

**Central Wisconsin Health Partnership (CWHP)**  
**Regional Comprehensive Community Services (CCS) Coordinating Committee Meeting**  
**Wednesday, June 1<sup>st</sup>, 2016**  
**Waushara County Courthouse**

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**Present:** Dawn Buchholz, Dennis Wedde, Tia Bourdo, and Tanya Amos – Waushara County; Kelly Oleson and Allison Else – Adams County; Tim Cottingham and Scott Ethun – Juneau County; Mandy Stanley and Clint Starks – Marquette County; Linda Van Ness and Jason Jerome – Green Lake County; Sherrie Nichols – Waupaca County; Dan Naylor and Lori Martin – White Pine Consulting Service; Elizabeth Dehling – DHS Southern Regional Office

**1. Welcome and Introductions.**

- Meeting called to order at 10:03

**2. Approval of agenda**

- No corrections or additions were noted

**3. Approval of meeting minutes from April 13<sup>th</sup>, 2016 meeting**

- No corrections or additions were noted

**4. County Updates**

- **Adams** – Allison Else was introduced as the new CCS supervisor. Interviews for a CCS service facilitator position begin tomorrow. Currently serving 26 consumers in CCS.
- **Green Lake** – Enrollment numbers continue to increase – currently serving 19 consumers, with an additional 5 individuals in the referral stage. A contract with Lutheran Social Services to provide service facilitation has begun and is going well.
- **Juneau** – 35 enrolled consumers, 11 in referral. A new service facilitator started today.
- **Marquette** – Certified as of January 1<sup>st</sup>. The Division of Quality Assurance (DQA) surveyor didn't visit until the end of March/beginning of April; as a result, Marquette started to enroll consumers in May. They are in the process of reviewing 10 referrals. Until revenue starts coming into the clinic as a whole, they need to utilize existing staff. The Community Support Program (CSP) case manager will work with some consumers; Clint Starks will also take some.
- **Waupaca** – Also certified as of January 1<sup>st</sup>. Jessie Jenson resigned, leaving an open Service Director position. Four candidates for the position will be interviewed on Thursday. They are working with their Children's Long Term Support (CLTS) and Coordinated Services Team (CST) staff to start enrolling CCS consumers.
- **Waushara** – The mentor and mentor/service facilitator positions have been filled. Staff have begun the shadowing process and will be ready by mid-June. Enrollment numbers continue to increase. Will be talking with therapists in an effort to recruit consumer representatives for their CCS Coordination Committee. Still working to recruit an Advanced Practice Nurse Practitioner (APNP).

**5. Juneau County's Contract Liaison Report – Scott Ethun and JoAnn Geiger**

**a) System Improvement Award Memo**

- \$300,000 available to specific counties to cover some CCS costs. There are questions regarding whether or not any counties in our region are eligible to apply. Per an email from Kenya Bright - Juneau can send in an application given their June 2014 certification date, which is close to the July 1<sup>st</sup> 2014 date specified in the Memo. Waushara, Green Lake, and Adams all reported that they submitted applications as well.

**b) Regional Coordinator / White Pine Consulting annual review**

- Scott and JoAnn have every other week discussions with Dan and Lori from White Pine Consulting; which are going well. There is good communication both ways.
- Scott met with other Directors after the CWHP Consortium meeting last week. Overall, they feel the regional CCS coordination efforts are going well. Scott recommends completing an evaluation of White Pine's activities at the August 10<sup>th</sup> meeting. Lori shared that she hopes to have White Pine's semiannual work plan progress report completed by that time.
- Dr. Rick Immler has had less involvement as time has gone on. A preliminary discussion took place between Dr. Immler, Dan, Lori, Scott, and JoAnn. Dr. Immler feels there is additional data that would be helpful to analyze that would be helpful to our CCS efforts. Discussion will continue regarding Dr. Immler's role.

