**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: CINS/FINS

Date: July 27, 2023

Time: 10:30

Location: Bivens

Date of Next Meeting: August 16, 2023

Attendance: Alex, Evelitza, Jessica, Sabriena, Zeke,

Absent: Brian, Leigh, Jessica

**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:* **Cooperative Service Agreements**

*Discussion:* Please assist in providing a hand delivered copy to your local community partners. Cindy handed out applicable agreements for signature.

*Outcome, Actions, Timeframe:* **Please complete as soon as possible. Thank you**

C. Regulatory Issues

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

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

*Discussion:* Key staff members from each shelter/FA will participate in meeting to consolidate form to be used to record staff trainings.

*Outcome, Actions, Timeframe:* **Training Team meeting today following CINS/FINS meeting. (Sam, Alex, Sabriena, Jessica, Naomi, Lyanne, Cindy).**

E. Annual Budget Planning and Process

*1. Sub-topic:* **23-24 Directors Budget**

*Discussion:*  Olga is working to close out FY 22-23 and working with Phil and Cindy to complete 23-24 agency budget and Directors Budget.

*Outcome, Actions, Timeframe:* **Cindy will provide budget to directors as soon as it is completed.**

# 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:*

*Discussion:*

*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:* **Policy Updates Are on the Intranet**

*Discussion:* **P-1115 Residential Admission Youth Assessment**

**The following language has been added.** The intake is a key element to a youth’s success in services. This should take place in a setting that allows the participant to feel safe and heard.

**P-1151 Intake/Assessment**

**The following language has been added.** The intake is a key element to a youth’s success in services. This should take place in a setting that allows the participant to feel safe and heard and language that states in Community Counseling programs the NIRVANA should be initiated at Intake. Also added; “Intakes can be conducted face-to-face or through virtual means. Methods for virtual intake may include video or telephonic technologies. Agencies must provide written documentation in the youths' file as to why virtual services are in the best interest of the youth and family. If an intake is conducted through virtual means, consent is confirmed by the counselor, documented in the file, and reviewed with supervisor during supervision/case review.”

**P-1019 Needs Assessment Non-Residential**

Added language that states in Community Counseling programs the NIRVANA should be initiated

at Intake; Also added, Each completed NIRVANA is reviewed for coordination between presenting problem(s), NIRVANA, service plan, service plan reviews, case management services and follow-up and signed by a supervisor

**P-1067 Hardware**

Removed restricted computer use notice and moved content to policy; updated Asset tracking guidelines

**P-1150 Chemical Control**

Outlined procedures for weekly and perpetual inventories of chemicals

**P-1163 Case Management, Counseling and Service Delivery**

Monitoring progress of court ordered youth in shelter replaces Monitoring out of home placement, if necessary

**P-1301 Specialized Additional Program Services**

This is a new policy describing services for special populations

**P-1267 Domestic Violence Respite**

The following language “The JAC or on call screener will contact the local shelter to determine if placement is available following arrest and a screening will be completed to begin the referral for the youth into respite care services. If it is determined that the youth cannot come to shelter, the planned action on the screening form must be recorded on the document and entered into NetMIS.”replaces “When a youth has been screened by the JAC or on call screener and it has been determined that the youth is eligible for Domestic Violence Respite Care Services and a respite bed is available, the JAC/Screening staff will contact your agency directly and refer the youth for respite care services.”

**P-1283 Family/Youth Respite Aftercare Services (FYRAC) Non-Residential Services**

Updates include virtual intake option ; JJIS entered by Network staff and the use of the Community Assessment Tool (CAT)

**P-1280 Video Surveillance System**

Added notation that the Surveillance System should be available to monitor where youth searches are conducted

**P-1162 Individual Plan DJJ QA**

Removed reference to the Prevention Assessment Tool (PAT)

**P-1156 Transition Plan/Discharge Summary-Youth/Family Non-Residential CINS/FINS**

Removed procedures related to the Prevention Assessment Tool (PAT)

**P-1046 Youth Case Record**

Removed reference to the Prevention Assessment Tool (PAT) added reference to NIRVANA

**P-1025 Background Check, Reference Check, Fingerprinting for Personnel, Volunteers or Interns**

Updated link to DJJ forms

**P-1304 Transportation of Youth**

This new policy describes the procedures required when one staff member transports one participant

**P-1138 Search Policy**

Notes the use of an electronic metal detecting wand prior to entry into the facility where video surveillance is present is mandatory as well as other procedures for law enforcement contact

**P-1045 Incident Reporting Procedure**

Replaced CINS/FINS Reportable Incidents by Type section to the CCC significant addition: Transport for Baker Act evaluation is a CCC Reportable Event

*Outcome, Actions, Timeframe:* **Cindy provided hard copies to the Shelter Managers for the Program Manuals. Please do the update this week.**

*2. Sub-topic:* **P-1304 Transportation of Youth**

*Discussion:* This new policy describes the procedures required when one staff member transports one participant. Discussion ensued about what actions need to be taken to be in compliance.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Manual Table of Contents**

*Discussion:*

*Outcome, Actions, Timeframe:* **The Family Action Table of Contents has been updated to include SNAP. The Interface Table of Contents includes the new policies. Use the new Table to update the hard copy of the Manual.**

*4. 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:*

*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:* Cindy requested updated contact information for the Cooperative Service Agreements and Business Partners

*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:* **Safety and Maintenance Inspection Semi-Annual Review**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:* **Cindy reminded Shelter Managers that this review should be conducted in July**

*2. Sub-topic:* **Emergency/Disaster Call Down List**

*Discussion:*

*Outcome, Actions, Timeframe:* **Cindy distributed Updated List for the Emergency and Program Manuals**

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:* **Florida Network 23-24 medication policy revisions pending.**

*Discussion:*  Brian please review language as is to make recommendations and to ensure CDS’ procedures are consistent with current revisions.

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Florida Network FY 23-24 Policies and Procedures Review**

*Discussion:* Review with directors/supervisors of changes in Network P&P also QI changes.

*Outcome, Actions, Timeframe:* **Please review all updates/changes with team members at program staff meetings.**

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| Cindy Starling |  | 7/28/23 |

Name Date