**Regional CCS Service Facilitator Meeting**

**Friday, October 28th 2016**

**10:00 – noon**

**Jose’s Mexican Restaurant, Adams**

**Present:** Julie Izzo, Lenna Hamilton, and Ashley Richter – Adams County; Amanda Negaard, Danielle Moore, Erica Baldwin, and Erika Cattle – Juneau County; Jodi Williams – Marquette County; Stephanie Suchowski – Waupaca County; Clara Voightlander, Kimberly Whitaker, and Jonathan Lynch – Waushara County; Lori Martin – White Pine Consulting

1. Site Updates / Roundtable
2. Regional Coordinator Updates
   1. Reminder of November 2nd Assessment workshop in Wautoma
   2. Update on regional and statewide QA/paperwork workgroups

* The Northeast Regional QA Workgroup that Lori is a part of has met several times and developed a draft QA tool for sites to use for internal CCS file reviews. The workgroup also developed draft forms; the Physician’s Prescription form from our region is one of the recommended forms.
* Kenya Bright, Integrated Section Chief with the BPTR is coordinating a statewide “CCS Quality Improvement Workgroup” to develop a QA/QI tool kit and statewide training. Lori is participating on this group, which met for the first time this past Tuesday (10/25). The group plans to meet every other week in order to develop a statewide toolkit to CCS sites and related training, with a target completion date of Spring 2017.
* The Secretary of the DHS has directed the DCTS to develop a “CCS Review Workgroup”. The goals of this project are: consistent interpretation of the administrative rules regulating CCS; to provide appropriate direction and support to Counties and Tribes; and to obtain consistent communication from DHS to the Counties and Tribes. Lori has been asked to participate on this team; she participated in an initial phone discussion earlier this week.
  1. Follow-up on consumer data tracking spreadsheet
     + - Lori shared an outline of content for a sample consumer data tracking spreadsheet based on what Juneau County is currently using. The service facilitators expressed interest in utilizing a similar tool. Lori will bring it to the QI Committee.
  2. AODA screening tools
     + - In follow-up to the discussion at our September meeting, Lori shared sample AODA screening/pre-screening tools that can be self-administered, including:
       - CRAFFT (Part A) – an alcohol and drug prescreen tool for adolescents
       - AUDIT-C – an alcohol prescreen tool for adults
       - DAST-20 – a drug screening tool for adults
       - Links to these tools and more can found on the CWHP website: <http://www.cwhpartnership.org/regional-ccs-forms.html>
       - Group decided to share the tools with their county AODA professions to get their feedback
  3. FAQ updates
     1. At our last meeting, we reviewed MA assessment requirements for MHSA services, some of which are in addition to the CCS DHS 36 requirements – such as the Mental Status Exam, and inclusion of mental health and substance use related tests in the file.
        + - The question raised: “does this documentation need to be in the CCS file, or is having it in the medical/clinical file sufficient?”.
          - Answer per Langeston Hughes at 10/25 statewide CCS QA meeting where Kenya and Danielle were present, “I would recommend they be in the CCS file”. He referenced the potential for an MA audit and the importance of having all of the information readily accessible.
     2. Updating assessments and plans – According to DHS 36, the assessment should be updated as new information becomes available. This was clarified with Danielle – it should be updated at least every 6 months to coincide with required case plan updates.
     3. Medicaid does not cover CCS services provided to consumers residing in Residential Care Centers, this includes discharge planning. Group reviewed portions of the ForwardHealth Update, DHS FAQ document, the definition of RCCs, and a list of the licensed RCCs in Wisconsin (SEE APPENDIX A). Lori also referenced written confirmation from DCTS staff confirming that MA will not cover CCS services to consumers placed in any of these institutions.
  4. Lori passed around a Sample CCS consumer handbook developed by the Lakeshore Consortium as an example of what may be developed for our region

1. Service Facilitator Open Forum
   1. There is interest in a regional Recovery Plan form. Lori explained this is something the regional and state workgroups are currently developing.
2. Review of meeting – What did you like? What didn’t you like?

Next meeting: Friday, December 9th in Juneau County