

Regional CCS Coordinating Committee Meeting
Wednesday, April 13th, 2016
Juneau County Justice Center

Present: Dennis Wedde, Dawn Buchholz, and Tanya Amos – Waushara County; Kelly Oleson, Wendy Pierce, and Kay Saarinen-Barr – Adams County; Tim Cottingham, Scott Ethun, Erika Dorrington, Lori Chipman, and JoAnn Geiger – Juneau County; Mandy Stanley, Tancy Helmin, and Clint Starks – Marquette County; Paul Vander Sande, and Jason Jerome – Green Lake County; Jessie Jenson, and Chuck Price – Waupaca County; Dan Naylor, Lori Martin, and Dr. Rick Immler (by phone) – White Pine Consulting Service

1. Welcome and Introductions.

- Marquette and Waupaca Counties were welcomed as CCS-Certified members of the Regional Coordinating Committee.

2. Approval of agenda

- Dawn Buchholz noted that the location of the June 1st meeting is listed incorrectly on the agenda; the correct location is the Waushara County Courthouse. Lori Martin will review the list of upcoming meetings for accuracy and resend to the committee.

3. Approval of meeting minutes from February 10th, 2016 meeting

- No changes or discussion

4. County Updates

- **Adams** – Allison Else has been hired as the Behavioral Health Supervisor and to fulfill the role of CCS Service Facilitator, her start date is May 2nd.
- **Green Lake** –had a successful Department of Quality Improvement (DQA) survey visit, and received CCS recertification as of April 1st. CCS is currently serving 14 consumers in CCS, and have 3 or 4 in referral stage. Looking at the possibility of expanding CCS staff.
- **Juneau** – currently have four CCS Service Facilitators serving 32 consumers, with one consumer in the referral process.
- **Marquette** –agency became certified to provide the Community Support Program (CSP), CCS, and Telehealth as of April 1st. Clint introduced and the committee welcomed Tancy Helmin as a consumer representative.
- **Waupaca** – has also received CCS certification. Following DQA’s site visit on March 7th, Waupaca was notified via email that their certification date would be backdated to January 1st; but have since received notification that the date will be March 1st.
- **Waushara** – currently recruiting for two positions – a mentor and a case manager. The individual who was in the mentor roll moved into a CCS service facilitation role. Seeing an increase in CCS Consumers who have AODA needs. Waushara County DHS is working with Family Health La Clinica in Wautoma to contract for an Advanced Practice Nurse Practitioner (APNP). A tentative plan is for the APNP to provide services to La Clinica 1 to 2 days/week, and to Waushara County 1 to 2 days/week. If another county in the region is interested in sharing this service, please contact Dawn Buchholz.

5. Phone Conference – Division of Mental Health and Substance Abuse Services (DMHSAS), Professional Consulting Group (PCG), and Division of Health Care Access and Accountability (DHCCA)

- Please see “Appendix A” for notes from the discussion

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

- Status of DMHSAS Request for Proposals for CCS start-up funds
 - Joyce Allen, Director of the Bureau of Prevention Treatment and Recovery, gave an update on the subject at the recent Statewide CCS Meeting. According to the information shared, there is \$300,000 available to support sites who were CCS certified between 7/1/14 and 12/31/15. It was unclear whether the funds would be available to individual counties or to a region. An application is expected in the form of a DMHSAS numbered memo in May.
 - The committee discussed several unanswered questions, including eligibility of the counties in our region, and if these were the funds Pat Cork referred to during his visit in February. The recommendation is to wait on follow-up until the memo comes out in May.
- Food/refreshment reimbursement for White Pine Consulting
 - There is a limited amount of expenses associated with the contract with White Pine Consulting that are not reimbursable through Medical Assistance, including occasional meal expenses, and refreshments provided for participants of regional CCS-related meetings and trainings. In 2015, there were a total of \$551.51 worth of such expenses, equaling approximately \$138 per each of four CCS certified counties who contribute to the White Pine contract.
 - There was brief discussion – none of the Directors present had an objection to either the 2015 expenses or to a similar projection for 2016.
- Regional Coordinator / White Pine Consulting annual review
 - The Regional Personnel section of our Regional CCS Plan Addendum for Shared Services states, "Performance of the Regional Coordinator will be evaluated jointly by the county administering the contract and the Regional Coordinating Committee, at six months of hire and annually thereafter." Scott will have a follow-up discussion with the Directors, and the topic will be included on our June RCC meeting agenda.

