



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator – Todd Campbell

CCS Coordination Committee Minutes

Madison Central Library, 1st Floor Conference Room

March 21, 2018

12:00-1:30 p.m.

Present: Dorothy Hawkins, David Kuehne, Linda Kustka, Anna Moffit, Renee Sutkay, Lindsay Wallace, Julie Meister, Jenna Ramaker
Absent: Mary Bixby, Gala Gardiner, Valerie Henderson, Jennifer Hendrickson, Peggy Spiewak

1. Public comment time (5 min/speaker up to 15 minutes)
 - ***No individuals present/registered to address the committee.***
2. Comments about, or corrections to, 1/17/18 minutes.
 - ***Renee inquired whether AADAIP is contemplating providing service facilitation and stated they provide case management with their folks currently so it might fit well.***
 - ***Two spelling errors noted under 2. b. i.***
 - ***All members voted to approve minutes with those corrections made.***
3. Progress update (as of 3/19/18)
 - a. CCS enrollment update (743 total, up 51 since January meeting)
 - i. Adults = 565 (+26 from January)
 - ii. Youth = 178 (+25 from January)
 - iii. Discharges = 165 total since program began (+18 since January)
 - ***Renee suggested gathering data on why people are leaving CCS. Julie discussed plan to gather additional data on reason for discharge (beyond data collected on Discharge Summary) when Discharge Summary is built into the CCS Module.***
 - ***Anna inquired about number of clients served at JMHC. Renee described JMHC CCS programs. Discussed that JMHC serves ~225 CCS participants for service facilitation at three of their locations with multiple CCS teams. Average caseload size is ~14.***
 - b. Training of CCS Staff
 - i. All mandatory CCS trainings offered monthly due to ongoing provider onboarding
 - Onboarding an average of 25 new staff per month
 - ***Renee mentioned that she thought every-other-month would work adequately for providers once onboarding slows down. Larger challenge is out-of-state background checks.***
 - ii. Additional trainings offered to CCS Provider Network
 - February 2018: Mental Health Professional Refresher Training
 - June 2018: CCS Re-Contracting Kickoff Meeting
 - ***Dorothy inquired as to length of CCS contracts. Answer, 2 years.***

4. CCS Coordination Committee Policy/Procedure
 - a. Approved at last meeting, copy attached for reference.
 - ***Julie reviewed changes that were incorporated per committee suggestion.***

5. QA/QI Plan
 - ***Julie reviewed small tweaks to plan to bring focus to CCS Program (rather than larger Dane County issues) and incorporate more data.***
 - ***Committee added #11, suggested by Lindsay.***
 - Issue: Desire to ensure that CCS services are inclusive and equitable.***
 - Goals: Utilize data to understand gaps in CCS services to underrepresented populations.***
 - Activities: Increased outreach efforts to groups identified as being underrepresented in population of CCS clients served.***
 - Responsibility: DCDHS Staff and Program Analyst***
 - Time Lines: Ongoing***
 - ***Committee approved plan with above additional issue added.***

6. Topics for next meeting:
 - ***Group elected to begin work on the survey to go out to providers at next meeting in May. Committee Members will email suggested questions or topics to Julie. Julie/Jenna will assemble suggestions into draft for the next meeting.***
 - ***Julie/Jenna will bring copies of annual ROSI/MHSIP survey to next meeting.***

7. Completion of timesheets.

Next Meeting: **5/16/18, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**