



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

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Director – Shawn Tessmann  
Division Administrator – Todd Campbell

**CCS Coordination Committee Minutes**

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

May 15, 2019

12:00-1:30 p.m.

Present: Teri Barman, Mary Bixby, David Kuehne, Linda Kustka, Anna Moffit, Renee Sutkay, David Weber

Absent: Gala Gardiner, Dorothy Hawkins, Peggy Spiewak

Present (Non members): Julie Meister (chair), Jenna Ramaker, Holly Rasmussen

1. Public comment time (5 min/speaker up to 15 minutes) - **None**
2. Comments about, or corrections to, 3/20/19 minutes.  
***Anna Moffit appears twice on attendance. Anna Moffit motioned to approve the minutes, Mary Bixby 2<sup>nd</sup>, minutes approved.***
3. Progress update (as of 5/14/19)
  - a. CCS enrollment update (1099, up 62 since 3/19/19)
    - i. Adults = 805
    - ii. Youth = 294
    - iii. Discharges = 361 total since program began in 2015 (36 since 3/19/19)
  - b. CCS State site visit will be on June 4, 2019

***Julie gave an update on numbers. Averaging 12 discharges per month and 30 newly enrolled. CCS will be adding enough additional intake workers to accommodate the increasing initial screens and rescreens. CCS staff project that the program will have approximately 1400 participants by the end of 2019. Julie discussed CCS statistics and discharge numbers. If a consumer obtained full time employment, it would be classified under Completed Service-Major Improvement or Completed Service – Moderate Improvement. Julie discussed CCS discharge destination.***

4. CCS Quality Improvement Plan for 2019
  - Review & determine next action:

***#3: Renee Sutkay requested to podcast or have a web-based option for CCS trainings. Julie commented that a pre-recorded training wouldn't work due to changes in programs/laws. Julie agreed that a live broadcast could be explored.***

***#6: Renee asked if there are enough employment-related skills training providers in the network. Julie explained that there is a future upgrade planned to the system to track employment goals***

**and statistics. Julie explained the new module-based Assessment. Julie will bring an example of the current draft of the Module based Assessment template to a future meeting for Committee input on domains.**

**#11. Julie suggested the Committee explore how CCS can better meet youth needs and how CCS may impact youth. Teri commented that schools don't always allow outside service providers to provide services at school. Anna would like to see statistics on CCS before and after progress. Julie explained the CCS service provider role in the school setting. Committee explored survey of youth service facilitators. Renee commented that the survey may reveal information that would allow CCS to investigate inconsistencies or successes. Anna suggested adding a question to the survey if the school has a staff member at the CCS Recovery Team Meetings. The Committee discussed service facilitators gaining permission from parents to communicate with the school.**

**#9. Anna asked for a status. Julie explained the statistics. Julie will bring a graph showing data for the next meeting. Jenna discussed demographic statistics from March 2018.**

**#8. Renee commented that agencies should do some of the initial work on exploring what is done in other CCS regions in serving persons with a primary substance use diagnosis.**

**Julie asked what the first CCS Committee project should be. The Committee decided to prioritize #11, "How CCS services impact youth ability to participate in school setting." Discussion held on #11. Suggestion was to obtain more information via survey of youth service facilitators to include the following topics: school attending, IEP present?, shortened day vs. full day, are school staff on Recovery Team?, issues with truancy or attendance?, is there education goal on Recovery Plan? Julie asked committee if they want to issue a provider specific survey for each of their youth consumers and discussed data questions that will be asked on the form. David suggested to make the survey brief especially when the SF may have 10 or more clients. Julie asked what age limit we should limit to surveys to. Committee decided to survey up to 21 years old- youth not enrolled in school between 18 and 21 will drop off of survey monkey survey.**

5. Topics for next meeting:

- Review of data from annual consumer satisfaction surveys
- Next topic from QI Plan Committee would like to address

**Jenna and Julie will bring some survey ideas for the Committee to review.**

6. Completion of timesheets.

Next Meeting: 7/17/19, 12:00-1:30pm at Madison Central Library, 1<sup>st</sup> Floor Conference Room