CCS Coordination Committee Minutes
Madison Central Library, 1st Floor Conference Room
May 17, 2017
12:00-1:30 p.m.

Present: Mary Bixby, Todd Campbell, Gala Gardiner, Dorothy Hawkins, David Kuehne, Julie Meister, Anna Moffit, Carrie Simon, Peggy Spiewak, Renee Sutkay, Pam Valenta.

1. Comments about, or corrections to, 3/15/17 minutes.
   Todd moves to approve, Renee seconds, all vote to approve

2. Progress update
   a. CCS enrollment update (575 total, up 68 since last meeting)
      i. Adults = 446 (+49 from March)
      ii. Youth = 129 (+19 from March)
      iii. Discharges = 56 total since program began
      iv. # of CCS clients identified as Substance Use only or co-occurring
         Age 5-17: 4%
         Age 18-20: 21%
         Age 21-64: 29%
         Age 65-72: 20%

   b. CCS Provider Updates
      i. Network continues to grow
         • 7 new agencies in process of contracting currently
         • New service facilitation agencies coming on board
         • 2 agencies have contracted to do Substance Use specific Service Facilitation - Triquestrian and Focus Counseling
         • Provider drop out is very low

   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
         • Service Director trainings:
            ▪ April 2017: CCS Assessment & Recovery Plans (provided to 70 staff)
            ▪ June 2017: Case Management Best Practices
            ▪ Brownbags on topics of interest

   d. Staff update
      i. CCS Administrative Assistant, Holly Rasmussen started in April – responsible for chart review, filing, training registrations, etc.
ii. Currently interviewing for CCS Analyst position
   • This individual would implement the Intake survey
   • *More of a data person than a clinical person, with expertise in making sense of data*

iii. Looking to add Bilingual (Spanish) CCS Intake position in 2017 and additional position in 2018

3. State certification site visit is June 6
   a. Updating and auditing charts currently

4. Update: New Peer Specialist Trainings have been posted, all are based on the new integrated Peer Specialist Curriculum; test dates are set for this summer.

5. Open discussion/QI plan
   Discussion of ways to reach out to education system/kids
   Please send Julie contact info for these groups

   Discussion of Service Facilitation for clients with primary SUD
   How will we know when we have enough SF capacity for SUD primary?
   How necessary is it to have a specialized SF for SUD, if there are service providers treating the SUD?
   SUD SF are not designated as such, so we will not know when we have enough
   Prefer to have agencies with expertise vs specific staff
   How many discharges had SUD? Suggestion of implementing a discharge survey to determine reason.
   Important for providers to check back in with new clients to ensure they are getting what they need
   Numbers for SUD seem low, are we missing out on a subset of the population?

   Discussion of why people leave CCS - will have more data after the WebApp is developed this summer, most discharges so far are people moving away. More often people will transfer to a different SF agency if they are not happy with their provider.

6. Topics for next meeting: *Request for better data about why people don't complete intake. Julie will work on this for the next meeting and invite an Intake Worker to attend.*

7. Completion of timesheets.

Next Meeting: **7/19/17, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**