**Central Wisconsin Health Partnership**

**Comprehensive Community Services Regional Coordinating Committee**

**Quality Improvement Committee**

Monday, July 24th, 2017

**Participants:** Allison Else – Adams County; Amanda Negaard and JoAnn Geiger – Juneau County; Jan McDonough – Waupaca County; Tanya Amos – Waushara County; Tancy Helmin – Marquette County; Gretchen Malkowsky – Green Lake County; Lori Martin – White Pine Consulting

1. Individual Placement Support (IPS) – Bob Meyer, statewide IPS trainer, is on the agenda at next week’s Regional Coordinating Committee
2. Summary of Lori’s visits to local Coordinating Committee meetings

* Over the past few months, Lori visited each of the 6 county’s local CCS Coordination Committee meetings. She shared a summary of strengths she observed (see Appendix A)

1. Follow-up on forms that were updated during our last meeting
   1. Determination of Need / Auth of Services – no comments/changes noted
   2. Physician Prescription – no comments/changes noted
   3. Assessment and Assessment Summary – no comments/changes noted
   4. Recovery Plan –
      * Simplify objective section (take out columns for “specific change”, “measured by” and “target date of completion”
      * Add rows for additional interventions
      * Add additional “Desired Outcome / Measurable Goals” pages (don’t limit to 2)
      * Allow for choosing more than one domain under “associated domain”
      * Juneau County utilizes an addendum sheet to make changes to the recovery plan – Amanda will share the document with Lori who will distribute
   5. TARP note
      * Discussed whether to use the long-term goal or the objective for the “T”. Decided to go with the long-term goal
      * Make goal plural so more than one goal can be included under “T”
      * Individual counties may require specific objectives for certain providers
2. Review and discuss newest draft forms
   1. Referral form
      * Suggestion to modify “the individual must” to “the individual must meet all of the following criteria”
      * Change “marital status” to “relationship status”
   2. Application and Admission Agreement
      * For “gender” remove “M or F” option and leave a blank space for individuals to put what they choose. Fix the “Other insurance” below “gender”.
      * Remove options for marital status and replace with “relationship status” with a blank space
   3. Reviewed sample service authorization form used by Waushara. Different from the CCS authorization for services that is required at the time of application / enrollment. Waushara uses this as a form to give individual service providers to authorize specific services on the recovery plan. Just a sample – won’t be a regional form; sites can use what they want. It was notes that the Waushara sample didn’t include a place for signatures; this was inadvertently cut off on the sample that was shared, and should be included.
3. Status of regional provider handbook
   * + Committee members were asked to review the draft document and bring comments to the upcoming Service Director meeting. Lori will solicit feedback from Tancy prior to this meeting.
4. 2017 meeting schedule

Training 12:30 – 2:00 and QI Meetings 2:00 – 3:30

* Thursday, September 21st
* Thursday, November 16th

*For future discussion*

* Planning for 2017 Consumer Satisfaction Survey process

APPENDIX A

**Central Wisconsin Health Partnership**

**Comprehensive Community Services (CCS) Coordination Committees**

**Summary of Strengths**

Summary of Spring / Summer 2017 visits to Adams, Green Lake, Juneau, Marquette, Waupaca, and

Waushara Counties’ CCS Coordination Committee Meetings

* Engaged and active consumer involvement
* Active and supportive County Board Member
* Sharing regional and statewide updates (Info from last Regional Coordinating Committee meeting, and “Capitol Day”)
* Consumer shared information from sessions she attended at Statewide CCS Meeting
* Sharing of “bigger picture” efforts and programs offered by the county
* Quote: “friends are referring friends to CCS”
* Consumer as the Committee’s Chair
* Community partner as the Committee’s Chair
* Youth / Young Adult perspective
* Service Facilitator / CCS staff involvement
* Combined committees - CCS and CST (Adams), Behavioral Health Advisory and CCS (Waushara)
* CST and CCS Coordinating Committee meeting held same day “back-to-back” (Waupaca)
* School / partner agency involvement
* Agenda item - identification of new committee members / expansion – additional school representation, law enforcement
* “Community Program Updates” section of agenda – sharing of community resources such as summer programming, Project AWARE, “Kid’s Day”, and PBIS
* Outreach efforts – care coordinator attends community / parent events to network and share information related to CST
* Customization of regional resources such as the Consumer Handbook