**Central Wisconsin Health Partnership (CWHP)**

**Regional Comprehensive Community Services (CCS) Coordinating Committee Meeting**

**Wednesday, October 4th, 2017, 10:00 – 12:00**

**Marquette County Services Center**

**Present:** Melissa Winsor and Allison Else – Adams County; Jason Jerome – Green Lake County; JoAnn Geiger, Tim Cottingham, and Scott Ethun – Juneau County; Mandy Stanley, Tancy Helmin, and Wade Rasmussen – Marquette County; Jan McDonough – Waupaca County; Christy Pongratz, Linda Manske, Dennis Wedde, and Dawn Buchholtz – Waushara County; Elizabeth Dehling – Area Administration; and Lori Martin – White Pine Consulting Service

1. **Welcome and Introductions**

* Meeting called to order by Dennis Wedde, Committee Co-Chair, at 10:02 AM

1. **Approval of agenda**

* No comments or changes. Tim Cottingham motioned to approve.

1. **Approval of meeting minutes from August 2nd, 2017 meeting**

* No comments or changes – meeting minutes approved.

1. **County Updates**
   * + **Adams** – Allison shared an update. The Adams/Friendship community is recovering from several community incidents, including a meth lab that exploded above Friendship Connections (the drop-in center). There was also a fire at the Adams Hotel, which affected a consumer.

Two behavioral health positions have been filled – Kristin Gennaro was hired as a CCS Service Facilitator; they have also welcomed a new therapist. 34 individuals currently enrolled in CCS.

* **Green Lake** – Jason shared an update. Last Thursday was Gretchen Malkowsky’s last day as CCS Program Coordinator; she retired and has moved to Arkansas. Kate Meyer has moved into the CCS Coordination role. An individual has been hired to fill Kate’s former Service Facilitation responsibilities and is expected to start October 23rd.
* **Juneau** – JoAnn shared an update. They are conducting second interviews next week for the CCS supervisor position. Currently serving 45 consumers, 7 individuals in the referral process. Two consumers have been recently discharged (consumer decision that CCS wasn’t a good fit).
* **Marquette** – Mandy shared an update. Marquette is currently serving approximately 30 consumers. Developing a new provider who teaches social skills through music / music therapy. Their Coordinated Services Team (CST) coordinator will be going from part time to full time – discussing relationship between CST and CCS. She is currently facilitating a couple of CCS teams.
* **Waupaca** – Jan shared an update. Currently 22 open CCS teams. Jan has a full caseload; and Ted is slowly working with more consumers (currently working with 6). 16 individuals are in the referral process, waiting for service facilitation availability. CST workers have been providing coordination for some CCS consumers. In 2018, they are requesting 9.5 additional behavioral health positions, which includes 2 CCS facilitator positions, and 1 therapist position which would focus on CCS. The County Board meets in December and will consider the position request.
* **Waushara** – Dawn shared they have filled the Deputy Director position. Paul Vander Sande, currently the Clinical Manager in Green Lake County, starts October 16th. Clara Voightlander has taken the position formerly held by Tanya Amos’s, and will be considered the “CCS lead worker” as she completes her Master’s Degree and hours needed for licensure; after which she can fulfil the responsibilities of CCS Service Director. In the meantime, Dr. Morgan Jones will be providing clinical supervision. Plan on filling the vacant Service Facilitator position (Clara’s former role); and would like to hire an additional Service Facilitator in 2018.

Currently working with 41 consumers - 13 youth and 28 adults. Hiring in-home therapist to replace Kathleen Koepke who is retiring.

Holly Audley, the new DCTS Assistant Administrator (began in April) attended a recent regional Human Service Directors meeting. Holly oversees the management of mental health and substance use programming. She gave an update on the progress of an administrative rule to include CCS, CSP (Community Support Program), and CRS (Community Recovery Services). It was explained that in following the Governor’s Executive Order 50, DHS staff cannot discuss any details until a Statement of Scope have been written and approved. In lieu of the Statement of Scope, the Department is in the process of “soft planning”. A concern related to CCS that was shared with Holly was that CCS-related questions posed to the CCS Help Desk / state staff are not being answered in a timely fashion. Holly requested Dawn send her examples – Lori will follow-up with Dawn regarding this.

