



Division Directive Number
5.080

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Title: Morning Meeting Policy and Procedures for State Operated Programs

Application: On campus State Operated Programs (SOPs)

Purpose: This policy outlines procedures and documentation requirements for State Operated Program staff conducting morning meetings including safeguards around critical indicators for facility leadership and staff in supporting individuals. A standardized format (Appendix A) shall be utilized at each center's daily morning meeting including assurances of critical information communicated and acted upon in a systematic manner as part of an overall integrated quality improvement and risk assessment and management system.

1. During regular business hours, Monday through Friday (excluding holidays), the Superintendent shall ensure a daily morning meeting occurs in each unit of the center. The Unit Manager/designee shall facilitate the daily morning meeting utilizing a standardized format.
2. The morning meeting shall be scheduled allowing appropriate time for each Unit Manager/designee and their teams to gather necessary information to conduct the daily morning meeting effectively. In addition, for those staff that may need to attend more than one unit's daily morning meeting, staggering of times may be necessary to accomplish their participation. Monday's morning meeting shall include information from the previous weekend. In addition, any holidays shall be included in the next scheduled morning meeting.
3. A record of each unit's morning meeting minutes shall be maintained and available as needed and/or requested.
4. Critical communication and indicators shall include the following assurances on the standardized morning meeting minute form:
 - A. Nursing review (including but not limited to such topics as ER visits, hospitalizations, appointments)
 - B. Review of previous day(s) home shift change communication reports including any actions or follow up as necessary
 - C. New incidents and follow up on previous incidents to ensure closure on action plans no later than 5 working days.
 - D. Behavioral Risks/Requested Behavior Consultations
 - E. Communication around meetings, training, activities for the day (PCPs, Quarterlies, Day Services, Training on/off campus)
 - F. Monitoring Observations: survey preparations/follow up to plans of correction, QE staff monitoring observations, other monitoring observations by designated staff, such as meals, environment, etc.

- G. Other comments not mentioned previously (such as any discussion with group needed on Transitions, Water Temperatures, Staffing issues, Officer of the Day reports, Maintenance/Housekeeping)

Documentation of morning meeting minutes shall include closure on action plans and/or topics to verify completion.

5. Superintendents shall attend periodic morning meetings to ensure full implementation of this policy.
6. Quality Enhancement (QE) staff shall also attend periodic morning meetings to assist teams with event report processing and any other topics involving remediation and/or mitigation of risk strategies/action planning. QE Directors will provide feedback to Quality Coordinator for State Operated Programs as well as the SOP Superintendent.