

Notice of Public Meeting  
Tuesday March 2, 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 12:00 p.m.
- B. Establish a Quorum ~ Roll Call/Introductions
- C. Adopt Agenda / Properly Noticed
- D. Approve Minutes of 12/1/2020 Meeting
- E. Correspondence
- F. Old Business
  - 1. Power Point on transitions not quite complete
  - 2. Review 2020 CST Final Performance Report
  - 3. Remote service delivery - permanent policy
- G. New Business
  - 1. 2021 CST Work Plan
  - 2. Wraparound overview (brief video) and discussion
  - 3. Enrollment status reports - CCOP, CCS and CST
  - 4. 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

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in person in the Peninsula Room (C121) 1st Floor Government Center (please note public in-person has limited capacity and is on a first come, first served basis).

**To attend the meeting via computer go to:**

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=eaea0de2c07584529a466e798e48c3589>

**Event password:** Mar2ccs2021

**To connect via phone:**

**Call:** 1-408-418-9388

**Access Code:** 187 534 0529

*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, December 1, 2020

A. Call Meeting to Order – Chairman Mark Moeller called the meeting to order at 12:07 p.m. in the County Board Conference Room.

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

Attending via WebEx: Mark Moeller – Chairman, Seth Wiederanders – Certified Peer Specialist/JAK’s Place, 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, Antonio Sorenson – Parent Representative, Rebecca Nicholson – Parent Representative/United Way, Misty Powers – Parent Representative,

In Person: Dorian Tosta – Youth Representative, Sandy Hillmer – Community/Consumer/Elder,

Excused: Kara Counard – County Board Supervisor, Kari Baumann-Parent Representative, Katie VanLaanen – Health & Human Services Public Health Nurse, Brian O’Handley – School Representative

Absent: Christopher Miotke – Consumer Representative, Evonne LaCrosse – Parent Representative/We Are Hope.

C. Motion made by Nissa Norton, seconded by Toni Sorenson to approve the agenda. Motion passed unanimously.

D. Motion made by Seth Wiederanders, seconded by Beth Chisholm to approve the November 3 2020 minutes. Motion passed unanimously.

E. Correspondence – None

F. OLD BUSINESS

1. Beth Chisholm informed the Board Members that the CCOT (County Communities on Transition-a transition improvement project) is working on a PowerPoint/Video presentation. This could be shown at the next meeting of this committee as there have been requests to provide some education and discussion around children with disabilities transitioning to adult supports and services. There is typically a transition fair where different providers present (Long-term care agencies, DVR, etc.). Due to the pandemic in person is not possible so this virtual option is going to be published electronically. From there we can further explore topics and presenters on this topic for future meetings of this committee.
2. Nissa mentioned that she heard that IRIS in Kewaunee County has a Parent to Parent Panel that works with parents regarding transitioning to adulthood, guardianship, Family Care, etc. Beth stated that she would look into this.

G. NEW BUSINESS

1. Staffing Updates  
The CCS Service Facilitator position has been filled by Elizabeth Hofer who has a Bachelor's Degree in Psychology and Spanish. She comes to us from Children's Hospital – Stevens Point. She will be in training for a few weeks and will then start taking on a caseload.
2. Enrollment Status Reports  
CLTS currently has 72 consumers enrolled with all 72 eligible and/or receiving CCOP funding as well. There are 19 children age 4-8, 25 children age 9-12 and 28 teenagers enrolled in CLTS. Of those enrolled 49 are male and 23 female. CCS and CST currently have 68 consumers enrolled. Of the 68 consumers 19 are in CCS only, 3 in CST only and 32 are combined in both CCS/CST which carries a 69% enrollment of just youth. There are 8 consumers that are dually enrolled in both CLTS and CCS.
3. Future Agenda Items  
CST Goals for 2021 – Committee Members to give suggestions/ideas.

H. Set Next Meeting Date

Tuesday, February 2, 2021 at 12:00 p.m. in the County Board Conference Room at the Door County Government Center, or virtually via WebEx.

