



Waukesha County Coordinated Services Teams (CST) Initiative

Committee Handbook

The mission of the Coordinated Services Teams Initiative Committee is to collaborate with families, schools, and community partners to support the wellbeing, quality of life, and inclusion of children and adolescents with significant mental health, substance use, and behavioral concerns in Waukesha County.

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Welcome letter to the Coordinated Services Teams (CST) Committee

Dear Potential CST Member:

On behalf of Coordinated Services Teams (CST) Committee, please accept our thank you for your willingness to serve as a member of our committee.

Volunteers like you bring invaluable expertise and experience as you assist us in continued growth and coordination with the Waukesha County community. Your experiences, ideas and suggestions on our programming help us to ensure that our clients receive the best services possible.

Members of the CST Committee have a clear goal of supporting our clients' success, with an emphasis on these objectives:

1. To assist in regular program evaluation and feedback throughout the year.
2. To provide input and advice on the quality and relevance of program structure and services.
3. To identify opportunities for partnerships within the community.
4. To assist in identification of opportunities to meet evolving needs of the community

There is a CST Committee meeting once per month, except for August and December. There may be additional meetings if you choose to be involved in a special project. Feel free to join us at the next scheduled CST Committee meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (262) 548-7226. For additional information, contact the main number and ask to speak with an Administrative Specialist in the Coordinated Services Division.

Again, thank you for your willingness to serve in this important role. Your contribution is valued.

Sincerely,

Coordinated Services Teams Committee

Coordinated Services Teams Committee

The CST Committee meets to provide feedback on the continued development of the CST program and other county-based program services for youth. The Committee meets throughout the year and values the feedback of our consumers and community partners.

Meetings will occur for the Coordinated Services Teams (CST) Committee at Health & Human Services Department on the 4th Wednesday of every month from 12:00PM-1:00PM.

No meeting in August.

No meeting in December.

Coordinating Committee Members

Wis. Stat. § 46.56 (3) Required Members are listed below:

(3) Coordinating committee.

(a) The coordinating committee shall include representatives from all of the following:

1. The county department (or tribal agency) responsible for child welfare and protection services.
2. The county department (or tribal agency) responsible for mental health and alcohol and drug abuse services for children and families.
3. The county department (or tribal agency) responsible for providing services for children who have developmental disabilities.
4. The juvenile court administrator, or another judge-appointed representative for cases heard under chs. 48 and 938.
5. The largest school district in the county and any cooperative educational service agency, plus any other willing school district.
6. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in two or more systems of care.
7. The agency responsible for economic support programs.

Additional members could be (but not limited to) :

- Representatives of the vocational rehabilitation office
- Representatives of a technical college district that is located in the county
- Physicians specializing in care for children
- Representatives of health maintenance organizations that are operating in the county
- Representatives of law enforcement agencies that are located in the county
- Representatives of agencies that are located in the county
- Local elected officials
- Representatives of a vocational and technical school
- Local business representatives
- Representatives of the local faith-based community



General Information about Coordinated Services Team (CST)

What is CST? CST is a family centered, community-based initiative that aids with the development of a coordinated system of care for youth with mental health, substance use, and behavioral health needs. CST is a team process, giving parents voice, access, and ownership to what happens in their family. CST focuses on team building using the Wraparound Philosophy. It offers a family the means to address their concerns while maintaining their voice in the process of planning.

Who is Eligible for CST? The CST Initiative is for youth who are involved in multiple systems of care such as mental health, substance abuse, child welfare, youth justice, special education, or developmental disabilities.

There are a few things you NEED to have in order to participate:

1. An individual under the age of 21, who is a resident of Waukesha County.
2. An individual and family who are willing to participate in the CST process.
3. An individual with mental health and/or substance use issues whose symptoms interfere with one or more major life activities, as identified by the CST assessment.
4. An individual involved with two or more service systems such as mental health, special education, juvenile justice, child welfare, or long-term care.
5. Youth that are at risk for out-of-home placement due to their severe emotional and behavioral issues.

