

## External Program Review Committee (EPRC) agenda

**Date of meeting:** 2-4 p.m. on September 3, 2020

**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

We will dedicate the first few minutes 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 August and vote.

## Updates to share

Projects not listed below that were discussed by the committee in previous 2020 meetings continue to move forward, but there is no new information at this time. Some projects may be delayed due to staffing shortages effected by the statewide hiring freeze, redeployments, and staff on leave due to illness or lack of child care.

- The first DHS presentation on intervention services was conducted online in August. The committee coordinator will share how that went.
- DHS has reviewed applications for innovation grants related to the workforce shortage, and they have started contacting award recipients.
- The new Positive Support Transition Plan documents (numbers 6810, 6810A and 6810B) are currently being built by DHS form developers. Numbers 6810C and 6801G will come later in the year.
- Some of the providers who previously struggled with finding occupational therapists have been connected with therapists in their area.
- The new workforce shortage webpage will be posted online soon. The new webpage will share the main projects listed on the workforce shortage workplan from March 2019. The committee will review the workplan, which is attached to this agenda.
- The [2020 MN Gathering for Person-Centered Practices](#) will be held on October 14<sup>th</sup> and 15<sup>th</sup>. It will be fully virtual this year. People who are interested in participating can register on the gathering's [event page](#).
- Liz Harri turned the Positive Support Transition Plan Quality Checklist into an excel spreadsheet, with drop down menus, and placed it in the EPRC folder so other members can use it.
- Liz Harri also added information to the EPRC's "List of resources by region" spreadsheet, about five new mental health clinics that recently opened.
- The Requests for Approval Subcommittee is working with a team that feels a person is ready to safely go on vehicle rides without a harness.
- The Emergency Use of Manual Restraint (EUMR) Subcommittee saw the impact of widespread Covid infections in homes, involving multiple employees and multiple people receiving services. In one home there was a notable increase in behaviors when the normal staff were ill and routines changed.

## Annual training

The committee coordinator will do a brief review of practices and procedures for protecting private health information.

## 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.