I. Set Per Diem Code – 340

J. Motion made by Seth Wiederanders to adjourn, seconded by Rebecca Nicholson. Motion carried. Adjourned at 12:21 p.m.

Respectfully submitted,

Kathy Zak  
Recording Secretary

**DCTS ANNUAL GRANT/CONTRACT APPLICATION**  
**Exhibit 1**

**Use the TAB key to move through this form.**

Grant/Contract Title (DHS contract administrator to fill-in) Coordinated Services Teams Initiative			Contract Period Date (DHS contract administrator to fill-in) From: 1/1/2021 Through: 12/31/2021		
Grantee Name – Applicant Agency (as registered with sam.gov, if applicable) Door County Department of Health & Human Services			Employer Identification Number (FEIN) 39-6005686		D-U-N-S® Number 052071503
Street Address 421 Nebraska Street		City Sturgeon Bay		State WI	Zip Code 54235
Grantee Administrator Name – Grant Contract Coordinator Jamie Cole		Phone Number 920-746-5977	Email Address jcole@co.door.wi.us		
Street Address 421 Nebraska Street		City Sturgeon Bay		State WI	Zip Code 54235
Grantee Fiscal Contact Name Joann Baumann		Phone Number 920-746-2348	Email Address jbaumann@co.door.wi.us		
Area(s) to be Served Door County			Counties and/or Tribes (list all covered by this grant) Door County		
Number Served (How many persons will receive services during THIS period, enter N/A if not applicable) Persons Served: 50					
If project will be subcontracted or operated as a consortium, list name, address, and DUNS # of each participating agency (attach additional sheets, if necessary).					
Agency Name NA	Address Click here to enter text.	City Click here to enter text.	State State.	Zip Zip.	D-U-N-S® Number Click here to enter text.
Agency Name NA	Address Click here to enter text.	City Click here to enter text.	State State.	Zip Zip.	D-U-N-S® Number Click here to enter text.
Total Budget Amount Requested (Must match amount on budget template F-01601) \$60,000			Total Dollar Match (If required) \$12,000		
Name/Title – Official Authorized to Commit Applicant Agency to this Contractual Agreement Joe Krebsbach, Health & Human Services Director				Date 7/24/2020	
Email Address of Authorized Official jkrebsbach@co.door.wi.us				Phone Number 920-746-2337	

This application has been approved by the official authorized to commit applicant agency to this contractual agreement.

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.1**  
**DESCRIPTION OF DELIVERABLES / DEMONSTRATION OF NEED / CONTRACT PURPOSE / SERVICES TO BE PROVIDED**  
**Abstract**

**Program Description** (Contract Administrator- please enter brief, one paragraph description of purpose of grant/contract)

Coordinated Services Teams (CST) funds are provided to maintain a CST Initiative, utilizing a wraparound approach for service delivery and support. Sites must be in compliance with CST legislation, State Statute 46.56. CST Initiatives determine specific eligibility to meet the needs of the community with priority given to children with severe emotional disturbance (SED), develop and maintain coordinating committees, enroll, assess (utilizing the CANS tool), and create a plan of care for children within the CST. The initiative must also focus on developing their System of Care for children, youth and their families. Plan goals should address enrollment, system of care development, reporting, and effectiveness of the program in some manner. A 20% match is required for grant funding.

---

1. Provide an overview of the services to be provided and the outcomes or products that will be achieved. (Please limit response to one paragraph)  
Door County Health & Human Services remains committed to the provision of quality mental health services for youth and their families. The core principles reflected in the CST mission align with the County's trauma informed care approach and wraparound support process. CST funds will support Door County's 2021 goals to increase referrals from school, improve children's system of care, and enhance program effectiveness. The Coordinating Committee will continue to play an integral role in support of these goals. In effort to track progress, Door County staff will enter all PPS data in a timely manner, and all performance reports and the final expenditure report will be completed and submitted in a timely manner.

---

2. Provide summary data identifying needs and purpose in your region. Justify how this contract funding will address those needs. (Please limit response to one to two paragraphs)  
The CST wraparound approach is a pivotal aspect of our service delivery and there is an ongoing need for CST funds to improve the lives of youth and families in Door County. We regularly serve individuals with identified needs in the following domains: psychological/emotional, family/peer relationships, mental health/trauma, education, and the legal system. CST services include, but are not limited to, service facilitation, individual and group skill development, wellness management, psychoeducation, psychotherapy, and respite. We also use the funds for staff, community, and parent trainings as well as mental health needs items for youth and families.

