



JOE PARISI  
DANE COUNTY EXECUTIVE

**Dane County Department of Human Services  
Division of Adult Community Services**

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Director – Lynn Green  
Division Administrator – Todd Campbell

**CCS Coordination Committee Minutes**

Madison Central Library, 1<sup>st</sup> Floor Conference Room

September 20, 2017

12:00-1:30 p.m.

Present: Gala Gardiner, David Kuehne, Julie Meister, Carrie Simon, Peggy Spiewak, Renee Sutkay, Pam Velenta

1. Comments about, or corrections to, 7/19/17 minutes.

***Clarification requested about Physician Prescription in minutes. Julie Meister gave a clarification. Renee moved for approval of minutes, Carrie seconded, and all members approved of Minutes.***

2. Progress update

- a. CCS enrollment update (630 total, up 25 since July meeting)

- i. Adults = 495 (+21 from July)
- ii. Youth = 135 (+ 4 from July)
- iii. Discharges = 110 total since program began (+24 since July)

- **49 enrollments when considering discharges.**

- b. Training of CCS Staff

- i. All mandatory CCS trainings offered monthly due to ongoing provider onboarding
  - Onboarding an average of 25 new staff per month
- ii. Additional trainings offered to CCS Provider Network
  - August 2017: Grief, Loss, & Trauma for Children in Out of Home Care
  - October 2017: Mandated Youth Services (CPS, Juvenile Justice)
  - November 2017: Mandated Reporter Training (Child/Elder/Adult-At-Risk Abuse and Neglect)
  - December 2017: Medical Assistance Basics (Documentation required, training on what it is)

3. Intake Survey

- Began distribution of Intake survey 9/1/17.

***Confidential. Only month of initial appointment written on survey. Each envelope color coordinated to be able to track experience with each intake worker.***

4. CCS Demographics/Statistics review

- ***CCS Statistics by Sex, Age, Race, and Ethnicity breakdown given for 2015-2017.***
- ***Discussion on low Hispanic enrollment. Pam commented that population use Access Health and seem to prefer to attend groups within their community before reaching out to CCS.***
- ***Discussion of how many bicultural staff CCS has. Julie commented that a list of bilingual staff is maintained that includes Spanish, French, Hmong, and Arabic.***

5. Intake mailing for review/feedback
  - ***Intake form letter, Release of Information and Physician Prescription. Agency selection form included if client doesn't know who they want to select at time of call into Intake. Intake workers can assist clients with obtaining Physician Prescription. Question on whether hospital staff can sign Prescription form – MD or DO needs to sign form. Discussed diagnosis requirements and professionals that can verify diagnoses for mental health and substance abuse.***
  - ***Agency Adult Selection Form Letter explained by Julie Meister. Question on what if client doesn't know which agency to select. Julie explained client can select No Preference and intake workers can guide clients based on their needs.***
  - ***Question on how long it takes for Intake workers to return calls. Julie said same business day typically, but up to 3 business days to accommodate vacations and screens in the community. Julie clarified adult intake phone number.***
  - ***Pam questioned if the intake packet with agency selection could be given to client at agency level rather than by CCS staff if agency screen refers to CCS. Julie stated that Provider Directory and CCS Physician Prescription are housed online and providers can always proactively review with consumers and assist with agency selection and completion of Physician Prescription.***
  - ***Discussion held that CCS is a highly participatory program and not a good fit for consumers who aren't engaged. Renee questioned if intake could better determine their engagement at intake. Julie explained that this is not possible as application starts CCS process. If consumer doesn't participate for 3 months, they could then be discharged. CCS program not for consumers only looking for outpatient therapy. Intake workers work with client to determine what they are requesting.***
  - ***Discussion held that CCS intake packet form letters/check lists are very easy to read. No changes recommended.***
  
5. Action Item: Nursing Billing/Payment Issue from last meeting:
  - ***Renee made a motion that the CCS Committee will not take up Nurse Bill Rates issue again, Carrie seconded. Motion approved 7-0 by all present.***
  
6. Reserving last 15 minutes of meeting for Public comment:
  - ***Renee made motion to reserve last 15 Minutes at end of CCS Coordination Committee meeting for public comment, Carrie seconded. Motion passed: 6-0 (Peggy left meeting early.)***
  
6. Topics for next meeting: Review new policies.
  
7. Completion of timesheets.

Carrie made motion to adjourn, Renee seconded. Meeting adjourned at 1:30 pm.

Next Meeting: 11/15/17, 12:00-1:30pm at Madison Central Library, 1<sup>st</sup> Floor Conference Room