

Notice of Public Meeting  
Tuesday August 3, 2021  
12:00PM

**JOINT MEETING OF THE  
COMPREHENSIVE  
COMMUNITY SERVICES  
COORDINATED  
SERVICES TEAM  
CHILDRENS COMMUNITY  
OPTIONS PROGRAM  
COMMITTEE  
(Support and Recovery  
Collaboration Committee)**

*Door County Government Center  
County Board Room or Virtual WebEx  
421 Nebraska Street, Sturgeon Bay, WI*

- A. Call Meeting to Order at 12:00PM.
- B. Establish a Quorum ~ Roll Call/Introductions
- C. Adopt Agenda / Properly Noticed
- D. Approve Minutes of 5/4/2021 Meeting
- E. Correspondence
- F. Old Business
  - 1. CCoT website on transition complete. <https://sites.google.com/view/doorccot/housing>
- G. New Business
  - 1. Staffing updates
  - 2. 2022 CST Work Plan draft
  - 3. CCOP 5 year plan approval
  - 4. Wraparound training update – switching gears to present information based on committee requests (future agenda items)
  - 5. Collaboration with schools to meet youth’s needs – review handout
  - 6. Enrollment status reports - CCOP, CCS and CST
  - 7. Future agenda items - What would you like to focus on? Gaps in services? Others?
- H. Set Next Meeting Date
- I. Set per Diem Code
- J. Adjourn

*Deviation from the order shown may occur.*

**JOINT MEETING OF THE COMPREHENSIVE COMMUNITY  
SERVICES/COORDINATED SERVICES TEAM/  
CHILDRENS COMMUNITY OPTIONS PROGRAMS  
SUPPORT AND RECOVERY COLLABORATION COMMITTEE**

These minutes have not been reviewed by the oversight board and are subject to approval or revision at the next regular meeting.

Tuesday, May 4, 2021

A. Call Meeting to Order – Chairman Mark Moeller called the meeting to order at 12:00 p.m. in the County Board Conference Room.

B. Establish A Quorum – Roll Call/Introductions – Members Present:

Attending via Zoom: Mark Moeller – Chairman, Beth Chisholm – Health & Human Services Children’s Services Program Manager, Jamie Cole – Health & Human Services CCS Manager, Jodi Pierzchalski – Parent Representative, Dori Goddard – Health & Human Services Children & Families Manager, Nissa Norton – Parent/County Board Supervisor, Kari Baumann-Parent Representative, Misty Powers – Parent Representative

In Person: Seth Wiederanders – Certified Peer Specialist/JAK’s Place, Kara Counard – County Board Supervisor, Brian O’Handley – School Representative

Excused: Antonio Sorenson – Parent Representative, Katie VanLaanen – Health & Human Services Public Health Nurse, Sandy Hillmer – Community/Consumer/Elder, Angela Levens – Parent Representative

Absent: Rebecca Nicholson – Parent Representative/United Way, Dorian Tosta – Youth Representative, Christopher Miotke – Consumer Representative, Evonne LaCrosse – Parent Representative

C. Motion made by Beth Chisholm, seconded by Nissa Norton to approve the agenda. Motion passed unanimously.

D. Motion made by Seth Wiederanders, seconded by Beth Chisholm to approve the December 1, 2020 minutes. Motion passed unanimously.

E. Correspondence – None

## F. OLD BUSINESS

1. Power Point on youth transitioning to adult is not quite finished on the CCOT committee. Once finalized Beth will include a link in future agenda items.
2. There were four CST goals that were worked on in 2020. Jamie highlighted three of them:  
1) Improve Children's System of Care through providing community education on the importance of early intervention regarding youth MH and substance use. This objective as stated was not possible to achieve in person due to Covid-19 restrictions. As an alternative, education was provided virtually to the community on the Door County website and partnering agencies' websites. 2) Complete Assessment Summaries and Plans of Care accurately and consistently. Goal was achieved through participating in a peer review process. 3) By the end of 2020, the CCS Team will demonstrate program effectiveness as evidenced by a 10% reduction in legal referrals for CCS/CST consumers to the Youth Justice Division as compared to 2019. Data revealed a 46% reduction. 2009 = 13 referrals; 2020 = 7 referrals.
3. Beth shared information regarding what had been a temporary pandemic policy to deliver services to children and families remotely now becoming permanent policy in some service codes, per Wisconsin DHS. (The Wisconsin Department of Health Services has published [Numbered Memo 2021-02](#), "Remote Waiver Services for the Children's Long-Term Support Waiver Program and Children's Community Options Program." This memo establishes permanent policy for remote waiver services.) The link will be shared with all committee members.

