**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action

Date: September 08, 2015

Time: 9:30 a.m.

Location: Bivens

Date of Next Meeting: September 22, 2015 **(Originally I planned to work on our strategic plan, however I think we need to have a staff meeting instead.**

**Strategic Plan Meeting: October 13, 2015. Please plan to attend from 9:30 am- 2:30 pm. Mary can survey staff do we want to bring a dish to pass or everyone bring their own lunch. Be on the outlook for last year’s documents.**

Attendance: Isaiah, Mary, Jason, Lane, Joy, Alejandro, Peggy

Absent: Tonya

**Today our staff meeting was dedicated to training on the participant’s chart. See training records.**

**Other information to keep staff updated from the coordinators meeting in August 21sr.**

**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:*

C. Regulatory Issues

*1. Sub-topic:* **QIC Update**

*Discussion:* Tracey discussed the new Human Trafficking Assessment Tool being introduced

by DJJ. (We do not currently need to complete.) She reviewed manual and QI updates

*Outcome, Actions, Timeframe:* **Sam will review Manual and QI updates for procedural implications. Sam will also get a listing of the active DJJ Boards and Councils in our service area; provide grievance submission boxes for Central and N.W. and review DJJ transport Policy.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Open Positions**

*Discussion:* We will transfer Jason to FAC and be hiring a new Residential Counselor in IYPC. NWFA position has a candidate but fingerprints need to be redone. IYPE has several candidates for the Life Skills position

*Outcome, Actions, Timeframe:* **Tracey will check on fingerprints.**

*2. Sub-topic:* **Training Opportunity Introduction to Collaborative Problem Solving**

*Discussion:*

*Outcome, Actions, Timeframe:* **Cindy will attend this training. Sam will contact John at the Network and let him know.**

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:*

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:* **Residential** **Behavior Management System/Trauma Sensitive Approach**

*Discussion:* The training that Sam was to provide at all 3 shelters has been completed. Sam asked if managers had received adjustments that Rhonda had made to IYPC materials.

*Outcome, Actions, Timeframe:* **Sam shared the *This Is What I Think* draft handout and Cassandra passed out a new FACE BOOK for IYC. Both items will be discussed in detail at the next 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

*1. Sub-topic:*  **F-PR-1271** **Discharge Summary/Transition Plan**

*Discussion:* Sam discussed recommended changes and requested feedback.

*Outcome, Actions, Timeframe:* **Sam will get on the Intranet and review the Residential**

**version of this form for the need for similar changes.**

**Peggy reviewed the revised form during our training.**

*2. Sub-topic:* **Contagious Illness Policy Draft**

*Discussion:* Sam requested feedback on this draft policy sent by Bill Krizner.

*Outcome, Actions, Timeframe:* **Sam will work on a draft.**

*3. Sub-topic:* **Transport Policy**

*Discussion:*

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

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

*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 from July.**

*Discussion:* Those present reviewed the Packet

*Outcome, Actions, Timeframe:* **P.2 Laura please contact Kirk regrading discrepancies in bed days and non- residential intakes P. 4 Laura please review Ashley’s intakes are showing under Joy, Radha’s outreach also appears to be low. Laura please review Pages 6 & 8 for consistency; check Mary and Ashley intakes P. 10 Laura please review IYPC appears to be missing 3 screening P.12 Laura please replace the word Psychosocial with Needs on the report header P14-16 Laura please review methodology for counting with Kirk and include all information in the report i.e. Late, early and current p-17 Laura please clarify with Kirk whether lag time is calculated in days or hours P.20 Peggy please check for exit status P. 27 Cassandra please check RHY status P.28 Sam and Laura discuss a report that shows % of youth over x days in the program quarterly. No trends were noted in the Incident Reports.**

**Peggy congratulated staff for meeting our monthly objective of 22 intakes in July. You are awesome. Thank you so much for your hard work.**

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:* Sam reiterated the need to find nurses.

*Outcome, Actions, Timeframe:* **Peggy asked all staff to assist in recruiting nurses for our shelters.**

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

*Discussion:* We are still pending operationalizing Medication Carts pending nurses.

*Outcome, Actions, Timeframe:* **We need to review this position next month**

*3. Sub-topic:* **Board Codes**

*Discussion:* Based on the discussion, we will add two Board Codes 1.Self-harm/cutters 2. Sleep Participant Separately

*Outcome, Actions, Timeframe:* **Sam will add to the Intranet. Cassandra will draft a tracking form for youth slept separately.**

*4. Sub-topic:* **Dignity UWEAR**

*Discussion:* Sam shared an opportunity to get participants clothes who need them.

*Outcome, Actions, Timeframe:* **Sam will send information to each manager so they can set up accounts. Please let Peggy know if you have a participant in needs of clothes. If so I will set up an account.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Cell Phones**

*Discussion:* Sam passed out new cell phones and asked that managers activate theirs first and become familiar with them prior to passing to staff. We do not want to exacerbate a problem with staff using phones for personal business when they are supposed to be providing participant supervision.

*Outcome, Actions, Timeframe:* **For assistance contact AT&T Customer Care 1-866-288-7629. Mary and Lane please note. As an update on 9/15/15 Mary’s phone did not have a sim card. She is going to go to AT&T to get one free. Lane is not going to set up her phone until our next staffing on 9/22.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Peggy Vickers |  | September 16, 2015 |