

**Richland County Health and Human Services  
Coordinated Services Team (CST) Coordinating Committee  
March 15, 2019**

The March 15, 2019 meeting of the Coordinated Services Team (CST) Coordinating Committee was held at 10:00AM in Conference Room A/B at Richland County Health and Human Services.

**Committee Members Present** Amanda Miller, Shelly Anders, Faith Peckham, Cindy Robinson, Stephanie Ronnfeldt, Laurie Couey, Linda Gentes, Amanda Miller, and Myranda Culver.

**Others Present:** Jaymie Bruckner

**Members Absent:**

**Call Meeting to Order:** The meeting was called to order by Myranda Culver at 2:03pm.

**Approve Agenda and Posting for March 15, 2019 Meeting:** A Motion was made by Faith Peckham and was seconded Amanda Miller to approve the agenda and the postings for the March 15, 2019 meeting. Motion carried.

**Approve Minutes for November 29, 2018 Meeting:** A motion was made by Amanda Miller and was seconded by Cindy Robinson to approve the minutes for the November 29, 2018 meeting. Motion Carried.

**Citizen Comments:**

**County Agency Children's Community Option Program (CCOP) Updates:** Approved Plan

**Coordinated Services Team (CST) Enrollment Status:** The agency currently has 30 consumers enrolled into the program.

**Coordinated Services Team (CST) Budget Update/2018 End of Year Performance Report:** Myranda went on to explain the 2018 final cost for CST expenditures with a chart. Myranda Culver explain that we did expend all the salary and fringe amounts as show. Myranda culver did state that the agency didn't use as such for supplies as we had hopped. It was explain that we cannot just buy things without there being a point to the purchase. The training expense did came close. . Linda Gentes questioned what a consumer fund was on the budget chart. Myranda Culver explained that we have the capability to assist families in the CST program such as gift for gas to assist in areas that Medicaid doesn't cover using consumer funds area. Myranda Culver stated that we have to explain the purpose used to each expense. The state would like more detail when planning the budget moving forward. It was also noted that salary are part of our plans budget and that was expended.

**End of Year Coordinated Services Team (CST) performance report:** The agency was able to increase parent membership in the program. Myranda Culver explain that we are hoping to have increased attendance to these meetings. Myranda stated the ideally we would like to meet once a quester. We have gotten a consistent number of referral. November and December of 2018 had increased from the previous 6 months.

Myranda Culver detailed the goals for the next year:

Goal 1: Merged with CCOP committee so we needed to increase of committee member and parent to five.

Goal 2: Merge of the CCOP. Goal is to increase parent members. Objective: It is hoped to have less frequent reminders or incentive for attendance. We are looking at other ways for reminding member such as adding email reminders for those who prefer that way as opposed to tradition mail.

Myranda Culvers went on to say that the committee did not introduce any new policies or procedures in 2018. We did start an internal review of policy and procedures in 2019

Cindy Robinson went on to discuss in more detail goal one and Linda questioned what CANS was. CANS or the child and adolescent needs and strengths testing is done on the kids enrolled ever six months. Cindy Robinson stated that this testing allows workers and providers see how the child is progressing in the program. The CANS is then put in to PPS or the program participations system. PPS is what the state uses to track enrollment into the CST program. CST triaging in Jan, CANS testing is a requirement of CST and is to be done every six months. Myranda Culver explain that when the PPS is complete, it helps state determine what grants and dollar amounts we received. It can increase or decrease of funding. Myranda Culver emphasized that if we aren't correcting reporting, they can pull funds back from the county. Cindy Robinson stated that we are getting many referrals coming in from the school district. It was explained that most kids enrolled into the CCS program are also enrolled into CST.

Cindy Robinson explained that we have not done outreach within the communities. The agency has just been keeping up with the cases we have at the moment. It is a goal to be able to reach out to Weston School. Weston School has reached out to us with questions in the past. Linda Gentes asked if typically there is issue in the home. Cindy Robinson stated that typically it is a combination of concerns at school and behavioral concerns at home. Cindy stated that we generally try to have a component of family therapy in conjunction with CST services. Cindy Robinson explain that the child needs a family that capable of being there and able to support the child. We have not done formal presentation on this as of yet but would like to more to that. Cindy Robinson also explained that is a goal to be able incorporation Parent Peer to assist the families as well. Myranda Culver explained that all these services in voluntary. Myranda Culvers stated that it is offered to the parent if that is something that they would like.

Myranda Culver stated that many families are taking the offer for the Parent Peer Specialist. There is now become available for formal Parent peer specialist training that has just up this calendar year. There has been all sorts of training but not that formal. We are very fortunate to

have Faith Peckham in that role. Faith Peckham has received all her training in 2018. In January the service providers attended a two day training in this area as well.

Also, two staff members attended a training in November. The Parent peer specialist sat in eight different team meetings and had been offer to at least 20 different families. The Parent Peer specialist provided training support and guidance to parent peer supports. Myranda Culver explained that we would like to add additional parent peer support but unsure where they will fall in our structure. Grant county has utilized this support and made those team member official volunteers of their agency making sure they are HIPPA Compliant.

### **Coordinated Services Team (CST) Wrap Around Services Review:**

Myranda Culver explained how CST works. The first step would be gather information during the functional screen to see if they are eligible. The second contact would telling the family if they are eligible for service and to complete a formal assessment and a history of the child gathered. We would then put together that team meeting, which can consist of parents and providers, and a service plan established within the first 30 days. We try to have those team meeting monthly as opposed to every 60 days. We still have a lot room for growth in the program and one of those areas being community's partnership. Right now we have sustainability in this program. Initially, there wasn't a lot of state funding and availability for counties to offer these type of programs and Richland County was fortunate enough to get in on this early on. Myranda Culver stated that we have a lot of contracted service providers and there are current 30-60 contracted agencies that are available to go in on teams. Myranda Culver when on to explain that right now we are fortunate have the CCS and CST structure with all the forms they have to do and all the regulation and oversight make sure our providers have the correct credentialing for insurance.

Myranda Culver elaborated now how wrap around services works. Myranda Culver explain that help with lessening the out of placement and kids are spending more time at home and in school and not in the hospital. Myranda Culvers explained that building those relationships with the kid is key.

### **Other Agenda Items:**

**Next Meeting:** May 17th at 2PM.

**Adjourn:** A motion was made by Shelly Anders and was seconded by Stephanie Ronnefelt to adjourn the meeting. Motion carried. Meeting was adjourned at 10:35 AM.

Respectfully Submitted,

Jaymie Bruckner  
Confidential Administrative Secretary

