**Central Wisconsin Health Partnership**

**CCS Service Facilitation Forum**

**Friday, August 5th, 2016**

**Christianos Pizza, Wautoma**

**Present:** Hans Brammer – Waushara County; Danielle Moore, Erika Cattle, and Erica Baldwin – Juneau County; Lenna Hamilton, Ashley Richter, and Julie Izzo – Adams County; Stephanie Suckowski, Brian Fischer and Heather Hardwicke – Waupaca County; Tara Eichstedt – Green Lake County; Lori Martin – White Pine Consulting

1. **Introductions**
2. **State and Regional CCS-Related Updates – Lori Martin**
3. Training Schedule

|  |  |  |
| --- | --- | --- |
| **Date** | **Location** | **Topic** |
| August 10th  12:30 – 3:00 | Waupaca County Courthouse  Room LL42 (lower level)  811 Harding Street, Waupaca | **Consumer-Centered Crisis Planning**  Dan, Sharron, Jessica, Joann |
| *The Statewide CCS Meeting is Wednesday, September 7th in Wausau.* | | |
| October 5th  12:30 – 3:00 | Marquette County Services Center  Demonstration Room (Room 112A)  480 Underwood Avenue, Montello | **Review of First Episode Psychosis**  Dr. Rick Immler, MD |
| November 2nd  10:00 – 3:00 | Waushara County Courthouse, North Annex  Demonstration Room  209 S. Saint Marie Street. Wautoma | **Consumer-Centered CCS Assessment: Process and Form**  Lori Martin and ? |
| December 14th  12:30 – 3:00 | Adams County Health and Human Services  RCH conference room, room 382  108 East North Street, Friendship | **Recovery Concepts in a CCS Setting**  Marie Hanson – Certified Peer Specialist, Mendota Mental Health Institute  Donna Riemer or Laleña Lampe – Division of Mental Health and Substance Abuse Services |

* Lori hopes to have flyers and registration for the Oct, Nov and Dec workshops soon, and will distribute the information as it becomes available.

1. Assessment feedback and suggestion from Hannah
   * + Hannah Whaley with the Division of Quality Improvement (DQA) reviewed our regional CCS assessment summary and had a comment related to the cover page where it states, “The comprehensive assessment and recovery plan should be completed within 30 days of the consumer’s application for CCS”. The rule language states…”shall be completed within 30 days of *receipt* of an application for services.” There is potential for the application to be filled out one day and not actually receipted until another.
     + Lori will update the current form
2. Internal Consumer File Reviews

* An internal file review form has been developed for use in our region. Lori is planning to work with each site to conduct reviews and offer feedback, starting with Waushara County on the 26th.
* Robin Raj with the DHS northeast regional administration office is hosting a regional workgroup to develop a common file review form – Lori is a part of this workgroup, which met for the first time yesterday (8/4). Much of the content from our (CWHP) regional form is being used in this project, with input from CCS Coordinators from other consortiums in the NE region.

1. Statewide CCS meeting – September 7th in Wausau
   * The agenda has not come out yet. Lori will distribution additional information as it becomes available.
2. UWGB core training
   * The Northeast Behavioral Health Training Partnership developed online CCS Core Training modules for use by CCS programs in the NE region. Offers PowerPoint-style videos that provide overviews on a variety of CCS topics, and are intended to fulfill some of the CCS orientation training requirements for new CCS providers.
   * Four of the 6 counties in our CCS region (Green Lake, Marquette, Waushara, and Waupaca) are in the NE region; Adams and Juneau are not. Lori is working with the Partnership to advocate for access for all 6 counties in our region.
3. **Service Facilitator Open Forum**
4. Tracking CCS-related paperwork
   * Discussed how service facilitators are tracking CCS-related paperwork deadlines for individual consumers – for example, annual physician’s prescription and release of information renewals, and 6-month recovery plan updates.
   * Lori described a spreadsheet shared by Jason Latva who coordinates the regional CCS for Door, Kewaunee, and Shawano Counties. Service facilitators can create a workbook for each client and input the date of application, and the spreadsheet calculates due dates for other forms. Lori would be willing to develop a similar spreadsheet for use by counties in our region, if this would be helpful.
   * Each site present described already utilizing Excel spreadsheets for this purpose. Details including who inputs and regularly reviews the information vary by county. No one saw a need to change what they were currently using.
5. Juneau shared a difficult CCS/team situation they’re facing and received feedback from the group
6. Feedback on Assessment form
   * Several individuals have been utilizing the new form. Like the new format and tie-in to the functional screen. One service facilitator’s experience is that completion of the assessment used to take up to 3 hours, and now can be done in about an hour.
   * Quality of life scale – would like more detail / definitions of “statements to rate”. Lori will look into this.
   * Discussion regarding a supplemental list of prompting questions for each domain that service facilitators could use if they got stuck.
   * Suggestion that it would be helpful to see a sample completed plan (goals, objectives, services, etc.).
   * Discussion regarding requirements for updating the assessment and plan.
   * According to DHS 36,
     + - The assessment must “Be updated as new information becomes available” (36.16 (3)(b))
       - “The service plan for each consumer shall be reviewed and updated as the needs of the consumer change or at least every 6 months.” (36.17 (3))
   * The goals identified in the plan should be related to the needs of the consumer as detailed in the assessment. If a new goal is developed based on new information not already in the assessment, the group agreed that the assessment should be updated.
7. **Scheduling through end of the year**

* The group decided on 2-hour meetings (10:00 – Noon), scheduled approximately every 6 weeks, on the following Fridays:
  + - September 16th in Waupaca County
    - October 28th in Adams County
    - December 9th in Juneau County