

External Program Review Committee (EPRC) minutes

Date of meeting: Oct. 3, 2019

DSD liaison: Stacie Enders, Liz Harri, Linda Wolford and Ariana Dionisopoulos

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

Present: Kim Frost, Michael Boston, Dan Baker, Jodi Greenstein, Stacy Danov, Mary Piggott and Stephanie Schaefer

Absent: Laura Daire, Danielle Bishop, Barbara White, Lindsay Nash and Melanie Eidsmoe

Agenda items

1. Vote: Those in favor of approving the September 2019 meeting minutes:
 - Dan Baker: yes
 - Mary Piggott: yes
 - Stacy Danov: yes
 - Stephanie Schaefer: yes
 - Jodi Greenstein: yes
 - Kim Frost: yes
 - Michael Boston: yes
2. The committee added a sentence to the positive support transition plan: “Include the data-based rationale and written plan for how the restrictive procedure will be phased out.”
3. The committee continued its discussion about 911 incident data, which included discussing how to share related resources with providers. Some resources that might be shared are:
 - [Premise form](#) from St. Louis County (the committee will wait for Lindsay to discuss)
 - [Person Centered Incident Matrix Manual](#) from St. Louis County (the committee will wait for Lindsay to discuss)
 - [Communication form](#) from Interact (the committee will wait for Lindsay to discuss)
 - Examples of person-centered profiles (MNPSP.org might be a good resource for this)
 - The following resources were considered but the general public may not have the experience to use these resources appropriately:
 - Unique treatment plan example
 - Safety contract sample
 - Not feeling well guidance document
 - The [Jensen settlement webpage](#)
 - Brief overview of service options that might be helpful, such as [positive support services](#)
 - Contact information for crisis services by region

Dominique Jones, from DHS Behavioral Health Division, might have more information about this. Liz Harri will look into why people with IDD diagnoses often cannot access these services. The HCBS Provider Toolkit might be

a good place to list resources. Links could also be provided on the DHS Positive Supports webpage. MNPSP.org is another place we could post tools, though sometimes that source can be challenging to navigate. However, the website is being updated over the next couple of months and might be more user friendly in the future.

4. The [Behavior Intervention Reporting Form \(BIRF\), DHS-5148](#) is still moving forward. The delay is due to the development of a new system for validating users, creating accounts and deactivating accounts. This is necessary to ensure private health information stays protected. Options for this have been identified and the details of how each option will operate are currently being explored to determine the best route forward.
5. The Positive Support Transition Plan documents, DHS forms 6810/6810A/6810B/6810C/6810G, are still moving forward but might not be looked at again until mid-October.
6. Both subcommittees are doing business as usual and continue to see an increase in the use of positive support practices.
7. The fidelity checklist tools are being tested with a small group of service providers. They will provide feedback at the next committee meeting.
8. At the November meeting, the committee will:
 - Review content on MNPSP.org
 - Continue the 911 discussion
 - Receive an update on the BIRF, PSTP and fidelity tools.