

**Children's Long-Term Support (CLTS) Council Meeting Minutes**  
**Thursday, June 11, 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, Charity Eleson, Sharon Fleischfresser, Melanie Fralick (via phone), Dan Idzikowski, Darsell Johns, Barbara Katz, Jodi Pelishek, Walt Schalick, John Shaw, Julie Turkoske

**Council Members Absent:** Jonelle Brom, Sue Gilbertson, Lynn Green, Pilar Guzman, Kirsten Menningen, Jeff Muse, Melissa Stoltz

**DHS Council Staff:** Julie Bryda, Lisa Kulow, Sue Larsen

**Guests:** Angela Radloff

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

The meeting commenced at 10:13 AM.

**1. Welcome and Introductions – Liz Hecht, Chairperson**

- Liz H. welcomed attendees. Council members and Department of Health Services (DHS) staff introduced themselves.

**2. Operational**

- Council members reviewed the agenda.
  - Liz H. reported that Camille R. has provided information to be shared with the Council. Camille R. will schedule a meeting with the Steering Committee.
- Council Members shared the following announcements:
  - John S. relayed the Wisconsin Board for People with Developmental Disabilities (WPDD) will hold a six-session leadership and advocacy training program; applications are due September 1, 2014. SPARKS Grants are available; applications are due August 1, 2014. For further information, visit [www.bpdd.org](http://www.bpdd.org).
  - Nissan B.-L. relayed schools are initiating procedures and the common base score standard; and the Department of Education's Special Education Council is discussing with the public the challenges it poses to the testing of students with disabilities and need for accommodations. Special education teachers should be trained on the new procedures and informed of the available universal tools and accommodations.
  - Jodi P. reported the Home Care Advisory Committee continues to address budget concerns.
  - Dan I. reported that Disability Rights Wisconsin (DRW) and the Wisconsin Long Term Care (LTC) Advisory Council are working on the Dementia Care System redesign—the Dementia Care Program initiative of DHS, and is increasing effort on community integrated employment and transition services.
    - Council members commented that the LTC Council efforts seem to focus on employment rather than all facets of the lives of individuals with disabilities.
    - Council members discussed the new Centers for Medicare and Medicaid Services (CMS) Medicaid Home and Community-Based Services (HCBS) Waiver Final Rule; CMS has provided limited guidance to State Agencies. HCBS Waiver services need to be spent at community-based, integrated settings; States are in process of developing transition plans for revising their HCBS waivers in accordance with the CMS final ruling.

