



Dane County Department of Human Services Division of Adult Community Services

Director – Lynn Green
Division Administrator - Fran Genter

JOE PARISI
DANE COUNTY EXECUTIVE

CCS Coordination Committee Minutes

City-County Building, Room 354
210 Martin Luther King Jr. Blvd
October 21, 2015
12:00-1:30 p.m.

Present: Mary Bixby, Errica Braun, Todd Campbell, Mark Flower, Dorothy Hawkins, Karen Herro, Linda Keys, David Kuehne, Linda Kustka, Ava Martinez, Julie Meister, Anna Moffit, Peter Rossmeissl, Peggy Spiewak, Pam Valenta

1. Comments about, or corrections to, 8/19/15 & 9/16/15 minutes.
 - Minutes approved.
2. Progress update
 - a. CCS Intakes thus far.
 - i. Adults=33 (+17 from last month)
 1. Hired new Adult CCS Intake Worker, scheduled to start 11/2.
 - ii. Youth=7 (+4 from last month)
 - b. Contracting Progress
 - i. Service Facilitation Agencies
 1. Youth
 - a. Current: 6 agencies (+3 from last month)
 1. DCDHS
 2. Community Counseling Center
 3. Community Partnerships
 4. Healthy Minds
 5. Madison Trauma Therapy
 6. Sankofa
 - b. Anticipate Journey Mental Health Center beginning ~11/1
 - c. Great Steed interested in becoming SF provider, exploring
 2. Adults
 - a. Current: 9 agencies (+2)
 1. Community Counseling Center
 2. Community Partnerships
 3. HealthyMinds
 4. Journey Mental Health Center
 5. Madison Trauma Therapy
 6. Porchlight
 7. Sankofa

8. SOAR
9. Tellurian

- c. Training of CCS Staff
 - i. Continuing to offer Overview & Recovery and Service Facilitator trainings monthly due to ongoing provider onboarding and interest
 1. October 8, trained 36 new providers in initial CCS Overview & Recovery training.
 - ii. CCS Module/IT trainings
 1. Continuing 1-2 sessions/month, full week of trainings Oct 26-30
 2. Providing regular on-site technical assistance to service facilitation agencies
 - a. Providers learning CCS workflow and IT system
 - b. IT system showing significant improvement with enhancements, still work to do.
6. CCS Coordination Committee schedule for 2016—all future meetings at Madison Public Library.
7. Work on Client Handbook edits as a group.
 - a. Current reading level assessed at 11th grade, need to reduce to improve readability.
 - The remainder of the meeting was spent reviewing and revising the CCS Client Handbook. This work will be continued at the next several meetings. Julie will enter revisions and email revised pages to the group prior to the next meeting.
8. Topics for next meeting—ideas.
 - Continue to revise Client Handbook.
9. Other issues.
10. Completion of timesheets.
11. Next meeting:
 - a. **11/18/15, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**