**Meeting Agenda**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: May 13, 2014

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: May 27, 2014 9-11:30

Training on: Case Staffing’s/CINs/FINS Petition

Attendance: Isaiah, Jessica, Ashley, Barbara, Neva, Peggy

Absent: Joy

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Camp Planning** **in IYP-NW and IYP-E**

*Discussion:*  Plans are underway to work with at-risk pre-teens or young teens at the shelters.

*Outcome, Actions, Timeframe:* **More information to follow**.

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1.* *Sub-topic****:*  PAT training**

*Discussion:*  Peggy will contact DJJ.

*Outcome, Actions, Timeframe:* **Ashley is signed up to attend PAT training in Alachua at the DJJ for 5/27/14.**

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:*

*Discussion*

*Outcome, Actions, Timeframe:*

*2. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

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

*Discussion:* The Basic Center Grant was submitted for IYP-C.

*Outcome, Actions, Timeframe:* **Great job Radha, Sam and Laura**

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

*1. Sub-topic:*

*Discussion:* Our codes for reporting have changed.

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Florida Network of Youth and Family Services QI Report 04/08/2014**

*Discussion:* Copies were made and handed out to all counseling staff. Staffs were asked to review and brain storm ways we can improve. There is a good possibility that we will get a site visit in 6 months, looking for change. We need to be very careful when documenting. Avoid typing dates on forms not already signed.

*Outcome, Actions, Timeframe:* **Input welcomed.**

*2.**Sub-topic:* **QI Review IYPC**

*Discussion:* Discussed the preliminary review information. We have four areas initially rated as Limited. We need to look at these closely when the Draft document comes out for the 5 day review.

*Outcome, Actions, Timeframe:* **Sam will try and find out if there consequences related to that number of Limited’s.**

*3. Sub-topic:* **Q.I. Goals Tracking Training FYI during CINS/FINS Meeting in April.**

*Discussion:* Sam indicated based on reviews we are still struggling with Training and asked Liz to sit in to engage in the discussion to help determine whether we can improve the use of our available technology as part of the solution. Also discussed how this fits into the implementation of our Training Plan, as well as setting up a system similar to our QI Box where the training materials would be more readily accessible to staff. I.E have two hanging Folders for each topic area have materials in one and a sign in sheet for completion in the other.

*Outcome, Actions, Timeframe:* **Liz will get with Walter regarding the system currently in use in N.W. We will agenda again for the next meeting. Cassandra also shared information about a new web based First Aid/CPR training site. She will e-mail managers the details.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No 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:* **Contingency Contract Forms**

*Discussion:* Sam sought input regarding F-PR-1200 and F-PR-1201

*Outcome, Actions, Timeframe:* **It was agreed that 1201 should be eliminated. Cassandra agreed to rework 1200 the Contingency Contract and bring it back for review.**

*2. Sub-topic:* **Manual Updates**

*Discussion:* Sam reviewed the following policies and provided them to managers for the manuals. P-1050 Outreach Plan for Targeting Youth for Program Services, P-1045 Incident Reporting Procedures, P-1268 E-Verify Policy

*Outcome, Actions, Timeframe:* **These policies are on the Intranet.**

*3. Sub-topic:* **Form Updates**

*Discussion:* F-PR-1183 Case Staffing Recommendation Letter Updated to current letterhead

F-PR-1184 Case Staffing School Referral Letter Updated to current letterhead

F-PR- 1004 Chart Order Youth Services Non Residential Updated Chart order has agreed to at the CINS/FINS Managers meeting

*Outcome, Actions, Timeframe:* **These forms are on the Intranet.**

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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 Satisfaction Surveys returns are low**

*Discussion:* Please make sure you provide Customer Satisfaction Surveys for Parent/youth at discharge.

*Outcome, Actions, Timeframe:* **Please make sure you are giving out the surveys.**

*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 Review Packet FYI**

*Discussion:* Those present reviewed the packet

*Outcome, Actions, Timeframe:* **P4. Ryan please reviews for IYPC and N.W. Percentages seem high. P. 6 discussed the idea of adding more names on this form at the suggestion of Data Systems. Suggestion Add Cindy Starling to the list. Collapse YCW categories under the shelters. P.19 Sam will try to get more information about change in Follow up from the Fl. Network P. 23 Peggy please check Voluntary withdrawals, P.47Sam discuss with Peggy abuse reports documented. No trends noted in the Incident Reports.**

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:* **Telephone System/Computer System**

*Discussion:* Sam is seeking input regarding issues with our telephone system/computer system from 5/16/14 on.

*Outcome, Actions, Timeframe:* **Let Peggy know if you have problems, complete an incident report if it is significant.**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues/Training

*1. Sub-topic:***Px with Hallucinations**

*Discussion:* Discussed multiple cases of participants experiencing visual and auditory hallucinations.

*Outcome, Actions, Timeframe:* **Peggy will do some research on this topic. Staffs are encouraged to share their findings on the topic and strategies that work.**

*2. Sub-topic:* **Case Staffing**

*Discussion:* Discussed recent case and discussed strengths and weakness related to the staffing and the process in general.

*Outcome, Actions, Timeframe:* **Training by Neva will be provided on Tuesday May 27th 9-11:30. Followed by a pot luck lunch.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Sam Clark |  | May 9, 2014 |

Name Date