

September 15, 2016

**AGING AND DISABILITY RESOURCE CENTER OF  
DOUGLAS COUNTY - ADVISORY COMMITTEE  
Wednesday, September 21, 2016, 4:00 p.m.  
Public Health Conference Room, Government Center Suite 327  
1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Please call Erika Leif (715-395-7532) or the County Clerk's Office (715-395-1569) if you are unable to attend.

**MEMBERS:** Jan Stevens, Chair    Diane Arnold, Vice Chair    Rosemary Lear  
                  Kathy Lisdahl            Carol Jones                    Doreen Peterson  
                  Jo Dunaiski

**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 22, 2016, meeting (attached).
3. Action item: Meeting dates/times.
4. Informational items:
  - a. Budget (attached);
  - b. Director's report (attached);
  - c. Marketing plan (attached); and
  - d. Membership update.
5. Future agenda items.

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

NOTE: Attachments to agenda are available in County Clerk's Office for review or copying. 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 received.

Posted: Courthouse, Government Center, Telegram copied.



9-15-16

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**AGING AND DISABILITY RESOURCE CENTER OF  
DOUGLAS COUNTY - ADVISORY COMMITTEE**  
Wednesday, June 22, 2016, 4:15 p.m.,  
Public Health Conference Room, Government Center Suite 327  
1316 North 14<sup>th</sup> Street, Superior, Wisconsin

Meeting called to order by Chair Jan Stevens.

**ROLL CALL:** Present – Jan Stevens, Diane Arnold, Rosemary Lear, Jo Dunaiski, Carol Jones. Absent – Kathy Lisdahl, Doreen Peterson. Others present – Erika Leif, Kaci Lundgren, Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Lear, second Dunaiski, to approve the minutes from the March 23, 2016, meeting. Motion carried.

**ACTION ITEM: Meeting Dates/Times:** Reviewed calendars.

**ACTION:** Motion by Dunaiski, second Arnold, to hold meetings the third Wednesday, quarterly, at 4:00 p.m. Motion carried.

**INFORMATIONAL ITEMS: Budget:** 2 open positions in ADRC will have a significant impact on budget; projected to be under.

**Membership and Bylaws:** 1 vacant position; to be a person that represents a physical disability. Ways to recruit suggested.

**Director's Report:** Feasibility study almost complete for integration with aging unit (Senior Connections). Currently out of compliance with state requirements with phone system, signage and resource guide; working to correct.

**Marketing Plan:** Long Term Care presentation postponed; statewide posters and referral cards to be distributed.

**Advance Care Planning:** Handouts distributed. Honoring Choices Program encourages advance directive completion and communication of end-of-life wishes among health care providers and family.

**FUTURE AGENDA ITEMS:** Membership update; budget; director's report; marketing plan. Next meeting: September 21, 2016.

**ADJOURNMENT:** Motion by Dunaiski, second Lear, to adjourn. Motion carried. Meeting adjourned at 5:19 p.m.

Submitted by,

Kaci Jo Lundgren,  
Committee Clerk

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

<b>ADRC</b>	2015 Budget	2015 Actual	2016 Budget	2016 Actual	
<b>Revenues</b>					
Taxes	-	-	-	-	
Intergovernmental Revenues	(306,250)	(263,412)	(306,250)	(251,086)	
Fines, Forfeits & Penalties	-	-	-	-	
Public Charges for Services	-	-	-	-	
Intergovt. Charges for Services	-	-	-	-	
Interdepartmental Personnel	-	(20,347)	-	(22,597)	
Miscellaneous Revenues	-	(22)	-	(44)	
Other Financing Sources	-	-	-	-	
Revenues	<u>(306,250)</u>	<u>(283,782)</u>	<u>(306,250)</u>	<u>(273,727)</u>	89.38%
<b>Expenses</b>					
Personnel	262,937	222,081	242,646	216,050	
Contractual Services	1,120	7,614	6,224	8,731	
Supplies & Expense	12,198	12,923	16,281	8,159	
Fixed Charges	11,398	11,396	11,110	11,109	
Grants & Contributions	-	-	-	-	
Capital Outlay	-	-	-	-	
Department Allocation	77,956	4,948	(6,908)	30,104	
Expenses	<u>365,609</u>	<u>258,962</u>	<u>269,353</u>	<u>274,154</u>	101.78%
<b>Net Cost</b>	<u>59,359</u>	<u>(24,820)</u>	<u>(36,897)</u>	<u>427</u>	

