



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

Director – Lynn Green
Division Administrator – Todd Campbell

CCS Coordination Committee Minutes

Madison Central Library, 1st Floor Conference Room

March 20, 2019

12:00-1:30 p.m.

Present: Mary Bixby, Gala Gardiner, David Kuehne, Anna Moffit, Renee Sutkay, Lindsay Wallace, David Weber, Julie Meister (chair)

Absent: Dorothy Hawkins, Valerie Henderson, Linda Kustka, Peggy Spiewak

Present (Non members): Jenna Ramaker, Holly Rasmussen, Tina Toltzien

1. Public comment time (5 min/speaker up to 15 minutes) **None**
2. Comments about, or corrections to, 1/16/19 minutes.
Dave Kuehne's name spelled incorrectly on attendance. Will be corrected. Renee Sutkay Motioned to approve the minutes, minutes approved.
3. Progress update (as of 3/19/19)
 - a. CCS enrollment update (1037, up 60 since 1/15/19)
 - i. Adults = 745
 - ii. Youth = 292
 - iii. Discharges = 325 total since program began in 2015
 - b. CCS State site visit will be in June 2019

Julie introduced Tina Tolzien as the CCS intern. Julie gave an update on numbers. Julie gave an update on Discharges – that about 10 have reenrolled. Julie gave an update on discharges and active consumers broken down by age. Lindsay requested that a % be added as a column to the statistics report. Julie agreed to keep discharge table updated to present to the CCS Committee Meetings.

4. CCS Quality Improvement Plan for 2019
 - Review
Renee asked if there was a way to differentiate on #6 Discharge Summary whether it was due to accomplishing vocational or non-vocational goals. Committee suggested adding a data point to the Module to capture individuals that leave CCS due to obtaining full time work.

Anna Moffit asked if could track how CCS services affect ability to participate in school setting. Julie said that releases are needed for schools. Julie added a #11 to the CCS Quality Improvement Plan.

Renee commented on #9 that consumers complain that the intake packet is too complicated. Julie reflected needing to balance complexity of forms with providing consumers with all possible information. Renee asked if CCS could add a check box for consumers to request in person assistance to select agencies. Gala suggested adding a peer support specialist to assist consumers in the selection process. Julie said 85% of consumers know which agency they want to work with. Only 15% don't have a preference. CCS intake gets pressure and CCS cannot be biased. Julie suggested having Nicole Stockburger come to discuss agency selection process improvement. Julie added language to #9 to include "accessible" and regularly review processes.

- Approval by Coordination Committee –
Lindsay motioned to approve 2019 CCS Quality Improvement Plan, Renee Sutkay 2nd, motion approved.

5. CCS Plan Update

- Review track changes
Julie presented, discussed and fielded comments and questions on the CCS Plan.
- Approve if able/ready- **Lindsay motioned to approve, 2nd, motion approved.**

6. Topics for next meeting:

- Finalize CCS Plan **This has been completed.**
- Next topic from QI Plan Committee would like to address
- Jenna will review results from surveys.

7. Completion of timesheets.

Next Meeting: 5/15/19, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room