7. Regional Coordinator Report

A. Member Engagement – Consumers and Providers

- Dan Naylor and Erika Dorrington led discussion on a draft document they developed with Joann Stephens on the topic of Consumer and Parent Role in Systems Change, including participation on the Regional Coordinating Committee and subcommittees.
- Please see Attached "Consumer / Parent Role in Systems Change" and "Coordinating Committee Sample Binder Table of Contents" documents for more information.

B. Training Subcommittee Report

- Discussion tabled due to time constraints. Please see written update in Appendix B: Regional Coordinator Report – April 13th, 2016

C. Quality Improvement Subcommittee Report

- Discussion tabled due to time constraints. Please see written update in Appendix B: Regional Coordinator Report – April 13th, 2016

D. Monthly Forums

- Discussion tabled due to time constraints. Please see written update in Appendix B: Regional Coordinator Report – April 13th, 2016

8. Other

A. Update of Regional Addendum for Shared Services

- The current document was drafted in September 2014 as part of the original regional CCS application. Since our February RCC meeting, it has been reviewed and edited by Dawn Buchholz,

who offered to review it from the standpoint of a DHS Director, White Pine staff, and the CCS Service Directors. Lori also sent a copy to the Committee in the mailing with the agenda for this meeting.

- The committee had limited discussion due to time constraints. The decision was to resend the draft to the committee for discussion at our June 1st meeting.

B. Final Regional Consumer Satisfaction Survey Report

- The final version of the 2015 Regional Consumer Satisfaction Survey Report can be found on the Quality Improvement (QI) Subcommittee page of our regional website: <http://www.cwhpartnership.org/qi-subcommittee.html>. The QI committee continues to utilize results of the report in their planning.

C. Crisis Stabilization

- Discussion tabled due to time constraints.

Next meeting – Wednesday June 1st, 2016, 10:00 – noon, Waushara County Courthouse, North Annex Demonstration Room in Wautoma

APPENDIX A

Notes from 4/13 Phone Conference – DMHSAS, PCG, and DHCAA

Phone conference with Division of Mental Health and Substance Abuse Services (DMHSAS), Professional Consulting Group (PCG), and Division of Health Care Access and Accountability (DHCAA) representatives to discuss how the counties bill for White Pine's activities, and differentiating between administrative costs and direct support costs. This discussion is in follow-up to the meeting the County Human Service Directors White Pine had in February with Pat Cork and Kenya Bright.

In the room: Regional Coordinating Committee members plus Lori Chipman (Juneau), and Wendy Pierce (Adams)

On the phone:

- Kenya Bright – DMHSAS
- Peg Algar – DHCAA, Benefit Policy Section; oversees cost reporting for CCS and all WIMCR programs (Bureau of fiscal management). Steve Kulig – DHCAA, Fiscal Management Section
- PCG – Megan and Mark
- Jennifer (Marquette County), Dr. Toni-Morgan Jones (Waushara)

