

CHILDREN’S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE

Monday, December 9, 2019

Call Meeting to Order: The Children’s Community Options Program Advisory Committee meeting was called to order by Cheryl Ketelhut on Monday, December 9, 2019 at 1:10 p.m. at Taylor County Human Services Department.

Members Present: Donna Kalmon, Lori Willner, Roxanne Dachel and Cheryl Ketelhut.

Members Absent: Joseph Greget, Brittany Reinhart, Jackie Hernandez and Michele Armbrust

Approve Current Agenda: A motion was made by Donna Kalmon to approve the eleven-item agenda. Roxanne Dachel seconded the motion. Motion carried.

Election of new Chairperson: Discussion of duties of the chairperson. Lori Willner nominated Donna Kalman chairperson of the Children’s Community Options Program Advisory Committee. Roxanne Dachel seconded. Nomination was accepted and motion carried.

Introduction of New Member: Brittany Reinhart, the new committee member, is not in attendance.

Approve Minutes of the September 9, 2019 meeting: A motion was made by Lori Willner to approve the minutes of the September 9, 2019 meeting. Roxanne Dachel seconded the motion. Motion carried.

Public Input: None

Review and Approve December 9, 2019 Children’s Long-Term Support (CLTS) Program Report, C-COP Report and Birth to Three Reports: Reports were distributed containing the following information:

Children’s Long-Term Support (CLTS) Report

Children with Autism Services	0
Children with Other Services	17
Number of Children Currently Served	17
Number of Children Served in 2019	19
<u>Notes:</u>	
Children on wait list	0
Number of assessments in progress	2

Cheryl Ketelhut reported that based on previous years the number of children the WI Department of Health Services predicted to be enrolled in CLTS in Taylor County by the end of 2019 was eleven. As the report indicates Taylor County may have nineteen enrolled by the end of 2019 or beginning of 2020. Three of the nineteen are in foster care with two very high needs children. This means that the needs of these children require more services funded by CLTS. Cheryl Ketelhut reported that cost predictions for 2019 show Taylor County’s allocation will cover the costs for CLTS services. 2020 cost projections are showing that the allocation will not cover the predicted service

needs. Taylor County is able to ask for additional funding since our enrollment numbers are higher than anticipated. Cheryl Ketelhut will be submitting that request after consulting with Rhonda Rudolph, HS Fiscal Manager and Liza Daleiden, Interim Director.

Birth-to-Three Report

Current number of Children in Birth to 3	16
Children served in Birth-to-Three 2019	33
Referrals in 2019	30
Pending Assessments/Screens	1

Cheryl Ketelhut reported that the referral numbers are lower than usual. Education is being provided to referral sources about the Birth to Three program and how to make referrals. There has been a statewide trend that clinics are referring internally when children need services, and this is a violation of Medicaid rules which state that any provider receiving any Medicaid funding must refer families to Birth to Three and if the family chooses to opt out of the program they may do so.

Children's – Community Options Program Report

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1,404</u>
2019 Allocation for Services	\$18,646
2018 Carry-Over	<u>\$ 1,073</u>
Funds Available for Services	\$19,719
Program Expenditures	<u>\$ 8,575</u>
Remaining Service Funding	\$11,144

Fifteen children/families are approved for funding in 2019, eleven families have turned in receipts for reimbursement. There is no wait list. Administrative fees at 7% of the allocation amount and include per diem and transportation for committee members as well as staff salary and wages. Cheryl Ketelhut reported that not all receipts for services obtained by the parent(s) have been turned in for reimbursement. She is determining of use of remaining C-COP funding for Case Management services is an option for 2020 as it would provide better reimbursement. The negative of the option is that it may limit funding for services. However, we have been underspent for several years. Cheryl Ketelhut will provide an update and bring options to this committee at the next meeting.

Roxanne Dachel motioned to approve the December 9, 2019 Children's Long-Term Support (CLTS) Program Report, CCOP Report and Birth to Three Report. Lori Willner seconded. Motion carried.

DHS and Agency Updates: Ms. Ketelhut reported no changes at DHS that involve CCOP. Agency update is resignation of Tammy Tom-Steinmetz as Director of Taylor County Human Services and the appointment of Liza Daleiden as the Interim Director. Liza has many years of experience at Human Services and has functioned as the Interim Director in the past. There are other open positions which are being filled either with internal interviews or outside advertising.

Confirm Next Meeting Dates: The committee confirmed dates for 2020 meetings: March 9, 2020; June 8, 2020; September 14, 2020; and December 14, 2020. Meetings will be at 1:00 in the Board Room at Taylor County Human Services.

Adjourn: Motion to adjourn was made by Roxanne Dachel and seconded by Lori Willner. Meeting adjourned at 1:55 p.m.

Respectfully Submitted,
Cheryl Ketelhut
CCS Coord/Taylor County Human Services

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE

Monday, September 9, 2019

Call Meeting to Order: The Children's Community Options Program Advisory Committee meeting was called to order by Cheryl Ketelhut on Monday, September 9, 2019 at 1:25 p.m. at Taylor County Human Services Department.

