**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 01/25/2023

Time: 3pm

Location: Bivens

Date of Next Meeting: Tuesday 02/20/ 2022 at 3pm

Attendance: Rebecca Hunt Olivia Hollier, Jessica Bechtold, Arielle Tibon, Erin Andres

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Supply Needs**

*Discussion:*  Discussed supply needs for program

*Outcome, Actions, Timeframe:* **Ongoing**

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach and Productivity**

*Discussion:* Discussed expectations for continual outreach efforts and reminded team of WUFT event on 1/27/23. Jessica additionally asked the team to check in with their participants again to see if perhaps they might be interested in participating in interview.

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **C8 Collaboration meeting**

*Discussion:*  Attended on 1-23-22 at 1pm.

*Outcome, Actions, Timeframe:* **Completed**

C. Regulatory Issues

*1. Sub-topic:* **Screenings/ Forms**

*Discussion:* Discussed frequency of referral calls and notified team to download latest forms on intranet with new logo.

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Training Files**

*Discussion:*  Please remember audit your training files to ensure annual requirements are met. Please document review for Florida Network and QI standards review.

*Outcome, Actions, Timeframe:* **Ongoing**

*3. Sub-topic:* **NetMis 3**

*Discussion:*  Discussed new training requirements and discussed questions and concerns. Noted that the team will need to attend the office hours and updated the team on most recent meeting.

*Outcome, Actions, Timeframe:* **Completed**

*4.**Sub-topic:* **Tracking form/erroring/ extending goals**

*Discussion:*  Sent updated tracking form template for intake with corrections. Please remember to error out appropriately and extend objectives appropriately if you need more time with goals.

*Outcome, Actions, Timeframe:* **Completed**

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Training**

*Discussion:* Please remember to sign up for NetMis 3 training for both data and live training. Discussed the possibility of counselors entering their own data; particularly with regards to the individual plan. Jess encouraged the team to practice on the UAT site in the meantime noting that individual plans will need to continue to match Nirvana identified risk factors. Jess also discussed the importance of satisfaction surveys (they will no longer be confidential).

*Outcome, Actions, Timeframe:* **Completed**

*2. Sub-topic:* **Open positions**

*Discussion:* We are currently advertising for one counseling position. The admin and counseling new hires are currently in initial onboarding training

*Outcome, Actions, Timeframe:*  **Ongoing**

*3. Sub-topic:* **Schedules/data updates**

*Discussion:* Please remember to hand in schedules at the end of each week and submit any data entry needs (and updates.

*Outcome, Actions, Timeframe:*  **Ongoing**

E. Annual Budget Planning and Process

*1. Sub-topic:* **Budget**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for January**

*Discussion:* Drill will be completed on the 30th.

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

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

*Discussion:* No Discussion

*Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

*Discussion: No Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1.* *Sub-topic:* **Remote services and signatures**

*Discussion:*  Jess and team discussed the importance of hello sign receipts with electronic signatures and discussed the importance of attempting to obtain hand signatures over electronic when possible.

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Blanks**

*Discussion:*  Reminder: Please remember to fill in blanks, FLN numbers and sign and stamp all necessary documentation. All documentation must be in the chart within 24-48 hours and screening attempts and data entry are due within 3 days, .

*Outcome, Actions, Timeframe:* **Ongoing**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting:**

I. **I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Monthly Directors’ YCW Payroll Budget-New Format**

*Discussion:* James completed a new format which makes it clear as to total amount of Payroll budget*. Discussion surrounding over-time.*

*Outcome, Actions, Timeframe:* **Please remember to submit a written response when overtime will exceed 15 hours per week.**

B. Marketing and Business Development

*1. Sub-topic:* **WUFT Video**

*Discussion:* Scheduled for January 27th at 9:00 am. Any youth/family identified?

*Outcome, Actions, Timeframe:* **Directors please be at Bivens for possible interview.**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Training**

*Discussion:* Why are staff still not completing training requirements? Solutions

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Review of Directors’ Budgets**

*Discussion:* Please ensure that you are keeping track of your expenditures.

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Health Inspection -Central**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:* **UER-** **Shelters**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Basic Center Grant**

*Discussion:* Who are Homeless Children and Youth? See attached.

*Outcome, Actions, Timeframe:* **Ensure all qualified youth are being entered in data systems accurately.**

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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* Strategic Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Accessibility Plan/Volunteer and Youth Participation Plan**

*Discussion:*  Please review and update as needed. Due ?

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Cultural Competence Plan-see handout**

*Discussion:*  Discussion regarding same.

*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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:* **Plan for our IT to begin internal operations regarding shelter video surveillance systems maintenance/repair.**

*Discussion:* Central shelter will be first. Alex where is East with new system?

*Outcome, Actions, Timeframe:* TBA

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **RN training by Florida Network**

*Discussion:* Did it ever take place or was it rescheduled?

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **SNAP Circuit 3**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Risk Management Report**

*Discussion:* See above discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Productivity**

*Discussion:* See above

*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 FYI

*1. Sub-topic:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **Forms**

*Discussion:*  See email sent with updated form information

*Outcome, Actions, Timeframe:* **Ongoing**

*2. Sub-topic:* **Truancy Court and Case Staffing**

*Discussion:*  Truancy Court is pending for the month of February. Case Staffing will be held on 2/23/23 at 10am.

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

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold |  | 01/26/2023 |