**Central Wisconsin Health Partnership (CWHP)**

**Regional Comprehensive Community Services (CCS) Coordinating Committee Meeting**

**Wednesday, August 10th, 2016**

**Waupaca County Courthouse**

**Present:** Dawn Buchholz, Dennis Wedde, Tia Bourdo, Karen Dahlstrom, and Tanya Amos – Waushara County; Allison Else – Adams County; Amanda Negaard, Tim Cottingham, and Lori Chipman – Juneau County; Mandy Stanley, Tancy Helmin, and Clint Starks – Marquette County; Gretchen Malkowsky, Paul Vander Sande, Kayla Yonke, and Roxanne Haedt – Green Lake County; Chuck Price, and Sherrie Nichols – Waupaca County; Dan Naylor and Lori Martin – White Pine Consulting Service; Elizabeth Dehling – DHS Southern Regional Office; Julie Shew – DHS Northeast Regional Office; Sally Rashick – Division of Care and Treatment Services (DCTS)

1. **Welcome and Introductions.**

* Meeting called to order by Dennis Wedde, Committee Chair, at 10:04 AM

1. **Approval of agenda**

* No corrections or additions were noted

1. **Approval of meeting minutes from June 1st, 2016 meeting**

* No corrections or additions were noted

1. **County Updates**
   * + **Adams** – Adams County is organizing an “Ethics and Boundaries in Rural Practice Settings” training at Adams County DHS on October 7th, 9:00 – 1:00. Presenter: Joan Groessl, MSW, PhD, LCSW. For more information or to register, please contact Allison Else.

* **Green Lake** – Their CCS program continues to grow. Jason Jerome has accepted the position of Agency Director, effective September 1st.
* **Juneau** – Amanda Negaard, formerly a CCS service facilitator, is now supervising CCS and the Coordinated Services Team (CST) initiative.
* **Marquette** – Currently serving 3 CCS consumers, soon to be 6. There are also 6 referrals waiting. Marquette is in the process of hiring a CCS Service Facilitator – they are conducting interviews next Friday.
* **Waupaca** – Waupaca County is still trying to fill the position of CCS Service Director. They are currently working with one CCS consumer.
* **Waushara** – Karen Dahlstrom is welcomed as new Regional Coordinating Committee member. Waushara County is in the process of hiring an additional CCS Service Facilitator. Family Health La Clinica offered the advanced practice nurse position to and individual who has not yet accepted. La Clinical has hired a dual-diagnosis clinician.

1. **Juneau County’s Contract Liaison Report – Scott Ethun and JoAnn Geiger**
   1. Big Picture Quality Improvement Opportunities
      * Scott met with the regional DHHS Directors and with Dr. Rick Immler. The Directors are in consensus that given Dr. Immler’s background in child psychiatry, it’s important to have him available as needed for consultation. Regular/ongoing attendance at Regional Coordinating Committee meetings and related workgroups isn’t necessary at this time, but may be revisited based on the needs of the committees.
      * Scott spoke to the importance of demonstrating the effectiveness and benefits of CCS – both to consumers, the system, and financially. In order to do this, there is a need to collect data above and beyond what the Division of Care and Treatment Service is currently requiring. There may be a role for Dr. Immler in this effort, given his expertise.
   2. Regional Coordinator / White Pine Consulting annual review
      * At last Directors meeting it was decided that the Directors would gather information from their CCS staff. Juneau County will then collate the information, and Scott is scheduled to meet with Lori and Dan from White Pine Consulting on October 5th prior to next Regional Coordinating Committee meeting to review the results.
      * Scott shared that he will be meeting with Langeston Hughes, our region’s state CCS Consultant, to review the current role of White Pine and get his perspective on how our region’s coordination efforts, as well as how other regional CCS programs are coordinating their efforts.
2. **Regional Coordinator Report**
3. **Training Subcommittee Report**
4. Training Schedule –

* This afternoon – Consumer-Centered Crisis Planning workshop facilitated by Sharon Locklin and Jessica Delzer with the Northeast Behavioral Health Training Partnership, and Dan Naylor with White Pine. Joann Stephens was planning to co-facilitate, but is no longer able to attend. 30 individuals are registered representing service facilitators, service directors, clinicians, and contact service providers from across the region.
* The Statewide CCS meeting is scheduled for September 7th at the Jefferson Street Inn in Wausau. The agenda and registration information were sent via email earlier this week, and are also available on the Ongoing Training page of the CWHP website.
* Additional details related to the October, November, and December workshops, including descriptions and registration information, will be posted/sent as it becomes available: <http://www.cwhpartnership.org/ongoing-training.html>.

