**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: January 25, 2013

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: February 15, 2013

Attendance: Sam, Peggy, Tracey, Pam, Cindy, Zeke, Cassandra

Absent: Jim, Rhonda

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Youth Care Worker Budget**

*Discussion:*  This was the best cycle to date.

*Outcome, Actions, Timeframe:* Thanks for staying on top of this.

*2. Sub-topic:* **Point in Time Survey**

*Discussion:*

*Outcome, Actions, Timeframe:* **The Housing Inventory Survey that is collected as part of our Point In Time Survey in Alachua and Putnam Counties should be completed for the night of Monday, January 28th and returned to Theresa by noon on the 30th. You can either scan and email Theresa Lowe <theresa@acha-fl.com> it or fax it to her at 352-373-4097.**

B. Marketing and Business Development

*1. Sub-topic:* **Open Family Action Position**

*Discussion:*

*Outcome, Actions, Timeframe:* **We will place this position in Columbia.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic****:***

*Discussion:*

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Non-residential & ES file order and Mother Sheet**

*Discussion:* Discussed needed changes

*Outcome, Actions, Timeframe:* **Peggy and Pam will e-mail Sam versions for the Intranet**

*2. Sub-topic:* **Peer Reviews**

*Discussion:*

*Outcome, Actions, Timeframe:* **Peer reviews are due in January, covering the second**

**quarter, October – December.**

*3. Sub-topic:* **Review list of 9 and under served**

*Discussion:* Sam provided list of 9 and under served to validate based on the number being questioned when we reviewed the Performance Packet at EMT on 1/15/13.

*Outcome, Actions, Timeframe:* **Managers, please validate the list with your counselor.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Form Changes Program Log Book**

*Discussion:* Cassandra distributed the updated book

*Outcome, Actions, Timeframe:* **If you want an electronic version get with Cassandra on a zip drive. Thank you Cassandra!**

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Strategic Plan

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*Discussion:*

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

*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)

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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:*

*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:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Sam Clark |  | January 29, 2013 |

Name Date