**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: September 19, 2014

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: October 17, 2014

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

Absent: Jim, Cassandra

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

 *Discussion:*  We increased again this cycle.

 *Outcome, Actions, Timeframe:* **Please remain focused on reductions whenever appropriate**

B. Marketing and Business Development

*1. Sub-topic:* **DJJ Florida Network Contract Requirements**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Brain storming session continued Sam will e-mail**

 **Managers information gathered so far in the meetings.**

*2. Sub-topic:* **FACEBOOK Update**

 *Discussion:* Sam would like to schedule a meeting with Lindsey to discuss FACEBOOK.

 *Outcome, Actions, Timeframe:* **Cindy will check out times.**

*3. Sub-topic:* **Managers please ask staff what barriers do they see CDS putting up that**

 **hinders us from helping kids?? Are there procedures or other things we could change/**

 **eliminate/ improve that would truly forward our efforts to help kids?**

 *Discussion:*

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

*4.* *Sub-topic:* **Discuss with YCW’s what they would find as a positive team reward. Think**

 **in terms of a value of $50.00 per team member per quarter as starting point for ideas.**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Include in your plans due September 30, 2014, how you would use $500 per quarter to enhance utilization and a positive team response.**

*5. Sub-topic:* **Upgrading/modernizing Outreach materials.**

 *Discussion:*

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

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Employee Handbook Suggestions**

 *Discussion:* Sam noted several suggestions from the Krizner Group for the Handbook.

 *Outcome, Actions, Timeframe:* **If you have any suggestions for the Handbook, please get to Sam by 9/26/14**

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:* **Audit and Inventory**

 *Discussion*

 *Outcome, Actions, Timeframe:* **Files for the Audit and Inventory are due today.**

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:* 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:* **Q.I. Goals Tracking Training**

 *Discussion:* Central and N.W. have received training from Liz

 *Outcome, Actions, Timeframe:* **East needs training**

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:* **Contingency Contract Forms**

 *Discussion:*  F-PR-1200

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

*2. Sub-topic:* **Informed Consent and Participant Agreement**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

*3. Sub-topic:* **Consent for the Exchange of Confidential Information**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

*4. Sub-topic:* **Consent for the Release of Confidential Information**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

*5. Sub-topic:* **NETMIS Program Log Intake/Exit Info**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

*6. Sub-topic:* **Screening/Referral Form**

 *Discussion:* Generally speaking Screening and Referral forms should not be considered valid after 30 days. At that point a new screening should be done.

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

*7. Sub-topic:* **Safety Plan**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Sam will incorporate suggestions and place on the Intranet**

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:*  **Shelter & Non-Residential** **Utilization**

 *Outcome, Actions, Timeframe:* **Due 9/30/14**

 *Discussion:*  **Communication**

 *Outcome, Actions, Timeframe:* **Due 9/30/14**

 *Discussion:*  **Hiring and Retention of Qualified Staff**

 *Outcome, Actions, Timeframe:* **Due 9/30/14**

 *Discussion:*  **Programming: Can it be more effective?**

 *Outcome, Actions, Timeframe:* **Due 9/30/14**

*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.

 *Outcome, Actions, Timeframe:* **P. 6 Daniel please check Assessment column for current month P. 7 Average length of stay is below average, Managers please address with staff P.8 Daniel please add August numbers to the next packet P.15 Cindy please review P.16 Sam will contact Terry to discuss 3 day requirement,P18 Peggy/Cindy please review Discharge Reason P.19 Managers please review cases active more than 12 weeks P.29 Daniel please add Grievance/Complaint column No Incident trends noted P.43 Daniel please add a Total column**

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:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:***Letter Writing**

 *Discussion:*

 *Outcome, Actions, Timeframe:* **Please review letters of staff prior to them going out to ensure the professional standard of the letter until you are comfortable that the staff are competent in this area.**

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Sam Clark |  | Sept. 24,2014 |