**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 04/20/23

Time: 2pm

Location: Bivens

Date of Next Meeting: May 18th at 2pm

Attendance: Rebecca Hunt Olivia Hollier, Jessica Bechtold, Melissa Rider, Arielle Tibon, Erin Andres , Shadrekah Muhammad

Absent:

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Supply Needs**

 *Discussion:*  Discussed supply needs for program. Counselors indicated they would like to purchase fidgets, manipulatives and coloring books for the participants.

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

B. Marketing and Business Development

*1. Sub-topic:*  **Outreach and Productivity**

 *Discussion:* Team completed outreach efforts for April. Rebecca will be attending Healthy Kids Day on Sat. 29th to provide outreach to Families, children and community partners. Arielle conducted outreach at baby gators, Erin provided outreach to the Achieve Program in Williston, and Shadrekah will be providing resources at the community center at her apartment complex. The Amazing Give was Held on April 20th and hosted by Paula Moreno and finally the new Shelter build will break ground on 5/10/23 at 10 am (staff informed to RSVP).

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

*2. Sub-topic:* **JJC**

 *Discussion:* The JJC meeting was cancelledfor the month of April but will resume May 5th, 2023.

 *Outcome, Actions, Timeframe:* **Completed**

*3. Sub-topic:* **Groups**

 *Discussion:* Groups at Westwood are in week 3week 3. Jess and team discussed topics reviewed with youth. Leadership. School culture, Communication. peer pressure, group think.

  *Outcome, Actions, Timeframe:* **Completed**

C. Regulatory Issues

*1. Sub-topic:* **New form updates and suggestions**

 *Discussion:* Discussed release forms and parental consent needs and discussed options with Sam Clark. Discussed options for interagency communication and options for consents.

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

*2. Sub-topic:* **NetMis 3**

 *Discussion:*  Discussed new requirements and discussed questions and concerns. Discussed the entry of individual plans into NetMis 3 and asked counselors to remember to “close out the plan” at discharge.

 *Outcome, Actions, Timeframe:* **Completed**

*3.**Sub-topic:* **Documentation and appointments**

 *Discussion:*  Continue to complete documentation within 24 hours, review charts for blanks, please be on time for appointments, and submit NetMis within 72 hrs.

 *Outcome, Actions, Timeframe:* **Completed**

*4. Sub-topic:* **DCF Interpreter forms**

 *Discussion:* Propio translation services are not able to sign these forms however the parent is still able to give Propio as a translation agency, permission to perform the translation. Jess advised the team to still get the DCF release signed and get interpreter name or operator number.

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

*5. Sub-topic:* **Flo Network Policy draft**

 *Discussion:* Jess sent policy draft to team members for the purpose of feedback. Jess submitted feedback to Megan Picinic on 4/24/23

 *Outcome, Actions, Timeframe:*  **Complete**

D. Human Resource Issues (Staffing and Training)

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

 *Discussion:* Continue to review and meet training requirements. Jess is still actively working on scheduling Active Shooter training and will reach out to Cary Gallop again to solidify a date and time.

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

*2. Sub-topic:* **Schedules/data updates**

 *Discussion:* Please remember to hand in schedules at the end of each week and submit any data entry needs .

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:* **Drill for April 2023 / Sign in Sheet**

 *Discussion:* Please have all visitors sign in before entering. The April safety drill will be completed by end of month.

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

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:* **Peer Reviews**

 *Discussion:* Peer reviews will be completed on May18th, 2023 at 3pm. The team will provide 2 open and two closed charts.

 *Outcome, Actions, Timeframe:* **Complete**

2 *. Sub-topic:* **Training Files**

 *Discussion:*  Jess gave team updated training check list. Jess also sent pending draft of policy and procedure for feedback. Please remember audit your training files to ensure annual requirements are met. Please see additional training offers sent in Fl Network email. (They have been added to the updated training list).