The total number of CST youth served has been steadily growing since the program was implemented. In 2019, we served a total of 51 youth in CST. So far this year, we have served 41 youth in CST and are on track to meet the projected total of 50 youth in 2020. These numbers reflect our County's initiative to include CST as part of our mental health continuum. Those ineligible for Comprehensive Community Services (CCS) and those who need supports and services not funded by CCS are targeted for enrollment in CST. It is projected that we will continue to support 50 youth and families with CST funds in 2021.

---

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.2  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how success will be measured to determine whether you meet your goal and objective(s) and the person/role responsible for the activity.

**Goal 1: DATA AND REPORTING - Ensuring reporting to track program performance**

<b>Objective 1</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Complete the semi-annual and annual performance reports and submit to the DHS contract administrator.	1. Gather necessary data to complete the semi-annual performance report accurately and submit to the DHS contract administrator.	1. July 30, 2021	1. Semi-annual performance report will be completed accurately and submitted to DHS contract administrator by July 30, 2021.
	2. Gather necessary data to complete the annual performance report accurately and submit to the DHS contract administrator.	2. January 30, 2022	2. Annual performance report will be completed accurately and submitted to DHS contract administrator by January 30, 2022.

Person/Role Responsible: CCS/CST Program Manager

<b>Objective 2</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Enter financial data into CARS and use that financial data to complete the final expenditure report.	1. Gather necessary financial data and enter the data into CARS monthly.	1. Monthly	1. Financial data will be entered into CARS monthly.
	2. Gather necessary financial data to complete the final expenditure report and submit the report to the DHS contract administrator.	2. March 30, 2022	2. 2021 Final expenditure report will be completed accurately and submitted to the DHS contract administrator by March 30, 2022.

Person/Role Responsible: Finance Staff

<b>Objective 3</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Enter necessary youth level data into PPS.	1. Complete CANS tool within 30 days of enrollment, every 6 months, and at discharge. Enter CANS data for enrollment and discharge into PPS.	1. Ongoing	1. The initial CANS tool and the CANS tool administered at discharge will be completed and entered into PPS within 30 days of completion for 90% of youth.
	2. Gather necessary demographics and program related activities information and entered/updated the information in PPS monthly.	2. Ongoing	2. Youth demographics and program related information will be entered/updated into PPS monthly.

Person/Role Responsible: CCS/CST Team

<b>Objective 4</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Administer and gather the DHS satisfaction surveys.	1. CST staff will administer and gather the DHS satisfaction surveys from all of the youth and families in CST.  2.	1. December 31, 2021  2.	1. 100% of eligible youth and families will receive the satisfaction survey with a 75% return rate by December 31, 2021.  2.

Person/Role Responsible: CCS Regional Coordinator and CCS/CST Team



**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.3  
 DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
 Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 2: ENROLLMENT - Increase referrals**

<b>Objective 1</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Increase school referrals	1. Review and update referral form.  2. Provide CST/CCS information to schools.	1. January 31, 2021  2. Quarterly	1. There will be an increase in referrals from schools by 10% as compared to 2020. 2. There will be an increase in referrals from schools by 10% as compared to 2020.

Person/Role Responsible: CCS/CST Program Manager

<b>Objective 2</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1.  2.	1.  2.	1.  2.

Person/Role Responsible: [Click here to enter text.](#)

<b>Objective 3</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1.  2.	1.  2.	1.  2.

Person/Role Responsible: [Click here to enter text.](#)

<b>Objective 4</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1.  2.	1.  2.	1.  2.

Person/Role Responsible: [Click here to enter text.](#)

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Door County Department of Health & Human Services  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.4  
DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 3: SYSTEM DEVELOPMENT – Improve System**

<b>Objective 1</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Increase parent membership on Coordinating Committee	1. Update orientation process.	1. January 31, 2021	1. One parent will be added to the committee.
	2. Identify and recruit parents through discussions with CCS/CST Team.	2. June 30, 2021	2. One parent will be added to the committee.

Person/Role Responsible: CCS/CST Program Manager and Team

<b>Objective 2</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Increase/refresh committee member knowledge on wrap around.	1. Members will view and discuss wrap around training videos during Coordinating Committee Meetings.	1. One video per quarterly meeting.	1. 80% of members will state that they learned at least one new item from each video.
	2.	2.	2.

