

March 4, 2019

**CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, March 13, 2019, 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
Kristina Lampi
Shari Piore
Paulette Alseth
June Finsland
Kelly Schoen

A G E N D A

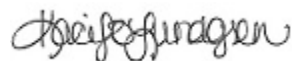
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the December 12, 2018, meeting (attached).
3. Action items:
 - a. Officer election; and
 - b. Annual update approval (attached).
4. Informational items - updates:
 - a. Policy (attached);
 - b. Program;
 - c. Budget (attached); and
 - d. Respite services.
5. Future agenda items.
6. Adjournment.

cc: Ann Doucette Susan Sandvick Douglas County Website
Pat Schanen Erika Leif Shelley Nelson (Telegram)
County Board Supervisors Samantha Roark Shena Gerchman
Michelle Bittinat Dave Longsdorf

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



3-4-19

Name

Date

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE
Douglas County Health and Human Services Department
Wednesday, December 12, 2018, 2:00 p.m., Room 207C
Douglas County Courthouse, 1313 Belknap Street, Superior, Wisconsin

Meeting called to order by Vice Chair Susan Hendrickson.

ROLL CALL: Present –Susan Hendrickson, Shari Pioro, Paulette Alseth. Absent – Debora Carroll, June Finland, Kelly Schoen, Kristina Lampi. Others present – Dave Longsdorf, Erika Johnson, Michelle Bittinat, Samantha Roark, Kaci Lundgren, Committee Clerk.

APPROVAL OF MINUTES: Motion by Alseth, second Hendrickson, to approve minutes from the September 12, 2018, meeting. Motion carried.

ACTION ITEM:

Officer Election: Only 3 members in attendance; would like majority for officer election.

ACTION: Motion by Alseth, second Hendrickson, to refer to next meeting. Motion carried.

INFORMATIONAL ITEMS - Updates:

Program: Dave Longsdorf will now supervise program. 59 individuals on program; 12 on waitlist. Goal for state transition plan has been reached; awaiting next steps for waitlist removal process.

Budget: In line with projected budget; no concerns.

Annual Update: Distributed. Annual update of 5-year plan required to be submitted to state; program supervisor and membership roster were only changes.

Respite Services: Only one individual responded to attend meeting; committee interested in feedback from more families and providers about services. Public meeting with respite providers and families in March 2019.

Membership: 2 parents interested in joining committee; Birth-to-Three Coordinator may be appointed as health representative.

FUTURE AGENDA ITEMS: Officer election; annual update approval; respite services public meeting; committee membership; meeting date/time. Next meeting, March 13, 2019.

ADJOURNMENT: Motion by Alseth, second Pioro, to adjourn. Motion carried. Meeting adjourned at 2:21 p.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk

**COUNTY AGENCY CHILDREN’S COMMUNITY OPTION PROGRAM (CCOP)
 ANNUAL PLAN UPDATE**

The *County Agency Children’s Community Options Program (CCOP) Annual Plan Update* form must be submitted to the Department of Health Services, Division of Medicaid Services, Bureau of Children’s Services, for review and approval by the deadline date established by DHS. DHS will review and approve or disapprove each county’s CCOP Plan.

Please complete the step-by-step CCOP Annual Plan Update for 2019 calendar year (CY), according to the instructions detailed below:

A. County Agency Contact Information

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

County Agency Douglas County	Name of CCOP Coordinator Dave Longsdorf		
CCOP Coordinator Phone Number 715-395-1247	CCOP Coordinator Fax Number 715-395-1265		
CCOP Coordinator Email Dave.Longsdorf@douglascountywi.org			
CCOP Coordinator Street Address 1316 N 14 th Street Suite 400	Mailing Address 1316 N 14 th Street Suite 400	State WI	ZIP Code 54880
Date the Annual Plan Update was Approved by the County CCOP Advisory Committee*			(MM/DD/YYYY) 09/12/2018

B. County CCOP Administration

For each numbered item below, please check the box to indicate if a change or update to the CCOP Five-Year Plan has occurred, and provide brief summary of the change.

