



Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator - Fran Genter

JOE PARISI
DANE COUNTY EXECUTIVE

CCS Coordination Committee Minutes

Madison Central Library, 1st Floor Conference Room

April 20, 2016

12:00-1:30 p.m.

Present: Julie Meister, Carrie Simon, Pam Valenta, Errica Braun, Renee Sutkay, David Kuehne

1. Comments about, or corrections to, 3/16/16 minutes.

Copies not available, will review at next meeting instead. Did not have quorum to approve.

2. Progress update

- a. CCS Intakes thus far (187 total)

- i. Adults=140 (+28 from last month)
- ii. Youth=47 (+13 from last month)
 - Capacity issues at all SF agencies.
- iii. Looked at demographics of enrollments

- b. Contracting

- i. Service Facilitation Agencies

- Youth = 8 agencies
 - DCDHS, Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Orion Family Services (not yet taking clients), Sankofa
- Adults = 9 agencies
 - Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Porchlight, Sankofa, SOAR, Tellurian, Lutheran Social Services (not yet taking clients)
 - Madison Psychotherapy Center - adding SF as a service

- ii. Array Agencies

- 38 total fully contracted (+1 from last month)
- 6 agencies in process of contracting
 - ASPIRES, LLC; Madison Neuropsychological Services; Heartland Health Outreach; Juvenile Assessment and Treatment Center; Rainbow Marifrog, LLC; Waisman Center

**Horizon High School is coming on board, working with MH only clients as well as SUD
YWCA is also interested**

- c. Training of CCS Staff
 - i. Continuing to offer all CCS trainings monthly due to ongoing provider onboarding and interest
 - Providing regular on-site technical assistance to providers as needed.

Pushing 400 trained staff

6. Chart Audits

- a. DCDHS staff is fully engaged in CCS Client Chart audits in preparation for DQA site visit in early summer.
- b. CCS Service Directors are providing feedback to agencies regarding missing/incomplete paperwork and/or inadequate documentation.
- c. If significant deficiencies are found, Service Facilitation agencies will be suspended from receiving new CCS admissions until charts are brought into compliance with DHS 36 requirements.

7. CCS Plan

- a. CCS Plan was provided to Coordination committee at last meeting. Based on review of CCS Plan, are there any edits that the Coordination Committee would like to make?
- b. Is Coordination Committee prepared to approve? (Plan will then be finalized and updated on DCDHS website.)

Lacking a quorum today, we cannot act on CCS Plan approval. Email voting may be employed to allow for approval in time for certification visit.

8. CCS Participant Handbook

- a. DCDHS specialists will attempt to reduce reading level/sentence length and will recalculate reading level.
- b. If reading level continues to be elevated, are there volunteers to be on another workgroup to complete further edits? Carrie Simon is heading up this effort.

Pam/Errica will facilitate a focus group of CCS clients at Yahara House to look at it

9. Dane County Planning and Evaluation follow-up.

- a. Survey
 - i. Revised survey for Intake and 3-months post-intake distributed.
 - ii. Is the committee prepared for DCDHS to administer?
 - iii. Some people will not understand the term Service Facilitator, especially if English is not their first language. Put a statement on the top that defines Service Facilitator as Case Manager.
- b. Quality Improvement Plan
 - i. Review of edits.

- ii. Is the Coordination Committee prepared to approve? (This is included as part of the CCS Plan.)
- iii. **Lacking a quorum today, we cannot act on QI Plan approval. Email voting may be employed to allow for approval in time for certification visit.**

10. Topics for next meeting

Must have a quorum present to approve CCS Plan update as well as QI Plan.

11. Other issues.

Will need to reach out to Coordinating Committee members to ensure consistent participation and attendance. If members are not able to commit to attendance, may need to excuse from committee.

12. Completion of timesheets.

13. Next meeting:

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