

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, December 10, 2012

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Cheryl Ketelhut on December 10, 2012 at 1:05 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included Donna Kalmon, Lori Willner, Cheryl Ketelhut, Dana Hopkins, Roxanne Dachel, Michele Armbrust and Joseph Greget.

Members Absent: Kim Lewandowski and Rachel Loucks

Other Attendees: None

Approve Minutes of the September 10, 2012 meeting: A motion was made by Lori Willner to approve the minutes of the September 10, 2012 meeting. Donna Kalmon seconded the motion. Motion passed unanimously.

Approve Current Agenda: A motion was made by Donna Kalmon to approve the agenda as posted. Lori Willner seconded. Motion passed unanimously.

There was no public input.

Introduce New Committee Members: Current committee members welcomed the new members. Introductions were given with committee members sharing their interests in serving on this committee. Cheryl distributed handouts containing the Family Support, CLTS and Birth to Three Reports.

CLTS Program Report: The CLTS Report indicates that 13 children currently receive funding from the children's long term support waivers, with 15 having received services in 2012. There are no children on the waiting list.

Birth to Three Report: In 2012 we have had 48 referrals so far, 21 children are currently receiving Birth to Three Program services. There are no Birth to Three assessments in progress at this time. There have been 45 participants in B-3 in 2012.

Family Support Program Report: Family Support detailed program allocation and expenditures in 2012:

DHS Allocation	\$20,050
Administration	-\$ 904
Per Diem Payments	<u>-\$ 240</u>
Program Allocation for Services	\$18,906
Carry Over from 2011	\$ 1,000
Total Allocation for Services	\$19,906
Program Expenditures	\$15,971
Allocation Remaining	\$ 3,935

Twenty children/families have been approved for FSP funding in 2012. Four have not turned in receipts for reimbursement. Services paid for include: specialized equipment, medical care not covered by other sources, respite care, attendant care, dietary supplements, transportation, recreation and parent education. Cheryl reported she is encouraging case managers to remind families to turn in receipts. There is no waiting list for funding.

Roxanne Dachel made a motion to accept the CLTS, Birth to Three and Family Support Program Reports. Michele Armbrust seconded. Motion passed unanimously.

Schedule Future Meetings/Next Meeting Date: The next meeting will be held Monday, March 11, 2013 at 1:00 p.m. at the USDA Building, U.W. Extension Offices. Other meetings for 2013 will be on June 10, September 9, and December 9, all at 1:00 p.m. Cheryl will determine if the same room the committee used today will be available.

Other Business: Medford Development Day: Various staff from Medford Schools, Human Services and the Health Department screen children residing in the Medford School District to determine if they are meeting developmental milestones in an age appropriate manner. Parents receive free educational materials for their child at the end of the screening. Referrals to agencies are offered to those parents with children that show developmental concerns. Area agencies serving families and children have display tables. Medford Schools usually offer Development Day in the spring, but in 2012 it was offered in the fall as well. This change will assist in transition planning at the schools for those children who turn three years old in summer or early fall and are eligible to receive early childhood services. The lower numbers of children screened this fall are most likely due to this change. It is anticipated that the number of participants will increase in the fall of 2013.

Transition Night: Joseph Greget and Cheryl Ketelhut provided information regarding the 11/5/2012 Transition Night held at the Medford High School. Taylor County children age 14 and older with special education needs along with their parents were invited to participate. There were speakers from 30+ agencies that provided children/parents information regarding services for adults including continuing education/college, housing, employment, disability, guardianship, etc. A free spaghetti dinner was included. An estimate of 50 families participated. The event was very successful and will more than likely be an annual event.

Did You Know? Now You Know! Training: This free training was held 10/11/12 at the Medford School District office. It focused on educating families regarding services available for children with special needs. Topics included Medicaid, CLTS waivers, Katie Beckett, Family Support, etc. Participants received a binder of information. The program was sponsored by the Medford School District, TC Human Services and the Northern Regional Center for Children with Special Health Care Needs. A light meal was provided. Staff from area agencies attended as well as 10-12 families.

Home School Families: Ads have been placed in the Shopper and Star News regarding this group. School re-evaluation is every three years for those children who are home schooled.

Adjourn: Motion to adjourn was made by Lori Willner, with a second by Donna Kalmon. Meeting adjourned at 1:40 p.m.

Handouts: September 10, 2012 minutes & Family Support, Birth to Three and CLTS Program Reports

Respectfully Submitted,
Cheryl Ketelhut
Developmental Disabilities Coordinator/Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, September 10, 2012

Call Meeting to Order: The Family Support Advisory Committee meeting was called to order by Cheryl Ketelhut on June 4, 2012 at 1:05 p.m. at the USDA Building, UW Extension Room #2.

