

**Comprehensive Community Services (CCS)  
Coordination Committee Meeting  
December 13, 2018**

The December 13, 2018 meeting of the CCS Committee was held at 1:00 pm in Conference Room A/B at Richland County Health and Human Services.

**Committee Members Present:** Myranda Culver, Kerry Severson, Faye Burghagen, and Ashley Houman.

**Others Present:** Meghan Rohn and Jaymie Bruckner.

**Members Absent:** Mary Chris Walling and Joy Burnham.

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

**Approve the Agenda and Posting:** A motion was made by Kerry Severson and was seconded by Ashley Houman to approve the agenda and the postings for the December 13, 2018 meeting. Motion carried.

**Approve Minutes:** A motion was made by Kerry Severson and was seconded by Ashley Houman to approve the minutes for the September 13, 2018 meeting. Motion Carried.

**Citizen Comments:** Myranda Culver noted that our new director, Tracy Thorsen, started with the agency December 3, 2018.

**Richland County CCS Updates:** Myranda Culver noted Richland County has an on-site review every two years. The last reviewed occurred in January 2018 and no citations were issued. The year opposite of the on-site review, a desk review is conducted. This review was recently prepped and submitted last week. Myranda Culver noted that current staff levels seem secure at this point and contract providers for 2019 are comparable to 2018

**CCS Consumer Graph:** Myranda Culver distributed the Comprehensive Community Services Statistics graphs. Richland County currently has 47 consumers enrolled in the CCS program, comprised of 20 adults and 27 children. Myranda Culver noted the number of children enrolled continues to grow. ADHD appears to be the most prevalent primary diagnosis, however Myranda Culver noted that ADHD is often a secondary diagnosis.

**Regional CCS Updates:** The region has been conflicted regarding the need for a Regional CCS Committee meeting in addition to each individual county's advisory committee. Discussion was held regarding the difficulty of conducting such a meeting and the challenges that have come up when attempting to hold these meetings in the past. As a result, managers from each

county took the issue back to their directors with the request that this requirement be removed from our state plan. At this time the requirement is not being removed and the idea of video conferencing is being considered. February 27, 2019 has been set as a tentative date for the next regional meeting, however testing of the video conferencing system has not gone well and there are many issues that need to be resolved. Kerry Severson inquired as to what Tracy Thorsen's thoughts are on the requirement of a regional meeting. Myranda Culver explained that she has yet to speak to Tracy Thorsen on this issue since she is still very new and acclimating to her new role.

Discussion was held regarding the benefits of a regionalized CCS program including the sharing of forms and providers. Providers that are shared within the region are locked into the same rate for each county and as long as a plan is submitted we received 100% reimbursement. Kerry Severson questioned how services could be more regionalized. Myranda Culver explained that Richland County residents are currently able to utilize services in any of our partnering counties.

**CCS Plan and Quality Improvement Approval Request:** The 2018 CCS Plan was distributed and Myranda Culver reviewed changes that were made to the plan and noted they are highlight on pages 7 and 8 of the plan.

Kerry Severson questioned if the intent of programs such as these are meant to reduce the number of mandatory placements. Myranda Culver explained this is not the primary goal of the program and in most cases enrollment in CCS is reactive vs proactive. CCS can be used to assist those coming out of a placement by helping them reintegrate into the community and as a result reduce the chance of another placement.

**A motion was made by Kerry Severson and was seconded by Ashley Houman to approve the 2018 Comprehensive Community Services Plan. Motion Carried.**

Myranda Culver discussed the Quality Improvement Plan which includes a quality team that selects at least one quality improvement project every year. The past year the focus of the team was the improvement of the county's new EHR system and streamlining our filing structure.

Myranda Culver discussed the previous EHR system and changes that have come with the new system. It was determined that since CCS is an extremely paper heavy program paper charts should be utilized instead of the EHR. It was noted that the site surveyor was very happy with the new filing structure that has been implemented. A different quality improvement project will be selected for next year, however no changes are being made to the Quality Improvement Plan itself.

**A motion was made by Kerry Severson and was seconded by Ashley Houman to approve the 2018 Quality Improvement Plan. Motion Carried.**

**Next Meeting:** February 27, 2019 at 8:30am.



**Adjourn:** A motion was made by Ashley Houman and was seconded by Kerry Severson to adjourn the meeting. Motion carried. Meeting was adjourned at 1:28 pm.

Respectfully Submitted,

Meghan Rohn  
Confidential Administrative Secretary