Date: August, 2016

ADRC Report 2016

Submitted by: Erika Leif, Director

Years 2015/2016	Dec 14/15	Jan 15/16	Feb 15/16	Mar 15/16	Apr 15/16	May 15/16	June 15/16	July 15/16	Aug 15/16	Sep 15/16	Oct 15/16	Nov 15/16	Dec 15/16
<b>Referrals by Type:</b>													
Long Term Care Functional Screen	17/11	15/23	19/20	25/17	26/11	31/6	26/8	27/8	21/	18/	12/	16/	11/
Disability Benefit Specialist (new cases opened)	5/4	5/1	5/9	4/3	8/12	1/3	6/1	7/7	8/	1/	10/	3/	4/
<b>Number of Clients Served:</b>	Dec 14/15	Jan 15/16	Feb 15/16	Mar 15/16	Apr 15/16	May 15/16	June 15/16	July 15/16	Aug 15/16	Sep 15/16	Oct 15/16	Nov 15/16	Dec 15/15
Elderly Benefit Specialist (EBS)	40/77	35/70	/40	37/48	48/73	21/42	54/50	57/40	55/	51/	146/	92/	77/
MDS Q referrals	1/3	2/1	1/2	1/5	1/4	5/1	3/4	6/1	1/	5/	3/	11/	3/
Total Number of ADRC Contacts*	315/ 331	285/ 380	258/ 343	344/ 362	366/ 351	362/ 309	379/ 342	386/ 232					
Memory Screens	0 /0	0 /0	0/0	0/0	0/2	0/1	0/0	0/1	0/	0/	0/	9/	0/
<b>Number Served in Family Care:</b>	Dec 14/15	Jan 15/16	Feb 15/16	Mar 15/16	Apr 15/16	May 15/16	June 15/16	July 15/16	Aug 15/16	Sep 15/16	Oct 15/16	Nov 15/16	Dec 15/16
Care Management CCCW	423/ 466	425/ 464	418/ 469	427/ 467	432/ 473	434/ 476	439/ 477	451/ 482	454/	458/	459/	464/	466/
IRIS	111/ 114	111/ 114	112/ 115	113/ 114	112/ 114	115/ 113	115/ 112	113/ 112	112/	112/	114/	115/	114/
Disenrollment/ From CCW/IRIS	2/4	3/12	8/3	6/7	4/6	8/10	5/7	6/1	12/	6/	11/	5/	4/
Enrolled into IRIS	1/0	1/2	1/2	2/1	2/1	4/0	1/0	1/0	1/	1/	3/	2/	0/
Enrolled into CCCW-MCO	2/5	4/8	1/7	14/5	8/11	9/9	10/7	15/6	13/	9/	11/	9/	5/
Nursing Home Relocation to CCCW	0/0	0/0	0/1	1/0	0/0	1/0	1/0	0/0	0/	0/	2 /	0/	0/

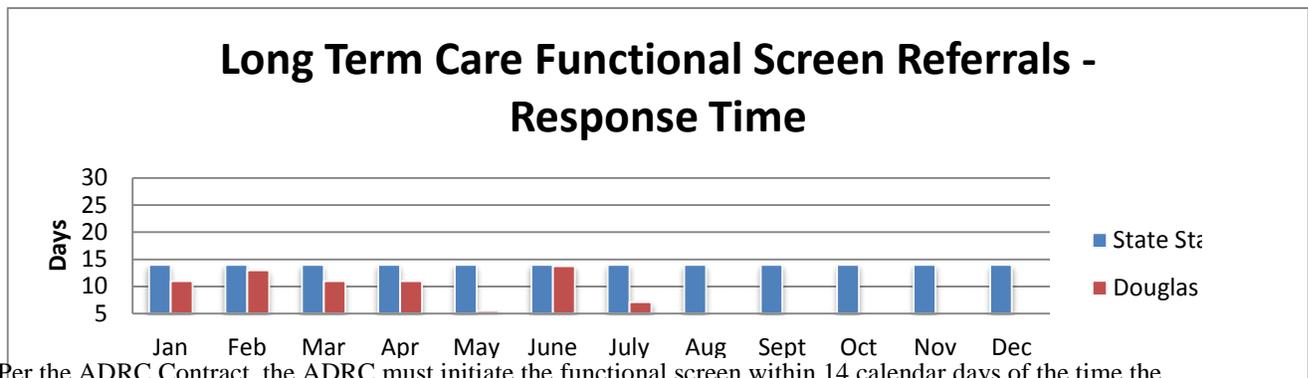
- ADRC workers are required to record all **Contacts**. A contact represents an individual one-to-one interaction (conversation) that has occurred either in person, at a home visit, ADRC walk-in, telephone, email, or written correspondence where information is exchanged. Each interaction is counted as an encounter and will demonstrate one instance of providing any ADRC activity. A Contact records the **ADRC Outcomes**. An **Outcome** is categorized into the following and must be recorded as such for reimbursement purposes: 1.) Provided Information and Assistance, 2.) Provided Follow Up, 3.) Provided Options Counseling, 4.) Administered Long Term Care Functional Screen, 5.) Provided Assistance with Medicaid Application Process 6.) Provided Short Term Service Coordination 7.) Provided Enrollment Counseling 8.) Provided Disenrollment Counseling, 9.) Memory Screen 10.) Behavioral Mental Health Screens, 11.) Complaints/Advocacy 12.) Community Partners, 13.) Referral for ADRC

