

**MEETING MINUTES FOR THE
SPECIAL SERVICES ADVISORY COMMITTEE
SEPTEMBER 15, 2016**

MEMBERS PRESENT: Sara Barron, Kimberlee Coronado, Wendy Heyn, Patrick Jauquet, Mureene Payton

MEMBERS ABSENT: Jennifer Bertram, Eden Christman, Amy Elfner, Emily Enockson, Lisa Fusco, Jason Gahan, Benhi Khabeb, Missy Kueht-Becker, Julie Kunath, Amy Shurte, Jennifer Siderits, Bonnie Siegel

DEPARTMENT STAFF PRESENT: Chelsee Bates, Jane DeGeorge, Courtney McIntosh, Diane Scheerer, Casey Vullings

GUESTS PRESENT: Megan Masuret

APPROVE MINUTES OF MAY 19, 2016

A motion was made by Sara Barron, seconded by Mureene Payton to approve the minutes of the May 19, 2016 meeting.

WALK ON ITEMS

Sara Barron gave an update on the Child and Family Services Advisory Committee (CAFSAC) meeting which is a committee that provides recommendations and consultation to the Health and Human Services Board on the needs of all children and their families residing in Waukesha County in partnership with the community. At that meeting Dr. Nancy Healy-Haney from Public Health gave an update on the Community Health Improvement Plan and Process (CHIPP), and mentioned the upcoming Hispanic Health Fair which was held on October 26, 2016. And Vickie Smith from Shared Services gave an overview of Reasonable and Prudent Parent Standard (RRPS), which is part of the Foster Care Licensing Program. The Special Services Advisory Committee (SSAC) is a subcommittee of CAFSAC.

Casey Vullings mentioned the possible change in future SSAC meeting dates to be scheduled before the CAFSAC meeting dates which at this time are scheduled the same day as SSAC. The move would allow for SSAC updates to CAFSAC be timely.

INTRODUCTIONS

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

CCOP ANNUAL PLAN REVIEW

The Children's Community Options Program (CCOP) Annual Plan is a five-year plan that is updated annually regarding changes to the program and is then submitted to the Department of Health and Human Services by November 30, 2016. The following questions were discussed among members and necessary changes were made to update the Plan.

- Describe How CCOP is Operated by Your Agency: Discussion was based on describing the county agencies proposed CCOP operational policies including guidelines that address cost effectiveness, the CLTS Waiver Program Mandate, quality services, maximum flexibilities and addressing local needs regarding Access, Intake and Assessments.
- Number of Families Assessed and Served: Provide an estimated number of families that will be assessed and served utilizing CCOP funding during 2017.
- Funding Priorities: Provide a list of groups if any that your County agency will give priority or available funding including any cost effective guidelines, the CLTS Waiver program mandate, quality services and maximum flexibilities in addressing local needs.
- Procedures for Outreach to Families with Children with Disabilities: Provide a description of your county agency's local outreach procedures that will be used to ensure families are informed and aware of the CCOP funding availability. Describe the county agency's operational guidelines to ensure funds are used cost effectively and are available to children with physical, emotional and developmental disabilities.
- Determining Family Needs: Describe your county agency's local operations and cost effective procedures that would be used to assess and determine the family's needs.
- Method for Developing, Coordinating, Monitoring Service Plans: What kind of method's does the County have for developing and monitoring service plans and coordinating services.
- Promote Informal Support and Advocacy: Provide a description of your county agency's methods used to promote cost effective informal support and advocacy systems for families. Include documentation and/or materials that describe your county's methods of enhancing informal supports and advocacy for families with children with disabilities.
- CCOP Monitoring Methods: Describe the methods that your county agency will use to monitor the cost effectiveness and quality of the CCOP operation.
- CCOP Advisory Committee: Please provide a brief summary of your county's CCOP Advisory Committee including a description of the following details; the role of the county CCOP Advisory Committee and its members and the frequency of CCOP Advisory Committee meetings.

RESOURCE: HOME PARTNERS RESPITE CENTER

The Home Partners Respite Center was developed by and is operated by The Sight of Senses Public Charity. The Center is for children with cortical visual impairments, and is specifically oriented to help care for severely multiply-disabled children. While all of these children need respite care, the Center's resources are limited, making it necessary to focus on the most medical fragile. Diane Scheerer, Children with Special Needs Supervisor and Casey Vullings, CLTS Waiver Program & Children's CCOP Supervisor toured the facility and the plan is to have the Home Partners Respite Center as a provider for the CLTS Waiver Program by 2017.

MEDICAID TRANSITION UPDATES

At this time there are 158 children that are identified to be transitioned from their waiver service to Medicaid. There are 46 children with a transition date which was originally set for May

through October and at this time over half of the children have not been transitioned. The CLTS Waiver funding will end December 31, 2016 for the behavior health benefit and families have been informed of this change. We continue constant communication with our providers.

ADJOURNMENT

Patrick Jauquet motioned to adjourn, seconded by Chelsee Bates. Meeting adjourned at 1:33 p.m.

NEXT MEETING

The next meeting is scheduled for November 17, 2016 from 12:00-1:30 p.m.

11/17/2016

APPROVED

*Respectfully submitted,
Tammy Kokan,
Administrative Specialist*