1. County CCOP Operations

- Describe any changes to your county’s operations from your CCOP Five-Year Plan, including the following activities:
- Access
 - Intake
 - Assessments

Brief summary:

2. Updated estimated number of families that will be assessed and served

- Provide an updated estimate of the number of families that will be assessed and served utilizing CCOP funds during calendar year 65.

Brief summary:

Based on the current caseload and projected caseload, it is estimated that 65 families will utilize CCOP funds.

3. Outreach procedures changes for children with disabilities

- Describe any changes to your county’s outreach procedures to ensure families are aware of the CCOP funds, and their availability to children with physical, emotional and developmental disabilities.

Brief summary:

4. Other County CCOP Plan Changes

- Describe any other changes to your county's CCOP Five-Year Plan, including updates to the county's program operations, outreach efforts, assessment to determine family needs, or monitoring protocols.

Brief summary:

The CCOP program will now be supervised by Dave Longsdorf, Deputy Director.

5. County CCOP Advisory Committee

State law requires that the county CCOP Advisory Committee consist of following defined members; Wis. Stat. § 46.272(4)(a):

- Parents of children with disabilities, including, if possible, parents from families participating in CCOP. To the maximum extent possible, parents must be representative of the various disability, racial, and ethnic groups in the service area.
- Representatives from the following list (at least one person from this list must represent community, human, social services departments delivering services to CCOP participants):
 - County departments or divisions of human services, community programs, or developmental disabilities services
 - County departments of social services
 - School districts
 - Local health departments
- Individuals in the service area who provide other social or educational services to children who have disabilities.

Please provide a brief summary of any changes to your county's CCOP Advisory Committee since the last plan approval, 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
- 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:

-
- Complete the county's CCOP Advisory Committee Membership Roster, listed on page 3, item 7.

6. CCOP Annual Plan Update Submission

The County CCOP Coordinator must submit the completed *CCOP Annual Plan Update* form to the Department of Health Services (DHS) by the established date.

Please submit this completed CCOP Annual Plan Update and any supporting documentation via email to the Bureau of Children's Services at: dhscop@dhs.wisconsin.gov. Please include the following information in the subject line of your email message: "CCOP Annual Plan Update for <INSERT YOUR COUNTY'S NAME>"

7. 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 and affiliation. You may attach your local County CCOP Advisory Committee roster, if it contains all the information listed below.

Name	Affiliation
Deborah Carroll	Chairperson
Shari Pioro	Healthcare Provider
June Finsland	Parent
Paulette Alseth	Parent
Kristina Lampi	Parent
Sue Hendrickson	County Board Supervisor
Kelly Schoen	Parent
Pending appointment	Birth to Three Coordinator
Pending appointment	Parent
Pending appointment	Parent

Douglas County
Department of Health and Human Services
1316 N. 14th Street – Superior, WI 54880

Health Division
Suite 324
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.

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. If crisis funds are not tally expended by December 1st, remaining funds will be available for the CLTS match or other CCOP service needs. In determining whether a family is in urgent need and the extent of their need, the following factors will be considered:

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 CCOP 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

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 CCOP wait list duration and cannot be met by another funding source
- The family’s financial situation

MISSION

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

- 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

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 and/or Children's Long Term Support manual should be referenced for descriptions of these services.

