

September 6, 2016

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, September 14, 2016, 2:00 p.m., Courthouse Room 207C,
1313 Belknap Street, Superior, Wisconsin

If you are unable to attend, please call the County Clerk's Office (715-395-1569) prior to meeting.

MEMBERS: Debora Carroll, Chair
Susan Hendrickson, Vice Chair
June Finsland
Shari Pioro
Kristina Lampi
Patty Dodge
Wanda Woodhull
Mary Chialastri
Carrie Lott
Paulette Alseth

A G E N D A

(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the June 8, 2016, meeting (attached).
3. Action items:
 - a. Meeting date and time; and
 - b. Annual plan draft (attached).
4. Informational items:
 - a. Program report/guidelines (attached);
 - b. Budget (attached);
 - c. Survey results (attached); and
 - d. New member recruitment.
5. Future agenda items.

cc: Andy Lisak Susan Sandvick Douglas County Website
Pat Schanen Erika Leif Shelley Nelson (Telegram)
County Board Supervisors Samantha Roark

Note: Attachments to agenda are available in County Clerk's Office for review or copying, and are also available on the county's website www.douglascountywi.org. Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of any accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Telegram copied



9-6-16

Name

Date

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, June 8, 2016, 1:00 p.m., Room 207C, Douglas County Courthouse,
1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Chair Debora Carroll.

ROLL CALL: Present – Debora Carroll, Susan Hendrickson (left at 1:29 p.m.), June Finsland, Shario Pioro (arrived 1:15 p.m.), Mary Chialastri. Absent – Paulette Alseth, Patty Dodge, Wanda Woodhull, Carrie Lott. Others present – Erika Leif, Mark Liebaert, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Finsland, second Hendrickson, to approve minutes from the March 9, 2016, meeting, with the following correction under Budget: “...only 10% of administrative costs are charged to program; county levy provides 90% of funding” should read “up to 10% of administrative costs can be charged to program; additional administrative costs covered by county levy”. Motion carried.

ACTION ITEM: Meeting Date and Time Change: Later time is easier for members to attend.

ACTION: Motion by Chialastri, second Finsland, to change next meeting time to 2 p.m. on Wednesday, September 14, 2016. Motion carried.

INFORMATIONAL ITEMS:

Program Report: 20 children in program; 18 families being served. Short staffed due to resignations; still awaiting new guidelines and changes for Children’s Community Options Program versus Family Support Program.

Budget: Under-budget through April 2016.

Survey: Not many responses on survey; discussed potential to include electronic and hand-carry options.

New Member Recruitment: To follow-up with members that have not been in attendance.

FUTURE AGENDA ITEMS: Children’s Community Options Program guidelines; survey results; meeting date and time; new member recruitment.

ADJOURNMENT: Motion by Pioro, second Chialastri, to adjourn. Motion carried. Meeting adjourned at 1:35 p.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk

COUNTY AGENCY CHILDREN'S COMMUNITY OPTIONS PROGRAM (CCOP) FIVE-YEAR PLAN

The *County Agency Community Options Program (CCOP) Five-Year Plan* must be submitted to the Department of Health Services, Division of Long Term Care, Bureau of Children's Services for review and approval by **November 30, 2016**. Please complete the step-by-step CCOP Plan instructions detailed below:

A. County Agency Contact Information

Please provide your County Agency CCOP Coordinator's contact information, as indicated below:

County Agency	Name of CCOP Coordinator		
CCOP Coordinator Phone Number	CCOP Coordinator Fax Number		
CCOP Coordinator Email			
County Agency's Street Address	Mailing Address	WI	Zip Code
Date the Full Plan was Reviewed and Approved by the County CCOP Advisory Committee*	(MM/DD/YYYY)		

**If the county's CCOP advisory committee has not met, please submit the plan without the approval of the committee, and indicate the date of the scheduled CCOP advisory committee meeting.*

B. County CCOP Administration

For each numbered item below, please check the box to indicate a brief summary has been completed and any required documentation has been included with the plan submission.

1. County CCOP Operations

- Describe your county agency's proposed CCOP operational policies including guidelines that address cost-effectiveness, the CLTS Waiver Program mandate, quality services, and maximum flexibilities in addressing local needs regarding the following activities:
- Access
 - Intake
 - Assessments

Brief summary:

2. Estimated number of families that will be assessed and served

- Provide an estimated number of families that will be assessed and served utilizing CCOP funds during 2017.