Members Present: Attendance included Donna Kalmon, Lori Willner, Cheryl Ketelhut and Michelle Armbrust. Kim Lewandowski and Joseph Greget arrived late.

Members Absent: None

Other Attendees: None

Approve Minutes of the February 23, 2012 meeting: Following brief discussion regarding the corrected minutes, a motion was made by Michelle Armbrust to approve the minutes of the February 23, 2012 meeting. Donna Kalmon seconded the motion. Motion passed unanimously.

Approve Minutes of the June 4, 2012 meeting: Cheryl Ketelhut pointed out the spelling error in the minutes that were distributed before the meeting. A motion was made by Michelle Armbrust to approve the minutes of the June 4, 2012 meeting. Donna Kalmon seconded the motion. Motion passed unanimously.

Approve Current Agenda: A motion was made by Michelle Armbrust to approve the agenda as posted. Donna Kalmon seconded. Motion passed unanimously.

There was no public input.

Cheryl distributed handouts containing the Family Support, CLTS and Birth to Three Reports.

CLTS Program Report: The CLTS Report indicates that 13 children currently receive funding from the children's long term support waivers, with 15 having received services in 2012. There are no children on the waiting list. The 2011 review of the CLTS files will occur next month.

Birth to Three Report: In 2012 we have had 32 referrals so far, 187 children are currently receiving Birth to Three Program services and 9 children are currently being assessed. There have been 35 participants in B-3 in 2012. In August the B-3 Program had its annual self-assessment/DHS review. The review was deficiency free.

Family Support Program Report: The Family Support detailed program allocation and expenditures in 2012.

DHS Allocation	\$20,050
Administration	-\$ 904
Per Diem Payments	-\$ 240
Program Allocation for Services	\$18,906
Carry Over from 2011	\$ 1,000
Total Allocation for Services	\$19,906
Program Expenditures	\$ 8,450
Allocation Remaining	\$11,456

Seventeen children/families have been approved for FSP funding in 2012. Seven have not turned in receipts for reimbursement. The \$2000 held in reserve for crisis funding will now

be allocated to families who have not yet received the maximum reimbursement. Services paid for include: specialized equipment, medical care not covered by other sources, respite care, attendant care, dietary supplements, transportation, recreation and parent education. Cheryl reported she is encouraging case managers to remind families to turn in receipts. There is no waiting list for funding.

Donna Kalmon made a motion to accept the CLTS, Birth to Three and Family Support Program Reports. Kim Lewandowski seconded. Motion passed unanimously.

Transition Night: Joseph Greget and Cheryl Ketelhut provided information regarding the 11/5/2012 Transition Night to be held at the Medford Area Middle School. Taylor County children age 14 and older with special education needs along with their parents will be invited to participate. This included children in the Rib Lake, Gilman and Medford school districts. There will be speakers providing children and parents information regarding services for adults including continuing education/college, housing, employment, disability, guardianship, etc. A free meal is included. We anticipate this will be an annual event and may be held in the Rib Lake or Gilman Schools in the future. There is no charge for this training.

Did You Know? Now You Know! Training: A flyer for this training was distributed. The training is focused on educating families regarding services available for children with special needs. Topics include Medicaid, CLTS waivers, Katie Beckett, Family Support, etc. The program is sponsored by the Medford School District, TC Human Services and the Northern Regional Center for Children with Special Health Care Needs. Participants will receive a binder of information. There will be a light meal provided. There is no charge for this training.

New Committee Members and Committee Chair: Cheryl Ketelhut stated that Osusola Adedokun resigned for the committee as the family has moved out of Taylor County. Discussion held regarding need for additional committee members. Cheryl reviewed the Family Support Program regulations contained in State Statute Chapter 46.985 regarding the composition of the Family Support Committee. We are in need of a provider to join as well as additional parents. Rachel Loucks from the Parent Resource Center was contacted and has agreed to committee membership. Cheryl Ketelhut spoke with Roxanne Dachel and Dana Hopkins. They have agreed to committee membership as well. Discussion held and Kim Lewandowski will serve as committee chair. Motion was made by Michelle Armbrust to recommend to Jim Metz, Chairman Taylor County Board of Supervisors that Rachel Loucks, Roxanne Dachel and Dana Hopkins be appointed to the Family Support Committee and that Kim Lewandowski become chairman. Joseph Greget seconded. Motion passed unanimously. Cheryl stated that once the new members are appointed she will meet with them prior to the next meeting in order to provide them with a brief orientation to the Family Support Program.

Other Business: None

Schedule next meeting: The next meeting will be held Monday, December, 2012 at 1:00 p.m. at the USDA Building, U.W. Extension Offices.

