



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

June 15, 2016

12:00-1:30 p.m.

Present: Mary Bixby, David Kuehne, Linda Kustka, Julie Meister, Renee Sutkay, Pamela Valenta. (Did not have quorum, likely due to time/date conflict with the Recovery Coalition of Dane County Summit.)

1. Comments about, or corrections to, 5/18/16 minutes. **Unable to approve due to not having quorum today, will approve at next meeting.**
2. Progress update
 - a. Hiring Update
 - i. Service Director: Hired and will begin 7/11/16.
 - Quality Assurance role and role on DCDHS Youth CCS teams.
 - ii. Additional Youth Intake staff: Hired and will begin 7/11/16.
 - Improve flow of youth intakes.
 - b. CCS Intakes thus far (225 total)
 - i. Adults=174 (+15 from last month)
 - ii. Youth=51 (+1 from last month)
 - Continue to experience program start-up capacity issues.
 - Several agencies have hired new staff, seeing increased capacity this month.
 - c. Contracting
 - i. Service Facilitation Agencies
 - Youth = 10 agencies (+1)
 - Community Counseling Center, Community Partnerships, DCDHS, HealthyMinds, Journey Mental Health Center, Lutheran Social Services (age 12+), Madison Psychotherapy Center, Madison Trauma Therapy, Orion Family Services (not yet taking clients), Sankofa
 - Adults = 12 agencies
 - Community Counseling Center, Community Partnerships, HealthyMinds, Heartland Health Outreach (not yet taking clients), Journey Mental Health Center, Lutheran Social

Services, Madison Psychotherapy Center, Madison Trauma Therapy, Porchlight, Sankofa, SOAR, Tellurian

- ii. Array Agencies
 - 53 total fully contracted
 - d. Training of CCS Staff
 - i. Continuing to offer all CCS trainings monthly due to ongoing provider onboarding and interest (training 30 new CCS staff in June)
 - ii. Providing regular on-site technical assistance to providers as needed.
6. DQA Site Visit: June 21
- a. DCDHS staff is fully engaged in CCS Client Chart audits in preparation for DQA site visit.
 - i. Providers are turning in missing documentation, much improvement noted.
 - ii. All agencies previously suspended due to chart deficiencies have resumed accepting admissions.
 - **Committee member stated they felt DCDHS doing a “thorough job.”**
7. CCS Participant Handbook
- a. One member at Yahara House volunteered to provide feedback on handbook. He was sent current version of handbook to review.
 - i. Julie will inform Pam/Errica/Dorothy when this member is ready to provide them with feedback.
 - **Brief discussion of purpose of Participant Handbook as a document that participants may take and read immediately, or they may keep for future reference when they need specific information. “Could come in handy.”**
8. Dane County Planning and Evaluation follow-up.
- a. Survey
 - i. Revised survey for Intake and 3-months post-intake distributed.
 - ii. Feedback?
 - iii. Is the committee prepared for DCDHS to administer?
 - **Discussed the purpose of survey. Group decided it would be better to only administer the Intake survey to start to ensure that participants complete the ROSI and MHSIP that are standardized and can be compared to other programs and over time. May add a few questions to the ROSI/MHSIP if we want to gather more data, but not administer separate survey.**
 - **Spent time as a committee reviewing and tweaking wording on the Intake survey. Julie provided revised survey to Lori Bastean with Planning and Evaluation for follow-up and edits.**
 - **Discussed how to assure anonymity, dispose of results that come in, and to track who has returned. This was referred for discussion with Planning & Evaluation at a later date.**
9. July meeting is canceled due to room being unavailable. Julie will email committee members update regarding outcome of DQA recertification site visit.

10. Topics for next meeting

11. Other issues.

12. Completion of timesheets.

Next Meeting: **8/17/16, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**