

**Richland County Health and Human Services
Comprehensive Community Services (CCS)
Coordination Committee Meeting
March 17, 2016**

The March 17, 2016 meeting of the CCS Committee was held at 1:00 pm in Conference Room C at Richland County Health and Human Services.

Committee Members Present: Myranda Culver, Donald Seep, Ricki Bishop, Faye Burghagen, Mary Chris Walling

Others Present: Meghan Rohn

Members Absent: Ashley Houman

Call Meeting to Order: The meeting was called to order by Myranda Culver at 1:00 p.m.

Approve the Agenda and Posting: A motion was made by Don Seep and was seconded by Ricki Bishop to approve the agenda and the postings for the March 17, 2016 meeting. Motion carried.

Approve Minutes: A motion was made by Faye Burghagen and was seconded by Ricki Bishop to approve the minutes for the January 21, 2016 meeting. Motion Carried.

Citizen Comments: None

Committee membership: Myranda Culver discussed committee membership and noted we are always looking for ways to increase consumer participation on the committee. Discussion was held regarding some ideas that existing members had including distribution of a brochure to current clients. Ricki Bishop also suggested stressing the value of consumers being active on the board and the opportunity this presents for them to make the program the way they would like. Confidentiality should also be discussed to put consumers at ease that by being active on the board does not jeopardize confidentiality.

Richland CCS Program Updates: Myranda discussed current CCS enrollment. There are currently 48 members in CCS, 43 adults and 5 children, and 5 new referrals are pending. Nicole Steldt has started as the new CCS facilitator and the unit is hiring for one more Mental Health Clinician. A crisis worker position has been approved and will be filled with an existing Mental Health Clinician.

Myranda attended a regional meeting on Monday. Discussion was held regarding the state requiring specific information regarding where CCS funds are being used. DHS needs to submit a report in June that includes data from each county. Audits are being done on some counties,

including Richland. Myranda discussed some of the policy changes that have been made and are continuing to be made in response to some of the feedback given by this audit process.

Myranda noted that if issues that are noted are not properly addressed, funds could at some point be taken back. However, that is not being done at this point. Don Seep questioned if this audit was a result of the recent regionalization of the CCS program. Myranda said that could be one contributing factor.

Regional CCS updates: A statewide CCS meeting will be held on April 6, 2016 and consumers and committee members are invited to attend. The meeting will be in Wausau and Myranda will email the invitation out to everyone.

Myranda noted the region still does not have committee guidelines in place and there is a goal to have those in place this year. The biggest priority up until this point was getting the web site up and functioning to accommodate the sharing of provider information and training materials.

Ricki Bishop wondered about the inconsistency regarding CCS documentation between different counties. Myranda is hopeful that our region can establish our own provider meetings to obtain feedback on such documentation. Dane county has specific staff that look at documentation and ensure everything is consistent. Unfortunately we don't have the funds to support such a position.

Myranda talked about issues with our current EHR program. The program does not provide an efficient way for clinicians to complete plans with the consumer present. It has been determined that the program should be replaced and a new system, Kareo, has been purchased. Both programs will run parallel for a period of time and staff have been asked to develop new treatment plans in the new system by the end of April.

Review of CCS Policy Updates-

Comprehensive Community Services Audit Policy: Myranda reviewed the Comprehensive Community Services Audit Policy and noted this is a brand new policy. There are three portions to the internal audit policy to be performed by the Confidential Administrative Secretary, Business Systems Supervisor and the Clinical Services Manager and Myranda discussed the process. Don Seep wondered how long this process would typically take. Myranda explained at her last place of employment an audit of this size could take up to a month. Ricki Bishop raised the concern of making sure that goals that are being established by clients are measureable.

As we makes changes and meet with providers, service facilitators may ask for more notes and information. When audits are complete staff will have 30 days to provide any missing components. Faye Burghagen noted that the policy is a bit confusing since an audit is typically conducted by a separate party. The committee agreed and suggested adding clarification that this is an internal audit. Don Seep questioned what training the Confidential Secretary would need to obtain authorization to view records. Myranda noted they will trained thoroughly on HIPPA.

A motion was made by Don Seep and was seconded by Mary Chris Walling to approve the Comprehensive Community Services Audit Policy with discussed changes. Motion carried.

Recovery Planning Policy: Myranda reviewed the Recovery Planning Policy and noted there have been a few changes. Myranda highlighted some of those changes. Points 4 and 5 on page 4 were the only additions to the policy. Ricki Bishop questioned if there is a format used for recovery plans. Myranda noted that any materials regarding a suggested format would be helpful.

A motion was made by Ricki Bishop and was seconded by Faye Burghagen to approve the Recovery Planning Policy. Motion carried.

Informed Consent for Medications Policy: Myranda reviewed the policy and noted she is always open to suggestions, but noted this policy does not need this committee's approval at this time.

Comprehensive Community Services Consumer Rights Policy: Review at next meeting.

Next Meeting: June 23, 2016 1:00p.m:

Adjourn: A motion was made by Don Seep and was seconded by Ricki Bishop to adjourn the meeting. Motion carried. Meeting was adjourned at 2:09 p.m.

Respectfully Submitted,

Meghan Rohn
Confidential Administrative Secretary