**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Independent Living

Date: December 14, 2022

Time: 11:00 am

Location: 3615 SW 13th Street

Date of Next Meeting: TBA

Attendance: Stephanie, Nellie, Monae, Jasmine

Absent: N/A

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1.* *Sub-topic:* **Office supplies**

*Discussion:*  **Please continue to submit for needed items.**

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

B. Marketing and Business Development

*1. Sub-topic:* **Phone call, email, text protocol**

*Discussion:* **Ensure VM remains clear and return calls in timely manner**

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

*Sub-topic:* **Annual Meeting**

*Discussion:* **Each IL staff member attended Annual meeting. Nellie will receive award from ILS for assisting in handling increase in caseload with ILS when we were down staff.**

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **30-day visits EFC JR’s and Case Plan, PESS renewals, Transition Plans**

*Discussion:* **Ensure EFC YA’s are seen every 30 days and complete JR and Case Plan when applicable; Renewal of timely PESS apps; Transition Plans every six months for underage and EFC and uploaded into FSFN’s file cabinet and noted in meetings tab. Please assign OTI for EFC out of catchment area.**

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

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Caseload Reporting**

*Discussion:* **Reviewed caseloads**

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

*Sub-topic:* **New Hire**

*Discussion:* **Jasmine has completed her certification process and will begin caseload of five. Monae’s caseload has increased.**

*Outcome, Actions, Timeframe:* **Discussed how we will handle cases and deliverables**

*Sub-topic:* **Travel reimbursements**

*Discussion:* **Please turn in all travel reimbursements for the month, before the month ends.**

*Outcome, Actions, Timeframe:* **All travel reimbursement forms will be turned in prior to end of month.**

*Sub-topic:*

*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:*  No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **IL synopsis for JR report for 16 & 17 year old secondary cases**

*Discussion:* **Please ensure a written synopsis is given to primary FCC prior to JR hearing**

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

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

*1. Sub-topic:* **Incident Reports**

*Discussion:* **Please inform Supervisor of any incidents and/or accidents involving population served, and complete incident report.**

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

# III. Quality Improvement

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

*1. Sub-topic:* **Daniel Memorial Assessment**

*Discussion:* **Please ensure each 16, 17, and EFC YA’s are given a DM assessment, and that it is uploaded into FSFN’s file cabinet and that the assessment tab is completed as well.**

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **Training and CEU’s**

*Discussion:* **Please ensure trainings are up to date. 20 hours per year for CWCM certification, and please ensure CARF trainings are completed.**

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

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

*Discussion:*  No 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:*  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:*  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:*

*Discussion:*  No 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

*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:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Stephanie Sheppard |  | December 14, 2022 |

Name Date