Brief summary:

3. Priority for Available Funding

- Provide a list of the specific groups, if any, that your county agency will give priority for available funding, including any local cost-effectiveness guidelines, the CLTS Waiver Program mandate, quality services, and maximum flexibilities in addressing local needs.

Brief summary:

4. Outreach Procedures for Children with Disabilities

- Provide a description of your county agency's local outreach procedures that will be used to ensure families are informed and aware of the CCOP funding availability. Describe the county agency's operational guidelines to ensure funds are used cost effective manner and are available to children with physical, emotional and developmental disabilities.

Brief summary:

5. Determining Family Needs

- Describe your county agency's local operations and cost effective procedures that will be used to assess and determine the family's needs.

Brief summary:

6. Methods for Developing/Monitoring Service Plans and Coordinating Services

- Provide a description of the cost-effective methods your county agency will use to develop, coordinate and monitor the provision of quality services and goods to children and families.
- Include your county's local CCOP written policies and procedures and/or other materials to document the coordination with other county or locally administered programs to ensure the CCOP funds are used as the payer of last resort (e.g., the Birth to 3 Program, Children's Long-Term Support [CLTS] Waiver Program, Comprehensive Community Services [CCS], Economic Support programs, Juvenile Justice, child welfare services, Department of Public Instruction school-based services, or other locally funded services).

Brief summary:

7. Methods used to Promote Informal Support and Advocacy Systems

- Provide a description of your county agency's methods used to promote cost effective informal support and advocacy systems for families. Include documentation and/or materials that describe your county's methods of enhancing informal supports and advocacy for families with children with disabilities.

Brief summary:

8. County's CCOP Monitoring Methods

- Describe the methods that your county agency will use to monitor the cost effectiveness and quality of the CCOP operations. Include documentation and/or materials that describe your county agency's CCOP monitoring protocols.

Brief summary:

9. County CCOP Advisory Committee

The County CCOP Advisory Committee shall include, but is not limited to, the following members:

- A. **Parents/guardians of children with disabilities** including, if possible, parents/guardians from families that participate in the CCOP. To the maximum extent possible, the parents/guardians will represent various disabilities, racial, and ethnic groups in the service area. Parents/guardians of children with disabilities shall represent a majority of the committee membership.
- B. **County agency representatives** under Wis. Stat. § 46.23, 51.42, 51.437, 46.215, or 46.22, school districts, and local health departments, as defined in Wis. Stat. § 250.01(4). At least one of the committee members selected under this section shall be a person providing community social services to children with disabilities who are eligible for the program.
- C. **Providers** of social or educational services to children who have disabilities, other than the providers specified in section B

In the box below, please provide a brief summary of your county's CCOP Advisory Committee, including a description of the following details:

- Role of the county's CCOP Advisory Committee and its members
- Frequency of the CCOP Advisory Committee meetings
- Any other information about the activities of the Advisory Committee

If you have attached separate documentation or materials that provides this information, please indicate "Attached" in the box below.

Brief summary:

-
- List all members of the county's CCOP Advisory Committee and all relevant details on the membership roster detailed on Item 10, Page 5.

10. County Children’s Community Options Program Advisory Committee Membership Roster

Complete the County CCOP Advisory Committee Roster below. Identify the CCOP Advisory Committee Chairperson and include each member’s name, affiliation, address, phone number and email address. You may attach your local County CCOP Advisory Committee roster, if it contains all the information listed below.

Name	Affiliation	Complete Address, Phone, Email
	Chairperson	

11. CCOP Five-Year Plan Preliminary Approval and Submission to DHS

Your county’s CCOP plan must be reviewed and receive preliminary approval by your local CCOP Advisory Committee prior to submitting the CCOP Plan to the Department of Health Services (DHS).

Please submit this completed CCOP Plan and all supporting documentation via email to the Bureau of Children’s Services, at: DHSCLTS@dhs.wisconsin.gov by **November 30, 2016**. Please include the following information in the subject line of your email message: “2017 CCOP Five-Year Plan for INSERT YOUR COUNTY’S NAME

Scott Walker
Governor

Kitty Rhoades
Secretary



State of Wisconsin
Department of Health Services

DIVISION OF LONG TERM CARE

1 WEST WILSON STREET
PO BOX 7851
MADISON WI 53707-7851

Telephone: 608-266-0036
FAX: 608-266-2713
TTY: 888-241-9432
dhs.wisconsin.gov

Date: June 14, 2016

To: County Department of Human Service Directors
County Department of Social Services Directors
County Department of Community Program Directors
Long-Term Support Supervisors and Leads

From: Deborah Rathermel, Director
Bureau of Children's Services

Subject: Children's Community Options Program Implementation Planning – Allowable Services and Related Updates

Background

Effective January 1, 2016, the Family Support Program funding merged with the portion of Community Options Program (COP) allocated to children to form the Children's COP. The statutory authority and program requirements for Children's COP are established in 2015 Act 55 in the biennial budget, which created Wis. Stat. § 46.272.

