**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: INTERFACE CENTRAL

Date: September 27, 2018

Time: 4:00PM – 6:00PM

Location: 1400 NW 29TH ROAD

Date of Next Meeting: Staff-1st Thursday/ October 11, 2018 Training 2nd Thursday October 25, 2018

Attendance: C. McCray, Z. Whitter, N. Thompson, T. Scott, B. Cox, A. Rowden, J. Turk,

B. Smith, J. Mattox, J. Bartley, S. Carter, S. Davis, E. Holcombe, O. Jones, C. Jonas, K. Lee,

R. McBride, M. McMann, J. Sturm, S. Twining, N. Wales, S. Young, B, Allen M. Barnard, S.

Cooper, A. Dennis, S. Dixon, S. Durham, W. Harmon, L. Jonas, E. McCrea, S. Sterling

**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:*

*Discussion:*  No discussion

*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: TIME SHEETS DUE FRIDAY OCTOBER 5, 2018 BY 12:00noon**

**Discussion:**

**Outcome, Actions, Timeframe: Turn in timesheets**

**2. Sub-topic: PENDING LIST**

**Discussion:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Past due |  | Due date approaching | |  | | |
| **Name** | | | **Next Evaluation** | **DL Expires** | | **Insurance Expires** | **HIPAA** | **Deaf/Hard Hearing** | **Transcript** |
| Allen | | V | 8/16/18 | 1/25/19 | | 8/30/18 |  |  |  |
| Bernard | | M | Pro 1/12/19 | 2/14/26 | | 9/1/18 | X | X | X |
| Bartley | | J | 6/14/2019 | 2/6/2020 | | 9/25/2018 |  |  |  |
| Carter | | S | 2/5/2019 | 10/12/2025 | | 10/1/2019 |  |  |  |
| Cooper | | S | 10/18/2018 | 4/2/2027 | | 5/31/19 | X | X | X |
| Cox | | B | 10/18/2018 | 4/11/2025 | | 9/30/2019 |  |  |  |
| Davis | | S | 6/28/2019 | 7/9/2019 | | 3/1/2019 |  |  |  |
| Dennis | | A | Pro 11/25/2018 | 10/1/2019 | | 3/30/2019 | X | X |  |
| Dixon | | S | Pro 1/26/2019 | 12/29/2025 | | 1/16/2019 | X | X |  |
| Durham | | S | Pro11/25/2018 | 9/10/2020 | | 1/1/2019 |  |  | X |
| Harmon | | W | 3/21/2019 | 11/7/2018 | | 11/22/2018 |  |  |  |
| Holcombe | | E | 2/26/2019 | 12/30/2022 | | 1/3/2018 |  |  | X |
| Jenkins | | T | Pro 11/25/2018 | 11/1/2018 | | 1/19/2019 |  |  |  |
| Jonas | | L | 11/21/2018 | 11/24/2024 | | 7/4/2018 | X | X | X |
| Jones | | O | 5/14/2019 | 1/20/2025 | | 7/3/2019 | X | X | X |
| Lee | | K | 6/19/2019 | 6/27/2018 | | 3/30/2019 |  |  |  |
| Mattox | | J | Pro 8/16/2018 | 12/23/2018 | | 3/14/2019 |  | X | X |
| McBride | | R | 11/3/2018 | 10/2/2022 | | 9/25/2018 | X |  |  |
| McCrea | | E | 2/8/2019 | 9/10/2018 | | 6/7/2019 |  |  |  |
| McMann | | M | 6/22/2019 | 9/4/2026 | | 4/15/2019 |  |  |  |
| Rollins II | | J | Pro11/25/2018 | 7/29/2019 | | 2/17/2019 | X | X | X |
| Robinson | | P | 5/24/2019 | 1/15/2019 | | 3/16/2019 |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Past due |  | Due date approaching | |  | | |
| **Name** | | | **Next Evaluation** | **DL Expires** | | **Insurance Expires** | **HIPAA** | **Deaf/Hard Hearing** | **Transcript** |
| Rowden | | A | Pro 10/27/18 | 6/14/2019 | | None on File | X | X | X |
| Scott | | T | 1/31/19 | 9/5/20 | | 3/24/19 |  |  |  |
| Smith | | B | 11/7/2018 | 5/14/2024 | | 7/2/2018 |  |  |  |
| Sterling | | S | 2/5/2019 | 9/17/2025 | | 7/24/2018 |  |  |  |
| Strickland | | G | 2/8/2019 | 7/29/2019 | | 11/27/2017 |  |  |  |
| Sturm | | J | 2/8/2019 | 9/12/2025 | | 1/7/2019 | X | X | X |
| Thompson | | N | 2/13/2019 | 7/16/2019 | | 1/4/2019 |  |  |  |
| Turk | | J | 2/9/2019 | 9/21/2021 | | 4/4/2017 | X | X | X |
| Twining | | S | 2/8/2019 | 4/30/2022 | | 6/2/2016 | X | X |  |
| Wales | | N | 2/5/2019 | 5/3/2020 | | 4/7/2019 |  |  |  |
| Young | | S | 3/24/2019 | 12/11/2019 | | None on File |  |  |  |

**Outcome, Actions, Timeframe:** Everyone should respond to the pending list as noted. If you are unable to provide the requested information, please inform a supervisor.