SPC Code	Service
112.99	Adaptive Aids- Other
112.57	Adaptive Aids- Vehicle Related
202.01	Adult Family Home – 1-2 bed (not room and board)
202.02	Adult Family Home - 3-4 bed (not room and board)
603.03*	Assessment (abbreviated)
603.01*	Assessment (comprehensive)

112.47	Assistive Technology/Communication Aids
101.00**	Child Care Services
203.00	Children's Foster Care (not room and board)
514.00	Community Integration Services
113.00	Consumer Education and Training
507.03	Counseling and Therapeutic Services – Hours
507.04	Counseling and Therapeutic Services- Items and Services (includes one-time consult)
110.00	Daily Living Skills
706.20	Day Services – Children
112.50*	Dental and Medical Care (non-MA eligible children only)
619.00	Financial Management/Fiscal Intermediary Services
606.00*	Health Screening and Accessibility (Non-MA eligible children only)
112.56	Home Modifications
106.02*	Housing Assistance (utilities only)
610.00	Housing Counseling
513.00	Mentoring
710.00	Nursing Services
112.46	Personal Emergency Response Systems (PERS)
603.04*	Plan (abbreviated)
603.02*	Plan (comprehensive)
403.01*	Recreation/Alternative Activities
106.00	Relocation Services
103.26	Respite- Home Based
103.24	Respite- Institutional
103.99	Respite- Other Setting
103.22	Respite- Residential
112.52*	Specialized Clothing
112.51*	Specialized Diet/Nutrition
112.55	Specialized Medial and Therapeutic Supplies
107.50*	Specialized Transportation-Items
107.40**	Specialized Transportation- Miles
107.30**	Specialized Transportation- One Way Trips
604.00	Support and Service Coordination (formerly case management)
604.02	Support and Service Coordination – Collateral Contact (optional)
604.05*	Support and Service Coordination-Community Connections Coordinator
604.01	Support and Service Coordination – Face to Face Contact (optional)
604.03	Support and Service Coordination- Face to Face Contact/Home Visit (optional)
604.04	Support and Service Coordination- Other (relocation-related)
615.10	Supported Employment- Individual
615.20	Supported Employment- Small Group
104.10	Supportive Home Care/Days
104.14	Supportive Home Care/Days- Chore Services
104.11	Supportive Home Care/Days- Personal Care
104.13	Supportive Home Care/Days-Routine Home Care Services
104.12	Supportive Home Care/Hours
104.24	Supportive Home Care/Hours-Chore Services
104.21	Supportive Home Care/Hours- Personal Care

104.23	Supportive Home Care/Hours- Routine Home Care Services
104.22	Supportive Home Care Hours-Supervision Services
113.20	Training for Parents/Guardian and Families of Children with Disabilities

*CCOP – only

**CCOP can cover services in addition to those provided through the waiver

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.

EL 6/3/15
 EL 8/31/17
 EL 12/4/17
 EL 6/13/18
 EL 9/5/18

Douglas County Wisconsin
Department of Health and Human Services
Through December 2018

CCOP	2017 Budget	2017 Actual	2018 Budget	2018 Actual	
Revenues					
Taxes	-	-	-	-	
Intergovernmental Revenues	(48,000)	(45,601)	(153,778)	(29,063)	
Fines, Forfeits & Penalties	-	-	-	-	
Public Charges for Services	-	-	-	-	
Intergovt. Charges for Services	-	-	-	-	
Interdepartmental Personnel	-	-	-	-	
Miscellaneous Revenues	-	-	-	-	
Other Financing Sources	-	-	-	-	
Revenues	<u>(48,000)</u>	<u>(45,601)</u>	<u>(153,778)</u>	<u>(29,063)</u>	18.90%
Expenses					
Personnel	13,005	6,620	10,968	2,541	
Contractual Services	43,200	14,924	43,200	26,522	
Supplies & Expense	-	70	100	-	
Fixed Charges	-	-	-	-	
Grants & Contributions	-	-	-	-	
Capital Outlay	-	-	-	-	
Department Allocation	-	-	-	-	
Expenses	<u>56,205</u>	<u>21,614</u>	<u>54,268</u>	<u>29,064</u>	53.56%
Net Cost	<u>8,205</u>	<u>(23,987)</u>	<u>(99,510)</u>	<u>1</u>	