

**Central Wisconsin Health Partnership
Comprehensive Community Services (CCS)
Regional Coordinating Committee (RCC) Meeting**

Wednesday, December 9, 2020

This meeting was held virtually

Participants: Kay Saarinen-Barr, Kelly Oleson, and Diane Osborn – Adams County; Kate Meyer – Green Lake County; Tim Cottingham (Chair), Danielle Moore, and Dawn Buchholz – Juneau County; Tancy Helmin (Co-Chair), Mary Walters, Jeremy Lee, and Mandy Stanley – Marquette County; Jill Amos-Polifka, Jan Lehrer, Tina Lintner, Shawna Hansen, and Brenda Freeman – Waupaca County; Christy Pongratz – Waushara County; Lori Martin – White Pine Consulting; Julie Shew – DHS Northeast Regional Office

1) Welcome and Introductions

2) Approval of agenda – Jill moved to approve, Jeremy seconded, motion approved

3) Approval of meeting minutes from September 16 meeting – Mary motioned to approve, Jan seconded, motion approved

4) County Updates

- a) Adams – 66 consumers, 4 pending. 3 FTE service facilitators, and 3 who have roles in addition to CCS. Kay is resigning her position with Adams and will be joining Waupaca County DHHS as of December 23rd as their Behavioral Health Manager. Diane recognized Kay's years of service.
- b) Juneau - 49 enrolled in program; 7 discharges, 17 referrals, 6 in process. Working on identifying a PLEX member for involvement on this committee; one individual has agreed for 2021. Danielle has resigned her position as CCS manager. Recently hired a Clinic Manager, Kevin Luong (brings experience from Brown and Racine Counties). Being trained by current clinic manager who is leaving in Jan/Feb. New therapist also recently started.
- c) Green Lake – approximately 35 consumers. Jason Jerome is at a public health meeting (sends his apology). Staff continue to revolve in and out of the office. Kate started a regional Children's Long Term Support (CLTS) group to meet every other month – first meeting last week. Julie Shew and Lori Martin expressed interest in attending.
- d) Marquette – 14 clients; 2 pending referrals. Former Clinical Manager retired; Dawn Woodard is the new Clinical Manager. Had annual Department of Quality Assurance (DQA) CCS program survey last week – went well, no citations
- e) Waupaca – as of end of October, 46 people enrolled. Excited to welcome Kay. Combining CST and CCS coordinating committee – this Friday will be their first combined committee meeting. Combined referral for all children with special needs. Workers go out to assess needs and what program might be the most beneficial and getting basic needs met.
- f) Waushara – no update provided

5) PLEX (Persons with Lived Experience)

- a) Statewide Consumer Forum / Listening Sessions
 - On 11/16, Tancy, Brenda, and Lori met virtually with Joann Stephens (Consumer Affairs Coordinator at Wisconsin Department of Health Services). Discussed the feasibility of planning statewide listening sessions for CCS consumers.
 - Potential components of a forum discussed:
 - Q & A

- Sharing of experiences
- Education – state’s role, locus of control (72 counties)
- Resources available
- Next steps – Joann agree to reach out to Western Region (doing good things re: PLEX), put together planning committee to include PLEX members from CWHP
- PLEX members indicate Joann has not been in touch. Lori will follow-up; PLEX members are o.k. with Lori sharing their email addresses. Update since meeting: Lori sent a follow-up email to Joann on 12/21 which included the email address for the four PLEX members present during the meeting.

6) County Board Member Report

- a) Marquette (Mary Walters) – introducing a training piece at each local coordinating committee meeting. At last meeting, Erik Ethun (service facilitator) talked about the referral process. Goal for 2021 to do more outreach related to CCS; Dawn is working with staff on this.
- b) Waupaca (Jan Lehrer) – congratulations to Kay on her new position and welcome. Jill’s son presented to Waupaca County’s Human Services Board. One comment was that it was heart wrenching listening to the story.
- c) Juneau (Tim Cottingham) – experiencing a lot of staff turnover. Hoping to reorganize; staff are working hard. Budget was helped by COVID; starting a capitol fund for some of the surplus funds as a safety net. Buildings currently locked down. Clients are able to call and be escorted in.

7) Marquette County’s Contract Liaison Report

- a) Annual Committee Considerations
 - 2021 Regional Coordination Work Plan, Budget, and Contract
 - Reviewed by county directors. Similar to past years:
 - Regional Coordinator will continue to work closely with QA and Training / program supervisors
 - Act as liaison with regional and state resources
 - Statement added to Work Plan: *Given the COVID 19 pandemic, activities outlined in this work plan will be planned based on CDC, statewide, and local laws, guidelines, and best practice. When possible, activities will take place virtually or with a virtual option for participation.*
 - Adams will continue to be the contract holder through 2021. Sometime during 2021 have a Director’s discussion regarding 2022 contract holder and contract liaison.
 - Mandy is coordinating the annual evaluation of regional coordinator role – will do in coming months, share results at March meeting.
 - Committee Co-Chairs (1-year commitment – last election June 2019) Tim currently Chair, Tancy Co-Chair. Both Tancy and Tim are interested in continuing through 2021.
 - Suggestion - at midyear meeting have all 3 items on agenda for discussion (Co-Chairs, contract holder. and liaison role)
 - Consider staggering roles?
 - Suggestion to stagger chairs – 2-year commitment with each changing 1 year
 - Lori will organize a meeting with the Agency Directors as a check in and to discuss roles, responsibilities, and expectations (update since meeting – Zoom meeting occurred Friday 2/5)

