

FROM: Hayley Weyers

DATE: June 7, 2022

RE: MEETING NOTICE

The Children's Community Options Program Advisory Committee (CCOPAC) meeting will be held on Tuesday, June 14, 2022 at 10:00 a.m. Due to COVID19 and the pandemic, a remote meeting will originate from Conf. Room A, Washburn, Wisconsin.

For public participation remote access is available by phone, number 1-866-516-3949, Participant Pin Number: 1642457. CCOPAC members received an invitation via Teams.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, extension 83344, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

1. The agenda includes: Call to order; Discussion and possible action to review/adopt 12/14/2021 meeting minutes; Children's LTS program enrollment report; Committee updates (new member introductions, further recruitment, Chairperson seat vacancy); Other informational items; Motion to adjourn

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

- c: County Board Chair
County Administrator
County Clerk
HS Director and Managers
DCS, Rhinelander
Health Department
Red Cliff Tribe
Post (bulletin board and website)
Daily Press

CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE

Sherri Paulson

Cheryl Cook

Hayley Weyers

Sara Wartman (Bayfield County Health Dept)

Michelle Lampson

Notice is hereby given, in the event the standing committee does not have a quorum, the County Board Chair or Vice Chair may act as an ex officio member (County ordinance, Chapter 3, section 2-3-1 (c))

RE: June 14, 2022 CCOP Advisory Committee meeting

Dear Committee Members:

Please be advised that the quarterly meeting of the Children's Community Options Program Advisory Committee will be held on **Tuesday, June 14, 2022 at 10:00 a.m.** Due to COVID-19 and the pandemic, a remote meeting will originate from Conf. Room A, Washburn, Wisconsin.

For public participation remote access is available by phone, number 1-866-516-3949, Participant Pin Number: 1642457. CCOPAC members received an invitation via Teams.

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the Department of Human Services at 715-373-6144, extension 83344, at least 24 hours before the scheduled meeting time, so appropriate arrangement can be made.

The agenda for this meeting is as follows:

AGENDA

1. Call to order
2. Discussion and possible action for review/adoption of 12/14/2021 meeting minutes, and all subsequent meeting notes to-date (now that membership supports a quorum and formal minutes can again occur)
3. Committee updates
 - a. Introductions – welcome new members!
 - b. Further Recruitment
 - c. Chairperson Seat Vacancy
4. Children's Long Term Support program enrollment report & announce posting for additional SSC
5. Distribute Program Administration pages 8 – 11 of the CCOP Procedures Guide
6. Other informational items
7. Motion to adjourn

c: BCDHS Board Members

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE MEETING NOTES**

Draft minutes, scheduled for final approval at the next regular CCOPAC meeting.

Bayfield County Courthouse via Teams Meeting & Phone
Tuesday, December 14, 2021 at 10:00 a.m.

Committee Members Present: Mary Lou Jahr (by phone), Sara Wartman (by Teams)

Committee Members Absent: Jaime Goodlet

Staff Present: Hayley Weyers (by Teams), Deanna Regan (by Teams)

Call to order: Weyers called the meeting to order at 10:15 a.m.

Review/adoption of minutes from 3/9/2021 meeting:

Motion by Jahr to approve the 3/9/2021 meeting minutes, seconded by Weyers, all in favor, motion carried.

Children's LTS Program Enrollment

- Weyers reported there are 38 active enrollments in the CLTS program. Brynna Watters-Moffitt has one case and Weyers has 37. Big case load.
- One child was found functionally eligible but not yet enrolled.

Committee updates

- Still need a Chairperson
- Weyers sent out 7 targeted letters for membership and recruitment. Has not heard back. Will continue to send them out.
- Wartman made several suggestions for recruitment and will submit email addresses to Weyers.
- Majority of committee should be parents of children with special needs.
- Jahr gave notice to end her committee membership. Jahr has been on the committee since 2003. Weyers and Wartman expressed their thanks for her years of dedication and service.

Other (informational items only):

- Summer camp enrollments are coming available now which is something to look forward to.
- Wartman asked about a spring or late winter conference. May be scholarships available? Weyers stated she hadn't gotten notification of those as of yet and was hoping they'd start rolling in soon. CLTS may help with scholarships.
- Wartman mention the Women Infants Children (WIC) Program for Ashland, Bayfield and Iron counties also can help with special dietary needs, concerns, and education. It is an income-based program.
- Wartman noted there are increased mental health issues, depression, anger issues, etc. due to COVID.
- Weyers stated a lot of kids within CLTS and CCOP programs are facing bullying issues with being back in school. Parents are struggling to deal with it.

