**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Date: 09/27/2022

Time: 12pm

Location: Bivens

Date of Next Meeting: October 27th at 2pm

Attendance: Jessica Bechtold, Adam Hassan, Olivia Hollier, Rebecca Hunt

Absent: Arielle Tibon (Excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Program needs**

*Discussion:*  Jess checked in with the team to assess supply, building needs. Please let me know if you notice the paper getting low.

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

B. Marketing and Business Development

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

*Discussion:* Social support and Mental Health presentation will be rescheduled as a result of the storm.

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

*2. Sub-topic:* **Group**

*Discussion:*  Jess and team met and discussed groups for teen court. Once Rebecca and Olivia are fully trained in intakes, we will attempt to implement.

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

*3. Sub-topic:* **Referrals**

*Discussion:*  School based referrals are increasing as a result of recent outreach. Keep up the good work!

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

*4. Sub-topic:* **Annual meeting**

*Discussion:*  Please sign up for the annual meeting online

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

C. Regulatory Issues

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

*Discussion:*  As of October 3rd, counselors will no longer be required to enter into JJIS. Jess will now email the Florida Network with Netmis information on all intakes and discharges. Jess is awaiting feedback as to whether JJIS training will continue to be a requirement.

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

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

*Discussion:* Peer reviews will be scheduled in the month of October

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

*3. Sub-topic:* **HIPAA Reminders**

*Discussion:*  Jess reminded the team of standard HIPAA practices (ie charts and PHI remain in chart room and never left unattended, utilize traveling case with lock if transporting, discuss cases in secure/private rooms, close down all laptops and electronic devices when not in use).

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

*4. Sub-topic:* **Admin location**

*Discussion:*  Jess notified team that after initial training, Admin will be moved into ste 7 and we will be receiving families on that end.

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

D. Human Resource Issues (Staffing and Training)

*1.**Sub-topic:* **Administrative Assistant and open positions**

*Discussion:* FAC recently hired a new Administrative Assistant. Orientation date pending due to recent storm.

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

*2. Sub-topic:* **Open positions**

*Discussion:* Counseling candidate currently in background screening process.

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

*3.**Sub-topic:* **HR Items**

*Discussion:*  Please get all outstanding items to HR

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

*4. Sub-topic:* **Training Files**

*Discussion:*  Jess reminded the team review training files for training needs and to submit training files for scoring on CARF training.

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

*5. Sub-topic:* **MI and JJIS**

*Discussion:*  Due to reschedules in training requirements, be sure to print reschedule emails and place in training file to document attempts. Sign up for upcoming MI training (all three online courses) which will now supplement in person training. Jess resent JJIS training request to both Katrina and Cynthia.

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

*6. Sub-topic:* **Screenings**

*Discussion:*  Jess reminded the team that all referrals shall be stamped received and logged in the referral log up front. All screening must be attempted within 3 days of receipt.

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

*7. Sub-topic:* **Case Staffing Training**

*Discussion:*  Jess will be meeting with Brian Smith for training in SARB, Truancy Court and Case Staffings on October 6th at 3:45pm.

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

E. Annual Budget Planning and Process

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

*Discussion:*  Jess reviewed budget for FAC.

*Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Coordinators

A. Internal Inspections

*1. Sub-topic:*  **Sanitation of Building**

*Discussion*: Discussed sanitation schedule. Continue to use social distance measures, stagger sessions if not remote, wipe down tables, chairs, door knobs, phones, computers, bathrooms and any other applicable items, etc., wash hands regularly and thoroughly, utilize available hand sanitizers, gloves and other safety measures.

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

*2. Sub-topic:* **Drill for September 2022**

*Discussion:* Jess completed drill for September 2022.

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

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

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

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

*1. Sub-topic:*

*Discussion: No Discussion:* **No discussion**

*Outcome, Actions, Timeframe:*

# III. Quality Improvement

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

*1.* *Sub-topic:* **SS numbers**

*Discussion:*  Jess reminded the team to continue to make attempts at obtaining SS Numbers

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

*2. Sub-topic:* **Chart reviews and individual plans**

*Discussion:*  Jess reminded the team to submit all charts for review and signatures after intake and reminded the team to submit individual plans for review after reviewing and signing with family.

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

*3. Sub-topic:* **30, 60, 90**

*Discussion:*  Jess reminded the team to conduct 30, 60, 90 plan reviews in addition to obtaining signatures within the required time frame

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

*4. Sub-topic:* **Documentation**

*Discussion:*  Jess reminded the team that documentation is due within 24 hours and stressed the importance of reviewing and correcting any items flagged during supervisory chart review. Charts are to be completed in a timely manner.