- Council members reviewed the minutes from the CLTS Council meeting held April 3, 2014. Charity E. made a motion to approve the April 3, 2014, meeting minutes; Barbara K. seconded the motion; the motion carries.
- 3. Division of Long-Term Care (DLTC) and Bureau of Long-Term Support (BLTS) Updates – Camille Rodriguez, Director**
- Liz H. relayed a summary provided by Camille R.
    - Division Response to Secretary Rhoades’ Priorities: No report provided.
    - Response to Council’s Redesign Recommendations: The Division’s priority is to continue with the Family Care Program expansion.
    - Heart of the Matter Summary Report: Report is not yet available for distribution; will be shared with all stakeholders at the same time.
      - Council members reported being perplexed by the delay in the release of the report and hope the information is still relevant.
    - Reorganization of the Bureau with new staff resources: The Children’s Services Section (CSS) program workload is comparable to that of a Bureau; there is need for greater capacity, infrastructure and alignment of staff resources.
      - A new position, Children and Youth Community Services Section Chief, will acquire some of the current CSS tasks. The position announcement has been posted, applications have been received and interviews will take place in July 2014.
      - The Employment Initiatives team, led by Section Chief Janet Estrevig, has moved from the Office of Family Care to BLTS.
        - Jessica Thompson is transitioning from the CSS to the Employment Initiatives team.
- 4. Council Charge**
- Members reviewed the revised CLTS Council Charge and Guiding Philosophy. Members referred to the document, Survival Coalition of Wisconsin Disability Organizations—Children’s Long-Term Supports Budget Priorities.
    - Members recommended revising the Council name from Council for Children with Long-Term Support Needs to Children’s Long-Term Support (CLTS) Council. In a vote of 7 to 5, Council members agreed to change the Council name to Children’s Long-Term Support (CLTS) Council.
    - Members discussed additional Charge revisions; Liz. H. will edit the Charge as discussed and submit to Secretary Rhoades on behalf of the Council.
    - Charity E. made a motion to approve changes to the Charge and Council name as discussed today, and for Liz H. to finalize and send to Secretary Rhoades in the form of a recommendation and cc: to the Council; Cheryl B. seconded the motion; motion carries.
      - Liz H. will add a comment to indicate the Council would like to operate by the revised Charge as of September 2014.
      - Sue L. will research any statutory requirements and consult with the Department’s office of Legal Counsel in regard to the Council name change.
  - CLTS Waiver 2014 Funding & Capacity Building Funding Efforts: Members reviewed County Waiver Agency Capacity Building Survey Responses.
  - Members referred to the document, *Family Support Wingspread Conference—Strategies for Supporting Families Across the Lifespan*; purpose to help disability support systems in state agencies focus on strategies for supporting families in three focus areas: Discovery and Navigation (Knowledge and Skills); Connecting and Networking with Others (Emotional Supports); and Services and Goods Directed to the Family (Day-to-Day Needs).
    - Each meeting agenda will integrate a Charge discussion. Steering Committee will discuss the table with outcomes, tools and data points.
      - Embed the three Strategies for Supporting Families within each of the Council’s Charge of five areas of responsibility for discussion and reflection purposes.

- Include Metrics for each area of responsibility. Data is needed to support developing the appropriate metrics:
  - Eligibility and Functional Screen: How many families apply for the CLTS Waiver Program and how many children are determined as ineligible?
  - Access: CLTS Wait List data for children ages 18-21 years; data on race, ethnicity, geography, diagnosis; incidents reports; outreach to families identified with children of disabilities (ages 17½-19 years that Aging and Disability Resource Centers [ADRC] support); referral sources; and post-secondary transition plan data. Sharon F. will provide information from the Children and Youth with Special Health Care Needs (CYSHCN) Regional Centers; Nissan B.L. will provide special education transition planning information; Walt S. will provide information on incidents.
    - Members will review the CLTS Council Charge every 1¼ years.

## 5. 2015-2017 Budget Recommendations

- Members discussed recommendations for the 2015-2017 Children’s Long-Term Supports Budget Priorities, which are incorporated into the Survival Coalition of Wisconsin Disability Organizations’ CLTS Budget Priorities document.
  - Council has submitted the CLTS 2015-2017 Budget and Policy Recommendations document to Secretary Rhoades and administrators. Members will also disseminate the document to groups including the Adult Long-Term Care Council and Mental Health Council, and possibly Governor Walker.
- Members expressed interest in the Department’s feedback regarding the Council’s Recommendations for Improving Long-Term Supports and Services for Families and Children with Disabilities document.
  - The Department’s biennial budget request has been submitted to DOA, which includes a request for IT enhancements for the Children’s Services programs.
- Family Survey
  - The CLTS Team is considering implementing a family interview and survey as part of the CLTS Waivers (CLTS-W) annual record review process. This Family Survey could be a collaboration between the CLTS Council and Department. Next step is to further discuss the proposed implementation of the survey with the DLTC administration.
  - The 2005 survey contains raw data and had limited analysis. Julie B. will review the data and share it with the Council members.
  - Capacity for help with the Family Survey implementation is available; Liz H. will contact University of Wisconsin researchers, as additional resources are needed.
  - National survey tools may be used for reference; however, outcomes do not necessarily align with the CLTS Waivers outcomes. Sharon F. will share the Family Voices national survey with Council members.
- Council Membership
  - The Council has vacancies for a DHS Medicaid Representative, Wisconsin County Human Services Association (WCHSA) Representative and Parent Representatives. The application information is available on the CLTS Council website: <http://cltscouncil.wisconsin.gov/members.htm>
  - The CLTS Council welcomes ethnically diverse members that can contribute to meetings. However, it was noted that translation of the Council meeting materials would not be provided, thus members who are dual language speakers would be preferred.