Committee discussion related to cuts to community mental partners in the Governor’s Budget. Dawn is wondering about the status of partners such as Access to Independence and peer support efforts. Elizabeth offered to look into this.

1. **Consumer / community member updates, including initial consumer / citizen meeting**

* Tancy shared an update. The consumer group continues to meet prior to the full Committee meeting. There is a willingness to assist with this year’s consumer satisfaction survey process, which was discussed and is supported by the regional Quality Improvement Committee. Tancy participated in a state-led phone conference related to survey administration. Group discussed several possibilities including an event for consumers; and phone calls and offer to meet with consumers who don’t want to attend and event. Discussed possibility of using Marquette County as a pilot site. Tancy plans to discuss at Monday’s Marquette County CCS Coordinating Committee meeting.

1. **Juneau County’s Contract Liaison Report – Scott Ethun and JoAnn Geiger**

* Scott reports that regularly scheduled meetings with Lori continue by phone to review workplan related items. Discussed possibility of meeting periodically for face-to-face meetings. Recently discussed program fidelity to wraparound principles and being consumer-focused, and Lori’s potential role in – this will be an item for discussion at the next Regional QA/QI Committee meeting.
* White Pine evaluation – Scott asked that Directors who have not yet completed the annual evaluation of White Pine / Lori’s role please get their responses to him. He plans to have a summary of the results to share at the December Committee meeting.
* Jan shared her appreciation for the regionalization of CCS-related forms, and for the various regional forums including the Service Director meetings.
* Dawn appreciates the onsite reviews conducted by Lori and would like to see them occur at least once per year.

1. **Follow-up to Individual Placement and Support (IPS) presentation / Discussion at August Meeting**

* Lori shared follow-up from Bob Meyer:
  + Bob’s position as IPS trainer and technical assistance provider has been eliminated. The sustainable funding part (Medicaid and DVR) is in place.
  + The elimination of his position would impact the amount and level of technical assistance and training available for startup.
  + His recommendation for next steps is to identify a county or counties that feel they have enough demand for employment services to identify a vendor that is willing to adopt the true/full IPS model.
* Division of Vocational Rehabilitation (DVR)
  + Our 6-county region is served by 4 different Workforce Development regions. Lori shared a contact list she developed with the relevant Workforce Development Agency (WDA) contacts.
  + Committee members would like to strengthen relationships with DVR. Elizabeth and Lori agreed to work together to determine next steps.
  + Question regarding how to pay for / bill for DVR services – Elizabeth offered to follow-up
  + Dawn shared that Waushara has had success with a CSP consumer who was assisted by DVR
* Committee discussed local strengths and challenges related to employment
  + Jason shared that the Department has had discussion with Fox River Industries in Green Lake County, and are exploring the possibility of expanding their services to include community outreach with employers. Stressed the importance of building relationships with business owners in the communities.
  + Juneau County has a similar facility – the Vernon Area Rehabilitation Center (VARC Industries)
  + Mandy reflected on the challenges faced by the lack of employers and job opportunities in rural communities such as Montello.
  + Discussion related to the CCS Service Array; specifically, “#9: Employment-related skill training”, which includes services that:  
    *…address the member’s illness or symptom-related problems in finding, securing, and keeping a job. Services may include, but are not limited to: employment and education assessments; assistance in accessing or participating in educational and employment-related services; education about appropriate job-related behaviors; assistance with job preparation activities such as personal hygiene, clothing, and transportation; on-site employment evaluation and feedback sessions to identify and manage work-related symptoms; assistance with work-related crises; and individual therapeutic support. The CCS program does not cover time spent by the member working in a clubhouse. The CCS program covers time spent by clubhouse staff in providing psychosocial rehabilitation services, as defined in the service array, for the member if those services are identified in the member’s service plan.*