PCG comments – Megan and Mark

- All questions related to reconciliation and allowable costs should be directed to PCG – either through their electronic mailbox, or phone.
- Stressed the importance of consistency in reporting, and non-duplication of services.
- Important to break out time by provider – Lori, Dan, and Dr. Immler are all separate providers. Each has to be listed on the reconciliation information, but not on staff roster required by DMHSAS/DQA (because White Pine is not providing services to members).
- Lori Martin and Wendy Pierce explained the current invoicing process – Adams County is the fiscal agency for the contract on behalf of the region. White Pine invoices Adams County who in turn divides the dollar amount by 4 (or 6 in the future) and invoices the other counties for their equal share. Adams County pays White Pine monthly, and reimbursement for the counties comes through the reconciliation process.
- Lori Martin reviewed White Pine's scope of services including: development and implementation of regional training activities, development and implementation of a quality improvement plan and activities, development and maintenance of a regional CCS resource website, facilitation of service facilitator forums, and support for the Regional Coordinating Committee. White Pine works very closely with the 6 CCS Service Directors, who are involved in the QI and training committees which give direction to the activities carried out by White Pine staff.
- Per Mark
 - Direct support includes activities that are specific to a program (such as CCS), vs. overhead costs and activities which not specific to a program – they affect the overall agency and multiple programs.
 - all of the activities described would be considered **direct support**, and the cost for those activities could split evenly between the certified counties.
- Discussion regarding requirements for percentage of direct support vs. overhead, vs. direct services.
 - If overhead exceeds 50% of other costs, reimbursement of overhead will be capped at 50%.

- There isn't a formal cap in place for direct support, but sites will receive a desk review if it's greater than 50%. The site would be asked for an explanation of why the amount of direct support is needed. For example, the types of coordination activities being provided by White Pine including quality improvement are important to the success of the regional shared services model.
- Kenya Bright offered to send PCG contact information to Lori Martin to send to the rest of the committee and fiscal managers
- Lori Martin will coordinate a meeting of the six county's fiscal managers in an effort to help ensure consistent cost reconciliation reporting of White Pine's activities across counties in the region that meet PCG, MA, and DMHSAS requirements.

APPENDIX B

Regional Coordinator Report – April 13th, 2016

Training Subcommittee Report

- The training and quality improvement meetings scheduled for March 24th were cancelled due to inclement weather.
- A primary focus of the committee is on orientation training for CCS service providers. Lori and Dan developed a draft outline that includes objectives and a half-day agenda, as well as a draft PowerPoint, and sent it to the committee for their review and comment by next Friday, April 22nd. We have a tentative date for the first session – Tuesday, May 24th in Montello. Working to confirm a consumer co-presenter. (*Update: Joann Stephens will be co-presenting.*)
- Cheryl Lofton, one of the State’s two CCS Coordinators, has retired. Our region had been hosting monthly CCS Learning Collaboratives facilitated by Cheryl, and have scheduled dates through the end of the year. Through conversations with the Service Directors and Service Facilitators at each of their monthly forums, the recommendation moving forward is to utilize the scheduled dates for regional training opportunities (as opposed to a statewide forum), with varying presenters based on the topic.
- The next Regional Training Day is May 4th from 10:00 to 2:30 at Adams County Health and Human Services. The topic is “CCS Documentation: Assessment, Recovery Planning, and Progress Notes”, and will be facilitated by Langeston Hughes.
- Topics and speakers will be determined for the other training dates, including a session by Dr. Rick Immler on the topic of First Episode Psychosis.
- Additional items on the Training Committee’s agenda to discuss in May include Shared Services (including equine therapy), and utilizing evidence based practices.

Quality Improvement Subcommittee Report

- The quality improvement meeting scheduled for March 24th was also cancelled. The committee continues to address data quality and accessibility, with Dr. Rick Immler taking the lead. Dr. Immler met with Waushara County staff in February, and plans to schedule meetings with other county staff.
- Other focuses of the committee include regional standardization of forms, and coordination of regional data requirements such as the annual CCS Program Survey, and Consumer Satisfaction Survey.
- The twice-annual CCS Statewide Meeting took place last Wednesday, April 6th in Wausau. Several representatives from our region attended, including White Pine staff.

Monthly Forums

- The Service Directors have been meeting on a monthly basis, facilitated by JoAnn Geiger. In addition to discussing issues pertinent to their positions, a current focus has been on uniformity of CCS forms including the Physician’s Prescription, Assessment, Recovery Plan, and Discharge Summary.
- The Service Facilitators have also been meeting monthly. Their most recent meeting was in Mauston on March 22nd where the topic was the assessment process and review of a draft regional assessment form. Their next meeting is next Wednesday, April 20th in Wautoma.