**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: August 28, 2024

Time: 11:00 am

Location: Bivens and via Zoom

Date of Next Meeting: September 25, 2024

Attendance: Alex, Angela, Brandi, Brian, Cindy, Evelitza, Leigh, Jessica, Phil, Sabriena, and Zeke

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

2. *Sub-topic:*

 *Discussion:* No discussion.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:***.**

2. *Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3.**Sub-topic:*

 *Discussion:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*

 *Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*2.* *Sub-topic:*

 *Discussion:*.

 *Outcome, Actions, Timeframe:***.**

**II. Health and Safety: Program/Regional Directors**

A. External Inspections

*1. Sub-topic:* **Health Department and DCF licensure at New IYP-Central.**

 *Discussion:* Cindy has scheduled health inspection for 9/17 and DCF (Yvette) visit on 9/18.

 *Outcome, Actions, Timeframe:* **Cindy and Zach are continuing to complete items to assist IYP-C team. Zeke and team please prepare for these site visits.**

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

*1. Sub-topic:* **Hurricane Pre and Post Storm**

 *Discussion:* The request for storm pre and post reports are now sent to us from the Network to be uploaded with the link provided. There are no longer any forms for written reports.

 *Outcome, Actions, Timeframe:* **Please complete as requested from the Network.**

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

*1. Sub-topic:* **As QA Director, Alex will be completing analysis of incident reports for our monthly reviews***.*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:* **Alex to provide overview of July, August, September incidents at September CINS/FINS meeting.**

# III. Quality Improvement

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

*1. Sub-topic:* **Alex will notify each program director/supervisor of upcoming schedule for audit ready reviews***.*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:* **Will provide schedule at September meeting.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Follow-up with on-line referrals and resulting intakes**

 *Discussion:* Please ensure that every on-line referral is followed up with immediately to ensure swift provision of services and maintaining contract deliverables. Also, Alex and Cindy will be monitoring these to further ensure follow-up.

 *Outcome, Actions, Timeframe:* **On-going**

*2.* *Sub-topic:* **Follow-up Reports**

 *Discussion:* Liz sends these reports out weekly so be sure to check them and follow through with ensuring data is complete, accurate and entered on time. Also, Alex will be monitoring these to further ensure follow-up.

 *Outcome, Actions, Timeframe:* **Complete on a weekly basis and let Liz know if any errors are noted.**

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:* **P-1025** **Background Check, Reference Check, Fingerprinting for Personnel, Volunteers, or Interns**

 *Discussion:* Amended 90 day validity period to 180 days for background screenings.

 16. Added “Suitability Assessment” to list of items needed by HR prior to scheduling orientation. Applicants not hired within 180 days of completion of the background screening must submit a new background screening request with payment before being hired.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*2.* *Sub-topic:* **P-1050 Outreach Plan for Targeting Youth for Program Services**

 *Discussion:* Catchment area was changed to 11 counties and numerous typos were corrected.

 *Outcome, Actions, Timeframe:* **Please begin using these updated forms and eliminate all old copies.**

*3.* *Sub-topic:* **P-1144 Mental Health, Substance Abuse, and Suicide Risk Screening (Residential)**

*Discussion:* Changes include staff awareness of a knife for life; timeline for an assessment of a youth with suicidal ideation by a mental health professional; alterations to Youth Safety Plan.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*4. Sub-topic:* **P-1247 Suicide Assessment (Residential)**

*Discussion:* Training requirements for non-licensed staff completing suicide assessments are articulated; one on one supervision requirements are further clarified; notification requirements for youth making suicidal gestures is specified.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*5. Sub-topic:* **P-1030 Training Policy**

*Discussion:* Changes included adjustments to the training required in the first 90 days, procedures for tracking training and other wordsmithing.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*6. Sub-topic:* **Training Plan 24-25**

*Discussion:* Updated for the new fiscal year, 24-25. Update added clarification of all types of positions, “for all direct care CINS/FINS staff for shelter and community counseling services, including full-time, part-time, and on-call personnel, as well as interns”. Under the “Universal Infection Control” section, for #2, it changed “4” hours to “2” of education on HIV/AIDS/TB within the first 6 months of employment. Under the “Aggression Control” section, the update added, “self-protection through awareness and avoidance”.

