**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: May 15, 2015

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: June 12, 2015

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

Absent: Jim, Peggy

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:* Actuals for East and Central were improved for the pay period. N.W. jumped with staff on leave.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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:* **Behavior Management System/Trauma Sensitive Approach**

 *Discussion:* Continued discussion regarding the Behavior Management System. Sam also provided a hand out regarding items that might enhance a trauma sensitive environment.

 *Outcome, Actions, Timeframe:* **Pending**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *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 Updates on the Intranet**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **F-PR-1321 Service Tracking Form CINS/FINS Definitions**

New form that provides definitions for the Service Tracking form Services provided options

**F-PR-1096 NETMIS Program Log Intake/Exit Info Form Residential**

This form was reorganized in a more logical manner to make filling it out easier

**F-PR-1097 NETMIS Program Log Intake/Exit Info Form Non- Residential**

This form was reorganized in a more logical manner to make filling it out easier

**F-PR-1319 Screening and Referral Form Family Action**

The requirement for Parental Social Security numbers has been eliminated

**F-PR-1095 Screening and Referral Form Interface**

The requirement for Parental Social Security numbers has been eliminated

**F-PR-1239 Screening Attachment – Referral Resources for Youth & Families**

Retitled the form and updated referral sources

**F-PR-1220 Board Codes**

Code #19 has been added Bed Wetter/ Wake during night

**F-RM-1033 Need to Know Telephone Numbers & Websites**

Several of the sites referenced were out dated and have been updated. This form is imbedded in the following other forms that have been updated.

 **F-PR-1129** INFORMED CONSENT AND PARTICIPANT AGREEMENT

PARENT/GUARDIAN ORIENTATION PACKET

 **F-PR-1130** INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET

 **F-PR-1104** INFORMED CONSENT AND PARTICIPANT AGREEMENT CINS/FINS Non-Residential (East Region)

 **F-PR-1103** INFORMED CONSENT AND PARTICIPANT AGREEMENT CINS/FINS Non-Residential (Central Region)

 **F-PR-1102** INFORMED CONSENT AND PARTICIPANT AGREEMENT CINS/FINS Non-Residential (N.W. Region)

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 Reports**

 *Discussion:* Those present reviewed the packet. P. 4 We are doing well on our outcome measures. Thanks to all involved!!!

 *Outcome, Actions, Timeframe:* **P.7 Laura please look at Residential Average length of stay for January, also not sure what the YTD total represents in this row. On Pages 25 -40 could we maintain the YTD Total, but only include follow up data monthly. P. 50 &52 Peggy please review P.53 Managers please review for cases over 12 weeks P. 64-66 Laura and Sam compare with Page 7. P.67 Laura can we add a similar Page for DV?**

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:*

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

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

 *Discussion:* Talked about preferred schedule for Nurses. Probably in the 6-10:00 p.m. Monday thru Friday would generally work.

 *Outcome, Actions, Timeframe:* **Sam will check with Terry about whether nurses are required to call the pharmacies. Sam also requested any input for ideas for advertising for nurses and rates of pay that anyone could come up with from their contacts.**

*2. Sub-topic:* **Medication Carts**

 *Discussion:* Talked about need for North Florida Communications to set up lines in the shelters.

 *Outcome, Actions, Timeframe:* **Sam will coordinate with Laura.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Cell Phones**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Cassandra will e-mail other managers the survey to complete with staff.**

*2. Sub-topic:* **Bed Bugs**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Pending**

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Sam Clark |  | May 28, 2015 |