

September 8, 2022

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, September 14, 2022, 2:00 p.m., Government Center, Boardroom 201,
1316 North 14th Street, Superior, Wisconsin
OR JOIN BY

<https://meet.google.com/ydh-mycn-bwv>
Or dial: (US) +1 916-836-2651 PIN: 339 018 551#

***Due to COVID-19 concerns, the public may attend the meeting remotely.**

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
Shari Piore
Sara Beattie
Amy Sullivan
Paulette Alseth
June Finsland
Kelly Schoen
Corinne Nelson

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, 2022, meeting (attached).
3. Introductions.
4. Program update.
5. Action Item: By-laws & policy recommended changes (attached).
6. COVID-19 response.
7. Budget (to be distributed).
8. Future agenda items.
9. Adjournment.

cc: Ann Doucette
Anna Carlson
County Board Supervisors
Dave Longsdorf
Susan Sandvick
Erika Johnson
Samantha Roark
Betsy Mistek
Douglas County Website
Shelley Nelson (Telegram)
Deanna Benjamin

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, Superior Telegram, Superior Public Library

Kendra Schmidt

09/08/2022

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, June 8, 2022, 2:00 p.m.
Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Debora Carroll at 2:00 p.m.

ROLL CALL: Present – Debora Carroll, Sue Hendrickson, Shari Pioro, Corinne Nelson.
Absent –Sara Beattie, Amy Sullivan, Kelly Schoen, June Finsland, Paulette Alseth.
Others present – Erika Johnson, Samantha Roark, Catherine Krause, Betsy Mistek, Kaci Lundgren, Kendra Schmidt, Committee Clerk.

APPROVAL OF MINUTES: Motion by Hendrickson, second Pioro, to approve minutes from the March 9, 2022, meeting. Motion carried.

INTRODUCTIONS: Introductions of members of the committee and staff that work directly for the Children's Community Options Program.

PROGRAM OVERVIEW - Presentation: Presentation given by E. Johnson on the Children's Community Options and the Children's Long-Term Support Waiver Programs. There are currently 111 children enrolled in the program.

INFORMATIONAL ITEMS - Updates:

Program Update: There are currently 111 children enrolled in the program.

COVID-19 Response: Update given by E. Johnson, little to no restrictions are in place.

Budget: Update given by E. Johnson, currently on track to meet budget requirements for 2022.

CLTS Newsletter: Attached with agenda.

FUTURE AGENDA ITEMS: Next meeting, September 14, 2022, 2:00 p.m.

ADJOURNMENT: Motion by Hendrickson, second Pioro, to adjourn. Motion carried.
Meeting adjourned at 2:28 p.m.

Submitted by,

Kendra Schmidt
Committee Clerk

BY-LAWS

ARTICLE I – NAME

Douglas County Children’s Community Options Program (CCOP) Advisory Committee

ARTICLE II – MISSION

To provide support to families who have a child with severe disabilities.

ARTICLE III – PURPOSE

1. Assist in developing, reviewing, and approving the local CCOP plan and to monitor the program.
2. To develop informal supports and advocacy to families experiencing difficulties in meeting individual needs in the home environment.
3. To support the development of adequate services which can meet the needs of severely disabled children and their families.

ARTICLE IV – MEMBERSHIP

1. Composition: There is no set number of members for the committee; however, the majority of members must be parents of children with disabilities. Wis. Stat. 46.272 (4)(a)(1)
 - Parents of children with disabilities, including, if possible, parents from families participating in CCOP. To the extent possible, parents must be representative of the various disability, racial, and ethnic groups in the service area.
 - Representatives from (at least one person from this list must provide community social services to children who are eligible for CCOP).
 - County departments or divisions of human services, community programs, or developmental disabilities services
 - School districts
 - Local health departments
 - Individuals in the service area who provide other social or educational services to children who have disabilities.
2. Appointments: Individuals interested in serving on the committee shall complete an application and submit it to the program supervisor. The supervisor of the program or committee members can propose new memberships. Committee members will vote on new memberships.
3. Terms: The term of the administrator of the program will be ongoing. Ongoing terms shall be five years. With committee majority, terms can be extended an additional two years.
4. Attendance: Regular attendance is expected. Persons unable to attend should call the program supervisor or another committee member. Members missing three consecutive, unexcused meetings will be contacted to identify any problems and determine if the member desires to continue to serve. Lack of response from the member shall result in a letter from the program supervisor informing them of the removal from the committee. Members may voluntarily withdraw with written notification to the program supervisor or chairperson. Members present constitute a majority to conduct business.

