggestions for addressing, possibly revising requirements for, Minn. R. 9544.0130, Subp. 3E.
 - The subgroup will present its findings to the larger group during the August whole committee meeting.

- Vote: Those in favor of assigning the above task to the subgroup
 - Nicky Kottke: Yes
 - Dan Baker: Yes
 - Stephanie Schaefer: Yes
 - Jodi Greenstein: Yes
 - Barbara White: Yes
 - Danielle Bishop: Yes
 - Melanie Eidsmoe: Yes
- Subcommittees
 - Each group provided an update on its recent work.
 - Summary for the group that focuses on reducing manual restraint: The group is monitoring 89 cases and has contacted at least 20 providers to discuss methods/strategies for reducing the use of restraint. Monitoring means reviewing behavior intervention reporting forms (BIRFs), frequency counts and other documents, when available, such as positive support transition plans.
 - Summary for the group that focuses on reducing mechanical restraint: Recently there was another successful phase-out, so the group is now actively monitoring 12 cases.
- Wrapup
 - What is going well? What should we change? What have we learned?
 - Effective August 1, 2018, childcare providers will be exempted from Minn. R. 9544.
 - The committee had a booth at the ARRM conference. A suggestion for next year is to hold a workshop for the EPRC and pair that presentation with information on the new BIRF, which will likely draw a large crowd.
 - The Department of Human Services, in conjunction with a team of providers, is developing a new BIRF system. The new design will be more user-friendly for both the public and the committee. The goal is to have the project completed February 2019.
 - Pete Boudjouk has resigned from the committee, effective June 8, 2018.

Authentication

Committee Coordinator Name: Stacie Enders	
Signature:	Date: