

External Program Review Committee (EPRC) minutes

Date of meeting: July 11, 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: Kim Frost, Dan Baker, Laura Daire, Lindsay Nash, Jodi Greenstein, Melanie Eidsmoe, Mike Boston, Stacy Danov, Stephanie Schaefer Mary Piggott

Absent: Danielle Bishop, Barbara White

Notes

- Public comments
 - There were no public comments at this meeting
- Approval of minutes from June
 - Vote: Those in favor of approving the meeting minutes from June 2019
 - Mary Piggott: yes
 - Dan Baker: unable to connect temporarily
 - Stacy Danov: yes
 - Stephanie Schaefer: yes
 - Melanie Eidsmoe: yes
 - Kim Frost: yes
 - Laura Daire: yes
 - Lindsay Nash: yes
 - Michael Boston: yes
 - Jodi Greenstein: yes
- The committee will start working on the 2019 Olmstead report at the subcommittee meetings
- The Behavior Intervention Reporting Form (BIRF), DHS-5148, project is being extended to December 2019/January 2020 so DHS can develop better system security and improve accessibility
- The Positive Support Transition Plan (PSTP), DHS-6810 and related documents are still under legal review
- The committee discussed action items related to safety, security, and emergency preparedness

- Members will send an email to Stacie notifying her of where they will be, before traveling to a provider location alone
- Members are encouraged to share Stacie's and Disability Services' contact information with a family member so that DHS can respond more rapidly in the event of an emergency
- The committee will develop standard procedures for safety
 - Teams have been upfront about what to do/not to do but we need to be sure to ask before the visit
 - We need to be aware of infectious disease before entering a home
 - How we dress is important when visiting people (e.g. no jewelry, close-toed shoes, hair pulled back, etc.)
 - We need to be careful about not being left alone with the person using supports because we have not been fully trained on their support plans and the people have not had a transitional period to get to know us
- The committee is in agreement that we should develop some written safety standards for the committee
- The committee decided training for members is not needed at this time because everyone has received training as part of their work and we need to rely on the staff that know the people
- Stacie will send the active shooter training to EPRC members who are not DHS employees
- Members are reminded not to store private data on their desktops. Private information related to the committee member should be stored on the H drive, and private information related to people receiving services and providers should be stored on the S drive in the committee subfolders
- Stacie will resend instructions on how to make an email [SECURE]
- Welcome to Liz Harri! She recently took over Amber Maki's old position at DHS and will be focusing on promoting positive supports and reducing the need for 911 calls. She is available to support the committee as needed
- What is going well? What should we change? What have we learned?
 - It is important that we go out and meet people. It really works and the providers and families seem to appreciate it
- Both subcommittees are doing business as usual and continue to provide recommendations to teams on positive support strategy ideas
- The committee will discuss the following subjects at the next meeting
 - BIRF
 - PSTP
 - A safety manual for EPRC members to use as a guide for site visits
 - Fidelity (consistency with plan implementation) checklists