



Dane County Department of Human Services Behavioral Health Division

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CCS Coordination Committee Minutes

Zoom Virtual Meeting

July 16, 2025

12:00-1:30 p.m.

1. Public comment time (5 min/speaker max. up to 15 minutes total allocation)
2. Comments about, or corrections to, 5/21/2025 minutes.
 - a. Approval of minutes **Minutes approved.**

3. Progress update (as of 7/9/2025)
 - a. CCS enrollment update: 2,636 total participants
 - i. Adults = 1,898 (up 13)
 - ii. Youth = 738 (down 8)

Total enrollments this period = 77 Total discharges this period = 72 Net change in enrollment = +5

4. CCS Monitoring Plan and QA Practices (Jessica)

Julie reviewed Dane County Comprehensive Community Services Monitoring Plan with Committee. Jessica Gilbert (Service Director) and Erin Rodell (Quality Assurance (QA) Specialist) presented to Committee. Described structure of Dane County CCS Quality Assurance team and practices utilized by the QA team to ensure quality CCS services and documentation in compliance with DHS 36, ForwardHealth policy, and DCDHS CCS policies.

5. Update to Conduct Policy

Julie reviewed proposed addition to the Conduct Policy in #15. Committee provided feedback. Committee in favor of proposed added text, however expressed concerns regarding the other portions of Conduct Policy, subpart 15. Committee would like to see increased consumer voice and choice reflected in that portion of the conduct policy. Due to extent of revisions requested, Julie will re-work the entire section (15) of the conduct policy and bring proposed revisions to the September meeting for review and feedback. After policy is updated, CCS Participant Handbook should be reviewed to ensure relevant portions of policy are included in Handbook.

6. 2025 MHSIP (Jenna)

- a. Update to process
 - i. Cover Letter
 - ii. Gift Card reimbursement form

Jenna reviewed updates to MHSIP distribution process required by DCDHS FMS policy. Instead of every eligible survey recipient receiving a \$5 gift card, for 2025, CCS participants that complete the survey will receive \$10 gift card after returning completed survey. Obtained committee feedback for Gift Card reimbursement form.

7. 2024 CCS Program Survey (Jenna) ***Deferred to September meeting.***

8. Items for future meetings:

2024 CCS Program Survey (Jenna)

9. Completion of timesheets.

- a. 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

9/17/25, 12:00-1:30pm

Zoom Virtual Meeting