With regard to CCS, it is expected that telehealth will be included in the permanent expanded policy, but it is not official. Telehealth is still under the temporary allowance put into effect on May 13, 2020. Jamie noted that face to face contacts are starting to increase with the slow-down of COVID.

## G. NEW BUSINESS

1. 2021 CST Work Plan  
Goals established for 2021 are as follows:
  - a.) Continue data reporting – including surveys as mandated by State.
  - b.) Increase school referrals by 10% as compared to 2020.
  - c.) Improve system of care – increase parent membership on the committee, increase/refresh committee members' knowledge on the wrap around process and principles that guide our work, and regularly meet with contracted providers in effort to standardize the orientation/training protocol.
  - d.) Demonstrate program effectiveness as evidenced by a 10% reduction in inpatient hospital days as compared to 2020.
3. Enrollment Status Reports (Agenda Item Out of Order, per Chairperson Moeller)

CLTS currently has 77 consumers enrolled with all 77 eligible for CCOP funding as well. Currently there are 5 referrals pending. CCS and CST currently have 69 consumers enrolled. There are several new referrals pending. There are 8 consumers that are dually enrolled in both CLTS and CCS.

2. Wraparound Overview (Agenda Item Out of Order)

Jamie shared a video called "What is Wraparound?" This was an informative video regarding care coordination, team based, informal supports, different interventions, etc. A short discussion ensued afterwards regarding how the schools, providers, therapists, etc. work together to help ensure that students get the proper supports that they need. Monthly meetings do take place which makes this more successful. This is a slow process but going well.

4. Future Agenda Items

Dyslexia and how it affects the literacy of our children. How can schools help more?

H. Set Next Meeting Date

Tuesday, August 3, 2021 at 12:00 p.m. in the County Board Conference Room at the Door County Government Center, or virtually via Zoom.

I. Set Per Diem Code – 225

J. Motion made by Seth Wiederanders to adjourn, seconded by Kara Counard. Motion carried. Adjourned at 12:45 p.m.

Respectfully submitted,

Kathy Zak  
Recording Secretary

## 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 Medicaid Services, Bureau of Children's Services for review and approval by **October 1, 2021**. 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 Door County Health and Human Services	Name of CCOP Coordinator Beth Chisholm		
CCOP Coordinator Phone Number 920-746-2338	CCOP Coordinator Fax Number 920-746-2355		
CCOP Coordinator Email bchisholm@co.door.wi.us			
County Agency's Street Address 421 Nebraska St.	Mailing Address Sturgeon Bay	State WI	Zip Code 54235
Date the Full Plan was Reviewed and Approved by the County CCOP Advisory Committee*	(MM/DD/YYYY) 08/03/2021		

*\*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

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Brief summary: The Door County Department of Health and Human Services embodies the CLTS Waiver program philosophy whereby an array of services and supports are offered to families of children with a disability. Those goods and services are delivered in accordance with the desired outcomes of the family. The Children's Community Options Program is the funding source that is the last to be utilized in delivering services to children in our county, per the Waiver mandate. Door County is committed to thinking creatively in ensuring children's needs are met through the Waiver and CCOP to maximize community access and inclusion considering the whole child in all facets of their community. Children are served once being found eligible via the state functional screen and the family's agreement to their child being enrolled in programs. Please see our agency brochure attached, which reflects the above practices and philosophies.

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#### 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 2022.