**6. Regional Coordinator Report**

**A. Training Subcommittee Report**

- **May 24<sup>th</sup> Provider Orientation Training**
  - Facilitated by Dan, Joann Stephens, and Lori. There were 12 participants, including Service Directors from 2 of the counties – Clint Starks and Allison Else, as well as Gretchen Malkowsky. The agenda included an overview of CCS – highlighting our regional structure as well as pertinent sections of DHS 36 including orientation and training requirements.
  - A review of the evaluations suggests the training went well overall, and participants seemed to find it helpful.
  - This training is the first step toward regionalization of CCS orientation and training. Lori shared that she would like to have further discussions regarding what training areas this committee would like to emphasize for providers, as well as development of resources for getting training needs met.
- **Provider Development / Shared Services**
  - The Service Directors received a letter from Hannah Whaley with DQA dated April 13<sup>th</sup> that referenced concerns raised during DQA site visits including “staffing, lack of providers, and a struggle to share services in rural areas”. As a result, Hannah is requesting monthly updates from each of the six counties regarding the status of shared services.
  - Scott Ethun, Dan, and Lori all had follow-up discussions with Hannah, both to educate her on our services we do share (training, forms, quality improvement, website, staff), our regional relationship, and to advocate for a regional response to her questions and plan to move forward. May responses were completed by each of the 6 counties separately, but Hannah is open to regional responses moving forward (June – Oct) as long as each county's voice is represented. The training committee is in support of this plan and would like White Pine to respond in June on the region's behalf.
  - Training Committee discussed a plan to move forward:
    - Determine what services are already being provided by each county that could potentially be shared across counties. For example, JoAnn shared that she and Clint are discussing the possibility of starting an Emotional Regulation Group that would initially be shared between Juneau and Marquette Counties, but could potentially expand over time. Lori and Dan will develop a brief questionnaire.
    - Additional potential shared services discussed:
      - Equine therapy - three providers have expressed interest; Dan will be following up with Peggy V. with material from the recent Provider Orientation workshop.

- Advanced Practice Nurse Practitioner (APNP) – Waushara County and La Clinica
- Catalpa – Dan and Lori had an initial discussion with a representative from Catalpa who was interested in information on providing CCS services in the region.
- Peer specialist – Shannon shared that they are planning to hire a peer specialist in Waupaca
- Future trainings –
  - Dr. Rick Immler and Scott Ethun will be presenting on the topic of First Episode Psychosis on October 5<sup>th</sup> in Montello.
  - A workshop on Crisis Planning is tentatively scheduled for August.
  - Topics and speakers are being explored for the November and December dates.

## **B. Quality Improvement (QI) Subcommittee Report**

- Dr. Blakeslee, an evaluation specialist with the Division of Mental Health and Substance Abuse Services shared that she will be leaving in early July; moving with her family to the Washington D.C. area. The plan is to hire her replacement; in the meantime, Tim Connor and Langeston Hughes will be the primary contacts related to data reporting.
- Adams, Green Lake, Juneau, and Waushara Counties all had file audits completed by the Office of Inspector General (OIG). Although findings were relatively minor, there is opportunity for improvement of processes and forms. Lori developed a summary of the audit findings which was reviewed by the QI committee. She will forward the summary to the Regional Coordinating Committee members.
- **Quarterly Enrollment data** – Lori shared CCS enrollment data 4<sup>th</sup> Quarter 2014 through 1<sup>st</sup> Quarter 2016 (see Attachment A)
- **2015 Annual CCS Survey data** – Dr. Blakeslee will send Lori a summary of the data submitted by each site in our region to analyze and share with our committee.
- **Standardization of forms** –
  - One of the benefits of our regional approach is the opportunity to standardize forms, when appropriate, across the region. The QI subcommittee has requested Lori take the lead; starting with the Physician’s Prescription and Discharge Summary – of which drafts are complete and have been approved by three of the county’s local CCS Committees and are on agendas to be passed by the remaining committees.
  - The QI committee came up with a process for adoption of regional forms that includes approval by each local CCS committee, incorporation of final suggestions, and submission to DQA by White Pine on behalf of the region for review.
- **Use of Evidence Based Practices (EBPs)**
  - Use of EBP’s has been identified by the Service Directors as an area they’d like to pursue. There are several dimensions of this discussion including – which EBPs are most needed, which to pursue, to what degree (of implementation), and training needs.
  - Allison Else will be presenting an overview of EBP’s to the Service Facilitators on June 20<sup>th</sup>
  - The topic will be a standing agenda item for the QI committee.
- **Fiscal Manager Meeting** Lori will be meeting with the region’s fiscal managers on Tuesday, June 7<sup>th</sup>. The primary agenda item will be to discuss consistent and accurate reporting of White Pine’s services.

**C. Update of Regional Addendum for Shared Services** (continued discussion)

- Committee members revisited the “Regional Coordination Committee” section of the Regional Addendum for Shared Services. Although members appreciate a somewhat relaxed atmosphere, there are concerns about taking out too much formality. Important to keep aspects such as agenda, meeting chair, meeting minutes, and meeting facilitation that includes key aspects of Robert’s Rules of Order.
- Lori will revisit the draft section and incorporate the committee’s suggestions for review at our next meeting.

**5. Other**

- Columbia and Waushara Counties (both part of the In-Home Safety Services (IHSS) consortium) are taking the lead on a developing a proposal for an 8-county crisis response pilot. The proposal will be reviewed by the IHSS consortium on June 21<sup>st</sup> to IHSS consortium.
- The Department of Children and Families is sending Lutheran Social Services an intent to award letter to develop a group home for female youth victims of sex trafficking – the plan is for the group home to be in Clark county near Marshfield.

**Next meeting** – Wednesday August 10<sup>th</sup>, 2016, 10:00 – noon, Waupaca County Courthouse, Room LL42 in Waupaca

ATTACHMENT A