This memo provides ongoing guidance to county agencies as they develop their local Children's COP. This communication focuses on the allowable services and related Human Services Reporting System (HSRS) codes and reporting requirements for the program.

Overview of Allowable Children's COP Services

The determination of allowable services in Children's COP was derived from an analysis of the allowable services that were covered under the Family Support Program (FSP) and COP. Previous guidance issued to county agencies indicated that beyond the limitations detailed in statute, the 2016 county Children's COP allocations may be used to fund supports and services that have been allowable under FSP. The updated guidance provided in this memo does not reduce the allowable supports and services; it does, however, expand the instructions for utilizing these services.

Key policy factors used in the development of the Children's COP benefit package are:

1. Children's COP funding is funding of last resort.
 - The home and community-based services (HCBS) Medicaid waiver program funding must be used first as this will capture more federal money and serve more people. This requirement is often referred to as the waiver mandate.
 - Waiver program eligibility and funds must be pursued before Children's COP funds can be used.

2. Children's COP funding can be more flexible than waiver funding—This general purpose revenue (GPR) funded program, within limits, can be used to meet the long-term support needs of eligible children and families to pay for goods and services that are not waiver allowable.
3. Children's COP funding can be used as local match for services for Children's Long-Term Support (CLTS) Waiver participants—When Children's COP is used as local match for CLTS Waiver services, all waiver criteria apply to the services.
4. Funding can be used for individuals eligible for Children COP but not eligible for CLTS Waiver Program—When Children's COP program funding is not used as CLTS Waiver match, often referred to as 'pure' COP or 'straight' COP, all Children's COP guidelines and program rules apply.

The allowable services in the Children's COP benefit package are listed in the attached. Please note the following factors:

- All CLTS Waiver services and codes except HSRS code 609.02 Consumer and Family Directed Supports.
 - Families **will** be able to direct supports in Children's COP. The code for any consumer and family-directed supports will be the code applicable to the service that is being directed. The 609.02 code will not be used for these services.
 - This approach allows us to identify the specific services being utilized
- All FSP services are included in the Children's COP benefit—The alphabetic codes used in FSP have been cross walked to the updated HSRS Children's COP codes. The services are all included, only the coding will need to be revised for Children's COP reporting purposes.
- Many, but not all, COP services are included in the Children's COP benefit. Not included in Children's COP:
 - Mental health services available under through Comprehensive Community Services (CCS) in regional service delivery systems.
 - Juvenile court and corrections-related services that are the responsibility of the courts/county.
 - Congregate residential settings not allowed in waiver funding or for use with children.
 - Protective Payment/Guardianship and Advocacy and Defense Resources as "Legal Services" that are the responsibility of courts/county
 - Prevocational/vocational: responsibility of the Department Workforce Development, Division of Vocational Rehabilitation and schools.

Program Eligibility

If a child is eligible for either FSP or COP, s/he is eligible for Children's COP. The CLTS Functional Screen (CLTS FS) establishes eligibility for various children's long-term support programs. The screen currently does not list the Children's COP; however, the CLTS FS system updates are expected to occur during 2016. In the meantime, when seeking to establish eligibility for Children's COP, either FSP or COP CLTS FS eligibility is adequate for determining Children's COP eligibility.

Advisory Committee

As instructed in the memo dated December 14, 2015, *January 2016 Children's Community Options Program*, county agencies are to have appointed their advisory committee in the first quarter of 2016 and to hold an initial advisory meeting in the second quarter of 2016.

The composition of the committee must include the members outlined in Wis. Stat. § 46.272(4)(a)(1-2).

Annual Program Plan

The requirements for the Children's COP plan are outlined in Wis. Stat. § 46.272(4)(b). County agencies will need to develop their proposed Children's COP plan in 2016 and obtain the approval of their advisory committee. The county agency's proposed Children's COP plan must be submitted to the Wisconsin Department of Health Services (DHS), Division of Long Term Care, Bureau of Children's Services, no later than September 30, 2016, for review and final approval. A DHS template for creating the Children's COP plan will be available in June 2016.

