



Dane County Department of Human Services Behavioral Health Division

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CCS Coordination Committee Minutes

Zoom Virtual Meeting

January 15, 2025

12:00-1:30 p.m.

Present: Linda Aroonsavath, Melodie Berry, Kimberly Disch-French, Colleen Dunahee, Amber Hofmaster, Matt Julian, Corri Kohn, Chloe Moore, Jamie Mulry, Tyson Rittenmeyer, Vanessa Statam, Julie Meister (Chair)

Absent (Members): Michelle Danielson, Tracey Scherr

Present (Non-members): Jennifer Ramaker, Mary Ambrosavage

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

No public comments.

2. Comments about, or corrections to, 11/20/2024 minutes.

- Approval of minutes

Minutes reviewed and approved.

3. Change date of next meeting to **March 12**, does this work for folks?

Vote taken, change to March 12 approved.

4. Progress update (as of 1/9/2025)

- CCS enrollment update: 2,500 total participants
 - i. Adults = 1,808 (up 18)
 - ii. Youth = 692 (down 4)

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| Total enrollments this period = 74 Total discharges this period = 60 Net change in enrollment = +14 |
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Julie reported that three new intake workers are being onboarded in efforts to keep wait time to six weeks or less, and two intake workers will be on the phone every day to increase frequency with which calls are answered in real time.

5. Update to Cultural Competence and Linguistic Services Policy (Julie)

- Review proposed addition.

Julie reviewed linguistic policy changes, reiterating that it will change as it continues to be rolled out. Language changes were approved by committee.

6. MHSIP Update (Jenna)

- Final response rate of 30.4%
- All agencies had some participants respond if they had folks eligible for survey.
- Results to committee in March meeting.
- Results will inform new additions to QI Plan.

Jenna reviewed updates on the survey. Since survey responses inform the QI plan, we want to think of ways to continue improving the response rate in order to be as representative as possible. They also provide agencies with specific feedback about their agency.

7. CCS Plan Update (Julie)

- i. Review updated CCS Plan for approval

Julie reviewed changes made to the CCS Plan. She noted; 1) all CCS Coordination meeting summaries are included, and 2) CCS Application, Admission Agreement and Informed Consent forms have been streamlined and updated.

Committee reviewed suggested changes. Vanessa moved to approve. Plan approved.

8. Brochure redesign update

Julie reported on the status of the CCS brochure. Main goals are to make it clear, succinct, inclusive, warm and welcoming. When we are closer to a finished product, we'll ask the committee to bring it back to their agencies and teams to get feedback for a final revision.

8a. Julie left some time for committee questions about any CCS related projects.

- ***Melodie asked how to find information on support groups.***
 - ***Group availability is stored on CCS website under "Provider Lists."***
 - ***Jenna briefly explained the process she follows; a survey is emailed to providers the first of the month asking for current openings; that information is posted to CCS website on the tenth of each month.***
- ***Linda asked if they could get some kind of visual for the 'new hire' process.***
 - ***Julie will talk to Brianna about creating some kind of flow chart.***
- ***Linda asked if there is something about the ongoing rehabilitation worker training.***
 - ***Julie will also ask Brianna about getting that on the website.***
- ***Peer Support Training questions***
 - ***Melodie asked about the wait list for peer specialist training.***
 - ***Two contacts identified for further information:***
 - 1) ***Kaeden Watford***
kaedenw@accesstoind.org
608-716-5715
 - 2) ***Gaochi Vang Peer Specialist Program Manager (WIPSEI).***

gaochiv@accesstoind.org

9. Items for future meetings:

- Brochure redesign update (March)
- MHSIP Satisfaction Survey Results (March)

10. Completion of timesheets.

- 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

3/12/25, 12:00-1:30pm

Zoom Virtual Meeting