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

*5. Sub-topic:* **Forms**

*Discussion:*  Jess informed team of updated forms online. Please be sure to upload the most recent forms. (use either Edge or Internet Explorer as Chrome does not seem to be compatible and does not list the most recent updates).

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

*6. Sub-topic:* **Nirvana**

*Discussion:*  Jess reminded team to use the Nirvana interview guide during the intake. Nirvana should be conducted during the intake.

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

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **See Risk Management**

*Discussion:*

*Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

D. **Policy and Procedure Updates and/or Review for Your Information from CINS/FINS Meeting: Review/Recap from last CINS/FINS**

**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:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:* **Director’s Budgets**

*Discussion:* Everyone has now received their annual budget for FY22-23

*Outcome, Actions, Timeframe:* **Please monitor closely to ensure you stay well within your budget. Also Basic Center Grant funds need to be spent before October 1.**

# 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:* **Water damage at IYP-Central**

*Discussion:*  Remediation in progress.

*Outcome, Actions, Timeframe:* **Please be mindful of items available for use in bathrooms. Plumber recommends no wet wipes such as Cottonelle.**

# III. Quality Improvement

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

*1. Sub-topic:* **Standardizing Material to include in the Residential and Non-residential file**

*Discussion:* Non-residential file almost complete; continued work on Residential file

*Outcome, Actions, Timeframe:* **Please continue to look on intranet for needed changes, or updates. Also, do not allow staff to create new forms and begin using new forms without bringing it to staff meetings for discussion.**

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

*Discussion:* Reminder

*Outcome, Actions, Timeframe:* **Due quarterly to Data**

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:* F-PR 1129 INFORMED CONSENT AND PARTICIPANT AGREEMENTPARENT/GUARDIAN ORIENTATION PACKET and F-PR 1130 INFORMED CONSENT AND PARTICIPANT AGREEMENT PARTICIPANT ORIENTATION PACKET

*Discussion:* Under Your Rights as a Parent/Guardian of a Participant section added the highlighted words Your child should expect freedom from abuse, bullying and/or neglect, humiliation, exploitation of any kind, including financial, retaliation or barrier to services from reporting any issues that concerns you and your child. Removed Sexual Health section to ensure compliance with Florida’s new Parents Rights Law and adjusted Table of Contents accordingly.

*Outcome, Actions, Timeframe:* **Please begin using this updated form and eliminate all old copies.**

*2. Sub-topic:* **F-PR 1314 Needs Assessment** This form has been deleted and replaced with **F-PR 1348 Biographical Addendum (Optional)** This is now an optional form for counselors to use to supplement NIRVANA

*Discussion:* This form only appears in non-residential, should it be added to the residential sites as well?

*Outcome, Actions, Timeframe:* **Staff requesting to include form in residential also.**

*3. Sub-topic:* **P-1247 Suicide Assessment Residential (Draft)**

*Discussion: No* discussion

*Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

*4. Sub-topic:* **P-1262 Suicide Assessment Non-Residential Draft**

*Discussion: No discussion*

*Outcome, Actions, Timeframe:* **Staff will review further and provide feedback.**

*5. Sub-topic:***Policy and Form Changes**

*Discussion:* Many, many forms and policies have changed recently and in the past year including forms that are on letterhead.

*Outcome, Actions, Timeframe:* **Please discard old forms and rely on the Intranet. Please note if form is on letterhead and SNAP isn’t the last program on the form, it is old letterhead. Please let Sam know and cc Cindy.**

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:* No discussion

*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:* **New Suicide Procedures-status update, Form update**

*Discussion:* Revised online

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:*

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

# IV. Risk Management

**Risk Management**

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **Risk Management Report**

*Discussion:* See above discussion

*Outcome, Actions, Timeframe:*

B. Employee Concerns or Complaints

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

*Discussion:* See above

*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:* **IT**

*Discussion:*  According to Zach, there is a fax/ new printer installation delay. Jess notified community partners to use online website and email in the meantime.

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

VI. Clinical/Program FYI

A. Medical and Medication Issues

*1. Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*Sub-topic:*

*Discussion:*

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

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

*Discussion:*  SARB was cancelled for the most recent September, 2022 meetings.

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

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

*Discussion:*  Truancy Court was cancelled for the month of September and will resume in October. Remember to update chart and binder with any relevant information and obtain court orders for all participants in Truancy court.

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

Respectfully submitted by:

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| Jessica Bechtold |  | 09/28/2022 |