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Brief summary: Door County currently has 79 children enrolled in CLTS Waiver, all of whom are also eligible for CCOP, per the functional screen. Of those children, 28 have utilized CCOP funds thus far in 2021. On average over the past 3 years 40 children have been authorized for CCOP funding and Door County estimates that as many children will receive these funds in the next 5 years.

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### 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.

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Brief summary: Priority for CCOP funding will be given to those children and families who are in need of goods and services not otherwise covered by one of the other programs in which a child may be enrolled. Door County follows a philosophy that ensures we are being consistent, fair and equitable with regard to authorizing CCOP funds. All enrolled children are afforded the same comprehensive case planning process and any identified outcomes whose services to meet such goals can not be covered by the Waiver, have access to CCOP funds. There is no priority group over another as Door County is enrolling children as they are found eligible on the functional screen and marked enrollable in PPS by DHS. Door County will continue to follow DHS guidelines and screen every child who is received at the point of intake, if the family so chooses. Once enrolled Support and Service Coordinators will meet with the child and their caregivers, using Deciding Together, to develop desired outcomes and authorize services to meet those outcomes, including from CCOP as the funding source of last resort.

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### 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.

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Brief summary: The division that administers CCOP funding in Door County is the Children and Families Support Services team. We continue to distribute our agency brochure that outlines all services/programs for children when found eligible in Door County. These brochures are handed out by agency employees as well as distributed at school events we have a presence at such as parent teacher conferences, open houses, child safety fair, back to school supplies event and medical facilities. This outreach will continue as we connect with families and our community partners. All Waiver eligible children, who are also found eligible via the Children's Long Term Support Functional Screen for CCOP, will be afforded the option of goods and services through CCOP. This includes children with physical, emotional or developmental disabilities.

See internal CCOP policy attached.

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### 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.

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Brief summary: All Support and Service Coordinators (SSC's) who develop Individual Service Plans with children and their caregivers will utilize the Department of Health Services Deciding Together tool/philosophy. The CCOP budget will be monitored by the CLTS/CCOP program manager with support from the department's business office to ensure funds are spent in an equitable way among all enrolled and eligible children. Relationship development and building trust between the SSC's and enrolled children and their caregivers is held as one of the paramount pillars of service delivery in Door County. Additionally, consideration of natural supports and an array of community resources is consistently a part of the development of Individual Service Plans with a family. In addition weekly team meetings, the CCOP advisory committee and an annual survey sent to all enrolled participants will garner valuable feedback as to the needs of children with disabilities living in our county.

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### 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).

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Brief summary: The CLTS/CCOP manager will monthly monitor the annual CCOP budget. Quality assurance and program compliance will also be overseen by this manager as well as ownership by the SSC's who will ensure that all families are offered access to CCOP funds, with the caveat of these resources being utilized as the funding source of last resort. All ISP's will be developed in the spirit and intent of offering children an array of services to meet their identified outcomes and reach their full potential; physically, socially, academically, and emotionally. The CCOP manual will be the guiding resource in administering the CCOP funds. Gaps in resources and supports will be sought from various stakeholders including children, families, and through community outreach. Improvements will be made based on identified needs of children with long term disabilities in Door County. (see attachment referenced above pertaining to the department's CCOP identified procedures).

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#### 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.

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Brief summary: Door County is a very resource rich community and SSC's are well versed in the wide variety of informal supports and community agencies that families can access as needs are identified. Every encounter with a family, be that monthly contacts, provider outreach, 6 month service plan reviews and annual recertifications, are opportunities that are utilized by SSC's to connect families to resources, suggest informal supports and model self advocacy and community connection.

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#### 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.

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Brief summary: SSC's and program manager will regularly monitor program compliance for all those children accessing CCOP funding. Regular audit preparedness quality assurance is completed on all enrolled children to ensure adherence to CCOP program guidelines which are outlined in DHS CCOP Procedures Guide. Funds will not be overspent and this will be monitored by program manager in conjunction with the department's internal business office. Spreadsheets are analyzed monthly to ensure funds are being utilized in a cost effective manner and services and supports are being delivered with the highest quality practices employed.

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#### 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. Stats. §§ 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.