Adjourn: Motion to adjourn was made by Michelle Armbrust, with a second by Donna Kalmon. Meeting adjourned at 1:35

Handouts: Corrected February 2012 minutes
Family Support, Birth to Three and CLTS Program Reports
Did You Know? Now You Know! Training Brochure

Respectfully Submitted,

Cheryl Ketelhut
Developmental Disabilities Coordinator
Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Monday, June 4, 2012

Call Meeting To Order: The Family Support Advisory Committee meeting was called to order by Kim Lewandowski on June 4, 2012 at 1:05 p.m. at the Human Services Department.

Members Present: Attendance included Donna Kalmon, Lori Willner, Kim Lewandowski, and Cheryl Ketelhut.

Members Absent: Olusola Adeokun, Joseph Greget and Michelle Armbrust

Other Attendees: None

Approve Minutes of the February 23, 2012 meeting: A motion was made by Donna Kalmon to approve the minutes of the February 23, 2012 meeting. Lori Willner seconded the motion. Motion passed unanimously.

Approve Current Agenda: A motion was made by Lori Willner to approve the agenda as posted. Donna Kalmon seconded. Motion passed unanimously.

There was no public input.

Cheryl distributed handouts containing the Family Support, CLTS and Birth to Three Reports.

CLTS Program Report: The CLTS Report indicates that 14 children receive funding from the children's long term support waivers. There are no children on the waiting list.

Birth to Three Report: In 2012 we have had 20 referrals so far, 18 children are currently receiving Birth to Three Program services and 4 children are currently being assessed. There have been 30 participants in B-3 in 2012 this year.

Family Support Program Report: Cheryl distributed the Family Support Report which detailed program allocation and expenditures in 2012.

DHS Allocation	\$20,050
Administration	-\$ 904
Per Diem Payments	<u>-\$ 240</u>
Program Allocation for Services	\$18,906
Carry Over from 2011	\$ 1,000
Total Allocation for Services	\$19,906
Program Expenditures	\$ 5,959
Allocation Remaining	\$13,947

Fifteen children/families have been approved for FSP funding in 2012. Two more are being assessed to receive services using a portion of the \$2000 emergency/crisis funding that was held in reserve until mid-year. Services paid for include: specialized equipment, medical care not covered by other sources, respite care, attendant care, dietary supplements, transportation, recreation and parent education. Cheryl reported she is encouraging case managers to remind families to turn in receipts. There is no waiting list for funding.

Kim Lewandowski made a motion to accept the CLTS, Birth to Three and Family Support Program Reports. Donna Kalmon seconded. Motion passed unanimously.

Discuss need for Additional Family Support Committee Members: Cheryl suggested writing a letter to families involved in the Family Support Program asking for membership on this committee. The committee agreed that Cheryl should contact them to determine interest. We are currently meeting the state mandated target groups by having parent representatives and committee members from Public Health Department, Human Services Department and the schools. Cheryl will send a letter to the families then contact the County Board Chair as the appointment comes from the County Board Chairman.

Discussions have been held regarding combining this meeting with other meetings currently being held. Cheryl reported that in checking with other counties and committees here in Taylor County, it is too early to combine meetings at this point. The disadvantage of combining meetings is that the purpose of Family Support would be lost. Cheryl made a commitment to provide efforts to see that this did not happen should meetings combine in the future.

Other Business: None

Schedule next meeting: The next meeting will be held Monday, September 10, 2012 at 1:00 p.m. at the USDA Building, U.W. Extension Offices, Room 12.

Adjourn: Motion to adjourn was made by Donna Kalmon, with a second by Michelle Armbrust. Meeting adjourned at 1:40 p.m.

Handouts: Family Support, Birth to Three and CLTS Program Reports

Respectfully Submitted,

Cheryl Ketelhut
Developmental Disabilities Coordinator
Taylor County Human Services

FAMILY SUPPORT ADVISORY COMMITTEE

Thursday, February 23, 2012

Call Meeting To Order: The Family Support Advisory Committee meeting was called to order by Cheryl Ketelhut on February 23, 2012 at 1:10 p.m. at the USDA Building, U.W. Extension Offices, Room #2.

Members Present: Attendance included Donna Kalmon, Lori Willner, Michelle Armbrust, and Cheryl Ketelhut. Joseph Greget arrived at 1:35.

Members Absent: Kim Lewandowski and Olusola Adeokun.

Other Attendees: None

Approve Minutes of the October 7, 2011 meeting: A motion was made by Michelle Armbrust to approve the minutes of the October 7, 2011 meeting. Cheryl Ketelhut seconded the motion. Motion passed unanimously.

Approve Current Agenda: A motion was made by Lori Willner to approve the agenda as posted. Michelle Armbrust seconded. Motion passed unanimously.

There was no public input.

