**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action CINS/FINS Staff Meeting and Peer Review

Date: March 26, 2013

Time: 1:00 pm.

Location: Bivens

Date of Next Meeting: April 17, 2013 at 12:00 pm and Clinical Supervision at 1:00 pm

Pizza Party for Jenn: April 24, 23013 at 12:00 pm.

Attendance: Peggy, Isaiah, Kim, Jenn and Jess

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

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

*Discussion:*

*Outcome, Actions, Timeframe:* *Please continue to submit travel reimbursements with time sheets.*

*2. Sub-topic:*

*Discussion*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

3. *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QA Team visited IYP-East**

*Discussion:* IYP-E will be QA on April 10th and llth.

*Outcome, Actions, Timeframe:* *Follow up: Thank you Jess for giving me your resources on youth riots and disturbances.*

D. Human Resource Issues (Staffing and Training)

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

*Discussion*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **First Aid/CPR and HIV/Aids**

*Discussion:* Zeke (IYP-C) arranged this training.

*Outcome, Actions, Timeframe:* *Follow up: Jess and Peggy attended the required training.*

*3. Sub-topic:* **Training Files/ Training Plan**

*Discussion:* Staff review their own training file and brought it up to date. Isaiah and Kim are adding all of the training provided by Karen. They also add any training they have participated in (webinars/intranet). Please come prepared with the total number training hours from January, 2012-December, 2012.

*Outcome, Actions, Timeframe:* *Jessica developed her training record it is very detailed, good job. Jenn was able to document her clinical supervision as training. The training file was not emphasized when she started. Isaiah and Kim are still working on updating their files. Peggy updated hers as well. Peggy reviewed and graded Isaiah, Joy and Jessica’s CARF 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:* **SAMH Licensure Visit**

*Discussion:* Bill St Amour licensure visit was completed on 03/21/13, everything went well.

*Outcome, Actions, Timeframe: FA has been licensed as a Prevention Program II.*

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:* No reports for this month so far.

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Non-residential Peer Review**

*Discussion:* Forms were handed out and each staff was asked to review two files.

*Outcome, Actions, Timeframe:* *Completed forms were submitted to me at the end of the meeting.*

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 Just as a reminder.

*1. Sub-topic:* **Failed Screenings**

*Discussion:* Please place in my box for approval.

*Outcome, Actions, Timeframe:* Screenings that due not result in a case, still get entered into NETMIS.

*2. Sub-topic:* **NETMIS entry regarding Medications**

*Discussion:* The Network is really trying to work the nurse’s issue during the session.

*Outcome, Actions, Timeframe:* We must document in Netmis if a youth is on medication and how many from the screening tool. Joy just successfully finished correcting about 43 Netmis entries from October to February.

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

*1. Sub-topic:*

*Discussion:* None reported

*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

*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

A. Risk Management Plan (exposure to loss)

*Sub-topic:* **Episodic Emergency Care**

*Discussion:* *Trained on the Policy and Procedure, reviewed the notebook and documentation requirement. Staff practiced Episodic Emergency Care Drill: table top discussions of what to do in case of an emergency. Most common types: Seizures, Anxiety Attacks, Heart Attacks, Falls, Accidents, Allergies, Injuries resulting in needing first aid or call to 911.*

*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:*

*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:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:***Attendance Policy**

*Discussion: Staff requested an attendance policy for State Attorney referrals due to their frequent absences and the need to extend 12 weeks to 12 sessions. Peggy agreed to address it. Staff suggested adding to the drug screen consent form.*

*Outcome, Actions, Timeframe: Peggy to draft a policy for review and feedback from staff and approval from Sam.*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Peggy Vickers |  | April 3, 2013 |

Name Date