Members Present: Donna Kalmon, Lori Willner, Michele Armbrust and Cheryl Ketelhut.

Members Absent: Joseph Greget, Brittany Reinhart, Jackie Hernandez and Roxanne Dachel

Election of new Chairperson: Motion by Donna Kalmon and second by Michele Armbrust to table this item to next meeting when more members are present.

Introduction of New Member: Brittany Reinhart, the new committee member, is not in attendance.

Approve Minutes of the March 11, 2019 meeting: A motion was made by Michele Armbrust to approve the minutes of the March 11, 2019 meeting. Lori Willner seconded the motion. Motion carried.

Approve Current Agenda: A motion was made by Roxanne Dachel to approve the eleven-item agenda. Lori Willner seconded the motion. Motion carried.

Public Input: None

Review and Approve June 2019 and September 2019 Children's Long-Term Support (CLTS) Program Report, C-COP Report and Birth to Three Reports: Handouts were distributed, and members agreed to review the most updated information thereby including the June 2019 reports.

Children's Long-Term Support (CLTS) Report

Children with Autism Services	0
Children with Other Services	13
Number of Children Currently Served	13
Number of Children Served in 2019	16
<u>Notes:</u>	
Children on wait list	0
Number of assessments in progress	1

Cheryl Ketelhut reported that the last child receiving funding via the autism funds aged out of CLTS and is now enrolled in adult services. All the children currently enrolled receive funding from the "CLTS Other" funding.

Birth-to-Three Report

Current number of Children in Birth to 3	19
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Children served in Birth-to-Three 2019	29
Referrals in 2019	26
Pending Assessments/Screens	0

Cheryl Ketelhut reported that there were many children aging out of the program in August and September of 2019. Referral numbers are stable.

Children’s – Community Options Program Report

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1,404</u>
2019 Allocation for Services	\$18,646
2018 Carry-Over	<u>\$ 1,073</u>
Funds Available for Services	\$19,719
Program Expenditures	<u>\$ 6,176</u>
Remaining Service Funding	\$13,543

Fourteen children/families are approved for funding in 2019, 9 families have turned in receipts for reimbursement. There is no wait list. Services authorized included: specialized equipment, medical care not covered by other sources, respite care, child care, homemaker services, dietary supplements, specialized clothing, transportation and recreation. Administrative fees at 7% of the allocation amount and include per diem and transportation for committee members as well as staff salary and wages. Cheryl Ketelhut reported that not all receipts for services obtained by the parent(s) over summer months have been turned in for reimbursement.

Donna Kalmon motioned to approve the September 2019 Children’s Long-Term Support (CLTS) Program Report, CCOP Report and Birth to Three Report which included the June 2019 information. Michele Armbrust seconded. Motion carried.

DHS and Agency Updates: Ms. Ketelhut reported no changes.

Review and Approve 2020 CCOP Annual Plan Update: Copies of the update were included in the packet mailed to members. Document reviewed. Members had no questions. The report will be updated to indicate that a Committee Chair would be elected at the December 2019 meeting. Donna Kalmon motioned to approve the 2020 CCOP annual Plan Update with the information regarding election of Committee Chair at the December 2019 meeting. Michele Armbrust seconded. Motion carried. Cheryl Ketelhut will submit the plan to the Department of Health Services.

Other Business: Cheryl Ketelhut distributed the revised Request for Reimbursement form which was revised to include identifying data for the child. Michele Armbrust motioned to accept the form as revised. Lori Willner seconded. Motion carried.

Confirm Next Meeting Dates: This committee will meet on December 9, 2019 at 1:00 in the Board Room at Taylor County Human Services.

Adjourn: Motion to adjourn was made by Michele Armbrust and seconded by Donna Kalmon.
Meeting adjourned at 2:00 p.m.

Respectfully Submitted,
Cheryl Ketelhut
CCS Coord/Taylor County Human Services

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE

Monday, March 11, 2019

Call Meeting to Order: The Children's Community Options Program Advisory Committee meeting was called to order by Donna Kalmon on Monday, March 11, 2019 at 1:07 p.m. at Taylor County Human Services Department.

Members Present: Donna Kalmon, Lori Willner, Jackie Hernandez, Kim Lewandowski, Roxanne Dachel and Cheryl Ketelhut. Lori Willner left meeting at 1:55 p.m.

Members Absent: Joseph Greget, Michele Armbrust and Brittany Reinhart.

Introduction of New Member: Committee members were informed that Brittany Reinhart is the new committee member. Due to long-standing appointment she could not attend today's meeting. September will be her first meeting.

Approve Minutes of the December 10, 2018 meeting: A motion was made by Lori Willner to approve the minutes of the December 10, 2018 meeting. Roxanne Dachel seconded the motion. Motion carried.

Approve Current Agenda: A motion was made by Roxanne Dachel to approve the eleven-item agenda. Lori Willner seconded the motion. Motion carried.