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

- CSS Quarterly Data Report for Q1 2014
  - Council members reviewed the second edition of the CSS Quarterly Report (draft). Report continues to evolve; it is hoped that future reports will soon incorporate ethnicity and language data, break down by ages, and service cost-savings as a result of coordination of

- insurance and Medicaid card benefits; Wisconsin Physician Services (WPS) is compiling this data. A CSS Annual Report will also be prepared.
- Children's Long-Term Supports (CLTS) Wait List
    - Conversion from the Department's Human Services Reporting System (HSRS) to the new Program Participation System (PPS) CLTS Wait List module will take place on June 16, 2014, as a pilot in 13 CompassWisconsin: Threshold counties. Statewide conversion is scheduled for late September/early October.
    - Members reviewed the CLTS Wait List Report of June 2014; report identifies variation among counties for those applicants waiting for CLTS Waivers and Family Support Program (FSP) funding for services.
      - Members are interested in county-matched and state-matched CLTS-W/FSP funding data.
    - The DHS Autism Wait List includes 505 children, reduced from 529 children as per the previous CSS Quarterly Data Report.
  - CLTS 2014 Funding & Capacity Effort
    - Counties with a CLTS Wait List are submitting proposals to the Department; CLTS Children Service Specialists are meeting with their assigned county waiver agencies to brainstorm on viable strategies that will reduce wait lists and improve connections with community resources. Counties identified frequent barriers to serving children include insufficient case management resources, insufficient available providers to deliver services (especially in rural areas), insufficient IT infrastructure.
  - Information Technology (IT) Projects
    - The Department is working on three IT projects involving the Children's Services programs: PPS Wait List conversion (June 16, 2014 in pilot counties and statewide late September/early October); Incident Reporting System, and Wisconsin Provider Management System (goal to implement both of these systems by early 2015).
  - Wisconsin PROMISE Grant
    - Random assignment system for enrollment opened on April 2, 2014. Mailings were sent statewide to youth ages 16½ to 16¾ years receiving Supplemental Security Income (SSI). The SSI program pays benefits to disabled adults and children who have limited income and resources. As of June 6, 2014, 105 youth have enrolled in the PROMISE grant; half are in the treatment group and half are in the control group. The grant requires the enrollment of 2,000 youth (ages 14 to 16 who are SSI recipients) statewide during the first two years of the grant. Outreach continues.
    - Access the PROMISE website, <http://promisewi.com>, which includes enrollment information and the monthly PROMISE Wisconsin Newsletter.
  - CLTS Youth in Transition
    - The Department's Youth in Transition Website has been launched and is now available: <http://www.dhs.wisconsin.gov/children/clts/waiver/family/transition/index.htm>.
  - Community, Opportunity, Reciprocity, and Enjoyment (CORE) Mini-Grants
    - CORE Mini-Grants are a joint project funded by the BPDD in partnership with the DHS Birth to 3 Program; CORE mini-grants are available to family members of children ages birth to six years with development disabilities, participating in the Birth to 3 Program or the CLTS Waivers. Applications are due on August 1, 2014; members were asked to share the information with families.

## 7. Wrap-Up

- Proposed Topics for Next Meeting: Members were asked to e-mail suggested topics to Liz H. prior to the next meeting.
- Members were encouraged to RSVP for each Council meeting for accurate food count and expense purposes.
- Next Meeting: Wednesday, August 13, 2014.

## 8. CLTS Council Meeting Adjournment

- The Council meeting was adjourned at 3:08 PM.