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Brief summary: Door County's CCOP Advisory Committee, in accordance with the CCOP Procedure Guide, assists in developing, reviewing, and approving the local CCOP plan and helps to monitor the program by informing and providing consultation to the department in the areas of gaps and needs for children with disabilities and their families. The committee is engaged in exploring how these needs might be met in our community through meeting discussion and involvement in community wide events that inform the public. In Door County there is a joint committee of the Comprehensive Community Services (CCS)/Coordinated Services Team (CST) and Children's Community Options Programs (CCOP) and is titled the Support and Recovery Collaboration Committee.

The county board appointed committee meets four times annually. Meetings are held at the Door County Government Center, with proper notice to the committee and general public.

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- 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
Mark Moeller	Chairperson	920-495-2517 mmoeller@co.door.wi.us
Beth Chisholm	Children's Services Program Manager-Door County Health and Human Services	421 Nebraska St. Sturgeon Bay, WI 54235 920-746-2338 bchisholm@co.door.wi.us
Kara Counard	County Board Member	920-217-6352 district4@co.door.wi.us
Jodi Pierzchalski	Parent	920-559-1148 jodipierzchalski@yahoo.com
Misty Powers	Parent	260-336-1576 mistypowers4@yahoo.com
Kari Baumann	Parent	920-421-2023 kari8292@gmail.com
Rebecca Nicholson	Parent/provider of social and educational services.	920-421-3145 rebecca@unitedwaydc.com
Antonia Sorenson	Parent	920-309-1448 antonia.sorenson@greenstonefcs.com
Doreen Goddard	Child Protective Services and Youth Justice Manager-Door County Health and Human Services	920-746-2316 dgoddard@co.door.wi.us
Brian O'Handley	School district representative	920-746-2815 bohandley@sbsdmail.net
Katie VanLaanen	Door County Public Health Nurse	920-746-2238 kvanlaanen@co.door.wi.us

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

Your county’s CCOP plan must be reviewed and receive preliminary approved 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: [DHSCS@dh.wisconsin.gov](mailto:DHSCS@dh.wisconsin.gov) by **October 1, 2021**. Please include the following information in the subject line of your email message: “2022 CCOP Five-Year Plan for Door County.

## **Door County Human Services policy on the use and receipt of CCOP funding for goods and services**

The Children's Community Options Program (CCOP), under the authority of 2015 WI Act 55, and WI Statute 46.272, is a coordinated service approach to families with a child found functionally eligible for CCOP. The CCOP approach recognizes and maximizes the family's capacity, resiliency, and unique abilities with the intention of better supporting, nurturing, and facilitating self-determination, interdependence, and inclusion in all facets of community life for the child and family. CCOP is the funding of last resort. In order to maximize the use of federal funds, Home and Community-Based Services (HCBS) Medicaid Waiver Program funding must be used before CCOP for children who are functionally and financially eligible for Wisconsin's Children's Long-Term Support (CLTS) Waiver Program.

Door County Human Services seeks to collaboratively partner with families to deliver supports and services aimed at achieving desired outcomes which are identified, prioritized, and implemented with the family having a child found functionally eligible. To that end, we are seeking to clearly define the use of the CCOP funds the State authorizes the county department to administer.

Within the limits of available funding, Door County Human Services (the administering agency) is responsible for arranging service contracts and ensuring the provision of necessary long-term community support services for each child who is eligible for CCOP. The department can prepay the family for goods and services (with the exception of respite).

- All purchases must be included in the approved child and family-centered ISP or MA case plan, connected to an assessed need and desired outcome, and not otherwise covered by another source.
- The assigned case worker must maintain child-specific financial documentation of CCOP expenditures in the case record.

### **Allowable Payment Methodologies for Goods and Services**

Payment for CCOP-funded services and supports must reflect actual costs incurred and may take a variety of forms, including:

1. A voucher.
2. Direct payment to a vendor.
3. Direct reimbursement to the family for completed goods or services.
4. Advance payment to the family for approved goods and services (advance payments must be reconciled to actual costs in a timely manner).