Wisconsin's Wraparound Vision

To transform the children's mental health and substance use system to better meet the needs of children and families by developing a seamless, comprehensive children's behavioral health system by utilizing Wraparound as a model for support.

CST Core Values

FAMILY VOICE AND CHOICE: Family and youth/child perspectives are intentionally elicited and prioritized during all phases of the Wraparound process. Planning is grounded in family members' perspectives and the team strives to provide options and choices that reflect the family's values and preferences.

TEAM-BASED: The Wraparound team consists of individuals agreed upon by the family and committed to the family through informal, formal, and community support and service relationships.

NATURAL SUPPORTS: The team actively seeks out and encourages the full participation of team members drawn from family members' networks of interpersonal and community relationships. The Wraparound plan reflects activities and interventions that draw on sources of natural support.

COLLABORATION: Team members work cooperatively and share responsibility for developing, implementing, monitoring, and evaluating a single wraparound plan. The plan reflects a blending of team members' perspectives, mandates, and resources. The plan guides and coordinates each team member's work towards meeting the team's goals.

COMMUNITY-BASED: The Wraparound team implements service and support strategies that take place in the most inclusive, most responsive, most accessible, and least restrictive settings possible and that safely promote child and family integration into home and community life.

CULTURAL AND LINGUISTIC RESPONSIVENESS: The wraparound process demonstrates respect for and builds on the values, preferences, beliefs, culture, and identity of the child, youth, family, and their community.

INDIVIDUALIZED AND DEVELOPMENTALLY INFORMED: To achieve the goals laid out in the Wraparound plan, the team develops and implements a customized set of strategies, supports, and services.

STRENGTHS-BASED: The Wraparound process and the Wraparound plan identify, build on, and enhance the capabilities, knowledge, skills, and assets of the child and family, their community, and other team members

UNCONDITIONAL: The Wraparound team does not give up on, blame, or reject children, youth, and their families. When faced with challenges or setbacks, the team continues working toward meeting the needs of the youth and family and achieving the goals in the Wraparound plan until the team reaches agreement that a formal wraparound process is no longer necessary.

OUTCOME-BASED: The team ties the goals and strategies of the plan to observable or measurable indicators of success, monitors progress in terms of these indicators and revises the plan accordingly.

Robert's Rules of Order

We do follow Robert's Rules of Order which guides our order of business for the meeting. Business is conducted according to specific rules that state who can attend, who can participate in the discussion of business and who can vote.

The common structure of the meeting is below:

1. **Call To Order** - Start the meeting.
2. **Roll Call** - Confirm we have the minimum number of Committee members (Quorum).
3. **Review and Approval of Minutes** - Read previous meeting minutes, do any corrections need to be made?
4. **Committee Business** - Discussion on business, information sharing, vote on motion if needed.
5. **Committee and Organizational Updates** - Reports and updates/information provided.
6. **Announcements** - Any additional information sharing.
7. **Public Comment** - Any member of the public can share.
8. **Adjournment** - End meeting.

We must have quorum to start the meeting. For this Committee it is 5 members. The chair of the Committee is in charge of conducting the meeting. We have a meeting administrative support team member that takes meeting minutes. All members are notified of the meeting date and time and the purpose for which the meeting is called.

Open Meeting Law

This is an open meeting, which means this meeting is open for members of the public to attend and observe the meetings. However, members of the public do not have the ability to speak (although time is set aside to hear comments from the public), make motions or vote.

