**Meeting Agenda**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 27 2012

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: August 24, 2012

Attendance: Sam, Zeke, Pam, Cindy, Tracey

Absent: Jim, Rhonda, Peggy

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*  Noted that expenditures are high, similar to last summer, due to retreats, vacations and school being out.

*Outcome, Actions, Timeframe:* **Please monitor closely.**

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:* **Florida Network QI Process**

*Discussion:*

*Outcome, Actions, Timeframe:* **Providers will be given a 10 business day notice.**

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:* **Bed Time Supervision & Bed Checks Follow Up**

*Discussion:* Sam discussed a procedure mentioned in a prior meeting where a staff person would be assigned to review the scanner printout daily and then pass on the printout to the Manager daily noting anything unusual.

*Outcome, Actions, Timeframe:* **Please implement this procedure, so we can discuss findings at our next meeting. Please also complete the training with staff regarding scanner procedures and document on the memo that staff sign once trained by our next meeting.**

*2. Sub-topic:* **Florida Network Policy & Procedure Manual**

*Discussion:* Sam distributed copies.

*Outcome, Actions, Timeframe:* **Please replace in our manuals**

*3. Sub-topic:* **2012 Florida Network Steps for Hurricane Preparedness**

*Discussion:* Sam distributed copies and reviewed the document.

*Outcome, Actions, Timeframe:* **Please place in Emergency Plans and Disaster Drills Manuals**

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 & Risk Management Packet**

*Discussion:* Those present reviewed the packet.

*Outcome, Actions, Timeframe:* **Thanks to everyone for a very good year!**

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:***Medication Record Log**

*Discussion:* Sam sent out a draft of the updated log last week and requested feedback.

*Outcome, Actions, Timeframe:* **Sam will incorporate feedback received and get the new Log on the Intranet for Central and N.W. IYP East changes are pending based on additional review.**

2. *Sub-topic:* **Medication Provision, Storage, Access, Inventory, and Disposal**

*Discussion:* Sam sent out a draft of the updated log last week and requested feedback.

*Outcome, Actions, Timeframe:* **Sam will incorporate feedback received and get the updated Policy on the Intranet.**

3. *Sub-topic:* **INFORMED CONSENT AND PARTICIPANT AGREEMENT**

**PARENT/GUARDIAN ORIENTATION PACKET**

*Discussion:* Sam sent out a draft of the updated log last week and requested feedback.

*Outcome, Actions, Timeframe:* **Sam will get this update on the Intranet.**

*4. Sub-topic:* **Medication Transfer Log**

*Discussion:* Cassandra introduced this new multi-purpose form and requested feedback

*Outcome, Actions, Timeframe:* **Feedback will be incorporated and Sam will pass on for the Intranet.**

B. Counseling and Programming Issues

*1. Sub-topic:***FACE System**

*Discussion:* Cassandra presented changes/suggestions made for the FACE BOOK that she presented several meetings ago.

*Outcome, Actions, Timeframe:* **Cassandra will add in the General Phone use section and leave out the Phone Call Procedures to allow for variation between shelters and then pass on to Sam for the Intranet. Cassandra will also add a section on the FACE Point Sheet where each shift can provide a sub total of points for their shift. It was also noted that staff should include in the participant file notes how the child participated in the FACE system noting behaviors that resulted in points received. We want to include 1 target skill role plays per shift focusing on the 5 main skills. Using group time at least once per week to focus on role playing skills is desirable. Cassandra will share pre posttest forms that can be used with both participants and staff regarding FACE**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sam Clark |  |  |

Name Date