**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action – Central CINS/FINS

Date: November 25, 2014

Time: 9:00. - 11:00 am

Location: Bivens

Date of Next Meeting: December 9, 2014

Staff Training: on Methamphetamine Use/Labs

Attendance: Isaiah, Ashley, Jessica, Lane, Mary, Joy and Peggy

Absent: No one

Guest: Liz for Staff Training Portion.

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:* **Contract Benchmarks and Performance Measures**

*Discussion:* Peggy provided staff an overview of the Contract Benchmarks and Performance Measures reports. Peggy explained that each FA counselor/case manager is responsible for 69 total cases each fiscal year. However, due to a slow start this summer and multiple vacant positions in the agency we fell behind at the beginning of the fiscal year. This is the first year we have been reimbursed on actual intakes. They are no longer funding for cases being carried over from last fiscal year. The best strategy to address our fiscal status and maintain serenity is to try and complete 8 intakes each month. Sometimes we will hit it and sometimes we will be short of our individual goals. This truly is **a team effort**. When folks take time for training, sick leave or vacation it impacts on the number of intakes. Of course we have other factors that impact our ability to do intakes low referral numbers, failure to show for intake, inappropriate referral, we also recognize case staffing’s and our Spanish population are time consuming that can redirect a counselors time. So if you can do more your efforts are appreciated. We just want to make sure you do not burn out.

Sam felt we had a very good month. Total debt went from $123,337 to $54,773. Our bed day numbers do not correlate with the Networks, so the debt may be closer to $60,000. Laura is trying to find out why the difference is occurring. As a subset of the total, the non- residential debt went from $31,954 in September to $13,519 in October.

*Outcome, Actions, Timeframe:* **We are moving in a very positive direction, please keep**

**everyone focused. Thank you!**

*2. Sub-topic:* **Camelot Family Services Planning Team Presentation**

*Discussion:* Peggy handed out business cards and FSPT packets for Joshua Brosius, 352-843-2415 Camelot Community Care Family Services Planning Team Coordinator for Circuits 3 & 8 presented information about their program.

Youth up to age 18 with emotional or behavioral disabilities or at risk of the same are

potentially eligible for their services. This program can also work with adopted kids to avoid

an adoption failure they can coordinate care as well as provide wraparound services. The

contact for Circuit 7 is Christy Gillis 386- 238 4837.

*Outcome, Actions, Timeframe:* **Peggy will e-mail staff the application form.**

*3. Sub-topic:* **Thanksgiving Holiday Schedule**

*Discussion:* Joy, Peggy and Isaiah will be off on Weds. Jess is encouraged to call her last appointments for Tuesday and Wednesday. Lane is working on Friday (11/28) to exchange for Monday’s day off (11/24).

*Outcome, Actions, Timeframe:* **IYP-Central and East will be closed on Thursday and Friday. I do not know about IYP-NW.**

*4. Sub-topic:* **Medication Carts for Shelters**

*Discussion:* Medication carts are coming this year and apparently there may be enough

money left over to fund some nursing services at each shelter.

*Outcome, Actions, Timeframe:* **More to come…**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

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:* **Peer Reviews**

*Discussion:*

*Outcome, Actions, Timeframe:* **Peer reviews are due this quarter. Please submit to me at least two peer reviews of someone else’s if you have not already done so.**

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

*1. Sub-topic:* **Review next staff meeting**

*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:* **Q.I. Goals Tracking Training (Drop Box)**

*Discussion:* Check it out we are doing well. Please keep up the good work.

*Outcome, Actions, Timeframe:* **I will add the cultural competency training. Please bring training record on 12/9/14.**

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:*  F-PR-1200

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

*2. Sub-topic:* **Needs Assessment Requirements For PAT Family Action**

*Discussion*:

*Outcome, Actions, Timeframe:* **The PAT is to be used on non-residential placements only for CINS/FINS youth. That means youth who are in shelter placements do not require the PAT during their stay. An exit PAT is required for youth whose length of stay is greater than 60 days. The exit PAT should be completed within the last 14 calendar days of the youth’s participation in the program**

*3. Sub-topic:* **JJIS**

*Discussion:*

*Outcome, Actions, Timeframe:* **Be sure to login to JJIS once every 20 days or so, to ensure they will not get locked out. All youth must have the PAT completed and entered in JJIS within 7 calendar days of admission to the program. (Data entry requirement for admission is 3 business days.) Youth should be released from JJIS within 7 calendar days of release from services.**

*4. Sub-topic:* **Needs Assessment Requirement Residential and Non Residential Staff not trained in PAT/JJIS**

*Discussion:*

*Outcome, Actions, Timeframe:* **Residential/Non Residential not yet trained should use the Needs Assessment entitled Needs Assessment on the Intranet. Not the one that is entitled Needs Assessment with PAT P-1136**

*5. Sub-topic****:* Policy Updates**

*Discussion:*  **P-1136 Disposition/Aftercare Plan Residential CINS/FINS Second update since 7/14**

**removed PAT references;**

**P-1046 Youth Case Record Update since 7/14 Clarified Non- Residential and Residential**

**responsibilities regarding Needs Assessments**

**P-1156 Transition Plan/Discharge Summary- Youth/Family Non-Residential CINS/FINS**

**Update since 7/14: Youth staying beyond 60 days need an Exit PAT done within the last 14 days of the**

**youth’s participation in the program**

**P-1048 Residential Counselors Roles and Responsibilities and Linkage with Family Action Services**

**Update since 7/14 Clarified Non-Residential and Residential responsibilities regarding Needs**

**Assessments**

**P-1162 Individual Plan DJJ QA** Update **since 7/14 Clarified Non-Residential and Residential**

**responsibilities regarding Needs Assessments**

**P-1019 Needs Assessment Update since 7/14 Clarified Non-Residential and Residential responsibilities**

**regarding Needs Assessments**

**P- 1151 Intake/Assessment Update since 7/14 Clarified Non-Residential and Residential**

**responsibilities regarding Needs Assessments**

*Outcome, Actions, Timeframe:*

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**

*Discussion:* Reviewed and Trained.

*Outcome, Actions, Timeframe:* **Identify potential problems. See Ashley’s e-mail re: errors. It is easier if you identify errors weekly using weekly report.**

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:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion: Discussion of our recent cases and similarities and differences from the film.*

*Outcome, Actions, Timeframe:* 11/25/14 Training Peggy will document on tracking forms.

*2. Sub-topic:***Deaf and Hard of Hearing Training**

*Discussion: Lane is overdue. This is required annually.*

*Outcome, Actions, Timeframe:* **Lane to be completed by end of the week.**

*3 Sub-topic:* ***Please start wearing you CDS ID.***

*Discussion: CARF Requirement.*

*Outcome, Actions, Timeframe:* Please check me and other offenders.

*4. Sub-topic:***Substance Abuse Licensure**

*Discussion: Completed.*

*Outcome, Actions, Timeframe:* Mailed 11/25/14

Respectfully submitted by:

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| --- | --- | --- |
| Peggy Vickers |  | December 1, 2014 |