**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Family Action-Central CINS/FINS

Date: September 28th, 2017

Time: 930-1030

Location: Bivens

Date of Next Meeting: October 24th 2017 at 930

Attendance: Evelitza Soto, Mary Simmons, Carlos Aguirre, Jessica Bechtold, Isaiah Harmon, Joy Steiner

Absent: Corey Collins, Joy Brown

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Budget/ SNAP/ Family Action**

*Discussion:*  Discussed training dollars and asked staff to keep an eye out for any desired training opportunities in the future.

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

B. Marketing and Business Development

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

*Discussion:* A huge thank you to all staff for joining together in outreach efforts. Keep up the fantastic work.

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

C. Regulatory Issues

*1. Sub-topic:* **See risk management**

*Discussion:*

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Gainesville and Levy County Counselor/Case Managers**

*Discussion:*  Diana Jones will begin orientation training for the Counselor/ Case Manager Position at our Gainesville location on 9/28/17. Please extend a warm welcome.

Norman Grachis has accepted a new position at U.F. and completed his last day on 9/27/17. We are currently seeking a new Counselor/ Case Manager for Levy County and will be meeting with staff from Levy Schools in order to mitigate any challenges with current Administrative transitions.

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

*2. Sub-topic:* **Florida Network Domestic Violence Virtual Office**

*Discussion:* Please sign up for training if you have not already done so (distributed training file).

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

3.*Sub-topic:***Training schedule/JJIS**

*Discussion:*  Jess is awaiting a response/ update from Susan Stormant regarding the rescheduled JJIS and PAT training.

*Outcome, Actions, Timeframe:* **Jess will send a reminder email and will register new employee, Diana, for MI, JJIS and PAT.**

*4.**Sub-topic:***Intake reminders**

*Discussion:*  Reminded staff to obtain **a minimum** of six intakes a month in order to obtain the contracted 69 per year. Jess encouraged staff to reach for additional intakes in order to meet contract requirements and make up for any deficits in numbers.

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

5.*Sub-topic:***Driving Safe**

*Discussion:*  Jess discussed upcoming required “Driving Safe” training on the intranet. Jess also mentioned possible upcoming training on Skillpro. Subsequent to this, staff will be required to take the required trainings though Skillpro regardless or recent or past trainings. As with all training, please maintain awareness of due dates maintain training files and one drives and hand in appropriate trainings (HIPAA, Deaf and Hard of Hearing.)

*Outcome, Actions, Timeframe:* **Pending. Once posted, this training is due by Oct. 31st.**

*6.* *Sub-topic:* **CCC Training**

*Discussion:* Jess attended CCC training on 9/27/17 at IYPC. Distributed training to own staff and updated them on any CCC reporting requirements.

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

*7. Sub-topic:* **Family/ Youth Respite Aftercare Services**

*Discussion:* (See about for training sign-up). In addition, Jess mentioned the importance of discussing possible DV and Probation referrals with JPO’s prior to referral in order to determine appropriateness. Please remember; ALL referrals must be screened and submitted to the Florida Network before services begin. (See past training for a step by step guide to the submission process).

*Outcome, Actions, Timeframe:* **CINS providers are required to complete an assessment on youth meeting the indicators and upload to the Florida network**

*8.**Sub-topic:* **Updated Informed Consent**

*Discussion:* Forwarded to all Staff. Please download and use new Informed Consent. *Outcome, Actions, Timeframe:* **Immediate**

*9.**Sub-topic:* **HIPAA Refresher**

*Discussion:* Remember to keep all charts in chart room when you are out of the office and log off of computers when away

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

E. Annual Budget Planning and Process

*1. Sub-topic:* **SNAP/ FAC Budget**

*Discussion:*  No discussion (See above under training)

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

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Monthly Drill**

*Discussion*: Joy completed drill for the month of September

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

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:* **No Discussion**

*Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

1. *Sub-topic:*  **Safety Plans**

*Discussion:*  Safety plans to be completed only if indicated. Blue Chart orders are updated and held up front. They are accessible on the intranet.

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

1. *Sub-topic:*  **Supervisor Signatures**

*Discussion:*  Please submit charts for signature within the first 1-2 weeks of intake for review. Please resubmit chart after plan review for supervisor review and signature. The purpose of the chart reviews are for fidelity purposes as well as for feedback that may enhance professional practice. If charts are submitted late, there is no opportunity for corrections, approvals or reviews.

