



## Dane County Department of Human Services Behavioral Health Division

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### CCS Coordination Committee Minutes

Zoom Virtual Meeting  
September 17, 2025  
12:00-1:30 p.m.

Present: Linda Aroonsavath, Melodie Berry, Kimberly Disch-French, Colleen Dunahee, Amber Hofmaster, Corri Kohn, Chloe Moore, Vanessa Statam, Julie Meister (chair).

Absent: Matt Julian, Jamie Mulry, Tyson Rittenmeyer.

Present (Non-Members): Jenna Ramaker.

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

**None.**

2. Review 7/16/25 minutes. Comments, corrections, and approval.

**Minutes approved.**

3. Progress update (as of 9/11/2025)

- a. CCS enrollment update: 2,696 total participants
  - i. Adults = 1,963 (up 65)
  - ii. Youth = 733 (down 5)

Total enrollments this period = 172 Total discharges this period = 112 <b>Net change in enrollment = +60</b>
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4. NAMIWalk October 4

5. Update to Staff Functions policy

- a. Update to Substance Use Professional title and qualifications.  
**Julie reviewed the proposed updates to policy including updated title to Substance Use Professional and updated list of professionals allowed to provide substance use services per DHS 75. The committee voted on and approved the updated policy.**

6. Update to Minimum Standards Policy

- a. Additional requirement of Client Rights Specialist for all agencies  
**Julie reviewed the proposed update to the policy which requires each contracted CCS agency to designate their own Client Rights Specialist, with the exception of**

***private practitioners who work alone. The committee voted on and approved the updated policy.***

7. Update to Confidentiality, Security, Privacy Policy
  - a. Documentation of revocation of release  
***Julie reviewed the proposed update to the policy which requires that written confirmation of the revocation of a ROI be filed in the CCS participant's record. The committee voted on and approved the updated policy.***
  
8. Update to Conduct Policy
  - a. Update to #15  
***Julie reviewed the proposed updates to the policy which state that Dane County will notify agencies when their staff are added to additional staff listing rosters and that CCS participant voice and choice should be maximized in the selection of all services. The committee provided additional wording suggestions that were incorporated into the final policy. The committee voted on and approved the policy update.***
  
9. 2025 MHSIP Satisfaction Survey Update (Jenna)  
***Jenna provided an update on the 2024 participant satisfaction survey. It will be distributed to 2,400+ participants and was delivered to service facilitation agencies last week. Service facilitators will begin delivering to CCS participants. The survey will be open until 12/15/25.***
  
10. 2024 CCS Program Survey (Jenna)  
***Jenna shared key data metrics about participants served in 2024, including demographic information, service types utilized, and disenrollment reasons. This data is submitted to the State annually.***
  
11. Items for future meetings:
  - a. Service Facilitation guidelines (remote SF)
  - b. Update to Client Rights and Grievance Procedure Policy
  
12. Completion of timesheets.
  - a. Julie will email timesheets to those that need them to review. Either sign electronically with Adobe Acrobat or send email back to Julie confirming that you agree with time sheet (counts as your signature) and Julie will submit to payroll.

### **Next Meeting**

**11/19/25, 12:00-1:30pm**

**Zoom Virtual Meeting**