

**MEETING MINUTES FOR THE
SPECIAL SERVICES ADVISORY COMMITTEE
May 18, 2017**

MEMBERS PRESENT: Sara Barron, Kimberlee Coronado, Wendy Heyn, Murrene Payton

MEMBERS ABSENT: Jennifer Bertram, Eden Christman, Amy Elfner, Emily Enockson, Lisa Fusco, Jason Gahan, Patrick Jauquet, Benhi Khabeb, Amy Shurte, Jennifer Siderits, Bonnie Siegel

DEPARTMENT STAFF PRESENT: Chelsee Bates, Jen Cera, Shanette DeBerry (Intern), Jane DeGeorge, Courtney McIntosh, Lisa Roberts, Casey Vullings

GUESTS PRESENT: Kathie Bathie, Autumn Coffey, LaTanya Evans, Patrice Kwiatkowski, Mike Merkt, Saira Tahir

INTRODUCTIONS: Members introduced themselves and their roles (parent and professional).

SPECIAL THANK YOU

Lisa Roberts wanted to take this time to thank all of the parents and providers for attending the Special Services Advisory Committee meeting, understanding that it can be difficult to find time to participate but knowing how important it is to get your voice heard by giving feedback, raising awareness and continued involvement with the Committee.

APPROVE MINUTES OF FEBRUARY 16, 2017

A motion was made by Chelsee Bates, seconded by Kimberlee Coronado to approve the minutes of the February 16, 2017 meeting.

SHARED INFORMATION

The Waukesha County Sheriff's Department has form available on their Facebook page for Children with Special Needs. They are encouraging families to complete and drop off the form at your local police department. The form provides information about your special needs child such as their diagnosis, what are some do's and dont's for your child and what are their likes and dislikes in the event that the child becomes involved with the police.

The Parent Café is sponsored by Waukesha County Human Services and Head Start. It is an educational opportunity for parents to come together and deal with the stressors, worries, and challenges of parenting in a supportive environment. The next meeting is June 19, 2017 from 6:00 p.m. to 7:45 p.m. at the Center for Excellence.

SPECIAL SERVICES ADVISORY COMMITTEE MISSION:

The SSAC mission is to promote an understanding at the county government level of the unique needs that families face when they have a child with a developmental, physical, or mental health disability, by using the insights of parents and community providers. The committee will seek and provide information to program managers as well as to the CAFSAC (Child and Family Services Advisory Committee). The committee will also offer advice on ways that program implementation can be optimized for the benefit of families.

The committee meets quarterly and have agenda topics that parents and community providers have requested receiving more information about to bring in speakers like financial planners, etc. and also include an educational segment with each meeting.

PROGRAM DEFINITIONS

Children's Long Term Support Waiver (CLTS), provides a structure with Medicaid funding and is available to support children who are living at home or in the community that have substantial limitations in their multiple daily activities as a result of one or more of the following disabilities: developmental, severe emotional disturbances and physical disabilities. Funding can be used to support a range of different services that are identified on an individual case by case basis.

Children's Community Options Program (CCOP), the rules and guidelines for CLTS and CCOP are the same. Waukesha County uses CCOP funding to meet needs of families who are on the waiting list for CLTS funding. Funding is limited and not all families are serviced.

For both programs contact Compass: Wisconsin (414-345-6338). The child will need to go through an Intake process completing an assessment to verify that the child meets eligibility requirements.

ANNUAL QUALITY ASSURANCE SURVEY (Jen Cera)

Jen Cera presented to the committee the Quality Assurance Survey in power point format that had been sent out in 2015 and 2016. The survey originated in 2015 from the SSAC, and members that were a part of the discussion last year played a role in developing the 2016 Quality Assurance Survey. The presentation was based on results that were received from the 483 families who received services from the Children with Special Needs unit which included both CLTS Waiver and CCOP funding. The purpose of the survey was to find out how our services are impacting families and to find ways that improvements can be made from the experiences of those families. There were 116 responses received which was up 10% from last year. From the 116 respondents there were 62 that had checked that they were currently participating in the CLTS Waiver program, 18 that were participating in the CCOP, 5 chose both programs, and 31 left the question blank and/or that they did not know.

Jen noted that the amount of people that did not answer or did not know what program they were involved in was significantly higher in 2016. This knowledge will be important to focus on moving forward so that we can better explain and be assured that families know what the two programs are, and the differences between them. It was felt that overall positive results were received from the surveys received and discussions occurred with suggestions made by the

committee regarding changes for the next survey. Please see the attached copy of the Survey power point.

CLTS AND CCOP PROGRAM UPDATES

Each year the Children with Special Needs unit submits an annual plan to the State explaining how the CCOP program is run, what families we serve, what outreach we are doing to make sure parents and providers are aware of the programs, etc. The annual plan had been submitted in November 2016 and was reviewed at the Special Services Advisory Committee meeting in September 2016. In March 2017 we did receive a letter from the State stating that the plan was approved. The State did give feedback and when the 2017 annual plan is due in October 2017 the State would like to see an improvement in parent attendance at future Special Services Advisory Committee meetings.

There was group discussion regarding the State's feedback, what members expect from the advisory committee, and suggested changes. Lisa Roberts, the Child & Family Services Division Manager, pointed out challenges the committee can have finding a balance and what is most useful for the parents at the table. How do we give and share information that is useful along with receiving parental expertise. The meetings do present information about services and supports however there is not always the opportunity to then discuss each program such as how they are run, updates within the program, and the challenges and incorporating that feedback. Lisa also noted that it can be difficult when there are continued program changes, people having different levels of awareness and understanding about specific programs, and that missing information can be a challenge in presenting those meaningful conversations. It was asked that continued brainstorming occur by the committee regarding this topic and how the information can be included in future meetings.

CCOP PROCEDURES GUIDE

Link to the guide: <https://www.dhs.wisconsin.gov/publications/p01780.pdf>

ADJOURNMENT:

Sara Barron motioned to adjourn the meeting, seconded by Jane DeGeorge. Meeting adjourned at 1:40 p.m.

September 21, 2017

APPROVED

*Respectfully Submitted,
Tammy Kokan
Administrative Specialist*