**3. Sub-topic: TRAINING- ENTERING PATIENT INFORMATION & MEDICATION IN PYXIS & MEDICATION PROCEDURES**

**Discussion:** All staff providing direct care should be able to operate the Pyxis unit for all direct service related activity, ie. loading new/refill Rx, pulling medication at needed times to assist px in taking, inventory of medication as needed, placing a medication on hold when a px leaves for a furlough, unloading a medication when a px is discharged.

**Outcome, Actions, Timeframe:** Complete the testing process on or before October 11, 2018 demonstrating knowledge of the medication process and Pyxis system. Schedule a time before October 11, 2018

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: UNSUAL EVENT REPOT**

**Discussion:** What does *“Who was notified?”* mean on the Unusual Event Report?

**Who was notified? Date Time**

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**Outcome, Actions, Timeframe:** You must have actually had a conversation with the person to document that you notified them.

# III. Quality Improvement

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

**1. Sub-topic: STAFF REVIEW BINDER**

**Discussion:** Intake Guide

**Outcome, Actions, Timeframe:** Staff should have started using revised guide form as of the last staff meeting. If you have done an intake in the last two weeks and did not complete the guide sheet please go back and complete the Intake Guide form.

**B. Outcome Management (status, reports, recommendations)**

**1. Sub-topic: 30/60/90 DAY FOLLOW CONTACTS/RESPONSES**

**Discussion: THANK YOU MR. COX TO REACHING OUT TO THE FAMILIES.**

**Outcome, Actions, Timeframe: THANK YOU TO THE STAFF THAT PLAYED A ROLE IN PLANTING OR WATERING A SEED TO ENSURE SUCCESS WITH THE YOUTH AND FAMILIES WE SERVE.**

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 REVIEWED:**

**Discussion:**

**Outcome, Actions, Timeframe:**

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

**1. Sub-topic: CONCERNS FROM PARTICIPANTS AND FAMILIES**

**Discussion:**

**Outcome, Actions, Timeframe:** 1. Staff not following the FACE system, giving negatives after bedtime. 2. Staff coming off negative, expecting px not to react.

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: CENSUS REPORT**

**Discussion:**

**Outcome, Actions, Timeframe:**

**B. Employee Concerns or Complaints**

**1. Sub-topic: QUESTIONS, CONCERNS, COMPLAINTS, REQUEST FOR INDIVIDUAL MEETINGS, ETC.**

**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: MEDICATION ASSISTING/DISPENSING PROCESS**

**Discussion:**

**Outcome, Actions, Timeframe: The** Parental/Legal Guardian Consent Regarding Medications must be completed each time medication is accepted at IYPC. It is the first step in verifying the many aspects of the medication, including the count.

B. Counseling and Programming Issues

**1. Sub-topic: PARTICIPANT CONCERNS**

**Discussion:**

**Outcome, Actions, Timeframe:** Please respond to all areas discussed. Documentation is important.

**2. Sub-topic: ACTIVITIES AND OUTINGS**

**Discussion: Review the activity binder**

**Outcome, Actions, Timeframe:** Each activity requires an evaluation to occur. Complete the bottom half with pxs and the top portion is for px staff response.

**3. Sub-topic: SHIFT COVERAGE NEEDS**

**Discussion:** Reminder, that when you submit a leave request or call in you are the first step in locating coverage. After you have made unsuccessful attempts you may request assistance from Mr. Smith or a supervisor.

Outcome, Actions, Timeframe: Please let Mr. Smith know if you are able to assist with the shift coverage needs. You should be able to inform him or a supervisor of what efforts you have made to arrange for coverage.

**4. Sub-topic: BEDROOM GUIDLINES**

**Discussion:** Review guide lines

**Outcome, Actions, Timeframe:** Staff are responsible for making sure the guide lines are followed

**5. Sub-topic: FACE SYSTEM**

**Discussion:**

**Outcome, Actions, Timeframe:**

**6. Sub-topic: SCHOOL TRANSPORTATION GUIDLINES**

**Discussion:** Reviewguidelines presented

**Outcome, Actions, Timeframe:** Follow the guidelines posted and review with participants when doing transport.

***7. Sub-topic:* PARKING**

***Discussion:***

***Outcome, Actions, Timeframe:*** Staff should park with the idea of giving consideration on limited space at our site. Ask non-emergency persons to move to parking spaces.

**VII. Other Business:**

***1. Sub-topic:* GETTING BETTER TOGETHER**

***Discussion:*** Staff recognizing co-workers for the work they do to help make the job we do better.

 ***Outcome, Actions, Timeframe:*** A world of gratitude to you for stepping up and leading a helpful hand.

|  |  |  |
| --- | --- | --- |
| C:\Users\Cassandra Evans\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\1809_11x17Poster_Kids_Theme.jpg**Staff Given shout out** | **Staff Giving shout out** | **Reason for shout out** |

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Cassandra McCray |  | 9/27/18 |

Name Date