Dane County Department of Human Services
Division of Adult Community Services

Director – Lynn Green
Division Administrator – Todd Campbell

JOE PARISI
DANE COUNTY EXECUTIVE

CCS Coordination Committee Minutes
Madison Central Library, 1st Floor Conference Room
August 22, 2018
12:00-1:30 p.m.

Present (Members): Gala Gardiner, David Kuehne, Julie Meister, David Weber, Anna Moffit, Linda Kustka, Dorothy Hawkins

Absent (Members): Mary Bixby, Valerie Henderson, Peggy Spiewak, Renee Sutkay, Lindsay Wallace

Present (Non-Members): Jenna Ramaker, Holly Rasmussen, Mike Walmer, Kathy Ziegert

1. Public comment time (5 min/speaker up to 15 minutes)
    No Public comment.

2. Comments about, or corrections to, 7/18/18 minutes.
    Jenna clarified paragraph 4, that the County doesn't know why they didn't go on to CCS services after completing the survey.

    Anna Moffit motioned to approve the Minutes, Gala Gardiner 2nd, minutes approved.

3. Progress update (as of 8/21/18)
    a. CCS enrollment update (873, up 40 since July meeting)
        i.   Adults = 638 (+10 from July) **Corrected Adults = 644 (+16 from July)**
        ii.   Youth = 235 (+30 from July) *Corrected Youth = 229 (+24 from July)*
        iii. Discharges = 219 total since program began (+12 since July)

        Julie commented that the number of child additions seems high and the number of adult additions seem low. She is going to look into the system to see if something calculated incorrectly. Update: 6 individuals were coded incorrectly. Corrected numbers noted above.

    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

      c. Intake Staff update
            i. Recruiting for Bilingual Hmong Intake Social Worker

No internal candidates interested so this position will be posted externally. Kajsiab House is closing and many of those clients will be in need of CCS services. Anna Moffit asked if they will be moving to CCS and Julie commented that some will likely move to CCS, but others may be referred to other services as needed. The goal is continuity of supports.

4. CCS Assessment Summary templates for review and feedback.
    a. Which version does committee prefer in terms of layout and content?

      __Julie explained the current status of the Assessment and Assessment Summary that is being developed to be built into the CCS Module. Requested Coordination Committee feedback on the Assessment Summary. Julie provided clarification to the Committee based on questions asked. Julie said the summary is completed at the time of the Assessment and any Assessment Updates and that space expands as information is typed into the document. Julie clarified that the domains of the Assessment Summary will prefill from the Assessment information that service facilitators type into the CCS Module. Gala suggested that page breaks occur after domain areas (not in the middle of a domain) to enhance readability. The group discussed the merits of including more information versus less information in the Assessment Summary. Julie discussed the required content per DHS 36 that needs to be in the Assessment Summary.__

      __Julie requested recommendation from the Coordination Committee as to preference for the shorter version or longer version of the Assessment Summary. Anna Moffit suggested adding a difference of opinion to each domain because children and parents don't necessarily agree. Anna asked why needs aren't included. Julie said that needs are documented in the full assessment and it was an effort to highlight strengths to the CCS participant in the Assessment Summary. Julie asked if strengths should be on the form. Linda agreed that it should.__

      __Julie asked which of the documents the group would want to receive as a consumer and asked for suggestions for edits. Dorothy commented on the formatting and said the Assessment Summary would be easier to read if the document is portrait and not landscape. Gala commented that if it's put into a binder, that the current landscape formatting doesn't allow for easy reading. Linda Kustka asked if each of the domains need to be addressed? Julie said CCS participants usually don't have goals in every domain area. Dorothy said the domains that aren't applicable shouldn't appear on the document. Anna commented that the long version of the Summary may be overwhelming if all domains appear regardless of applicability to current recovery plan. David Kuehne agreed. Kathy commented that there is a lot of duplication between the forms (Recovery Plan and Assessment Summary) and it would be ideal if duplication was minimized. Julie said there is a narrative, goals and action steps on the Recovery Plan and that the new Summary with narrative and goals could be somewhat duplicative and DCDHS staff would look at ways to reduce duplication.__

The group voted on their preferred version of the proposed Assessment Summary.
     Long Version every domain: 0
     Long version with only applicable domains: 4
     Short version: 2

Julie said she will share results with the I.T. team. Julie said by preventing having to sign so many documents, the assessment process might feel less overwhelming.

5. Continue work on Provider Survey per QA/QI plan.
    a. Determine timeline for administration.

    Jenna (CCS Analyst) commented that the survey will be sent through Survey Monkey. She recapped what was discussed at the last meeting and changes proposed and made to the draft survey. Jenna also stated that the survey will be sent to all CCS providers, including providers of array services. Further revisions were suggested by the committee and will be incorporated into the survey. Jenna will create the survey in Survey Monkey and email to all CCS Coordination Committee members for testing prior to the September Coordination Committee meeting at which time final tweaks can be made prior to administration of the survey to providers.

6. Topics for next meeting:
    Review Discharge reasons data
    Feedback from Provider sample survey that was sent out for testing by
        committee.
    Review QA/QI plan to identify next tasks for group.

7. Completion of timesheets.

Next Meeting: **9/19/18, 12:00-1:30pm at Madison Central Library, 1ˢᵗ Floor Conference Room**