



December 30th, 2021

9:00 AM

NW Staff Meeting

AGENDA

Regional Director Observations- Sabriena Williams

- **End of the year announcements and observations**
- **New Year 2022 Goals & Expectations**
- **Miscellaneous Items**

Residential Supervisor Observations- Carlos Lopez

- **Q.I. Residential Program Observations**
 - **Failed Staff Training Requirements (Bridge & SkillPro)**
 - **Overnight Supervision (15 min bed-checks scanned, and logged entries if scanner down)**
 - **Incident Reports (CCC & UER's) should be entered in logbooks.**
- **Scheduling Needs for Weekends (12a-8a) & (4p-12a) Saturday and Sundays**
- **Residential Goals (reach MAX Capacity of 12- by February)**

ZOOM MEETING: 352-318-9413

PASSWORD: 032025

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: Staff Meeting

Date: December 30, 2021

Time: 9:00 AM

Location: IYP-NW

Date of Next Meeting: TBA

Attendance: Walter D., Wanda J., Belinda K. Carlos L. Kathy H., Sabriena W.

Absent: Vivian R.,

I. Business Operations:

A. Monthly Budget (Revenue and Expenses)

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

B. Marketing and Business Development

1. Sub-topic: End of the year announcements and observations

Sabriena W., Regional Coordinator

Discussion: Great job to everyone! For helping us through the past 2 years and all your help with the QI Review.

Outcome, Actions, Timeframe:

2. Sub-topic: New Year 2022 Goals & Expectations

Sabriena W., Regional Coordinator

Discussion: We are embarking on a system have to have bodies in the shelter. We have to have children in the shelter, we have to make sure we are keeping our counts up. I am just gonna say it, our paychecks depend on it. We got a memorandum from the Florida Network with some good news and some not so good news. I will just say, I will start with the good news first. The Florida Network in preparation and I cannot give you a timeline on when it will happen but they are in preparation of working with the State of increasing the Youth Care Workers pay across the board. So that is the good news. The not so good news is they are ONLY gonna be paying us for deliverables. Which means they are only gonna be paying us for the number of kids that we have receiving our services in the shelter. So we are a 12 bed facility, our goal is to get as many kids in the shelter bed nights as possible. So Carlos and I have been talking about this, we have screenings coming in we are trying to get as many kids in who are appropriate and I say appropriate because we don't just want to fill the shelter up with kids and just bodies, we want to be effective to help kids we can help and families we can help. But the main goal is to stay consistent with our numbers so while you're out in the community I would just encourage everybody to pick up a few of our brochures, keep them in your car and as you're going out into the community just pass them out, just tell people about the shelter, our services we provide. Mrs. Wanda and some of the others who have contact with people at the schools make sure we are letting the schools know we are still open, that we are still receiving screenings. Right now we don't have a counselor, so if you know of anyone with a Master Degree credentials in the area of counseling or social work that may be interested in joining our team please let myself or Carlos know so we can reach out to those people personally to start interviewing.

Outcome, Actions, Timeframe:

3. Sub-topic: Residential Goals (reach MAX Capacity of 12 participants by February) – Carlos L.

Discussion: Due to some changes in the way the Florida Network is paying us we now are only get paid for the actual bed stays instead of a lump sum for a specific number of participants. Therefore our goals is to have a continuous MAX capacity of 12 throughout the 2022 year.

Outcome, Actions, Timeframe:

C. Regulatory Issues

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

D. Human Resource Issues (Staffing and Training)

1. *Sub-topic:* **Scheduling Needs for Weekends (12a – 8a) & (4p – 12a) Saturday and Sundays – Carlos L.**

Discussion: We need help on the weekends Saturday and Sundays the 12am to 8am shifts and the 4pm to 12am shifts. If you can help out, let me know. We are looking at working 12 hour shifts until we can get more staff hired, so be aware of this when looking at your schedule.

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

3. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

4. *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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

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

1. *Sub-topic:*

Discussion: No discussion

Outcome, Actions, Timeframe:

III. Quality Improvement

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

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

B. Outcome Management (status, reports, recommendations)

1. *Sub-topic:* **QI Residential Program Observations: Failed Staff Training Requirements (Bridge & SkillPro) – Carlos L.**

Discussion: You have got to complete your training in a timely manner, once again we failed the Training portion of our QI. If you are having issues with logging in or issues with trainings in general please come see me, so we can get you into the system and solve your issues. Training is a part of your Job responsibility along with Staff Meetings and the other duties in your job description.

Outcome, Actions, Timeframe:

2. *Sub-topic:* **QI Residential Program Observations: Incident Reports (CCC & UER's) should be entered in the logbook – Carlos L.**

Discussion: Don't forget ALL Incident reports and CCC reports are to be entered into the log book as this is a document of events that have happened on your shift.

Outcome, Actions, Timeframe:

C. Accreditation and Regulatory Requirements

1. *Sub-topic:*

Discussion:

No discussion

Outcome, Actions, Timeframe:

D. Policy and Procedure Updates and/or Review

1. *Sub-topic:* **QI Residential Program Observations: Overnight Supervision (15 min bed-checks scanned, and logged entries if scanner is down) – Carlos L.**

Discussion: We need to make sure that we are scanning and if the scanner is not working properly we need to be logging our entries/bed checks into the log book. Therefore when QI looks at the video they see you physically scanned and or noted in the log book if it is not working.

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:* **Participant Updates & COVID Updates**

Discussion: There are no participant updates at this time with the participants we have now. There is however an update with the new variant – COVID it is spreading fast and we need to be using our COVID-19 Protocols continuously: wearing mask, disinfecting, taking temperatures, washing our hands, etc.

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

VII. Other Business:

1. *Sub-topic:* **Miscellaneous Items Sabriena W., Regional Coordinator**

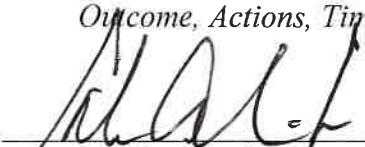
Discussion: Shout out to the NW Staff for all you did in my absence during the QI Review.

Outcome, Actions, Timeframe:

2. *Sub-topic:*

Discussion:

Outcome, Actions, Timeframe:

 Residential Supervisor

Respectfully submitted by:

Carlos Lopez RA. RS

Name

12-30-21

Date