Adjournment:

- Meeting adjourned at 10:40 a.m.
- Minutes respectfully submitted by Deanna Regan, Clerk I, Support Staff

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES
CHILDREN'S COMMUNITY OPTIONS PROGRAM ADVISORY COMMITTEE MEETING NOTES**

Bayfield County Courthouse via Teams Meeting & Phone
Tuesday, March 8, 2022 at 10:00 a.m.

Committee Members Present: Sara Wartman (by Teams)

Committee Members Absent: Sherri Paulson, Cheryl Cook

Staff Present: Hayley Weyers (by Teams), Deanna Regan (by Teams)

Call to order: Due to the lack of a quorum, an official meeting could not be held.

Review/adoption of minutes from 12/14/2021 meeting: Tabled due to lack of quorum.

Children's Long-Term Support (CLTS) Program Enrollment

- Weyers reported there are 36 active enrollments in the CLTS program.
- One child was found functionally eligible but not yet enrolled.

Committee updates

- Sherri Paulson and Cheryl Cook are the newest members of the advisory committee.
- Further recruitment by Weyers will include inviting all parents as well as sending invites to all county Principals as well as Special Education Directors.
- Wartman suggested that UW-Extension might be a good resource for committee members. Wartman will reach out to Extension and get contact info to Weyers regarding two possible recruits.

Other (informational items only):

- Weyers reported there will be a records review for the CLTS program the last week of March for July-December 2021 records.
- Additional COVID tests can now be ordered for each household at <https://www.covidtests.gov/>

Adjournment:

- Meeting dispersed at 10:21 a.m.
- Notes respectfully submitted by Deanna Regan, Clerk II, Support Staff

Children's Community Options Program Procedures Guide

for Administering Agencies



WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

**Division of Medicaid Services
Bureau of Children's Services
P-01780 (12/2021)**

CHAPTER 1: PROGRAM ADMINISTRATION

CCOP is administered locally, as contracted by DHS.³ DHS has sole authority to approve or disapprove whether a county administers CCOP. Administering agencies may directly provide program services and/or subcontract with other service providers in the area.

Administering Agency Responsibilities

At a minimum, the administering agency is required to:

- Appoint members to a local CCOP advisory committee.
- Cooperate with the CCOP advisory committee to develop a CCOP plan.
- Submit the proposed CCOP plan to DHS for review.
- Provide and/or subcontract with human service agencies in the area to provide program services within the limits of state and federal funds allocated for this purpose.
- Coordinate the administration of CCOP along with other publicly funded programs in the area that serve children with disabilities.
- Submit information and reports, as required by DHS.⁴

CCOP Advisory Committee⁵

The primary purpose of the CCOP advisory committee is to monitor the program and provide consultation as necessary. The CCOP advisory committee informs and provides consultation to the administering agency.

The committee is encouraged to look at all of the local services and supports that are available to children with disabilities and their families, to identify gaps and needs, and to explore how these needs might be met through the public or private sector and existing community resources or parent-to-parent activities. The committee may be involved in activities to increase and improve access to community-based activities, resources, programs, and services.

Committee Membership⁶

There is no set number of members for the committee; however, the majority of members must be parents of children with disabilities. State law further requires that, at a minimum, the CCOP advisory committee consist of:

- 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 (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
 - County departments of social services
 - School districts
 - Local health departments

³Wis. Stat. § 46.272(2)(a)

⁴Wis. Stat. § 46.272(4)

⁵Wis. Stat. § 46.272(4)(a)

⁶Wis. Stat. § 46.272 (4)(a)(1-3)

- Individuals in the service area who provide other social or educational services to children who have disabilities.

Existing Committee

The CCOP advisory committee can be newly appointed or an existing committee. If an existing committee or subcommittee of an existing group is designated as the CCOP advisory committee, the purpose, responsibilities, and membership requirements stated above must be maintained. For example, a local Birth to 3 interagency coordinating committee may serve as the CCOP advisory committee, if all of the other membership requirements are met.

