**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: 5/1//2023

Time: 12:00

Location: Bivens

Date of Next Meeting: May 17, 2023

Attendance: Bryan, Cindy, Jessica, Sabriena, Zeke

Absent: Alex, Evelitza, Leigh

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **New Gainesville Shelter Ground Breaking 5/10 at 10:00 am**

*Discussion:* The DJJ Secretary, Eric Hall, is scheduled to be in attendance.

*Outcome, Actions, Timeframe:* **Please RSVP if you haven’t already.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Florida Network Virtual Quality Improvement Community Spring Meeting**

*Discussion:*  Please see agenda. Also CDS has been asked to present on Outreach as our outreach services has been identified as a Best Practice. Marianna and Paula will present an overview of CDS outreach activities.

*Outcome, Actions, Timeframe:* **Please plan to attend at Bivens’ Large Conference Room May 2nd and 3rd Lunch will be provided.**

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Informed Consent Updates Draft documents**

*Discussion:* There has been some difference of opinion as to whether our staff can communicate with one another across programs to facilitate services for a participant without written parental consent. The yellow highlights in the attached documents are intended to address this concern. Please note the language in all the forms is not the same.

**F-PR-1129 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARENT/GUARDIAN ORIENTATION PACKET** see yellow highlights first 2 pages are not numbered then, numbered page 3.

**F-PR-1103 INFORMED CONSENT AND PARTICIPANT AGREEMENT NON-RESIDENTIAL** see yellow highlights on pages 2, 4 &12

**F-PR-1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET** see yellow highlights pages 3 & 4

**F-PR-1334 CONSENT TO PARTICIPATE IN SNAP AND PARTICIPATION IN RESEARCH FORM**

*Outcome, Actions, Timeframe****:* Please discard old forms and begin using the ones noted in the minutes**

*2. Sub-topic:* **P-1184 Residential Evacuation Policy**

*Discussion:* As a result of the our recent DCF Licensure visit the DCF Regional Licensing office must be notified regarding issues related to evacuations. See the bottom of the last page items 6,7 &8

*Outcome, Actions, Timeframe:* **Cindy provided a copy of the updated policy to be put in the Emergency Disaster notebooks**

*3. Sub-topic:* **P-1054****Emergency Disaster Call-Down List**

*Discussion:* The DCF Regional Licensing office has been added to the notification list. Also Lashawn Strickland Maintenance Supervisor contact number has been added.

*Outcome, Actions, Timeframe:* **Please update your Emergency Disaster notebook accordingly**

*4. Sub-topic:* **F-PR 1369 Initial Plan DRAFT**

*Discussion:* This is a revision of an old form we had used in the past to meet a DCF requirement that was thought to have gone away but has not.

*Outcome, Actions, Timeframe:* **Please begin using this form as appropriate**

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Strategic Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

*Discussion:*  No discussion

# *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **QI Review Palatka May 3, 4th**

*Discussion:*

*Outcome, Actions, Timeframe:* **Cindy will provide QI box to Alex on May 2nd. Alex will assign to the East team specific duties and item to review for compliance.**

B. Employee Concerns or Complaints

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cynthia Starling |  | May 1, 2023 |

Name Date