Reporting and Coding Instructions

The new Children's COP codes will be available in HSRS beginning August 1, 2016. Counties should begin reporting Children's COP expenses to HSRS monthly beginning in August 2016.

County agencies using Children's COP funding as a local funding match for CLTS waiver services will use the funding source "CC" on the corresponding authorizations and claims submitted to the CLTS Third Party Administrator (TPA). County agencies are expected to use the funding source code "CC" on any new Children's COP authorizations and to update any existing 2016 FSP (FS) and COP (CP) authorizations to "CC" for use of Children's COP funding as CLTS match at their earliest convenience.

County agencies reporting Children's COP expenses that are NOT waiver matched (100% GPR) will use the HSRS Long-Term Support (LTS) module. County agencies will use the LTS code 7 (field 26) with a fund source code of "cc" (field 27).

Effective January 1, 2016, for CY 2016 expenses, county agencies will no longer use the Family Support module to report expenses for services to children when the funds are used as straight GPR. (Reporting requirement for CY 2015 expenses for children has not changed.)

Please contact the Bureau of Children's Services at DHSCLTS@dhs.wisconsin.gov if you have outstanding questions.

Children's Community Options Program 2016 Allowable Service Categories

Allowable Services
Child Care
Respite
Supportive Home Care
Housing Assistance
Housing Start Up
Transportation
Daily Living Skills Training
Personal Emergency Response System
Assistive Technology/Communication Aids
Specialized Medical and Therapeutic Supplies
Home Modifications
Adaptive Aid - Vehicle
Dental and Medical Care
Specialized diet/ nutrition
Specialized Clothing
Adaptive Aid - Other
Consumer Education and Training
Adult Family Home/ 1-2 bed (not room and board) - needs prior approval
Adult Family Home/ 3-4 bed (not room and board) - needs prior approval
Child Foster/Treatment Home (not room and board) - needs prior approval
Recreation Activities
Counseling and Therapeutic Services
Mentoring
Community Integration Services
Assessment
Plan
Case Management/SSC
Health Screening and Accessibility
Housing Counseling
Supported Employment
Financial Management Services
Day Services Children
Nursing Services

Douglas County Wisconsin
Department of Health and Human Services
Through July 2016

Family Support	2015 Budget	2015 Actual	2016 Budget	2016 Budget	
Revenues					
Taxes	-	-	-	-	
Intergovernmental Revenues	(28,000)	(10,982)	(28,000)	(11,870)	
Fines, Forfeits & Penalties	-	-	-	-	
Public Charges for Services	-	-	-	-	
Intergovt. Charges for Services	-	-	-	-	
Interdepartmental Personnel	-	-	-	-	
Miscellaneous Revenues	-	-	-	-	
Other Financing Sources	-	-	-	-	
Revenues	<u>(28,000)</u>	<u>(10,982)</u>	<u>(28,000)</u>	<u>(11,870)</u>	42.39%
Expenses					
Personnel	8,089	2,869	7,586	3,560	
Contractual Services	25,200	8,114	25,200	8,293	
Supplies & Expense	-	-	-	18	
Fixed Charges	-	-	-	-	
Grants & Contributions	-	-	-	-	
Capital Outlay	-	-	-	-	
Department Allocation	-	-	-	-	
Expenses	<u>33,289</u>	<u>10,983</u>	<u>32,786</u>	<u>11,870</u>	36.20%
Net Cost	<u>5,289</u>	<u>1</u>	<u>4,786</u>	<u>(0)</u>	

Family Support Program

2015 Family Satisfaction Survey Results

1. Do you feel your child's Case Manager responded to your needs in a timely manner?

Yes = 6 No= 0

2. When were calls/emails usually returned?

Same day= 3 Next day= 1 Same week= 1 Next week= 1

3. Did the service(s) you receive meet the needs of your child?

Yes= 6 No= 0

4. Do you feel the program has assisted you to keep your child in your home?

Yes= 6 No= 0

5. If this program was not available to you, would you be able to fund the items/services you received through the Family Support Program?

Yes= 1 No=5

6. Do you have any additional ideas which could assist us in improving our program?

No comments

Please provide any additional information you would like to share regarding your services through the Family Support Program.

- We felt our services were great.
- It would have been good if our case manager could have provided more guidance about adult services, IRIS versus CCCW.