Cheryl distributed handouts containing the Family Support, CLTS and Birth to Three Reports, 2011 Family Support Expenses and 2012 Budget.

CLTS Program Report: Cheryl Ketelhut reported that she will be adding the CLTS (children's Long Term Support) Report and the Birth to Three Report to each agenda so as to provide information to stakeholders present. This is in lieu of establishing a separate committee. The CLTS Report indicates that in total 16 children received funding from the children's long term support waivers. In 2012 15 children are currently receiving funding.

Birth to Three Report: 45 Children received Birth to Three Program services in 2011 with 40 referrals in 2011. In 2012 we have had 5 referrals so far, 4 assessments are pending results, 21 children are currently receiving Birth to Three Program services and there have been 25 participants this year.

Family Support Program Report: Cheryl distributed the Family Support Report which detailed program allocation and expenditures in 2011. \$18,906 was budgeted for services. \$17549.92 was spent. \$1000 will be carried over to 2012, which leaved \$357 unspent and returned to the State. Cheryl remarked that greater review and cross checks will be in place for 2012 so that all of the funds are allocated/spent. 15 families/children received funding in 2011 and all children on the waiting list were served.

The 2012 Family Support Report was discussed. 15 children/families are in the budget. Another family has requested funding since the budget was established. The 2012 allocation and budget were discussed. There is an amount set aside in the budget for crisis/emergency funding that will be allocated to current families and those on the waiting list should the crisis/emergency need not be needed. Cheryl informed committee members that care managers are encouraging families to save receipts so that when extra finds become available the family can submit them for payment should the family/child be allocated additional funds. There is no waiting list for FSP funding at the present time.

Donna Kalmon made a motion to accept the CLTS, Birth to Three and Family Support Program Reports. Lori Willner seconded. Motion passed unanimously.

Parent Request Form/Electronic Device: Cheryl reported that since the committee meeting last met two I-Pads have been purchased by families and Family Support funding has been used for reimbursement. In situations there has been progress seen with accomplishing the child's outcomes. At the last meeting it was suggested that the Parent Request Form be shortened and simplified. A revised form was distributed and discussed. Cheryl stated that she anticipated all the forms and the policy itself will be reviewed and revised as we obtain more experience in the use of the equipment. All agreed. Cheryl stated that many counties are institution similar policies, with discussions of updates occurring at regional meetings. Lori Willner made a motion to accept the Parent Request Form as revised. Michelle Armbrust seconded. Motion passed unanimously.

2012 Family Support Program Full Plan: Cheryl Ketelhut distributed copies of the 2012 Family Support Full Plan for the committee to review and approve. She explained that every 4th year a full, detailed plan must be submitted to the Department of Health Services. A smaller updated plan is submitted in other years. Cheryl reviewed previous full plans when developing the 2012 Full Plan. Corrections were made to the addresses/phone number pages and Lim Lewandowski is the committee chair. Cheryl will check with Family Resource Center to assure their programs that are mentioned in the supporting documents for the Full Plan are still being held. Lori Willner made a motion to approve the 2012 Family Support Program Full Plan as corrected and with Cheryl confirming information with the Family Resource Center. Joseph Greget seconded. Motion passed unanimously.

Discuss need for Additional Family Support Committee Members and scheduling future meetings: Cheryl lead a discussion of adding additional parent members to this committee as not all parent representatives can attend at all times. This is a common occurrence in all areas of the state. Cheryl asked care managers for names of parents they recommend as possible members. The committee agreed that Cheryl should contact them to determine interest. We are currently meeting the state mandated target groups by having parent representatives and committee members from Public Health Department, Human Services Department and the schools.

Discussions have been held regarding combining this meeting with other meetings currently being held. The possibility of holding it in combination with meetings at Medford Schools limits participation of other school districts in Taylor County. IT is possible to hold the FSP Committee meeting before or after one of the school meetings that parents already attend. Cheryl reviewed previous FSP meeting minutes and in 2009 it was suggested that the FSP committee perhaps combine with the COP/LTS committee. Pros and Cons of each of the above suggestions were discussed. Cheryl will discuss these issues with Sue Hady, TCHSD Director and report back at the next meeting.

Other Business: None

Schedule next meeting: The next meeting will be held Monday, June 4, 2012 at 1:00 p.m. at the USDA Building, U.W. Extension Offices, Room 12.

Adjourn: Motion to adjourn was made by Donna Kalmon, with a second by Michelle Armbrust. Meeting adjourned at 2:05

Handouts: Family Support, Birth to Three and CLTS Program Reports
Parent Request for an Electronic Adaptive/Communication Device
2012 Family Support Program Full Plan

Respectfully Submitted,

Cheryl Ketelhut
Developmental Disabilities Coordinator
Taylor County Human Services