Person/Role Responsible: CCS/CST Program Manager and Coordinating Committee

<b>Objective 3</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Increase collaboration and improve communication with contracted providers.	1. Meeting with each contracted provider to discuss ways to improve collaboration and communication. Based on these discussions, policies and procedures will be updated.	1. 1-2 providers per month	1. A collaboration/communication plan will be created and ready to implement in 2022.
	2.	2.	2.

Person Responsible: CCS/CST Program Manager and Team

<b>Objective 4</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1.	1.	1.
	2.	2.	2.

Person/Role Responsible: [Click here to enter text.](#)

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.5  
 DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED  
 Work Plan**

In the table that follows each goal, identify the objective, all major activities needed to achieve the goal, the timeline when each of the related activities is projected to be met, how you will measure whether you are successful in meeting your goal and objective(s) and the person/role responsible for the activity.

**Goal 4: EFFECTIVENESS AND IMPACT – Decrease hospitalizations**

<b>Objective 1</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1. Decrease inpatient hospitalization days	1. Create Safety Plan guide for workers to use in completing plans for youth/families. CST/CST Program Manager will collaborate with the CCS/CST Team and other divisions. 2. Teams will review and update safety plans every 6 months and as needed in effort to prevent inpatient hospitalizations.	1. March 31, 2021. 2. Ongoing	1. Inpatient hospitalization days will decrease by 10% as compared to 2020. 2. Inpatient hospitalization days will decrease by 10% as compared to 2020.

Person/Role Responsible: CCS/CST Program Manager and Team

<b>Objective 2</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1. 2.	1. 2.	1. 2.

Person/Role Responsible: [Click here to enter text.](#)

<b>Objective 3</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1. 2.	1. 2.	1. 2.

Person/Role Responsible: [Click here to enter text.](#)

<b>Objective 4</b>	<b>Related Activities</b>	<b>Timelines</b>	<b>How Success will be Measured</b>
1.	1. 2.	1. 2.	1. 2.

Person/Role Responsible: [Click here to enter text.](#)

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.6**  
**DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED**  
**Coordination**

Describe any collaborative arrangements that are or will be developed in order to achieve the goals of this project. Provide the names of collaborative organizations and/or individuals and what contribution or commitment has been made between this project and collaborators.

Coordinating Committee Representation

It includes a majority of parent reps, in addition to representatives from the following community organizations:

Door County Partnership for Children and Families (also participate on child and family teams)

Boys and Girls Club

Family Services

Sturgeon Bay School District

JAK's Place

CC subcommittee includes these additional participants to plan a community training – Trauma Informed Care Conference:

Door County Partnership for Children and Families

Door County Alcohol & Other Drug Coalition

Door County Public Health Department

Door County Mental Health Focus Group

Human Services Trauma Informed Care Core Team

STRIDE school mental health initiative

Additional collaborations that provide resources and/or participate on child and family teams include:

Aging and Disability Resource Center

Family Voices of Wisconsin

Northeast Regional Center for Children and Youth with Special Health Care Needs

All of our school districts

DVR

Door County Job Center

MCO's

Wisconsin Family Ties for a Parent Peer Specialist

In addition to what has been mentioned above, it should be noted that Door County is community rich in collaborative connections. Door County Human Services as a whole, and our CST in particular, is fortunate to have the support of our schools, our court/legal partners, public health, law enforcement, United Way, Family Services of NEW, HELP of Door County (domestic violence agency), Boys and Girls Club, community mental health providers, the medical community, Lakeshore CAP, Cradle to Career, and numerous other non-profit and government organizations. For a small, rural community, we are fairly "resource-rich," and our partners are committed to collaborating for the good of our children and families.

---

**Agency Name:** Door County Department of Health & Human Services  
**Contract Title:** Coordinated Services Teams Initiative  
**Contract Period:** From 1/1/2021 Through 12/31/2021

**EXHIBIT 1.7**  
**DESCRIPTION OF DELIVERABLES / SERVICES TO BE PROVIDED**  
**Identified Issues**

Column one will list any issues that have been identified through a performance report or site visit. If there is no issue listed in column 1, no action is necessary. If there is one or more issues listed in column 1, address how you will resolve each issue in column 2.

Issues to be Resolved	<u>Column 1</u>	Agency Response	<u>Column 2</u>
1.		1.	
2.		2.	
3.		3.	
4.		4.	