

Council for Children with Long-Term Support Needs (CLTS) Meeting Minutes
Thursday, April 3, 2014
10:00 AM – 3:00 PM
La Quinta Inn and Suites
5217 East Terrace Drive
Madison, WI 53178

Council Members Present: Liz Hecht (Chairperson), Nissan Bar-Lev, Cheryl Berg, Jonelle Brom, Charity Eleson (via phone), Sharon Fleischfresser, Melanie Fralick (via phone), Sue Gilbertson, Lynn Green, Pilar Guzman, Dan Idzikowski, Darsell Johns, Barbara Katz, Kirsten Menningen, Jeff Muse, Jodi Pelishek, Katie Sepnieski, John Shaw

Council Members Absent: Walt Schalick, Melissa Stoltz, Julie Turkoske

DHS Council Staff: Julie Bryda, Lisa Kulow, Susan Larsen, Camille Rodriguez

Public Attendees: No members of the public were in attendance.

The meeting commenced at 10:07 AM.

1. Welcome and Introductions – Liz Hecht, Chairperson

- Council members and Department of Health Services (DHS) staff introduced themselves.
- The Council welcomed new members: Nissan Bar-Lev, Special Education Director at CESA #7; Dan Idzikowski, Executive Director of Disability Rights Wisconsin (DRW); Jonelle Brom, Permanence and Out of Home Care Section Manager at the Department of Children and Families (DCF); and Darsell Johns, Children's Program Manager, Disabilities Services Division at the Milwaukee County Department of Health & Human Services.

2. Operational

- Council Members shared the following announcements:
 - Nissan B.-L. relayed the Department of Public Instruction's (DPI) Blind and Visual Impairment Education Council has two vacancies for parent members. The Council advises the State Superintendent on how to improve educational services for students with visual impairments; quarterly meetings are held in Madison or Janesville. Parents interested in joining the council should contact Amanda Jordan at amanda.jordan@wcbvi.k12.wi.us or (608) 758-6141.
 - The Home Care Advisory Committee is focusing on fraud prevention; Sue G. will share a PowerPoint presentation regarding personal care services program improvement initiatives.
 - DRW and Wisconsin Family Ties are coordinating a May conference call for mental health organizations and stakeholders with questions regarding the DHS Numbered Memo on the Comprehensive Community Services (CCS) Program/Children Long-Term Support (CLTS) Waivers Coordination and Integration Services. To receive notification of the conference call date, contact Barbara Becker at (414) 773-4646.
 - The Circles of Life Conference is April 24-25, 2014, in Middleton, WI. In addition, the Wisconsin Board for People with Development Disabilities (WBPDD) Wisconsin Youth Leadership Forum (weeklong camp for high school students ages 15-20 years), is July 16-20, 2014, at Madison Edgewood College. Two grant opportunities are available: self-determination grant and sibling support grant.
- Council members reviewed the agenda.

- Council members reviewed minutes of the CLTS Council meeting held February 12, 2014. Jodi P. made a motion to approve the February 12, 2014, meeting minutes; Sharon F. seconded the motion; motion carries.

3. Division of Long-Term Care (DLTC) / Bureau of Long-Term Support (BLTS) Updates – Camille Rodriguez, Director

- Camille Rodriguez has been named Director of the Bureau of Long-Term Support (BLTS). She served previously as the BLTS Interim Director and Chief of the Adult Services Section.
- Division Response to Secretary Rhoades' Priorities
 - Priorities are provision of training and consistency of messaging, and improving the well-being of children and families, such as expanding Care4Kids coordinated services to those on the Wait List. Members commented:
 - It is important to reduce the amount paperwork county social workers need to complete, so they have more time to build relationships with families and to be more familiar with community resources to better connect parents and families to available resources.
 - Focus on consistency, mechanisms for effectiveness and efficiencies, values and relationships.
 - Service coordinators are working across programs. Consider different training platforms, a holistic and integrated curriculum, and include stakeholder input.
 - Develop an evaluation tool to ask families for outcomes perspective; use to guide training curriculum.
 - Consider Cathy Ficker Terrill as a training resource.
 - One person should provide training statewide for consistency. Members discussed this as not being logistically ideal, and instead a training plan needs to consider a variety of strategies to ensure consistent policy and practice training and evaluation results.
 - Web-based, ongoing, accessible training is needed for counties and providers on the fundamentals of long-term support programs to support children and their families.
 - Jonelle B. shared Department of Children and Family's (DCF) web-based training for foster families, which includes voices of families and youth; video produced by UW-Madison DOIT Center.
 - Evidence-based practices are needed; routine-based interviewing with families is being used by the Birth to 3 Program to start relationship and develop the service plan.
 - The Council identified a subcommittee to prepare a detailed training recommendation; will include in-depth, layered approach and infrastructure. Camille R. will present the training recommendation to Secretary Rhoades. Training Subcommittee members include: Cheryl B., Nissan B.-L., Sharon F., Liz H., Barbara K., Sue L., John S. and Melanie S.
- Heart of the Matter Summary Report
 - DHS will share the report with all involved stakeholders simultaneously. The Department intends to internally review the report.
 - Members referred to a retreat and discussion on education and training; will revisit the information.
 - Subcommittee members requested information on current CLTS training practices.