Additional changes are noted in the Training Policy mentioned above.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*7. Sub-topic:* **P-1304** **Transportation of Youth**

*Discussion:* F-PR-1331 is dropped from the procedure; approved drivers are defined.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*8.**Sub-topic:* **P-1019 Needs Assessment**

*Discussion:* Added language for a NIRVANA review for participants transitioning from one to another Network funded service (i.e. from shelter to Community Counseling) to occur within 30 calendar days from initial assessment. NIRVANA is further defined as a trauma informed strength based assessment instrument; clinical licensed staff are exempt from MI training.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

9. *Sub-topic:* **P-1149 Program Log Book**

*Discussion:* A number of items have been added to track in the Log Book. The retention period for the Log Book changed from 3 to 7 years

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

10. *Sub-topic:* **F-PR-1251 Safety Plan**

 *Discussion:* The safety plan had the addition of a section to include “reduction of access to lethal means”.

 *Outcome, Actions, Timeframe:* **Not uploaded to Intranet yet but has been revised.**

*11.* *Sub-topic:* **P-1152 Mental Health, Substance Abuse, and Suicide Risk Screening (Non Residential)**

 *Discussion:* The Youth Safety Plan requires additional specificity

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*12.* *Sub-topic:* **P-1119 Medical and Mental Health Alert Process**

 *Discussion:* The following statement has been added: Shelters are equipped with a knife for life as a lifesaving tool and all staff are aware of where it can be found in the event it is needed.

 *Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*13.* *Sub-topic:* **F-PR-1102 FANW, F-PR-1103 FAC, F-PR-1104 FAE, F-PR-1103A SNAP**

 **Central, F-PR-1103B SNAP NW Informed Consent and Participant Agreement**

*Discussion:* **All forms noted now contain the following language:**

I give permission for CDS staff to exchange among themselves current and historical information verbally and in written form (including but not limited to notes, HIPAA/ PHI, assessments) from my child's file(s), explicitly to facilitate services for my child.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*14.* *Sub-topic:* **F-PR-1129 IYPC, IYPE, IYPNW, INFORMED CONSENT AND**

 **PARTICIPANT AGREEMENT PARENT/GUARDIAN ORIENTATION PACKET**

*Discussion:* **All forms noted now contain the following language:**

I am aware of and give permission for my child to participate in all services available.  I further give permission for CDS staff to exchange among themselves current and historical information verbally and in written form (including but not limited to notes, HIPAA/PHI, assessments) from my child's file(s), explicitly to facilitate services for my child.

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/Interagency Agreements**

 *Discussion:*  Cindy acquired updated contact information for community partners.

 *Outcome, Actions, Timeframe:* **Cindy is awaiting responses and signed agreements.**

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

 *Discussion:*  Please ensure to complete this again in January.

 *Outcome, Actions, Timeframe:* **Thank you to those that responded and completed the forms.**

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:* **Narcan Nasal Spray**

 *Discussion:* Cindy gave out four Narcan Nasal Spray bottles to each program. Please notify Cindy as the Narcan bottles are distributed to px’s families. Also notify Cindy immediately and then complete a UER if the Narcan is used on any participant, family member, guest, or staff.

 *Outcome, Actions, Timeframe:* **Complete required training prior to distribution of or any use of the Narcan.**

B. Counseling and Programming Issues

*1. Sub-topic:* **Training Requirements**

 *Discussion:* Please ensure that all staff are completing the required trainings specific to your program in a timely manner. Sign up for the DCF Human Trafficking training (on-line & with Naomi), as well as MAB, CPR, MI, and other trainings that have specific time frames for completion.

 *Outcome, Actions, Timeframe:* **On-going**

**VII. Other Business:**

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Cindy Starling |  | September 5, 2024 |

 Name Date