All meeting minutes are kept available for anyone to read. You can access all meeting minutes and agendas on our Waukeshacounty.gov website:

<https://events.waukeshacounty.gov/Committee/?Category=Coordinated%20Service%20Team%20Committee>

Common Acronyms

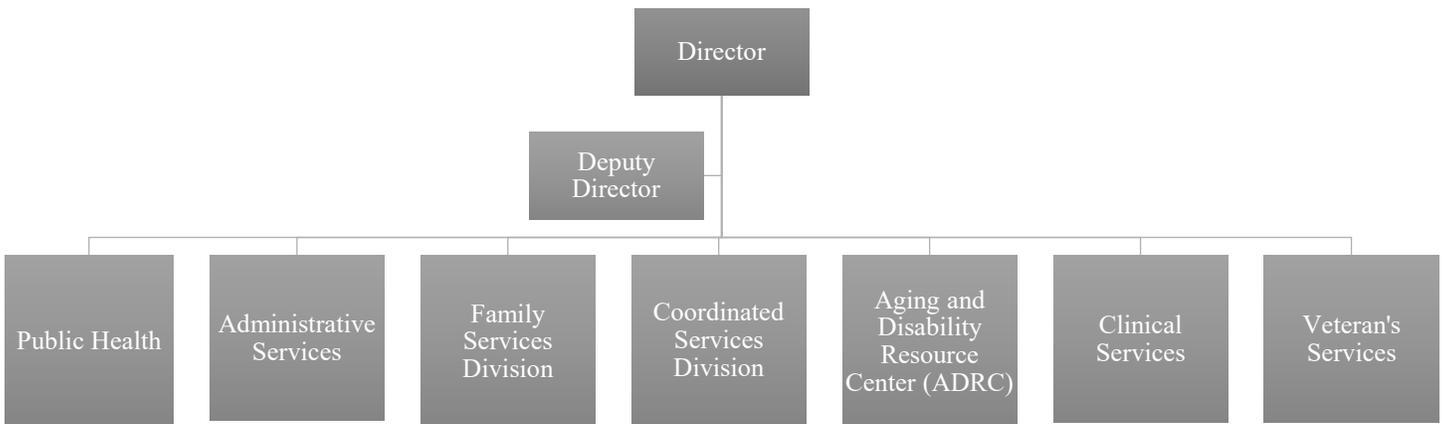
Acronym/ Abbreviation	Full Title	Context
ADRC	Aging and Disability Resource Center	The Aging and Disability Resource Center of Waukesha County (ADRC) is a single access point for publicly funded long-term care in Waukesha County. The ADRC provides information, assistance, counseling and supportive services for older adults ages 60 and above, caregivers, adults with physical or developmental disabilities, and adults with mental health or substance use concerns. For more information: https://www.waukeshacounty.gov/ADRC
AODA	Alcohol and Other Drugs of Abuse	This is a term used when describing treatment services.
CANS	Child and Adolescent Needs and Strengths	The Child and Adolescent Needs and Strengths (CANS) is a multi-purpose tool developed for children’s services to support decision making, including level of care and service planning, to facilitate quality improvement initiatives, and to allow for the monitoring of outcomes of services.
CCOP	Children’s Community Options Program	The Children’s Community Options Program (CCOP) provides a coordinated approach to supporting families who have a child with a disability. These strategies may include information, education, and training on advocating on behalf of the child, leadership, and the full array of supports and services available in each community. For more information: https://www.waukeshacounty.gov/health-and-human-services/child-youth-coordinated-services/children-s-long-term-support-waiver-program-clts/
CCS	Comprehensive Community Services	Comprehensive Community Services (CCS) is a voluntary, community-based program that provides an array of community-based psychosocial rehabilitation services for children and adults who have mental health and/or substance use conditions. For more information: https://www.waukeshacounty.gov/health-and-human-services/child-youth-coordinated-services/comprehensive-community-services/