**Disability Benefit Specialist (DBS) Monetary Impact**

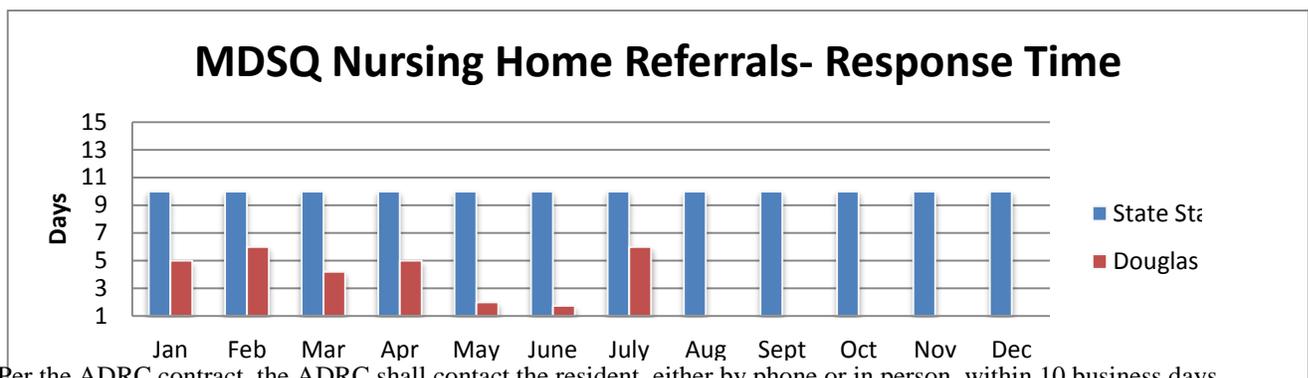
- As of July 31, 2016: Ongoing cases: 27
- Monetary Impact of Cases Closed:
  - May \$24,885 (8 cases closed)
  - June \$30,168 (9 cases closed)
  - July \$39,064 (9 cases closed)

**Alzheimer’s Family and Caregiver Support Program**

Programs	2007 Total	2008 Total	2009 Total	2010 Total	2011 Total	2012 Total	2013 Total	2014 Total	2015 Total	2016 YTD
Alzheimer’s Respite cases	17	15	9	12	9	7	7	10	8	6
Current Alzheimer’s Cases as of 7.31.16										6



Per the ADRC Contract, the ADRC must initiate the functional screen within 14 calendar days of the time the person requests or accepts the offer of a screen.



Per the ADRC contract, the ADRC shall contact the resident, either by phone or in person, within 10 business days of receiving a referral.

Health and Human Services  
ADRC  
August 2016

Activity	Program/ Service	Brief Description	Contact Person	Attachment
Health Fairs/Community Events	ADRC	<ul style="list-style-type: none"> <li>• No events in June.</li> <li>• 7.28.16 – North Country Independent Living Expo- ADRC resource table, 850 in attendance</li> </ul>	Erika Leif 715-395-7532 Erika.leif@douglascountywi.org	No
Outreach/Marketing	ADRC	<ul style="list-style-type: none"> <li>• ADRC billboard at 19<sup>th</sup> &amp; Tower Ave.</li> <li>• ADRC Ad in the Senior Reporter Magazine (June/July)</li> <li>• ADRC Ad in Senior Connections Newsletter (July/August Edition)</li> </ul>	Erika Leif 715-395-7532 <a href="mailto:Erika.leif@douglascountywi.org">Erika.leif@douglascountywi.org</a>	No
Initiatives	ADRC	<ul style="list-style-type: none"> <li>• Caregiver Coalition – Caregiver conference being planned for May 2017.</li> <li>• Caregiver Coalition- Dementia friendly business training for service providers and businesses. 2 service providers trained to date.</li> <li>• Douglas County Transportation Network Team- rural transportation focus groups will be held in August to address transportation barriers and needs for Douglas County residents.</li> </ul>	Erika Leif 715-395-7532 Erika.leif@douglascountywi.org	No

Health and Human Services  
ADRC  
August 2016

Legislative	ADRC	<ul style="list-style-type: none"> <li>• Family Care/IRIS 2.0 – DHS withdraws concept plan approval from Joint Finance on 6.9.16 outlining changes to long term care programs in WI.</li> <li>• ADRC/IM Integration- Report submitted to Joint Finance Committee on 4/1/16. DHS recommendation that a merger not take place. Waiting for feedback.</li> <li>• ADRC Board Roles- DHS assessing responsibilities of governing boards via conference calls that are duplicative of functions performed by DHS. Report submitted 7.1.16 to Joint Finance. Recommendations include: no changes for the composition of ADRC governing boards, eliminating the requirement that ADRCs review Managed Care Organizations related grievances, deleting obsolete duties of boards regarding the county long-term planning committee, eliminating regional long-term advisory committees.</li> </ul>	<p>Erika Leif 715-395-7532 Erika.leif@dougalscountywi.org</p>	No
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**April 2016 - June 2016**

- Host community presentation – Aging Wisely, A Guide to Long- Term Planning
- Finalize training documents
- Finalize flyer and distribution plan
- Letter to service providers
- Add event to website calendar
- Press release

**September-November**

- Host memory screen clinic during week 1, November 2016
- Identify Location
- Create Flyer and Distribution Plan
- Press Release

All staff

6.10.16 Postponed to Fall 2016  
9/2016 Postponed to Spring 2017