### **Procedures for Advance Payment to Families**

- ❖ While voucher, direct payment to a vendor, or reimbursement for completed services are the preferred payment methods, at times advance payment to a family is necessary. In these situations, it is the family's responsibility to obtain a signed receipt from the provider with the date of service(s)/goods purchased.
- ❖ The receipt is due to the department by the last day of the month following the delivery of the service or goods purchased.
- ❖ Failure to turn in timely receipts may result in billing or collection actions and/or discontinuation of the CCOP funded service.
- ❖ In some situations, the actual cost for a particular purchase or service may end up being less than the amount authorized. In these situations funds may be reallocated to a different service category of approved use, in consultation between family and case manager, and per a child's service plan.
- ❖ Please note: Advance payment to the family is not allowed for respite. Respite will be reimbursed (to the family or service provider, depending on how the service was authorized) after the service has been provided and a receipt submitted.

I have read and understand the department's policy on the use and receipt of CCOP Funding

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Signed (annually)

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Date

## **Managing Crisis Situations in the Schools**

### **A Guide for Coordinating with Door County DHHS**

#### **Mental Health Crisis:**

Defined in Wisconsin Administrative Rule DHS 34 as a situation caused by an individual's apparent mental disorder which results in a high level of stress or anxiety for the individual, persons providing care for the individual, or the public which cannot be resolved by the available coping methods of the individual or by the efforts of those providing ordinary care or support for the individual. The DHHS Emergency Mental Health Services Program provides 24-hour per day, 7 days a week coverage for individuals in need of emergency mental health services.

- Accessed by calling the Crisis Hotline at **(920)746-2588**.
- Contact parent prior to calling Crisis Hotline and ask them to come to the school. They will need to be involved in the assessment, safety planning, and/or transporting to the ER for further assessment.
- Mental Health professional on Crisis Hotline will triage, assess, and determine if County crisis worker and/or law enforcement need to be involved.
- In an emergency, dial 911.

#### **Suspected Child Abuse or Neglect:**

Wisconsin statutes 48.981(2) & (3) require that school personnel who have reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or has been threatened with abuse or neglect and that abuse or neglect of the child will occur, must immediately inform by phone or in person the Door County Department of Health & Human Services or a law enforcement agency. Mon.– Fri., 8-4:30, call DHHS at **(920)746-7155** and indicate you would like to make a *Child Protective Services Report*. You will be connected to the on-call worker for the day. After hours: 920-746-2400.

#### **Truancy, Uncontrollable or Illegal Behaviors:**

Youth Justice accepts referrals from law enforcement, schools and parents at **(920)746-7155**. Coordination with your SRO is recommended. They can determine if grounds exist for a formal referral through Juvenile Court Intake or Diversion.

#### **Student in need of ongoing supports and services:**

Multiple options exist, including outpatient counseling, Comprehensive Community Services/Coordinated Services Teams (for youth with complex mental health or substance use needs) or Children's Long-Term Support (for youth with other disabilities or special needs). Preferred approach is to provide parent with main DHHS number, **(920)746-7155**, to request a screening, noting the types of services they are seeking. If there are barriers to parents initiating contact, school personnel may contact Jamie Cole regarding CCS/CST (920-746-5977) or Beth Chisholm for Children's Long-Term Support (920-746-2338) to discuss engagement strategies. These are voluntary services that require parental consent and involvement. Be aware that some of these services have financial and functional eligibility criteria, and not all children will qualify. Consider STRIDE for school-based mental health services as appropriate.

#### **Once a Child/Youth is engaged in services:**

- DHHS will attempt to obtain a Release of Information with the school so that information can be shared and we can coordinate services. Depending on program area, there are limitations on what can be shared.
- With the possible exception of Youth Justice, please be aware that we do not have the staff capability for case managers to mobile out to schools to address behavioral or emotional concerns of our clients. Staff can and do come to school for pre-arranged meetings and appointments on a case-by-case basis, but not as part of a "crisis response." We ask that when these situations arise, you follow your school protocol for handling such situations, and engage your SRO and the crisis line as appropriate.