DSPS Team Meeting – Minutes

2/18/14

In attendance: Larry Resendez, Robert Schwartz, Adam Serda, Adrian Gonzalez

Absent: Marian Murray

Discussed the need for regular review of in-processing files; those files without documentation that have been in the in-processing file for longer than 1 year will be discarded.

Also reviewed the means by which internal controls can be initiated to ensure that files counted in the MIS have all necessary eligibility documentation in place; agreed that self-audits could take place 2-3 times per semester during team meetings which will be 3 hours in length rather than the standard 1 ½ hours.

SARS – outgoing message should be sent out the morning (rather than the evening) prior to the appointment; outgoing message should also indicate that the appointment is the next day and that the student can call the DSPS office for clarification as to the time of the appointment if needed.

Discussed the need to allow counselors to access the SARS screen that will allow for the selection of services that are provided for each student; the current method requires Marian or Adrian to identify services provided either prior to and/or after the meeting by asking the student what they need when scheduling the appointment or reviewing the blue data form or reading the counseling log/SARS note. Adrian will work with Josh Beck to make the screen accessible to the DSPS counseling staff.

Went over student no show policy – at present we do not have anything in writing indicating what happens when a student cancels or no shows multiple times; discussed the need to establish some written guidelines that spell out what happens if a student no shows for 2 or 3 appointments or if they cancel several times; there seems to be agreement that a student should not be afforded the opportunity to make additional appointments once they have established a pattern of non-attendance. Instead, students with chronic absenteeism should only be able to come in during counseling drop in hours unless the student speaks with the director who then approves a scheduled appointment.

Eligibility Documentation – currently there are a couple of forms that require some revisions (i.e., the DSPS Application for Services; the Release of Information and the SEC); more discussion is needed to formulate ideas as to what should be done with the DSPS IEP; Adrian will create a more user friendly SEC which has several parts that require extra work that is inefficient.

Robert suggested that the DSPS team have a potluck each semester as a way to build continuity; all were in agreement that this would be a good idea at the end of each semester.

Vacation – the only planned vacation time through 6/30/14 is Robert who would like to take the last 3 weeks in June off. Spring Break is April 7th-13th.