Public Input: None

Review and Approve Final 2018 Children's Long-Term Support (CLTS) Program Report, C-COP Report and Birth to Three Reports: Handouts were distributed which detailed the following information:

Children's Long-Term Support (CLTS) Report

Children with Autism Services	2
Children with Other Services	12
Number of Children Served in 2018	14

Notes:

Children on wait list	1
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Cheryl Ketelhut reported the one child on wait list was enrolled in January 2019.

Birth-to-Three Report

Children served in Birth-to-Three 2018	29
Referrals in 2018	36

Cheryl Ketelhut reported that the number of families participating in the Birth to Three Program had increased somewhat from earlier in the year. Historical data handout was shared, and it appears that referral numbers have not significantly changed. In reviewing 2018 referrals, it was found that families are not returning calls when Birth to Three staff call them to schedule appointments following a referral. Several reasons for this have been discussed: referral sources

not discussing the program with families before making the referral and they are not interested, families not having minutes available on cell phones, no land line phone available, agency policy to not text clients/families due to confidentiality reasons. Cheryl Ketelhut reported that the agency leadership team is researching possible solutions.

2018 Children’s – Community Options Program Report

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1,404</u>
2018 Allocation for Services	\$18,646
2017 Carry-Over	<u>\$ 1,003</u>
Funds Available for Services	\$19,649
Program Expenditures	<u>\$10,384</u>
Remaining Service Funding	\$ 9,265

Twelve children/families were approved for funding in 2018, 11 families turned in receipts for reimbursement. There is no wait list. Services authorized included: specialized equipment, medical care not covered by other sources, respite care, child care, homemaker services, dietary supplements, specialized clothing, transportation and recreation. Administrative fees at 7% of the allocation amount and include per diem and transportation for committee members as well as staff salary and wages. Cheryl Ketelhut is working with agency fiscal staff to determine if assessment and case management could be billed to CCOP rather than MA as there would be better reimbursement. Family needs always are the priority for funding. Kim Lewandowski motioned to accept the Final 2018 Children’s Long-Term Support (CLTS) Program Report, CCOP Report and Birth to Three Report. Jackie Hernandez seconded. Motion carried.

Review and Approve March 1, 2019 Children’s Long-Term Support (CLTS) Program Report, C-COP Report and Birth to Three Reports: Handouts were distributed which detailed the following information:

Children’s Long-Term Support (CLTS) Report – March 1, 2019

Children with Autism Services	1
Children with Other Services	9
Number of Children Currently Served	10
Total Number of Children Served 2019	10
Notes: Waiting list of children – no immediate needs	1
Assessments in progress	0

Cheryl Ketelhut reported that the funding pool for Children with Autism Services will no longer be available when the child currently receiving that funding transitions to adult services later this year. This is due to autism services being covered by the MA Card. The child on the wait list at the end of 2018 was removed and started receiving services in January 2019. The child currently on the wait list is transitioning to services in Taylor County following a move from Dane County. Human Services staff are working with the family to transition services, which will be completed by 4/1/2019.

Birth-to-Three Report – March 1, 2019

Children served in Birth-to-Three 2019	17
Current Number of Children in Birth-to-Three	18
Pending Assessments/Screens	3
Referrals in 2019	8

2019 Children’s – Community Options Program Report**2019 Funding Allocation Information:**

DHS Allocation	\$20,050
Administration (7% of base allocation)	<u>-\$ 1404</u>
2018 Allocation for Services	\$18,646
Program Expenditures	<u>- 672</u>
Remaining Service Funding	\$17,974

13 Children/Families are approved for funding in 2019, 2 families have turned in receipts for reimbursement. There is no wait list. Services authorized include: specialized equipment, medical care not covered by other sources, respite care, homemaker services, dietary supplements/specialized clothing, transportation, recreation, child care and parent education.

State and Taylor County Updates: Ms. Ketelhut discussed changes at WI Department of Health Services (DHS): Up through 2018 each county in WI determined its own rates for providers of CLTS services. The federal authorities have stated that WI must have a consistent method of determining rates for CLTS service providers. Therefor starting in 2019, DHS is setting rates for the services where the provider has direct contact with the child (supportive home care, daily living skills, respite). For some services the rate will be determined by the level of care the child requires and if the provider is from an agency or is an individual provider. Forums for county, parents, providers and the public have been held for input regarding this change. Final rates have been set and counties are using the first six month of 2019 to transition to the new rates with such being completed by 7/1/2019. Cheryl Ketelhut stated she has calculated the cost of services for the children currently enrolled and Taylor County may be close to spending its entire allocation.

Committee members were also updated that Jacob Borman is the new CLTS Support and Service Coordinator. Committee members were also updated on various vacancies and new staff at Human Services.

Other Business: None.

Confirm Next Meeting Dates: This committee will meet on June 10, 2019 at 1:00 in the Board Room at Taylor County Human Services.

Adjourn: Motion to adjourn was made by Jackie Hernandez and seconded by Roxanne Dachel. Meeting adjourned at 2:07 p.m.

Respectfully Submitted,
Cheryl Ketelhut

CCS Coord/Taylor County Human Services