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

1. *Sub-topic:*  **Releases**

*Discussion:*  Reviewed possible releases distributed during CINS/ FINS meeting. Discussed needs regarding releases and which form best fits those needs.

*Outcome, Actions, Timeframe:*  **Counselors preferred Consent for release from IYPC but requested that we add, “Parent name” so that we are able to see who is giving consent since children are unable to consent for their own counseling. Another suggestion is to have an additional release for any additional parties that will allow communication between counselor and adult family members (i.e. very similar to the case staffing release). Counselors noted that oftentimes, there are blended families who want to be a part of counseling, however, our releases are only specified for the minor. To this, we are given permission to disclose participant information to specified parties and yet are unable to discuss important disclosures made by an adult member to any other family member because of this limitation.**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:* **No discussion**

*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 for Your Information from CINS/FINS Meeting

**Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Youth Care Worker Budget**

*Discussion:*

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

B. Marketing and Business Development

*1. Sub-topic:* **FYRAC**

*Discussion:* Tracey distributed a handout on the program which expands respite services to Non-Residential programs. We discussed the online virtual trainings and the ways in which to sign up. .

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Cooperative Service Agreements**

*Discussion:* Tracey distributed what we have. She requested assistance in getting them returned by region.

*Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **Probation Respite Referrals Update**

*Discussion:* Cassandra has made minor changes to the form after piloting it.

*Outcome, Actions, Timeframe:* **Cassandra will introduce it to DJJ Circuit 8 for input.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Managing Aggressive Behavior Training Update**

*Discussion:* Reviewed needs based on region.

*Outcome, Actions, Timeframe:*

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

*Discussion:* See above

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

*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:* Fire Inspections Due. Discussed need with Roy

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1. Sub-topic:* **Behavior Management System/Trauma Sensitive Approach-Managers**

*Discussion*:

*Outcome, Actions, Timeframe:* **Continue to update other sites on progress in this area.**

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

*Discussion:* Family Action Non-Residential Staff will complete Peer Reviews after Staff Meeting.

*Outcome, Actions, Timeframe:* **Due 9/30/17**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

*Discussion:*

*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:* **Nurse Review Process**

*Discussion:* No discussion

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

*2.**Sub-topic:* **Releases**

*Discussion:* Tracey distributed several forms to consider

*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:*

*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:* **CINS Performance Packet**

*Discussion:*

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

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:*

*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:* See Health and Safety: Program/Regional Coordinators for review of materials

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

*Discussion:*  See Health and Safety: Program/Regional Coordinators for review of materials

*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)

*1. Sub-topic:* Intakes/ productivity

*Discussion:* See under Human Resource Issues (Staffing and Training)

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

*1. Sub-topic:*

*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 FYI

*1. Sub-topic:*

*Discussion:*  **No Discussion**

*Outcome, Actions, Timeframe:*

VI. Clinical/Program FYI

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:* **SNAP in Schools** **and SNAP for Boys**

*Discussion:*

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

*2. Sub-topic:*  **Case Staffing**

*Discussion:* No reviews this month.

*Outcome, Actions, Timeframe:* **There will be no review for the month of September. Jess will send committee reminders at the beginning of October.**

*3. Sub-topic:* **SARB**

*Discussion:* SARB will be meeting on October 3rd in the large conference room. Jess updated calendar to reflect review needs.

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

*4. Sub-topic:* **Truancy Court**

*Discussion:* Truancy Court has resumed hearings and met on September 25th, 2017 at 3pm.

*Outcome, Actions, Timeframe:* **Will continue to meet every fourth Monday of the month.**

*5. Sub-topic:* **Annual Meeting**

*Discussion:* Reminder: Annual meeting is on November 3rd and will be held at the Sweetwater Branch.

*Outcome, Actions, Timeframe:* **Please mark your calendars and submit updates on your specific programs by Friday as previously indicated. Remember to attach quotes as well. Waiting outcome measures from SNAP for Schools.**

*6. Sub-topic:* **CARF**

*Discussion:* Continue to self-audit charts, submit in a timely manner. Jess will update when she receives more information on future audit.

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Jessica Bechtold |  | 9/28/17 |