



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

Madison Central Library, 1st Floor Conference Room

November 18, 2015

12:00-1:30 p.m.

Present: Mary Bixby, Todd Campbell, David Kuehne, Ava Martinez, Julie Meister, Caroline Miller, Brad Schlough, Gregory Smith, Peggy Spiewak. Guest: Mark Miller.

1. Comments about, or corrections to, 10/21/15 minutes.
****Minutes approved with no corrections.***
2. Progress update
 - a. CCS Intakes thus far (50 total).
 - i. Adults=40 (+7 from last month)
 1. New Adult CCS Intake Worker, Mark Miller, started on 11/2.
****Mark Miller was present and fielded questions from the Coordination Committee.***
**** Where are referrals coming from? ADRC, consumers, agencies, families.***
 2. Dedicated Youth CCS Intake Worker, Maggie Thomas.
 3. Wait for adult intake meetings reduced to less than 10 days.
 - ii. Youth=10 (+3 from last month)
 1. Youth intake pace slower than desired due to capacity issues at the two primary youth SF agencies.
 - iii. Services often being provided by multiple agencies for one client, based on client choice/preference, in the spirit of CCS.
 - iv. Workload at outset is time consuming, limiting pace of service facilitation agencies in taking new CCS clients. Assessment, Recovery Plan, learning new work flow all take time.
 - b. Contracting Progress
 - i. Service Facilitation Agencies
 1. Youth
 - a. Current: 7 agencies
 - DCDHS, Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Sankofa
 2. Adults
 - a. Current: 9 agencies

- Community Counseling Center, Community Partnerships, HealthyMinds, Journey Mental Health Center, Madison Trauma Therapy, Porchlight, Sankofa, SOAR, Tellurian
- 3. Providing monthly on-site Service Director TA to each service facilitation agency.
- ii. Array Agencies
 1. 29 total fully contracted
 2. 4 agencies in process of contracting
 3. Interested in recruiting more service facilitation agencies and expanding AODA network.
****Discussed recruitment of AODA providers and presence of Ch 75 certified programs.***
- c. Training of CCS Staff
 - i. Continuing to offer Overview & Recovery and Service Facilitator trainings monthly due to ongoing provider onboarding and interest
 1. November 3, trained 24 new providers in initial CCS Overview & Recovery training.
 2. 12/3 training also has 24 registrants currently.
 - ii. CCS Module/IT trainings
 1. Continuing 1-2 sessions/month
 2. Providing regular on-site technical assistance providers as needed.
 - a. Providers learning CCS workflow and IT system
 - b. IT system showing significant improvement with enhancements, still much 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.
****Discussed need to reduce jargon and improve readability. Possibly offer SAMHSA brochure to folks new to the program.***
****Continued work as a group to edit Participant Handbook. Completed through page 11.***
****Committee recommended moving “Your Life” section to page 6 and moving program eligibility to the beginning of the handbook.***
- 8. Topics for next meeting
 - a. Continue editing Client Handbook.
- 9. Other issues.
- 10. Completion of timesheets.
- 11. Next meeting:
 - a. **12/16/15, 12:00-1:30pm at Madison Central Library, 1st Floor Conference Room**