ARTICLE V – MEETINGS

Meetings will be held four times per year, approximately quarterly, with dates and times determined by the committee; any changes will be posted.

ARTICLE VI – OFFICERS

Shall consist of Chairperson and Vice-Chairperson, elected via nomination, seconding and affirmative voice vote of the majority. Terms shall be for three years.

Duties – Chairman shall preside over all meetings. In his/her absence, the Vice-Chairperson shall preside. In the absence of both, the Administrator shall preside.

Revised 01/2009
Revised 08/2017
Revised 11/2017

Douglas County
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Fax 715-395-1434

Human Services Division
Suite 400
Fax 715-395-1370

Children's Community Options Program – Policy

Purpose: The Children's Community Options Program (CCOP) was created to enable parents of children with disabilities to care for their children in their own homes, rather than placing them in institutions or other out of home placements. Funding is intended to meet a family's unique needs due to a child's disability.

Policy: Since the Children's Community Options Program is not an entitlement, funding will be prioritized annually by staff of the Department of Human Services. Funding will be afforded to families/children determined most in need using criteria included in the Children's Community Options manual and will be limited to the available funding. There is no assumption that funding will be available to a family who has received CCOP funding in the previous year.

Priority will be given to families when one or more of the following considerations exist:

- Families in a crisis situation
- Families considering out-of-home placement for the child
- Families planning to bring a child home from an out-of-home placement
- Match dollars – if FSP funding can be used to match other state and/or federal funding that would assist in providing a broader array of services to the child, examples might include Children's Long-Term Care Waivers

Funds in the amount of \$4,000 will be reserved from the CCOP annual allocation in order to meet the crisis needs of families on the waiting list. In determining whether a family is in urgent need and the extent of their need, the following factors will be considered:

- Possible out-of-home placement of the child
- Child is ready to be returned from an out-of-home placement
- Child has a one-time urgent developmental need that must be met in a time frame that will exceed the expected FSP wait list duration and cannot be met by another funding source
- The family's financial situation
- A family member is involved in the legal system and court-ordered services exist
- Extent of the family's current support system
- In-home health and safety concerns

MISSION

To promote the health, safety, and well-being of individuals and families

A determination that a family on the CCOP waiting list is in crisis will be made through one of the following:

- Social worker meets with the family as part of the annual re-assessment
- Family notifies the social worker that the family has an urgent need related to their child's disability or the family's circumstances. All families on the CCOP waiting list receive a letter annually informing them where they are at on the waitlist and to inform us whether their circumstances have changed including any health or safety concerns.

Documentation from a medical provider (e.g. physician, occupational therapist, speech therapist, physical therapist, etc.) regarding how expenditures meet the child or family's unique needs due to the child's disability may be required for purchases.

Expenses for mileage, meals, transportation and lodging will be limited to local county policy. Mileage will be reimbursed at the same rate as MTM, the state of Wisconsin's Non-Emergency Transportation Manager. Receipts for meals must include the number of people who were included on the bill, who they were (e.g. eligible child, parent(s), number of siblings under 18), and the meal purchased (e.g. breakfast, lunch, dinner). Alcoholic beverages are not reimbursed.

Bona fide itemized receipts will be required for all purchases.

Please note, reimbursement for any medical and/or dental services will be limited to the portion not covered by the family's health insurance or other health related resources such as Medicaid or BadgerCare, **excluding** co-payments and/or deductibles.

Service Categories:

Services that are available through CCOP are defined broadly to create flexibility to identify the supports that best address the unique needs of each child and family. The CCOP program guide outlines CCOP-allowable services, most of which are also allowable under the CLTS Waiver Program with the exception of dental and medical care (non-MA eligible children only), health screening and accessibility (non-MA eligible children only), housing counseling (utilities only), recreation/alternative activities, specialized clothing and specialized diet/nutrition. The CCOP program guide should be referenced for descriptions of these services.

Other:

As outlined in the CCOP procedures guide, advance payment to the family for approved goods and services is allowed. Advance payments must be reconciled to actual costs prior to the end of the contract year.

Families are encouraged to allow the Social Worker to facilitate purchases through the Department of Human Services. Direct purchasing allows us to avoid sales tax; and in some instances, it will allow families to take advantage of State rates. It may also eliminate the need for large advances or the subsequent paperwork required to document receipts.