

December 4, 2019

**CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE  
Douglas County Health and Human Services Department  
Wednesday, December 11, 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 Pioro  
Paulette Alseth  
June Finsland  
Kelly Schoen

**A G E N D A**

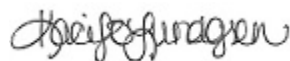
(Committee to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time).

1. Roll call.
2. Approval of minutes from the June 12, 2019, meeting (attached).
3. Action items:
  - a. Children's Community Options Program Plan approval (attached); and
  - b. Approval of new member (Birth to 3 Coordinator).
4. Informational items - updates:
  - a. Program – rate setting initiative;
  - b. Budget (to be distributed); and
  - c. Mentoring services.
5. Future agenda items.
6. Adjournment.

cc: Ann Doucette                      Susan Sandvick                      Douglas County Website  
Pat Schanen                          Erika Johnson                      Shelley Nelson (Telegram)  
County Board Supervisors        Samantha Roark                      Shena Gerchman  
Erica Burke                              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](http://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



12-4-19

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Name

Date

**CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE**  
**Douglas County Health and Human Services Department**  
**Wednesday, June 12, 2019, 2:00 p.m., Room 207C**  
**Douglas County Courthouse, 1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Deb Carroll.

**ROLL CALL:** Present – Deb Carroll, June Finsland, Susan Hendrickson, Shario Piro (arrived 2:09 p.m.), Paulette Alseth, Kelly Schoen. Absent – Kristina Lampi. Others present – Dave Longsdorf, Erika Johnson, Kaci Lundgren, Committee Clerk.

**APPROVAL OF MINUTES:** Motion by Hendrickson, second Finsland, to approve minutes from the March 13, 2019, meeting. Motion carried.

**INFORMATIONAL ITEMS - Updates:**

**Program:** 69 individuals on program; 4 on waitlist; 2 referrals. 1 vacant position in department.

**Budget:** In line with projected budget; no concerns.

**By-laws Review:** Reviewed for potential changes; none made.

**ACTION:** Motion by Hendrickson, second Alseth, to accept by-laws. Motion carried.

**Respite Services:** Due to changes within program and department, time is not allotted to pursue. Original intent was to give feedback to provider agencies as to what is needed from a family viewpoint. Staffing qualified, professional caregivers in agencies has proven difficult due to low pay and complexity of positions.

**FUTURE AGENDA ITEMS:** Program; budget. Next meeting – September 11, 2019.

**ADJOURNMENT:** Motion by Hendrickson, second Schoen, to adjourn. Motion carried. Meeting adjourned at 2:24 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 2020 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<br>Douglas County Department of Health and Human Services         |                 | Name of CCOP Coordinator<br>Dave Longsdorf |   |
| CCOP Coordinator Phone Number<br>7153951247                                     |                 | CCOP Coordinator Fax Number<br>7153951265  |   |
| CCOP Coordinator Email<br>dave.longsdorf@douglascountywi.org                    |                 |  |   |
| CCOP Coordinator Street Address<br>1316 N 14 <sup>th</sup> St., Suite 400       | Mailing Address | State<br>WI                                | ZIP Code<br>54880   |
| Date the Annual Plan Update was Approved by the County CCOP Advisory Committee* |                 |  | (MM/DD/YYYY)<br>Will be approved at 4 <sup>th</sup> quarter meeting |

**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 71.

Brief summary:  
 Douglas County CLTS/CCOP currently has 71 families enrolled and will be serving.

**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:



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**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.

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Brief summary:

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**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.

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Brief summary:

Douglas County CLTS/CCOP has had some difficulty maintaining membership to meet the statutory obligation, however consistently is recruiting to assure that the statute is met.

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

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**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](mailto: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>"

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**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                  |
| Kristina Lampi                    | Parent                  |
| Sue Hendrickson                   | County Board Supervisor |
| Kelly Schoen                      | Parent                  |
| Pending Appointment (Teresa Kerr) | Birth to 3 coordinator  |
| Paulette Alseth                   | Parent                  |
| Pending Appointment               | Parent                  |
|                                   |                         |
|                                   |                         |
|                                   |                         |