



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

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Director – Lynn Green  
Division Administrator - Fran Genter

JOE PARISI  
DANE COUNTY EXECUTIVE

### CCS Coordination Committee Minutes

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