**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 03/25/2020

Time: 012:00pm- 02:00pm

Location: Remote for Bivens

Date of Next Meeting: 04/23/2020

Attendance: (Remote) Liz Pratt, Jessica Bechtold, Cassandra Denham, Mary Simmons, Jennifer Wilkison, Kiriam Diaz, Evelitza Soto, Corey Collins, Isaiah Harmon, Diana Jones

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Overtime**

 *Discussion:*  Reminded staff to obtain supervisor permission for overtime

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

*2. Sub-topic:* **Timesheets**

 *Discussion:*  Reminded staff to review timesheets and calculations before submitting. Due to the COVID19 Crisis, we are receiving timesheets via email. Jen will continue to remind staff to submit timesheets and schedules remotely. Jess requests staff to notify her if there are any challenges with this method. We will utilize electronic signatures until further notice.

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

*3. Sub-topic:* **Travel**

 *Discussion:*  There are limitations in travel and we are urging staff to limit travel according to current crisis procedures and updates. Please remember to take your badge and business cards with you at all times during travel to mitigate issues related to recent regulations.

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

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach/ reopening families in need**

 *Discussion: See Accreditation and Regulatory Requirements*

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

C. Regulatory Issues

*1. Sub-topic:*  **Telehealth/ limitations**

 *Discussion:*  Discussed ways in which to verify identity through the verification of PHI (should be done with each remote session, COVID19 screening questions in accordance with CDC measures, discussions of the rights, process and limitations of telehealth/phone sessions with families at each session, documenting these procedures on each tracking form. Jess provided staff with sample tracking form addressing all of the above). Jess reminded staff of HIPAA compliance with regards to transporting documents and remote sessions and documentation. In addition, each counselor and staff member shall utilize HIPAA compliant luggage with the appropriate confidential tags, sign out cards and luggage locks.

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Children’s Trust Grant for SNAP in Schools**

 *Discussion:* Jess and Corey are actively participating in the interview process, are continuously reevaluating needs as a result of COVID19. As of now, community groups are still pending amidst this crisis. We will provide continual updates as we receive them.

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

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

 *Discussion:* Staff discussed need for MAB training and suggested remote sessions. Jess contacted Core Collins to discuss benefits and challenges. Provided Tracey Ousley and Jim Pearce updates to provide to the Network.

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

*3. Sub-topic:* **Finger Printing**

 *Discussion:* Angie updated staff on resources for finger printing as Meridian had closed the Gainesville office.The Mailbox Store off of NW 39th Ave. has been identified as the new option for fingerprints.

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

*4.**Sub-topic:*  **Docusign**

 *Discussion:*  Autumn offered programs valuable information regarding docusign for electronic signatures. Autumn offered additional support to those in need.

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

 E. Annual Budget Planning and Process

*1. Sub-topic:* Fiscal

 *Discussion:*  For orders addressing issues of COVID19, please Use Department code covid19 on the PO.

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Sanitation of Building**

 *Discussion*: Jess, Roy and Staff will continue to sanitize building including but not limited to times when the building has been occupied. Staffs have been asked to sanitize the building at each building visit. Continue to use social distance measures, stagger sessions if not remote, screen for virus according to CDC standards, use biggest conference room to ensure distance, wife down tables, chairs, door knobs, phones, computers, bathrooms and any other applicable items, etc, wash hands regularly and thoroughly, utilize available hand sanitizers, gloves and other safety measures.

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

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

*1. Sub-topic:* **Fire inspection**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion: No Discussion:* **No discussion**

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **Chart/ data submissions**

 *Discussion:*  Subsequent to intake or exit please send Jen the following items within the 72 hour window and please contact her to assess her preferred method for this submission. Jen, please check in with Isaiah Harmon to discuss needs and challenges that may get in the way of submission. Initial and date the first page of netmis (near either the intake or discharge portion of the first page) so that I have visual confirmation the data has been entered, Place file in my bin for chart review once you are informed that these have been entered.

