***Coordinated Service Team (CST) Southern Regional Meeting***

***Wednesday September 24, 2014***

***Notes***

**Questions and Issues Raised About Coordinating Committee (CCs) During Introductions**

Ideas for refreshing Coordinating Committee

Would like to Hear ideas from other initiatives

Ideas about CC rotating members in and out

1. Substitute needs to be informed about process
2. 1 year reasonable amount of time to expect

Ideas about building, sustaining, retaining

Co-chairing and establishing duties ( role and responsibilities) of CC

I’m new and want to learn everything and anything

Parent Recruitment and involvement in CC

1. Call Shannon at Sauk County and ask for information on Bob Churchill who is a parent /grandparent who would be willing to mentor a parent

How do you make and retain an active CC

**Tim Connor answered questions on PPS**

He discussed eligibility – some agencies have expanded into CW

Must meet eligibility to be reported, can report all

Some initiatives have a brief intervention with a CST referral who are working with multiple providers – Screening and referral – Do not report if you have not done a CANS

PPS data should be inputted within one to two months of enrollment

PPS should be updated every 6 months after enrollment.

Plan of care to be completed within 60 days of enrollment

What do you do when you have completed an Intake and screened in but then had a crisis?

Input when they are enrolled in CST

DATA should mirror the clinical process

Because contractors do not have access to PPS/who is going enter the information?

County must enter information. Fax over information to contact that enters info.

**CITRIX data must be transferred to PPS** by the end of month. Transition guide available through Tim.

Use an artificial closing date then open in PPS. Demographics need to be reentered but nothing else.

Individual TA available with Tim as needed. [Tim.connor@wisconsin.gov](mailto:Tim.connor@wisconsin.gov) 608-261-6744

**Please complete the transition ASAP**

Technical issues should be taken to the HELP line

The PPS web page is available online

Policy questions taken to Tim

**State, Regional, and White Pine Consulting Updates**

White Pine (Dan Naylor)

Walked through packet

1. Essential Training and Increased Skill Building

Back of Sheet has information on regional meetings and care coordination workshops as well as Statewide CST Project Director’s Meeting, Statewide Conferences

Some of the Initiatives are offering scholarships to families

1. Statewide Director’s Meeting
2. 2014 Selected Options for CST Expenditures (especially in the first year of operation)
3. Powerpoint
4. A comparison of CST and CCS principles
5. CST Coordinating Committee Sample binder table of contents

Area Administration (Angie Moran)

1. There may be a redesign in the future for Area Administration

State Update

1. CANS – Training continues online and in person by John Lyons on November 6, 2014
2. Please send in your Application and Budget it was due October 1, 2014 for January 1, 2015 funding
3. Status of new sites

All new sites have had wither teleconference or in person contact

They are working on forming their CC, training CC and attending the two dayCare Coordination Meeting.

In addition, some are observing Team Meetings and will be ready to start conductions their own

**Learning Collaborative**

Educational component to every CC meeting is done by some Initiatives to engage the members

Members need reason to come to meetings

Lit is important to listen to identified needs

Some CCs include one of the 8 key components discussed at each meeting to keep them values driven

Policies &Procedures suggestions:

1. Look at samples then make it your own
2. Review annually
3. May need signatures of new attendees
4. Interagency Agreement – broad (everyone)
   1. MOU is more specific
   2. Or you may need an addendum to Interagency Agreement

Lessons learned included meeting often enough for people to feel engaged

One CC has parents and youth telling their experience

**What have you tried in the past that didn’t work and what did you do to change it**

Change number of meetings a year. If you don’t meet often enough you may lose the engagement of the members

Changing location can be a positive. For example it gives ownership to whoever is hosting and moving it to the geographic center of county can be meaningful to ouliers

Time of meeting can be tricky when accommodating schools and parents. You may lose parents is you have it during the day instead of at 4 PM or later

If CC gets lopsided in one particular area ( school, county, JJ) you will miss out on resources and lack the needed balance

**What works**

You may get different people if you rotate location

Must bring treats to engage members

Start meeting with questions/ice breaker/what do you do with cucumbers?

The coordinator sets the tone

Could begin with what is going well, then move on to updates

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