8) Regional Coordinator Report – White Pine Consulting

- a) State and regional updates –
 - Lori reviewed CCS and CST 2021 meetings, workshops, and conferences document (see attachment)
- b) Training Subcommittee report – 2021 Priorities
 - Service Facilitation – short (15 20 minute) videos on different parts of the CCS process
 - Psychosocial Rehabilitative Services and the CCS Service Array video has been posted (29 minutes). Includes an overview of psychosocial rehabilitative services and review of each of the 13 services on the CCS Service Array. Providing services to family members of the identified consumer is also covered. The video concludes with an example of using the service array as a tool to develop individualized interventions to address consumer's needs. <https://www.cwhpartnership.org/video-service-array.html>
 - Next priority – recovery plan development with a focus on consistency, planning around underlying needs, use of SMART goals, and being specific in the crafting of activities and interventions (to include time limitations and clear objectives)
- c) Quality Improvement Subcommittee report – 2021 Priorities
 - Shift from onsite trainings to virtual technical assistance, including the opportunity for individualized county TA / support
 - Strengthen the role of Mental Health and Substance Use Professionals (ensure compliance with DHS 36)
 - Quality and consistency of plan development
 - Participation in local coordinating committee meetings

9) Planning for 2021 Committee Meetings

- a) Frequency (currently quarterly), format (virtual/in-person options), and length (currently 2 hours)
 - Tim – would like to keep quarterly with option for virtual. Committee members are in agreement
 - Suggestion to schedule the second Wednesday in March, June, September, and December (avoid first Wednesday of the month)
- b) Committee membership gaps are a concern
- c) Brainstorming of agenda items / topics
 - Consumers to share their story
 - CWHP recruitment; brainstorm recruiting new staff – service facilitation turnover. Service facilitator peer forum. Staff ideas and suggestions.
 - Regional themes
 - Add 1 service or resource that they provide – something unique that they know of.
 - Regional communication guidelines for when staff leave or there is turnover related to contact people
 - Suggestion for Jill and her family to share their story

10) Meeting Adjournment – Jill motioned to adjourn, Kay seconded, meeting adjourned at 11:40

Attachment

**Comprehensive Community Services (CCS) and
Coordinated Services Teams (CST) Initiatives
2021 Meetings, Workshops, and Conferences**
All events will be held virtually via Zoom

Wraparound Seminars

<https://www.wicollaborative.org/state-meetings.html>

- March 16, 2021. 9:00 a.m. to 3:00 p.m.: Developmentally Informed Practice and Transition-Aged Youth
- September 28, 2021, 9:00 a.m. to 3:00 p.m.: Topic to be determined
(Additional dates and topics to be announced)

Care Coordination Fundamentals Workshops

<https://www.wicollaborative.org/virtual-care-coordination-workshop.html>

For each 3-day workshop:

Day 1, 12:30 p.m. to 4:00 p.m.; Day 2, 10:00 a.m. to 3:00 p.m.; and Day 3, 12:30 p.m. to 4:00 p.m.

- February 9-11, 2021
- April 20-22, 2021
- May 18-20, 2021
- June 15-17, 2021
- July 13-15, 2021
- August 10-12, 2021
- September 21-23, 2021
- December 7-9, 2021

Follow-up Forum: Care Coordination Workshop

Individuals who participated in a virtual Care Coordination Fundamentals Workshop will be invited to learn from and problem solve with peers and the workshop's trainers.

- January 12, 2021, 1:00 p.m. to 3:00 p.m.
- April 27, 2021, 1:00 p.m. to 3:00 p.m.
- July 27, 2021, 1:00 p.m. to 3:00 p.m.
- November 16, 2021, 1:00 p.m. to 3:00 p.m.

Care Coordination Advanced Practice Workshops (2 topics each presented 2 times)

<https://www.wicollaborative.org/virtual-care-coordination-workshop.html>

- May 11, 2021, 10:00 a.m. to 2:30 p.m.: Optimizing Outcomes: There's More to Teaming Than Meeting
- June 8, 2021, 9:00 a.m. to 3:30 p.m.: The Art of Uncovering and Planning Around Underlying Needs
- August 17, 2021, 9:00 a.m. to 3:30 p.m.: The Art of Uncovering and Planning Around Underlying Needs
- August 31, 2021, 10:00 a.m. to 2:30 p.m.: Optimizing Outcomes: There's More to Teaming Than Meeting

Statewide Meetings

- CCS Spring Statewide Meeting (TBD)
<https://www.dhs.wisconsin.gov/ccs/statewide-meetings.htm>
- CCS/CST Statewide Children's System of Care Meeting: September 8, 2021
<https://www.wicollaborative.org/state-meetings.html>

Tribal Forums

Date(s) to be determined

Statewide Conferences

- Crisis Intervention Conference: 9/16/2021-9/17/2021 (Zoom)
- Mental Health and Substance Use Recovery Training Conference: 10/27/2021-10/29/2021 (Zoom)
- Children Come First Conference: 11/15/2021-11/16/2021 (Kalahari Resort and Conference Center)