C&Y Coordinated Services	Child and Youth: Coordinated Services	<p>Coordinated Services Division serves children and youth who have substantial limitations including intellectual and/or developmental disabilities, physical disabilities, significant mental health and/or substance use concerns. Supports and services are offered so that children and youth can remain in the community with their family. These services are provided to create strong environments for the health and development of children.</p> <p>A division that is part of the Health and Human Services Department that provides a variety of direct and collaborative services to families and their children. https://www.waukeshacounty.gov/health-and-human-services/child-youth-coordinated-services/</p>
C&Y Family Services	Child & Youth: Family Services	<p>The Child & Youth: Family Services Division is a dedicated ally in safeguarding and supporting young people and families navigating serious challenges. Our comprehensive programs, including Child Protective Services, Foster Care, and Youth Justice, are designed to protect and empower.</p> <p>A division that is part of the Health and Human Services Department that provides a variety of direct and collaborative services to families and their children. https://www.waukeshacounty.gov/health-and-human-services/child-youth-family-services/</p>
CLTS	Children’s Long-Term Support Wavier	<p>The Children's Long-Term Support (CLTS) Waiver Program is a Home and Community-Based Service (HCBS) Waiver that provides Medicaid funding for children who have substantial limitations in their daily activities and need support to remain in their home or community.</p> <p>For more information: https://www.waukeshacounty.gov/health-and-human-services/child-youth-coordinated-services/children-s-long-term-support-waiver-program-clts/</p>
CPS	Child Protective Services	Child Protective Services (CPS) is responsible for the assessment, investigation, and intervention regarding cases of child abuse and neglect including sexual abuse.
CST	Coordinated Service Teams	Coordinated Services Teams (CST) Initiative is a family centered, community-based initiative that aids with the development of a coordinated system of care for youth with behavioral health needs.

DHHS	Department of Health and Human Services	This is a term used when describing Health and Human Services.
DPA	Deferred Prosecution Agreement	Deferred Prosecution Agreement (DPA) allows a person facing criminal charges to enter into an agreement with the court to fulfill certain conditions in return for reduced charges or dismissal.
DPI	Department of Public Instruction	The Department of Public Instruction is the state agency that advances public education and libraries in Wisconsin For more information: https://dpi.wi.gov/
PYI	Positive Youth Initiatives	Positive Youth Initiatives (PYI) is a program offered for children and youth, ages 12-17, that focuses on their strengths rather than their weaknesses.
SED	Severe Emotional Disability/ Disorder/ Disturbance	Children with Severe Emotional Disturbance (SED) are persons who are under the age of 18, who have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-5, that resulted in functional impairment which substantially interferes with or limits the child's role or functioning in family, school or community activities.
SSI	Supplemental Security Income	Social Security administers this program. They pay monthly benefits to people with limited income and resources who are disabled, blind, or age 65 or older. Blind or disabled children may also get SSI.
T-19	Title 19/ Medicaid	The purpose of Medicaid is to provide reimbursement for and assure the availability of appropriate medical care to persons who meet the criteria for Medicaid. Wisconsin Medicaid is also known as the Medical Assistance Program, WMAP (Wisconsin Medical Assistance Program), MA (Medical Assistance), Title XIX, or T19.
MHP	Mental Health Professional	A staff member qualified under DHS 36.10 (2) (g) 1-8, authorized to provide psychotherapy and clinical oversight. The MHP conducts or oversees assessments, approves recovery plans, attests to clinical need, and oversees service facilitation.
SF	Service Facilitator	A CCS staff member qualified under DHS 36.10(2)(g)1-21, who ensures the youth's recovery services are integrated, coordinated and monitored, helping the youth meet their recovery goals.
SC	Service Coordinator	A CLTS staff member who is responsible for coordinating, authorizing and monitoring services for enrolled children and their families.
ISP	Individual Service Plan	A person-centered strengths-based plan developed with the child and family. It is required for every child enrolled in CLTS and must be reviewed and updated regularly.

