



**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

September 19, 2018

12:00-1:30 p.m.

Present (members): Dorothy Hawkins, David Kuehne, Linda Kustka, Renee Sutkay, Mary Bixby, David Weber, Lindsay Wallace, Julie Meister (chair)

Absent (members): Anna Moffit, Gala Gardner

Present (Non-Members): Jenna Ramaker, Holly Rasmussen

1. Public comment time (5 min/speaker up to 15 minutes)

Linda Kustka presented about upcoming trainings on NAMI basics. Linda agreed to email Julie the electronic file to share with the Committee.

2. Comments about, or corrections to, 8/22/18 minutes.

Julie corrected the adult and youth enrollment numbers. Linda Kustka motioned to approve the minutes, Dorothy Hawkins 2nd, minutes approved.

3. Progress update (as of 9/17/18)

- a. CCS enrollment update (896, up 23 since August meeting)

- i. Adults = 671 (+27 from August)

- ii. Youth = 225 (-4 from August)

- iii. Discharges = 234 total since program began (+15 since August)

- b. Training of CCS Staff

- i. All mandatory CCS trainings offered monthly due to ongoing provider onboarding

1. Continue to onboard an average of 25 new CCS staff per month

- c. Intake Staff update

- i. External posting for Bilingual Hmong Intake Social Worker closes on 9/28/18

Julie gave an update on the recontracting process, saying that CCS has 2 year contracts and are not an RFP process. Julie said that there are a handful of sole-proprietor agencies who aren't continuing on with CCS because it wasn't financially feasible. One larger agency isn't renewing because of the insurance requirements and not wanting to do the mandated training for CCS staff.

4. Provider Survey

- a. Final review.

Jenna discussed final revisions to the provider survey and obtained feedback. Jenna confirmed that survey will be sent to all CCS service providers/staff. Group made final edits to the survey wording. Group decided to add Certified Peer Specialist as an education level on survey. Discussed who will see results. Results will be compiled in such a way that individual respondents can not be identified. Some small agencies will not be able to be provided with the individualized results/comments as a result. Committee will review report of survey results at November meeting.

- b. Determine timeline for administration.

Survey will be administered and report generated prior to the November meeting.

5. Dane County CCS Discharge data review.

Criteria for CCS Discharge and Discharge Summary fields were reviewed with group. Group inquired about participant going to jail. If someone goes to jail short term, CCS doesn't discharge. Julie said that CCS providers can not bill for services provided when someone is in jail. Julie said she would email out the CCS Statewide data that includes some discharge and recovery results. Committee inquired as to whether anyone was "kicked out" of CCS. Julie said program doesn't kick anyone out, that consumers get transferred if not a right fit for agency.

Committee members asked for additional data to review:

- *Length of time Dane County CCS participants are in program.*
- *Length of time in CCS program by diagnosis.*

6. Review QA/QI Plan for next project.

Julie gave an update for #2, saying CCS is able to keep up capacity. Adult wait is currently approximately 5 weeks and youth is 2 weeks to enroll. Julie said there is no wait other than getting enrollment paperwork submitted. Julie said wait list will be even shorter when 2 new intake workers start working in the coming months.

Group discussed what project to work on next.

- *Survey of provider attitudes (#6), almost done.*
- *Psychiatry shortage (#7), significant wait and difficult to recruit into CCS network.*
- *Housing instability (#9), suggested as next topic to explore as a group. Group would like to have more information on housing challenges in Dane County and understand what percentage of homeless population struggles with mental health or substance use challenges. Julie will attempt to secure representative from Homeless Services Consortium to present at next meeting.*

7. Topics for next meeting:

Review results of provider survey. Jenna will review more data. Guest presenter on homeless issues in Dane County if possible.

8. Completion of timesheets.

Next Meeting: 11/14/18, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room