**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: February 21, 2014

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: March 21, 2014

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

Absent: Jim

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  Overall the budget was down this cycle.

 *Outcome, Actions, Timeframe:* **Please continue to make this a priority.**

*2. Sub-topic:* **Telephone and Internet Services**

 *Discussion:* Sam mentioned that we are exploring new systems and service providers.

 *Outcome, Actions, Timeframe:* **He will keep Coordinators updated as things progress**

*3. Sub-topic:* **Shelter Census**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please remember to share the census on Tuesdays.**

B. Marketing and Business Development

*1. Sub-topic:* **Electronic communications (Pending)**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **It was agreed that we would do a three month pilot at Central and see what we learn. Sam will look at the forms we will need to adjust.**

*2. Sub-topic:* **Answering the phones**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please remind people when answering the phone to state**

 **their program, their name and may I help you or a facsimile.**

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1.* *Sub-topic****:* HIPAA Training**

 *Discussion:*  <http://floridadcf.adobeconnect.com/hippa2013internetprod/>

 *Outcome, Actions, Timeframe:* **Above is the new training site to be used. The training value is 30 minutes and the site will print a certificate. If not done yet Staff should complete by 2/24/14**

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:* **Licensure Review**

 *Discussion*

 *Outcome, Actions, Timeframe:* **This will occur on 2/26/14 at IYPC and 2/27/14 at IYPE and IYPNW**

*2. Sub-topic:* **QI Review for IYP East**

 *Discussion:* Cindy reviewed her notes from the QI review

*Outcome, Actions, Timeframe:* **Sam will address policy implications.**

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

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

 *Discussion:*

*Outcome, Actions, Timeframe:* **Due at the March 21, 2014 meeting**

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

*1. Sub-topic:*

 *Discussion:* Our codes for reporting have changed.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **ES file order and Mother Sheet (Pending)**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will get on the Intranet and will also send out the Non-Residential file order**

*2. Sub-topic:* **Q.I. Goals Tracking Training (Pending)**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **QIC Meeting**

 *Discussion:* Cindy highlighted issues from the meeting in St. Augustine noting that the

 payment structure will change next year from the current 1/12th to actual earnings. Many

 providers are concerned that this will create cash flow problems. In addition, non-residential

 will not be allowed to carry over cases. Assessments will no longer be a measure. Follow up

 will go from 180 days to 30 and 60 days. Earlier data entry may be required as well. The

 expectation is that PAT be implemented July 1, 2014. It is expected that counselors with 1

 year of experience doing suicide assessments will not be expected to do the 5 assessments

 under the supervision of a licensed professional.

 *Outcome, Actions, Timeframe:* **Sam will scan and distribute draft documents that Cindy provided.**

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:* **Bed Checks**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Shelter Coordinators indicated that the review of bed scans had been assigned to a specific staff member as requested. Also be aware that users must log into JJIS every 30 days or they will lose their access.**

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:* **Performance and Risk Management Packet**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **P. 4 Non-Residential cases, Assessments and Residential Days are low, need improvements in all three. P6. Cindy please check outreach numbers for Jennifer. P. 8 Sam will ask Laura/Ryan to distribute Non-Residential projections to meet the contractual requirement. P. 19 Due to pending changes on Follow up we will need to train counselors and callers on approach to participants Managers compare Pages 24 & 25 FA Px’s open more than 12 weeks to the caseloads on Pages 25-28 and assess need to move cases through the system. P 30 Cindy, please check cases for appropriate RHY status Pages 25-28 Laura/Ryan, please number caseloads No trends noted in Incident Reports**

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 |  | February 25, 2014 |

 Name Date