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

*3. Sub-topic:* **Screenings and NetMis Entry**

 *Discussion:* As an incidental finding, if screenings are over 60 days, we must do a new screening prior to opening the case otherwise, NetMis will not allow counselors to use the prior screening. The team discussed additional requirements in NetMis such as identifying each Case Staffing, 30,60,90 reviews being entered into NetMis 3, as well as refraining from adding any place holder into the DJJID section.

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

*4. Sub-topic:* **Peer Reviewers**

 *Discussion:* Rebecca Hunt has submitted her application to be a peer reviewer for family action. Jessica Bechtold submitted the application to forefront and is awaiting response. We will be submitting additional applications as newer counselors gain a better understanding of CINS FINS services.

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

*5 Sub-topic:* **Schedule Discharge training:**

 *Discussion:* To be completed in May.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*  **Discussed QI**

 *Discussion:*  Jess and the team discussed reminders for QI and chart requirements for upcoming audit. Jessica also addressed the preference for in person reviews and signatures per family availability and reminded the team to print signature receipts for electronic/remote reviews. Jess also reminded the team to obtain SSN’s, Peer reviews and write it on green sheet. Please also have families complete surveys, submit copy to Jess to give to data.

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

*2.* *Sub-topic:*  **Medical Kits**

 *Discussion:*  Completed medical kit audit. Sent PO to Tiffany. Awaiting PO # and then will order. *Outcome, Actions, Timeframe:*  **Ongoing**

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting: 3/15/23**

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Director’s Budget/Deficit Reduction**

 *Discussion:*  Ideas for further reductions food, overtime, supplies, travel, etc. Discussed deficit reduction: Watch budget

James and Tammy will have different ideas on ways to present the budget where the directors will have a bit more control over it.

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **QI Review**

 *Discussion:*  QI review scheduled for March 29th and 30th.

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **DCF training requirements**

 *Discussion:*  At relicensure; DCF wanted all employees trainings on anniversary date and discussed wanting certificates for Skill Pro trainings. . No other issues identified.

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **FY 23-24 Budget planning/recommendations**

 *Discussion:*  Send updates and suggestions via email

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **Fire and Health Inspection**

 *Discussion:* Water heater needs to be adjusted at Central

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Vehicle Maintenance**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

 *Discussion:* Check grievance box daily and log book every day. Discussed feelings log/gripe box. DCF requested Palatka place a box in boys room.

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Peer Reviews**

 *Discussion:*  Due for quarter 3

 *Outcome, Actions, Timeframe:*

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

 *Discussion:* Review of Netmis Report Card

 *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:* **Policy and Forms Updates**

 *Discussion:* Provided copies to all (see intranet)

 *Outcome, Actions, Timeframe:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:* **Trends/ Vaping/Improved Wand Devices**

 *Discussion:* Check grievance box daily and log book every day. Discussed feelings log/gripe box. DCF requested Palatka place a box in boy’s room.

 *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:* **QI Reviews**

 *Discussion:*  Rescheduled due to illness

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Be vigilant and be sure to report suspicious emails***.*

 *Discussion:*  Use phishing button on all suspicious emails.

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:* **Medication error training**

 *Discussion:* Discussed oversight and back up options for med error training (Brian).

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **SNAP**

 *Discussion:*  SNAP Fl Network Training 13th and 14th virtual and 18-20th in the big conference room.

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Summer Enrichment Program Ideas**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Community Resources for Groups**

 *Discussion:*

 *Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Staff Incentives**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

 *1. Sub-topic:* **Risk Management Report**

 *Discussion:* See above discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:* **Productivity**

 *Discussion:* See above

 *Outcome, Actions, Timeframe*

*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 FYI

*1. Sub-topic:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

 *1. Sub-topic:*Documentation and signatures

 *Discussion:*  Submit documentation within 24 hours and obtain signatures within the allotted time frames. For remote services, obtain signatures while on zoom with the family rather than sending it afterwards.

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

**VII. Other Business:**

*1. Sub-topic:* **Truancy Court and Case Staffing**

 *Discussion:*  Truancy Court was cancelled for the month of April. Case Staffing will be held on June 8th, 2023 at 10am.

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

Respectfully submitted by:

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| Jessica Bechtold  |  | 04/25/2023  |