CCS Coordination Committee Minutes
Madison Central Library, 1st Floor Conference Room
March 15, 2017
12:00-1:30 p.m.

Present: Pam Valenta, Julie Meister, Gala Gardiner, Lori Bastean, David Kuehne, Mary Bixby, Todd Campbell, Carrie Simon, Dorothy Hawkins

1. Comments about, or corrections to, 1/18/17 minutes. Approved.

2. Progress update
   a. CCS enrollment update (507 total, up 54 since last meeting)
      i. Adults=397 (+48 from January)
      ii. Youth=110 (+6 from January)
      iii. Discharges=44 total since program began - reasons are varied including client moved away, needed higher level of service, death, etc.

   b. CCS Provider Updates
      i. Network continues to grow
         ● 8 new agencies in process of contracting currently

   c. Training of CCS Staff
      i. All CCS trainings offered monthly due to ongoing provider onboarding and interest
         ● Onboarding an average of 30 new staff per month

3. QA/QI Plan
   a. Review, edits, and approve.
      ● Add outlying areas to #7
      ● Question - is there still an issue with substance use only service facilitation availability? There are a few agencies exploring this but none have signed on to the network yet. The existing CCS provider network is able to serve SUD only individual, but would still like to develop this as a specialty service. Add to QI plan to increase SUD services in the network.
      ● Question - When is it determined that someone is SUD primary? Sometimes based on prescription or on self-report, but there is no specific designation in CCS of primary issue.
      ● Assumption - most people in CCS are not identifying SUD as an issue they want to work on - is that true? Uncertain of the numbers, but could look at it. SUD is likely under-reported. Lori will run the numbers before the next meeting.
      ● #10 - DCDHS Staff would be responsible for this, especially given the move toward behavioral health; suggestion - make sure that CCS materials are available in settings where people will see them (waiting rooms, etc)
      ● Lori will add detail to #10 to better capture the discussion re: issues of access and awareness of CCS in the community
4. CCS Plan
   a. Review, edits, and approve.
      • highlights of changes
        o page 4, letter B - changed language to reflect changes in intake process
        o Page 5 – Kids Unit office is moving to Northport, so branch office has been deleted
        o Page 6 - added more info regarding planning for future staff
        o Page 8 - Org chart updated
        o Page 9 - added full time Service Director, modified accordingly
          • Suggestion to remove names from document to prevent datedness
        o Page 10 - caught typo related to citing CCS regs
        o Page 12 - discussion of term "peer specialist"
        o Summary of coordination committee meeting recommendations and responses have been updated - page 49-57
      • Discussion of Coordination Committee Roster - will continue discussion next time
      • Suggestion to add an alphabetical index by subject – Response: mostly it is a document designed for the state certification process, there are other forms that are more accessible to potential clients and providers
       
      Todd moves to approve, Gala seconds, all in favor of approval

5. Topics for next meeting:
   - composition of Coordination Committee
   - # of CCS clients with SUD
   - update on Certified Peer Specialist training

6. Completion of timesheets.

Next Meeting: 5/17/17, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room