**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 01/26/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 02/29/2024

Attendance: Alex, Joy, Cherelle, Monica, LaToya, Karen, Angela

Absent: Errol, Izel, Gary, Gabrielle, Lytinia, Dayshana, Val,

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

*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:* **Training**

*Discussion:* All Staff need to review your training form and ensure that your training courses are up to date. If you are behind in any training, you need to focus on completing those trainings FIRST. Auditors will be reviewed be reviewing our training files, so we want to make sure that we are in compliance. Please ensure that the required DCF and CARF training is completed.

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

***2*.** *Sub-topic:* **Shift Coverage/ Time off**

*Discussion:* Currently, we are short of staff. We currently have 2 pending hires. Please review the schedule and fill in, when possible. Keep in mind that once new staff are hired, they will have to start off completing the required training, followed by shadowing, prior to being placed on shift. During this time, shift leaders please assist with the shadowing training during your shift. With sufficient training & coverage, it will hopefully lead to long –standing commitment. Reminder: We do NOT hire PRN staff any longer, only full –or part-time. Staff need to refrain from using

Cellphones while supervising Pxs. This is a safety hazard.

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

E. Annual Budget Planning and Process

*1. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

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

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

*4.**Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:* **Bi -Annual - Inspections**

*Discussion:* 3 staff were asked to completed the Bi-Annual Inspection for the month of completed the bi-annual inspection, please make sure you do so. The next bi-annual review is in July, so please be prepared to complete the inspection if asked to do so.

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

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:* **File Reviews**

*Discussion:* Please check both open and closed files to see if your name is listed to make corrections in the file. We are close to the yearly audit and these corrections are needed, as soon as possible. If you have any questions concerning the needed corrections, you can ask Monica, Angela, or Alex to verify what is needed.

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

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

*1. Sub-topic:*

*Discussion:*  No 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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*4. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*5. Sub-topic:*

*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:* **Medication**

*Discussion:* Please pay close attention to the Medication

Board, the Mars, and Logbook at the beginning of your shift to ensure that new current medication is not missed. We still need to hire a Registered Nurse to help better assist with medication. When possible, all staff will need to review Medication training and Certification.

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

*2. Sub-topic:*

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1.* *Sub-topic:* **Residential**

*Discussion:* Anything on our walls must be framed. No papers hanging. Place backgrounds to look decorative. Counselor’s office should be neat and orderly. All cabinets should be locked. HIPPA and Deaf of Hard of Hearing trainings need to be completed. Monica &LaToya please review bulletin boards and replaced any outdated/ wrinkled copies of materials/ policies.

*Outcome, Actions, Timeframe:*

2. *Sub-topic:* **Non-Residential**

*Discussion:* Counselors should open 6 cases per month. To catch up, you can open more than 6 per month

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

*3. Sub-topic:* **All Staff**

*Discussion:* Language that we should use during audit is Person- Centered” and No wrong door.” We are a “24- Hour awake shelter.”

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

*4.**Sub-topic:* **Facebook**

*Discussion:* Each shift (midnight, day, and evening) should be logging points in the Facebook. There are three expected behaviors that should be documented in then their Facebook each day, I noticed this was blank in all the Facebooks. The appropriate social skills are listed on the Point Sheet Guide. Please use 3 of those social skill to document in Facebook. The points documented should include the Px’s behaviors during transport to and from school, if they brought in their school progress Note, and their behavior during your shift. This documentation helps you to be able to assist the Px’s improvement of their behaviors.

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

**5.**  *Sub-topic:* **Daily Shift Reviews**:

*Discussion:* Daily Reviews are due for every shift (Midnight, Evening, and Day). I rarely receive the daily shift Review from the daily shift. All shifts should complete the daily shift review form and place it in my box I keep the forms in a binder.

# *Outcome, Actions, Timeframe:* Ongoing

**VII. Other Business:**

*1. Sub-topic:* **IYP- Team**

*Discussion:* Thank you for all your hard work that you give to this IYP-East shelter. Your dedication is appreciated “Work Hard, be kind, and amazing things will happen.”

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

*2*. *Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

Respectfully submitted by: Karen Bethel Date: 01/29/2024

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| Approved: |  |  |
| Alex Culbreth |  | 1/29/24 |

Name Date