**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: December 11, 2015

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: January 15, 2016

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

Absent: Jim, Cindy

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:* Utilization is still running high.

*Outcome, Actions, Timeframe:* **Please remain focused on this issue.**

B. Marketing and Business Development

*1. Sub-topic:* **Guest Presentation; Terrie Huss R.N. Regional Manager Business Development UF Shands Psychiatric Hospital**

*Discussion* Terrie provided information and handouts about services available through Shands

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Standardize CINS/FINS Meeting Date**

*Discussion*

*Outcome, Actions, Timeframe:* **We will try the 3rd Friday of the month.**

*3. Sub-topic:* **Funding Opportunity via Florida Network**

*Discussion:* Sam described an opportunity for funding through the Florida Network. Please

share idea with each other.

*Outcome, Actions, Timeframe:* **Sam needs wish lists back by December 18, 2015**.

C. Regulatory Issues

*1. Sub-topic:* **Peer Review Schedule**

*Discussion:*

*Outcome, Actions, Timeframe:* **Peer reviews are due the end of the month after the Quarter ends. 2 open and 2 closed files should be completed.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Handbook Acknowledgement Page**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please submit these as you get them and don’t hold them until you get them all.**

*2.. Sub-topic:* **Hard of Hearing Training**

*Discussion:*

*Outcome, Actions, Timeframe:* **Please make sure that you document everyone completing this training.**

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:* **Safety and Maintenance Inspection Semi-Annual Residential Review**

*Discussion*: The form is located under Forms Risk Management

*Outcome, Actions, Timeframe:* **This inspection needs to be conducted in January. Please submit copies of your July and January inspections at the next CINS/FINS meeting.**

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:* Complaints and Grievances

*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:*  Discussed changes shelters are making to FACE

*Outcome, Actions, Timeframe:* **Please send Sam any forms that are new or altered so he can add them to the Intranet**

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:*  **F-PR-1149** **Disposition Summary/Aftercare Plan**

*Discussion:*

*Outcome, Actions, Timeframe:* **Pending Sam’s review**

*2. Sub-topic:* **P-1013 Vehicle Use and Safety Inspection Draft**

*Discussion:* How do the different shelters handle music and electronic devices during transports?

*Outcome, Actions, Timeframe:* **Sam will make changes and update on the Intranet.**

*3. Sub-topic:* **P-1120 Medication Provision, Storage, Access, Inventory, and**

**Disposal Draft**

*Discussion:*

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

*4. Sub-topic:* **P-1119 Medical and Mental Health Alert Process**

*Discussion:*

*Outcome, Actions, Timeframe:* **Sam will make changes and update on the Intranet.**

*5. Sub-topic:* **P-1117 Residential Admission: Preliminary Physical Health Screening**

*Discussion:*

*Outcome, Actions, Timeframe:* **Sam will make changes and update on the Intranet.**

*6. Sub-topic:* **F-PR-1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT**

**PARTICIPANT ORIENTATION PACKET**

*Discussion:*

*Outcome, Actions, Timeframe:* **Sam will make changes and update on the Intranet.**

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

*1. Sub-topic:* **F-PR-1036 Complaint/Grievance Report Form**

*Discussion:* Are the grievance boxes set up?

*Outcome, Actions, Timeframe:* **All indicated yes.**

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:* The brief version of the packet was reviewed. There are still discrepancies between the Network report and our report

*Outcome, Actions, Timeframe:* **Sam and Laura will discuss with Kirk.**

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:* How can the nurses help each other?

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

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

*Discussion:* Are we using them yet in all the shelters?

*Outcome, Actions, Timeframe:* **Still not up in Central, awaiting a nurse.**

*3. Sub-topic:* **Florida Network E-lerts**

*Discussion:* Has everyone signed up? Should Administrative assistants sign up?

*Outcome, Actions, Timeframe:* **All indicated yes.**

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 |  | January 13, 2016 |