**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: October 18, 2022

Time: 10:30 am

Location: Bivens and (Zoom)

Date of Next Meeting: November 16, 2022

Attendance: Alex, Zeke, Jessica, Evelitza, Cindy.

Carlos, Bryan, Sabriena, and Stephanie D. via Zoom.

Absent: None

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Directors monthly budgets**

*Discussion:*  Diana sent out an updated budget today. Please review and contact Diana with questions.

*Outcome, Actions, Timeframe:* Evelitza found errors in SNAP expenditures and will discuss with fiscal. Directors requested a current fiscal category description.

B. Marketing and Business Development

*1. Sub-topic:* **New logo sneak peek at Annual meeting**

*Discussion:* Annual Meeting we are encouraged to wear green. Feedback from September’s CINS meeting was provided to Paula. Staff awards will come with a framed certificate.

*Outcome, Actions, Timeframe:* **November 17th 12:00 pm Sweetwater Branch Inn**

C. Regulatory Issues

*1. Sub-topic:* **AnnualFinancial Audit in progress.**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Will notify Directors/Supervisors when files are ready for pickup from Bivens.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Training -DCF required training update**

*Discussion:* Alex attended DCF meeting in Jacksonville and sent the new DCF training grid to residential directors/supervisors. The new training requirements are effective November 1, 2022.

*Outcome, Actions, Timeframe:* **Please review and highlight the courses that are the same as CDS training grid**.

E. Annual Budget Planning and Process

*1. Sub-topic:* **Annual Budget/Overtime**

*Discussion:* Ways to reduce overtime: Manage shelter schedules on a daily basis. Directors commented that all overtime was due to lack of staff. Central lost two YCW positions, East need 2-3 more YCW, and NW has one new hire and hopes that will eliminate almost all overtime.

*Outcome, Actions, Timeframe:* **Overtime reduction mandatory. Must seek approval for overtime beyond 15 hours per program. Be prepared to explain reason for any overtime. Directors are requesting an updated payroll budget report.**

# II. Health and Safety: Program/Regional Coordinators

A. External Inspections

*1. Sub-topic:*

*Discussion:*  No 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:* **Standardizing Material to include in the Residential files**

*Discussion:* Almost complete on Residential files. Intake forms, Mother form, and Chart Order forms are complete. Travel log-does it need to include names of px’s? Tracking Form-different for Central-will include as optional at IYP-C

*Outcome, Actions, Timeframe:* **Travel logs will include participant names. Central will maintain their current tracking form as an option**. **Please do not allow staff to create new forms without bringing it to staff meetings for discussion. Our goal is to standardize our forms for programs.**

*2.* *Sub-topic:* **QI****Peer Reviewers/ Preparing for QI/Quarter 1 Peer Review**

*Discussion:* Managers should be paying close attention to files and all operations. Our goal is to be QI ready at all times. Review current Network P&P manual for discussion at November CINS/FINS meeting. Currently have 5 peer reviewers. Handout given to managers on issues related to quarterly peer review. Please ask staff to be diligent in their accuracy on peer reviews.

*Outcome, Actions, Timeframe:* **Next peer reviews due by 1/10/23. We need more Peer Reviewers: East to ask LaToya. Central to ask Bryan, NW to ask Residential Counselor.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Basic Center Grant Program Report Due/90 day follow ups.**

*Discussion:* 30/60 required for Florida Network. 90 day reviews required by BCG.

*Outcome, Actions, Timeframe:* **Please work with Liz to provide all information needed to complete BCG report due by Friday, October 21st.**

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* Suicide Policy

*Discussion:* Please pay close attention to the suicide screening questions and policy surrounding levels of supervision.

*Outcome, Actions, Timeframe:* **Please train YCW on the changes with the five screening questions and how each relate to supervision level.**

*2. Sub-topic:* **Policy and Form Changes**

*Discussion:*Many forms and policies have changed recently

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet. Please email Sam if you find old forms or inaccurate forms on the intranet and cc Cindy.**

*3. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*5. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Grievance Review-Quarter 1**

*Discussion:* IYP-C had five px grievances in July but none in August or September. Zeke provided insight into July grievances.

*Outcome, Actions, Timeframe:* **Please ensure that managers are checking grievance box every day and documenting in program logbook.**

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

*Discussion:*  No 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)

*1. Sub-topic:* **Productivity plan-** **FL Network Q1 report and CDS Q1 Performance report.**

*Discussion:* We need to stay focused and ensure that we are meeting our minimum goal of 22 participants on a daily basis. Family Action Managers need to ensure counselors are reaching 6 new intakes each month. Great Job getting groups scheduled to begin! Liz provided and reviewed CDS CINS/FINS Summary Report as of 10/17/22. We had one missing assessment which was unavoidable youth entered and was discharged during weekend before counselor could complete NIRVANA.

*Outcome, Actions, Timeframe:* **We received a 92% overall Network Report Card for September. We had a drop in bed day at 91% and we did not meet our contract measure due to missing assessments (98%). We are required to hit 99% in completed intakes and assessments (NIRVANA). Our productivity plan is very sound and we will return to 100%. Keep up the GREAT teamwork!**

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:*  No discussion

*Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **East Clay Electric Grant for cameras in recreation area in back yard.**

*Discussion:* Alex and Marianna to discuss with IT to ensure proper order and installation.

*Outcome, Actions, Timeframe:* **Alex to contact Zach to see if there are options for cameras being installed in back without a complete new system.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Nursing status vs. medication errors.**

*Discussion:* NW has one 20 hour RN, East has one 20 hour RN, East’s new RN is conducting training with all staff to assist in reduction of medication errors.

*Outcome, Actions, Timeframe:* **Central is still advertising for an RN.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Suicide Forms and Policy should reflect our “usual” procedures.**

*Discussion:* Sam has returned all previous forms to the intranet. P&P has been revised. *Outcome, Actions, Timeframe:* **Please review procedures to ensure our team is completing accurately.**

**VII. Other Business:**

*1. Sub-topic:* **Pending Lists**

*Discussion:* I have a copy of all director’s reports if you need a copy. Please see me individually for update.

*Outcome, Actions, Timeframe:* **Alex self-evaluation needed and Zeke self-evaluation in November. Evelitza please send new insurance card due in November to HR.**

Respectfully submitted by:

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| Cynthia Starling |  | October 18, 2022 |

Name Date