4. Finalize Council Charge

- Council members reviewed the revised draft Charge. Members suggested:
 - Move values and principals to the front of the document.
 - Include quality, equity, efficiencies and the definition of family.
- Council members are asked to send additional comments to Liz H. by the end of the week, and she will share the finalized draft with the Council. Liz H. will send a letter of request to Secretary Rhodes for a current Charge, with the revised Charge as a recommendation.

- Council Membership:
 - A process is needed to institute term limits.
 - The Council has a vacancy for Medicaid Representative; Camille R. will research.
 - Hugh Davis has resigned from the Council; he felt strongly that the Council should have an oversight responsibility for the CLTS Waiver and Family Support programs. The Council has no statutory authority for oversight of the Department’s program administration.

5. 2015-2017 Budget Recommendations

- Council members reviewed the CLTS Council 2013-2015 Budget Recommendations and letter to Secretary Rhoades. The Bureau of Long-Term Support (BLTS) 2015-2017 budget is due to the Bureau of Financial Management (BFM) on April 15, 2014.
- Members discussed recommendations for the 2015-2017 Children’s Long-Term Supports Budget and commented:
 - Expand information technology (IT) capacity.
 - Amend Family Support Program requirement which only allows county waiver agencies to carry over up to 5 percent of their administrative costs.
 - Funding for Services:
 - Update CLTS Wait List data.
 - Recalculate cost for decreasing the wait list, and to increase county capacity and service coordination.
 - Short Term Assistance—Service Coordination
 - Invest in NaviGate System.
 - Add Family-to-Family Mentoring, including training component.
 - Emphasize cost savings in decreasing the wait list and crisis situations.
 - Trauma Informed Care —Adverse Childhood Experiences (ACE).
 - The Council identified Budget Workgroup members Liz H., Dan I., Darsell J., Barbara K., Melanie F. The Workgroup will meet on April 10.

6. Children’s Services Section (CSS) Updates – Susan Larsen, Chief

- CLTS 2014 Funding & Capacity Effort
 - Department reviewed the current budget and county waiver agencies current spending, as well as the county CLTS Wait Lists and statewide Autism Wait List to develop various strategies to reduce the number of children on the wait lists and encourage county waiver agencies to develop innovative strategies to strengthen community connections.
 - DHS county budget survey results indicate their concerns with the growing number of cases assigned to each case manager and increased work load resulting from Third Party Administrator (TPA) claims administration.
 - DHS has issued contract amendments to counties with wait lists; counties are enrolling children and providing CLTS Waiver services to those waiting for services.
 - Members referred to the April 2014 CLTS Wait List Report. Additional funding will be provided to counties that submit proposals to increase community connections and supports and decrease the number of children included on the wait list. BLTS is in the process of reviewing the county proposals.
- CSS Quarterly Data Report
 - Council members reviewed the draft CSS Quarterly Data Report, which compiles data from multiple systems across the CSS programs.
 - The Autism Wait List time was 22 months; has now decreased to 9 months (6 children’s names were released previously from the statewide Autism Wait List per week; now 12 children’s names are released per week).
 - Members provided several recommendations for future improvements to the CSS Quarterly Data Reports.
- IT Capacity

- DHS is working with Wisconsin Physicians Service (WPS) to develop an improved system that will include an “Intelligent” feature for creating service authorization; service coordinators will be able to select from an array of approved services, and the system will automatically complete the correct coding requirements; this feature will reduce administrative time for service coordinators, and increase coding and claim payment accuracy.
- Wisconsin PROMISE Grant: Informational materials were distributed to Council members. PROMISE Grant update is tabled to the next meeting due to time constraints.
- CLTS Council Website Traffic Reports: Top content, page views and page visit reports were distributed to Council members.

7. Wrap-Up

- Proposed Topics for Next Meeting: Members were asked to e-mail suggested topics to Liz H. prior to the next meeting.
- Next Meeting: Wednesday, June 11, 2014.

8. CLTS Council Meeting Adjournment

- John S. made a motion to adjourn the meeting; Dan I. seconded the motion; motion carries.
- The Council meeting was adjourned at 3:21 PM.