

External Program Review Committee (EPRC) minutes

Date of meeting: June 6, 2019

DSD liaison: Stacie Enders

Type: Whole committee

Location: Elmer L. Andersen Human Services Building, Room 2222, 540 Cedar St., St. Paul 55101. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Mike Boston, Kim Frost, Stephanie Schaefer, Laura Daire, Lindsay Nash, Melanie Eidsmoe, Jodi Greenstein, and Stacy Danov

Absent: Danielle Bishop, Mary Piggott, Barbara White and Dan Baker

Agenda items

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from May
 - Vote: Those in favor of approving the meeting minutes from May 2019
 - Lindsay Nash: yes
 - Stephanie Schaefer: yes
 - Laura Daire: yes
 - Kim Frost: yes
 - Mike Boston: yes
 - Melanie Eidsmoe: yes
 - Jodi Greenstein: yes
 - Stacy Danov: not present
- The committee coordinator will be working with staff in the behavioral health division to improve resources for responding to 911 calls. The committee may be asked to help and will receive updates as things progress but there is no set timeline right now
- Committee members gave feedback to developers about what's working/not working for them in the new [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#) system
- An update on the new Positive Support Transition Plan documents, DHS forms 6810/6810A/6810B/6810C/6810G, was provided

- An idea was shared to consider conducting fidelity (consistency) checks with staff who support people with frequent BIRFs
 - It might be beneficial to provide a tool for service providers to conduct their own checks, and then if issues continue over the next year, EPRC representatives could then assist
 - It's important to get across that the committee is trying to be helpful, not critical. We need to continue supporting positive relationships. If we don't have those relationships, things could be worse and we won't know what's going on
 - It might be helpful to present new tools over the phone or in person, as opposed to email, so we can explain how they will be helpful and assist people with understanding them
 - We can offer in person assistance with conducting the checks
 - We might need multiple tools for each subcommittee
 - Melanie and Laura will research tools and will email what they find to Stacie by June 14th. Stacie will then add them to the agendas for the upcoming subcommittee meetings
- What is going well? What should we change? What have we learned?
 - The in person visits have been very valuable and seem to put some ease on the providers. Committee members recently had some great conversations with care teams
- Subcommittees
 - The Requests for Approval subcommittee has continued in person visits and working with teams. That has been going well
 - The EUMR subcommittee recently met with the rates team to learn more about the rate exception process. Members have continued working on items discussed at the committee's last meeting
- The committee will discuss the following subjects at the next meeting:
 - Emergency procedures
 - Fidelity tools
 - Updates on the Behavior Intervention Reporting Form and Positive Support Transition Plan