1. **Regional Coordinator Report**
2. **Statewide Meeting**

* Nearly 400 participants; all 6 of our CWHP counties were represented at the meeting
* DCTS – Kenya Bright (Section Chief – Integrated Services Section), CCS; and Teresa Steinmetz (Section Chief - Children Youth and Families Section), CST outlined their vision for a seamless children’s system of care, which includes utilizing CCS and CST together for youth who qualify.
* The agenda, as well as handout materials from the meeting can be found on the CST resource website our agency manages: <http://www.wicollaborative.org/state-meetings.html>

1. **Training Subcommittee Report**

* Wrapping up 2017 efforts and looking forward to planning for 2018.
* Training committee will be looking at feedback from 2017 evaluations related to suggestions for future topics.
* Upcoming workshops include:
  + Assessment and Treatment of Children Served by Child Welfare Agencies – Dr. Rick Immler (October 4th, 1:00 – 3:30, Montello)
  + Role of the Mental Health and Substance Use Professionals, and Conducting a Mental Status Exam (MSE) – Jes Beauchamp (November 1st, 10:00 – 3:00, Wautoma)
  + Working with Youth in the Juvenile Justice System – Jonathan Cloud (December 6th, 1:00 – 3:30, Adams/Friendship)
* Planning a new provider CCS orientation workshop for Wednesday November 8th in Montello. Tancy will be co-presenting.

1. **Quality Improvement (QI) Subcommittee Report**

* The QI committee – looking to move beyond forms and policies to the bigger picture of QA and QI. For example – roles of Mental Health Professional, Administrator, and Supervisor within CCS.
* In the process of updating the provider rate document that was developed last fall. Outlines contracted CCS provider rates across the 6-counties; has proved helpful to sites when negotiating rates with new providers.
* 2017 Consumer Satisfaction Survey – data due to the DCTS 12/31/17. Similar to past years, White Pine will act as a central location for data and will prepare a regional summary data report. Each county is responsible to their own survey administration process. This year, the consumer group of our committee is willing to help with the administration process. Looking to pilot an event / process in Marquette County. Lori is offering to facilitate a workshop / orientation for anyone who will be administering the surveys.

1. **Follow-up related to Peer Specialist Certification Training**

* At the August meeting, Lori outlined the two options for individuals who are interested in becoming Certified Peer Specialists – 1/ one of our counties or region sponsors the certification workshop (cost prohibitive; not enough numbers), or 2/attend a state-sponsored workshop (limited to participants from the hosting region/counties).
* Lori has since followed up with Kenya Bright at the DCTS. DCTS is hoping to fund at least 2 trainings per Independent Living Center (ILC) region in 2018. There might be a training scheduled in October. Keep checking the wicps.org website. These workshops won’t be limited to individuals who live in a site – “people should apply to any training they want to and are able to travel to”.

1. **2018 Committee meeting schedule**
   * Lori shared a draft 2018 schedule; site representatives are asked to check for room availability. Please note that rooms would be needed for the entire day (9:00 – 10:00 consumer meeting; 10:00 – noon Regional Coordinating Committee meeting; 1:00 – 3:30 regional workshop)
2. **Other**
   * Youth Crisis Stabilization Update - Dawn shared an update. During the Regional Human Service Directors’ meeting, Holly Audley shared that DHS will be working on a “scope of service” document related to development of an 8-bed youth stabilization facility. The project is said to be on a fast track; to be completed by end of 2018. Dawn was not sure on any parallel DCF efforts.
   * PR with Legislators / Community CCS Presentation – Senator and representative from each area
     + Next steps
       - Connect with the law makers’ aides – get their feedback on best timing (Lori and Elizabeth agreed to work together). Suggestion to offer June, August, and October Committee meeting dates.
       - Keep on agenda for future Committee Meetings
       - If individual committee members have the opportunity to speak with their representatives or their aides, bring up the possibly of a forum and get feedback related to timing
3. **Next meeting – Wednesday, December 6th** Adams County Community Center (56 N Cedar St, Adams, WI 53910)
   * Meeting adjourned at 11:41