CCOP Plan

The administering agency and local CCOP advisory committee must work cooperatively to develop a CCOP plan as requested by DHS.⁷ A template for the CCOP Plan ([F-01814](#)) is available on the DHS website. The CCOP plan must include all of the following:⁸

- A description of the proposed program
- The estimated number of families that will be assessed and served
- A list of specific groups, if any, that will be given priority for available funding
- A description of the outreach procedures that will be used to ensure that the program is made available to children with physical, emotional, and/or developmental disabilities
- The procedures that will be used to determine family needs
- A description of the methods that will be used to develop and monitor service plans and to coordinate the provision of services and goods to participating families
- A description of the methods that will be used to promote the creation of informal support and advocacy systems for families
- A description of the method that will be used to monitor the program

Once approved by the local CCOP advisory committee, the administering agency submits the CCOP plan to BCS for review and final approval. The proposed plan must be emailed to dhscop@dhs.wisconsin.gov. Any questions about the CCOP plan can also be emailed to this address.

BCS reviews all CCOP plans for programmatic compliance and issues one of the following responses in writing to the administering agency:

- Approval
- Conditional approval, in which case DHS will include a specific deadline by which the conditions placed on the plan are to be met and accepted prior to final approval
- Denied approval with reasons for denial

The distribution of any funds is contingent upon prior DHS approval of a local CCOP plan.⁹

DHS will hold a copy of each county's CCOP plan on file. Administering agencies must also maintain a copy of the plan locally. CCOP plans and the DHS Children's Community Options Program Procedures Guide are available to all interested parties, including the general public, upon request.

⁷Wis. Stat. § 46.272(4)(f)

⁸Wis. Stat. § 46.272(4)(b)

⁹Wis. Stat. § 46.272(13)(b)(2)

Program Changes and Updates

Significant program changes to an approved CCOP plan require prior approval by DHS. Administering agencies must complete and submit an amended plan through the same process outlined above.

Implementation and Monitoring

The administering agency is responsible for ensuring the annual development of and compliance with the CCOP plan and/or update, and for involving the local CCOP advisory committee in these processes.

DHS will monitor the implementation of CCOP through audits and/or other reviews of administering agency activities.

Administering Agency's Duties

Implementation and Monitoring

The administering agency is responsible for ensuring the compliance with the most current CCOP plan and/or update, and for involving the local CCOP advisory committee in these processes.

DHS will monitor the implementation of CCOP through audits and/or other reviews of administering agency activities.

The administering agency must appoint a staff person as the point-of-contact for CCOP, identified as the "CCOP Coordinator" in the CCOP plan, who performs administrative tasks for the program.

Agencies are additionally required to:

- Provide information about CCOP and other programs for children who have disabilities to families in the service area.¹⁰
- Implement CCOP in accordance with a DHS-approved program plan.¹¹
- Designate one of its employees to coordinate services for each participating family.¹²
- Conduct assessments, arrange contracts for long-term community support services, and provide ongoing care management for eligible children and their families, within the limits of available funding.¹³
- Ensure that service providers who receive CCOP funding meet required qualifications and caregiver background checks in accordance with the CLTS Waiver Program.

Administering agencies may not have more restrictive policies or processes than state and federal governing policies, procedures, or guidelines.

Administering agencies are obligated to follow all state and federal laws and procedures governing confidentiality.

¹⁰ Wis. Stat. § 46.272(6)(b)

¹¹ Wis. Stat. § 46.272(6)(c)

¹² Wis. Stat. § 46.272(6)(d)

¹³ Wis. Stat. § 46.272(11)

Coordination of Programs

The administering agency is responsible for coordinating CCOP services for children and families under the guidance of the county's CCOP advisory committee and the county structure. Service coordination requires considering and making decisions about which program will assume the role of central point of contact for the family, and determining the appropriate extent and nature of involvement by other programs and their staff. Coordination requires familiarity with the eligibility requirements of other programs and knowledge of the roles of their staff and the limitations of resources.

As the funding of last resort, the following programs must be considered prior to using CCOP funding and, where applicable, be incorporated into a comprehensive service plan for children and families:

- Medicaid (e.g., ForwardHealth, Comprehensive Community Services (CCS), and other Medicaid-funded programs)
- Other county programs (e.g., developmental disabilities programs; social services; child welfare services; juvenile court, legal, and corrections-related services)
- School-based and educational services
- Prevocational or vocational programs through the Department of Workforce Development, Division of Vocational Rehabilitation
- Birth to 3 Program
- CLTS Waiver Program