

Meeting Minutes

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw92624**

Date: **September 26, 2024**

Time: **9:00 AM**

Location: **IYP-NW**

Date of Next Meeting: **October 31, 2024**

Attendance: Brandi B., Roslyn C., Walter D., Kathy H., Josie J., Carlton J., Wanda J., Ralph M., Sharon M.

Absent: Laesha B., Shalay C., Ta'mar J., Tonda N., Bethany S., Bessie S., Daphena W., Sabriena W.

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: **Training Challenge**

Discussion: Ms. Williams implemented a training challenge, From October 1, 2024 through October 31, 2024. There are 3 categories 15 – 12 trainings, 11 – 9 trainings, 8 – 1 trainings. Anyone that falls in any of the three groups will be put into a drawing for that category and the winner in the first group will win \$50.00, the second will win \$25.00 and the last group will win \$15.00.

Outcome, Actions, Timeframe:

E. Annual Budget Planning and Process

1. Sub-topic:

Discussion: No discussion

Outcome, Actions, Timeframe:

II. Health and Safety: Program/Regional Directors

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:*

Discussion: No discussion

Outcome, Actions, Timeframe:

III. Quality Improvement

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

1. *Sub-topic:* **Q. I Mode**

Discussion: We are now in QI mode, Start doing your checklists, check files for last 6 months, check log books, check inspections, chemical lists, check your special populations files etc,

Outcome, Actions, Timeframe:

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:* 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:*

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 / Pyxis Refresher / Residential Nurse Observation**

Discussion: Psychotropic Medications, some side effects of these maybe tics, facial tics, strange movements if any of these occur contact Mrs. Kathy. Common side effects are Dry mouth, drowsiness, dizziness, constipation, tiredness, weakness. Serious but rare – severe dizziness, fast or slow heartbeat, fainting, mental or mood changes (such as depression, confusion). Reminder, if the electricity goes out you will have to break into the medication boxes to open them in order to give medications!

Outcome, Actions, Timeframe:

B. Counseling and Programming Issues

1. *Sub-topic:* **Disposition Process P-1136**

Discussion: At the time of disposition/discharge, staff should complete the following: Youth should complete a service satisfaction questionnaire. Youth's inventory statement is reconciled, all clothes/possessions packed. Youth's bed is stripped, bed and clothes compartment is sanitized, and linens washed. Complete disposition/discharge section of Intake Assessment. Complete disposition/discharge section on the blue/white data card. Record the disposition/discharge information on the Current Cross-Reference Log. Place the Point Sheet in the youth file. Place the Medical Record Log in the youth file (if necessary). Place Youth Money Transaction in the youth file (if applicable). Complete disposition/discharge section of NETMIS. Write a closing statement in the progress notes. Document disposition/discharge in the Program Log Book. Erase youth's name from youth and medication board.

At the time of disposition/discharge the parent/guardian/representative should complete the following items: Complete a parent service satisfaction questionnaire. Sign and date the appropriate release form. Provide any missing Title IV-E information. Receive youth's medications (if applicable).

Outcome, Actions, Timeframe:

2. *Sub-topic:* **Progress Notes (Behavioral Issues)**

Discussion: The intent is to ensure that documentation of participant activities and events is properly recorded in compliance with requirements outlined in funding sources, licensure requirements, Federal and State laws and accreditation requirements applicable to CDS programs. Progress notes should provide a record of participant interactions and be

documented within one workday after the time service was rendered and maintained in the participant file.

A participant's progress or lack of progress towards achievement of goals and objectives identified in the Individual Plan. An entry regarding the participant's activities and cooperation working within the program structure should be recorded in the participants file each shift, this also means their behavior. Behavior is a major part of our program and the behavioral system.

Outcome, Actions, Timeframe:

3. *Sub-topic:* **Log Book entries**

Discussion: The intent is to ensure that daily program occurrences are captured in a permanent, bound book. The policy is intended to outline types of entries as well as to provide guidelines for documentation.

All entries should be brief and legibly written in ink and include: Date and time of the incident, event, or activity. Names of youth and staff involved and a brief statement providing pertinent information. The name of the person making the entry with the date, time of entry, signature, and title.

All recording errors should be struck through with a single line and "void" written by the error. The staff person must provide a full signature, credential/ title, and date and time for the correction. The use of whiteout is prohibited. Program Log Book entries, which could impact the safety and security of the program, should be recorded in the appropriate section and highlighted.

Outcome, Actions, Timeframe:

4. *Sub-topic:* **Screenings**

Discussion: The intent is to ensure the youth screening process consistently includes the necessary information to ascertain the immediate needs of the youth.

During a telephone screening, if it is determined that a youth is at risk of harming self or others, the screener should contact 911 to ensure the youth receives emergency services. If no imminent danger is identified, normal screening procedures should be followed. A Screening/Referral form should be completed for each youth considered for Residential Services to:

Obtain a description of the crisis, precipitating stress factors, and related risks, Determine if the youth meets the criteria specified for CINS/FINS or Emergency Shelter contracts; Ascertain the youth's age and legal status; Obtain important demographic and background information; Determine if the child is a threat to him/herself and/or to others and, if so, which Emergency services are warranted; Determine the immediate needs of the youth such as shelter, food, clothing, etc. Determine if the youth and/or family is willing and capable of voluntary participation in services.

Outcome, Actions, Timeframe:

5. *Sub-topic:* **Staff/Participant Interactions**

Discussion: Use pleasant tones, tag out, use M.A.B. strategies. Continue with the staff/participant interactions, you have improved on this. Note that children are NOT to go into the game room to get games, cards etc. that is staffs job. The more you stay active with the youth the less likely for negative reactions or issues. Continue to play cards and board games with them, basketball and exercise with them for large muscle group. Stay involved with your participants and this will result in a smoother shift.

Outcome, Actions, Timeframe:

VII. Other Business:

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

Discussion: Participants need to be mindful of taking care of their chores and complete them and then staff needs to be checking to make sure they are completed as they should be. Chores need supervision by staff at all times, on all shifts. Staff Make sure that the kitchen is swept and mopped after dinner and that all dishes, cups, pots, pans, utensils, etc. are put away properly.

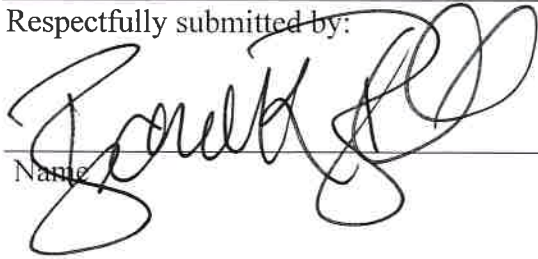
Outcome, Actions, Timeframe:

2. *Sub-topic:* **On-Call Schedule for October**

Discussion: October 7 through 13th Sabriena will be on call while I (Brandi) is on vacation.

Outcome, Actions, Timeframe:

Respectfully submitted by:



Name

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Date