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

*2. Sub-topic:*  **Qualified Supervision Schedule**

 *Discussion:* Jess forwarded text from qualified supervisor noting supervion will resumeApril 15th, 2020.

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

B. Outcome Management (status, reports, recommendations)

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

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*Sub-topic:* **Services During Crisis**

 *Discussion:* Jess and staff discussed offering services to families during this crisis and to address goals that directly address challenges with current COVID19 crisis and lockdown. Staff should continue to assist families through this transition, provide case management in order to help families access to services, assistance with adjusting to current changes, behavioral issues at home, issues with home schooling and child performance, and any other challenges the families might be facing.

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

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

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Coordinator’s Budget**

 *Discussion:*

 *Outcome, Actions, Timeframe*

B. Marketing and Business Development

*1.*  *Sub-topic:* **50th Anniversary**

 *Discussion:*  Autumn provided an update on the progress regarding the 50th gala.

Outcome, Actions, Timeframe: **Ongoing**

*2. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1.* *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:*

 *Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Staff discussed need for MAB training and suggested remote sessions. Jess contacted Core Collins to discuss benefits and challenges. Provided Tracey Ousley and Jim Pearce updates to provide to the Network.

 *Outcome, Actions, Timeframe:* **Awaiting Response**

*2.**Sub-topic:*  **Docusign**

 *Discussion:*  Autumn offered programs valuable information regarding docusign for electronic signatures. Autumn offered additional support to those in need.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *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:* **Program Safety Issues Update**

 *Discussion:* We discussed recent situations and related safety issues and COVID19. Each program addressed issues that directly impact their program as well as issues that impact the agency as a whole (see red items). Bivens will provide sanitation supplies to NW until they are able to obtain cleaning supplies.

 *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:* **Staff Meeting Minutes**

 *Discussion*:

 *Outcome, Actions, Timeframe:*

. 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:* **COVID19**

 *Discussion:* See Self-Inspections (Reports, analysis, and recommendations)

 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/Role Plays**

 *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:* **COVID19**

 *Discussion:* See Self-Inspections (Reports, analysis, and recommendations)

 *Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

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

 *Discussion:*

 *Outcome, Actions, Timeframe:* Pending

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:*

 *Discussion:*  No Discussion

 *Outcome, Actions, Timeframe:*

**VI. Clinical/Program**

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

 *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:* See marketing and business development.

*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:*

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

 *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:*

 *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 FYI

*1. Sub-topic:* **IT**

*Discussion:* Zach continues to assist staff in transitioning from in office to remote.

 *Outcome, Actions, Timeframe:*  **Complete**

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:* **QI Indicators**

 *Discussion:* On FL Network Website.

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *Sub-topic:*

 *Discussion:* **No Discussion**

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

1. *Sub-topic:* **SNAP and Misc.**

*Discussion:*  Snap In Schools (SIS) started off this month with the third grade team and is currently working with Mr. Graham, Ms. Oneil and Mr. Liebig.Corey Collins is actively working with schools in an attempt to mitigate issues due to Coronavirus19. Corey is actively working on possibly sending videos and packets to families as a temporary measure in providing services. SIS also collaborated with our guidance dept (and very own SNAP facilitator Mrs. Pettit) to teach Health to our fifth grade boys. This is the third year of this partnership and all of SNAP is learning new things. In addition, Corey Collins and Jessica Bechtold are currently in the midst of interviews for the new expansion in Hawthorne and Alachua and the group continues to use our SNAP oas a coping tool in the midst of the covid pandemic. SNAP clinical groups are pending until further notice from the Florida Network. Finally, Truancy Court and CINS/FINS Court are pending Amidst Virus.

*Outcome, Actions, Timeframe:* **Thank you to all staff for all of your hard work and support during this transition.**

Respectfully submitted by:

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| Jessica Bechtold  |  | March, 25th, 2020.  |