**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: **smiypnw22924**

Date: **February 29, 2024**

Time: **9:00AM**

Location: **IYP-NW**

Date of Next Meeting: **3/28/2024**

Attendance: Sabriena W., Brandi B., Walter D., Josie J., Wanda J., Ralph M., Sharon M.

Absent:

**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:* **Staff Schedules – Consistency/Subject to change/ Fill INS Brandi B., Residential Supervisor**

*Discussion:*  Check this frequently for changes let me know of changes in your availability for scheduling.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Recruitment for 2 PT Youth Care Workers** **– Brandi B., Residential Supervisor**

*Discussion:*  We are still actively looking for Youth Care Workers. If you know of anyone that needs a job, let us know, we had one person pick up an application this past week. Also have signs out front that we are hiring.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Scenarios/Role Play Staff Interactions**

*Discussion:*

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Training – Walter D., Administrative Assistant**

*Discussion:*  I am tying up the training files for our DCF audit, QI, and CARF. Any training you need have been sent to your emails. All trainings to be completed are highlighted in Orange.

*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:* **DCF Audit & QI Prep – Sabriena W., Regional Director**

*Discussion:*  We are preparing for the DCF audit and QI Prep. March 11, 2024 is the DCF Audit. We do not know at this time when QI will be here. QI will be at IYP-East March 5th & 6th. There are several Intakes that are not complete from the past; we need to finish those files. Files are still being reviewed for QI readiness. We need to make sure that documents are in the files and completed, numbers are in the files and are on the pages they should be on. Make sure all screenings and Intakes are complete; again complete the files on time and in a timely manner as they have to be in the system within 3 days. Please make sure housekeeping is done and up to par, beds are to be moved and checks made under mattresses too, bathrooms cleaned properly, living rooms in order, neat and clean all common areas in order, neat and cleaned. Check all outlets for plastic covers.

*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:* **Residential Registered Nurse Observations – Kathy H.**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Staff Concerns & Shout Outs – Brandi B., Residential Supervisor**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **On-Call Procedures – Brandi B., Residential Supervisor**

*Discussion:*  Sabriena W., Regional Director is on call Monday through Friday and my self is on call Saturday through Sunday. Thank you for those that are reaching out to me. Reminder I am on call on the weekends and want to be notified of daily activities/issues during the week as well.

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Log Book – Brandi B., Residential Supervisor**

*Discussion:*  Log books are being tagged if there are any issues. Please make sure that those are being addressed ASAP. Highlight what needs to be and in the correct colors.

*Outcome, Actions, Timeframe:*

*4. Sub-topic:* **Screenings – Brandi B., Residential Supervisor**

*Discussion:*  All screenings need to be completed when they come in be it by phone or in person, completed the screening! Turn the completed screenings into Brandi and she will bring the child in if they are suitable for our program or source them out to the other shelters.

*Outcome, Actions, Timeframe:*

*5. Sub-topic:* **Cellphones on the floor (NO PHONES ON THE FLOOR) Remote Controls, Quiet Room – Brandi B., Residential Supervisor**

*Discussion:*  Again, there are to be NO cellphones on the floor! Let your shift partner know that you need to step off the floor to use your phone briefly and then return. Participants are NOT to handle the remote controls or TVs at ANY time! There are NOT to be any participants in the game room at all, staff are to retrieve anything needed from this room.

# *Outcome, Actions, Timeframe:*

*6. Sub-topic:* **Document all interactions with youth/Document behaviors – Brandi B., Residential Supervisor**

*Discussion:*  Document all interactions with youth – document behaviors and any issues that are going on with the child/children. Any issues call me.

# *Outcome, Actions, Timeframe:*

*7. Sub-topic:* **Residential Counselor Observations – Tonda N.**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

**VII. Other Business:**

*1. Sub-topic:* **Cleanliness of the building – Sabriena W., Regional Director**

*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. Cindy has said that our shelter always smells clean.

*Outcome, Actions, Timeframe:*

*2. Sub-topic:* **Shelter Trivia – Sabriena W., Regional Director**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

*3. Sub-topic:* **Senior Youth Care Worker Observations**

*Discussion:*  No discussion

*Outcome, Actions, Timeframe:*

Respectfully submitted by:

|  |  |  |
| --- | --- | --- |
| Sabriena M. Williams |  | 2/29/2024 |

Name Date