1. Provider development -
   * Lori Martin and Tanya Amos met with Peggy Vander Sande, a provider of Equine-Assisted Therapy. A follow-up meeting has been scheduled for Tanya’s staff to visit the farm in September and experience a mock session.
   * Clint Starks, Lori Martin, and Joann Stephens will be meeting with two practitioners with Two Friends Healing Arts this afternoon; Kenya Bright with the DCTS will be participating by phone.
   * We continue to receive positive feedback on the results of our initial Provider Orientation Workshop. Tentatively planning another workshop for this winter or next spring to accommodate new providers in Waupaca and Waushara County.
2. The 4th of 6 regional shared services updates was submitted to Hannah Whaley with the Division of Quality Assurance (DQA) on August 1st. Reports thus far have reflected updates that occurred during the past month, and are available on the Regional Resources page of the CWHP website (<http://www.cwhpartnership.org/regional-resources.html>).
3. The CCS Core Training modules developed by the Northeast Behavioral Health Training Partnership are online.
   * They provide a good overview of an array of topics, and are currently a resource available to 4 of our 6 counties.
   * Challenge – Juneau and Adams County aren’t part of the northeast region. Lori has been working with Jessica Delzer and Sharon Locklin, and has offered White Pine’s assistance to help address barriers that may exist specific to Juneau and Adams. There is a follow-up discussion being planned.
   * Additional information including a link to the resource is available on the Orientation Training page of the CWHP website: <http://www.cwhpartnership.org/ccs-orientation.html>.
4. Coordinating Committee Handbook - Marquette County’s CCS Coordination Committee discussed development of an orientation handbook for members, and identified individuals to be on a workgroup to develop a draft. Dan subsequently sent a request to other partnering counties asking for suggested workgroup members; only Waushara County replied. The suggestion is to start with development of a handbook for the CCS Regional Coordinating Committee that can be adapted for use by each county’s CCS committee.
5. **Quality Improvement (QI) Subcommittee Report**
6. Each year the Division of Care and Treatment Services (DCTS) asks CCS sites to complete an annual CCS survey. Lori received the raw data from the four counties who were certified in 2015 from Dr. Laura Blakeslee, DCTS, which includes data related to: enrollments and discharges, demographic information, and use of Evidence Based Practices. Lori has started preparing a regional data report that will be shared with the committee at the October meeting.
7. The DHS Northeast Regional Office sponsored a regional CCS meeting on July 6th, arranged by Robin Raj. The Office of Inspector General (OIG) audit results were discussed, and as a result there was a recommendation that the region develop a draft internal audit checklist for review by the DCTS. A regional workgroup was developed, on which Lori is participating.

Waushara County has requested Lori come and utilize the checklist to review a sampling of their files and offer feedback. This is being planned for August 26th.

1. The QI Committee is preparing for the 2016 CCS Consumer Satisfaction Survey process. They reviewed the process used in 2015 and will revisit at the next meeting. White Pine will likely continue its role in collating and analyzing the data, reporting to the state, and developing a regional report.
2. Both the Service Director, and Service Facilitator groups have been reviewing and discussing the use of Evidence Based Practices in the region. Supported Employment has been suggested as a possible EBP to pursue. More information is being gathered.

Waushara and Adams Counties are both going through extensive training related to Trauma-Focused Cognitive Behavioral Therapy (TF-CBT). The committee would like them to share their experience – possibly at a Regional Coordinating Committee meeting in early 2017. RFP comes out every fall.

1. **Semiannual Work Plan Progress Report**

* Lori Martin highlighted several aspects of White Pine’s Semiannual Work Plan Progress Report that was sent to Committee members for review on August 8th.

1. **Regional Addendum for Shared Services – the Regional Coordinating Committee**

* Committee performed a final review of the updated Addendum for Shared Services, and specifically the section pertaining to the Regional Coordinating Committee. There was a suggestion to add language to Procedure 6(3) stating that the Regional CCS Coordinator will work with the Training Subcommittee and each site to help ensure provision of orientation and training.
* Clint Starks made a motion to accept the updated Regional Addendum for Shared Services with the aforementioned update; Tim Cottingham seconded the motion; all in favor; motion passes.
* Lori will make the suggested update and will send to Committee members.

**8. Regional Fiscal Updates and Discussion**

* Lori Martin met with the region’s Fiscal Managers on June 7th regarding how to report White Pine’s CCS-related costs through reconciliation process. The goal was to ensure all counties are receiving the documentation they need, and to ensure each county is reporting the information the same way to the MA reporting system. As a result, White Pine prepared and sent an end-of-year report for 2015 expenditures to the Fiscal Managers. The group also requested they be included in future CCS Regional Coordinating Committee meetings, including a regional fiscal item as a standing agenda item.
* Discussed the possibility of setting uniform / consistent rates for providers, and concern that some providers have drastically increased their rates since the regionalization of CCS. It was agreed that the CCS Service Directors will continue this discussion at their next Service Director meeting.
* Dawn Buchholz shared that Waushara County submitted an additional overhead override request for supplies, room rental, certification costs and incentives.

**9. Other**

**a)** Crisis stabilization update

* Dawn Buchholz shared that Columbia and Waushara Counties in partnership with Lutheran Social Services (LSS), submitted a proposal to pilot in-home crisis services. LSS has crisis-certified staff who will provide in-home crisis services as part of DHS 34.

**10. Next meeting** – Wednesday October 5th, 2016, 10:00 – noon; Marquette County Services Center, Demonstration Room 112A; 480 Underwood Ave, Montello, WI