RP	Recovery Plan	A strengths-based service plan that builds on a comprehensive assessment of the consumer's strengths, needs, diagnosis, and recovery goals. It is developed collaboratively with the consumer, parent/caregiver, service facilitator, mental health or substance youth professional and other recovery team members. It is required for every child enrolled in CST/CCS and must be reviewed and updated regularly.
MA	Medical Assistance	A program that provides health care services to individuals who meet financial, medical and other eligibility criteria.
KB	Katie Beckett	A Medicaid program designed for children with long-term disabilities or complex medical needs. It allows the children to receive Medicaid services even if their family's income exceeds federal poverty guidelines.
LE/SRO	Law Enforcement/School Resource Officer	A School Resource Officer is a Law Enforcement Officer who is assigned by a police department to work in or around a school. The SRO's focus is on safety, law enforcement, mentoring and crime prevention in the school setting.
CIT	Crisis Intervention Team (CIT) Program	A collaboration of professionals committed to assisting persons with behavioral health disorders. This collaboration includes local members of the National Alliance on Mental Illness (NAMI), mental health service providers family members, and law enforcement officers. The most important aspect of the CIT Program is the training provided to law enforcement officers on how to respond to an individual experiencing a mental health crisis.
CIT Officer	Crisis Intervention Trained Officer	Officer trained in CIT and mental health.
TIC	Trauma-informed Care	A "strengths-based framework that is grounded in an understanding of and responsiveness to the impact of trauma, and emphasizes the physical, psychological, and emotional safety for both providers and survivors, and creates opportunities for survivors to build a sense of control and empowerment." (Hopper, Bassuk and Olivet)

Organization Chart - Health and Human Services



The Health and Human Services Department is comprised of 7 divisions. Members of the CST Committee represent 4 of the divisions specific to serving youth. See below for more information on the divisions represented in the CST committee.

Public Health	Family Services	Coordinated Services	Clinical Services
<ul style="list-style-type: none"> • Communicable Disease, Tuberculosis, Lead, Maternal & Child Health Screening Clinic • Immunization and Travel Clinic • Women, Infants & Children (WIC) • Emergency Preparedness 	<ul style="list-style-type: none"> • Child Protective Services (CPS) Access • Investigation and Ongoing Services • Foster Care • Youth Justice • Intake and Ongoing Services • After-hours child welfare and youth justice response 	<ul style="list-style-type: none"> • CLTS • Birth to Three • CCS • CST • CCOP 	<ul style="list-style-type: none"> • Inpatient Adult Psychiatric Services • Mental Health and Substance Use Treatment Services • Adult Community Case Management • 24/7 Crisis Intervention • Criminal Justice Services

Additional Resources

The Foundations of Wisconsin Wraparound

A series of videos on the principles and practice of Wraparound is available for free online. These videos are intended for anyone interested in learning about the Wraparound process including children and families, care providers, and individuals and professionals involved with CST Initiative.

[The Foundations of Wisconsin Wraparound \(wiwraparound.org\)](http://wiwraparound.org)

Wisconsin State Legislature

The CST Coordinating Committee's purpose, responsibilities and orientation is governed by Wisconsin Stat. § 46.56. The information listed in Wis. Stat. § 46.56 provides the structural and institutional foundation for the CST in Wisconsin.

[Wisconsin Legislature: 46.56](https://docs.legis.wisconsin.gov/statutes/statutes/46/56)

<https://docs.legis.wisconsin.gov/statutes/statutes/46/56>

Coordinated Services Teams (CST) Initiative

For more information about the CST Initiative and the Vision of Wisconsin visit the DHS website linked below:

[Coordinated Services Teams \(CST\) Initiatives | Wisconsin Department of Health Services](https://www.dhs.wisconsin.gov/cst/index.htm)

<https://www.dhs.wisconsin.gov/cst/index.htm>

Waukesha County Youth Services Guide

For more information on services available to youth and families and philosophy of care, visit the website linked below:

<https://www.waukeshacounty.gov/media/kseiralz/youth-services-guide-2024-1.pdf>

Waukesha County Coordinated Services Teams (CST) Initiatives Brochure

For the CST brochure, visit the Waukesha County website linked below.

<https://www.waukeshacounty.gov/media/1fgdayuw/cst-brochure.pdf>