

OPEN MEETING MINUTES

Name of Governmental Body: Council for Children with Long-Term Support Needs			Attending: Wendy Heyn, Patti Becker, Kelly Blaschko, Kerry Blondheim, Anouvong "Toto" Chanthavixay, Christina Courtney, Anne Dent, Pamela Henke, Michelle Mattox, Angela Milne, Katy Morgan-Davies Marianne Novella, Jessica Seawrite, Beth Swedeen, Sandra Tierney, Danielle Tolzmann, Jamie Willett, Elizabeth Williams, Windsor Wrolstad Excused: Lisa Hanks, Cherie Purdy, Lisa Stephan Absent: David McGinley, Angela Radloff, Walt Schalick State Members: Becky Granger, BCS; Kaycee Kienast, BCS; Andy Forsaith, DHS; Nicole Schneider, DHS; Zach Bauer, BCS; Beth Gullickson, BCS; Andrea Warman, BCS; David Sorenson, BCS; Kelsey Vincent, BCS; Jessica Ford-Kelly, BCS; Nancy Bills; BCS Public Members: Melissa Havermann, ABC for Health; Danielle Bauer, parent
Date: 8/6/2025	Time Started: 9:00 AM	Time Ended: 2:24 PM	
Location: Virtual Zoom Meeting			Presiding Officer: Wendy Heyn, Chair
Minutes			

Welcome: Call to Order, Greeting, and Introductions

- Council Member Updates and Announcements.

Approval of Minutes

Motion to pass minutes required from May 14, 2025 (<https://www.dhs.wisconsin.gov/cltsCouncil/clts-minutes-20250514.pdf>)

MOTION TO APPROVE: Kelly Blaschko; SECOND: Katy Morgan-Davies

Public Comments:

Danielle Bauer shared that her son was on the cover of All in for Kids and that Marathon County is getting closer to reaching the 90-day waitlist period for the CLTS Program.

Melissa Havermann from ABC for Health shared recommendations for the 2026 waiver application and will send written comments.

1. CLTS parents lack necessary support to understand CLTS. Recommend a CLTS ombudsperson to ensure equity across the program for families.
2. CLTS coverage criteria is vague on what will be approved and what will be denied. Would like to see a clear definition in the CLTS manual on what services are covered and which aren't.
3. Counties do not have consistent training for their support and service coordinators (SSCs) and there are inconsistencies from county to county.

CLTS Program Data

- Kaycee Kienast of the Bureau of Children's Services (BCS) discussed CLTS enrollment and disenrollment data, CLTS appeals for 2025 and CLTS 372 compliance results.

Enrollment and Disenrollment

- Newly Enrolled Data
 - Quarter 2 (Q1) 2024 CLTS averaged 397 newly enrolled participants each month.
 - Quarter 2 (Q2) 2025 CLTS is averaging 496 newly enrolled participants each month.
- Top Disenrollment Reasons During 2025 (Q1 & Q2)
 - Review data of six disenrollment reasons in 2025 making up 91% of all disenrollments.

Appeals Overviews

- 46 appeals filed January to June 2025
 - 21 eligibility appeals.
 - 20 support and service appeals.
 - 4 requests for rehearing.
 - 1 appeal for unknown reasons.
- Council discussion
 - Danielle Tolzmann inquired if BCS had the service types of requests that are in appeals language.
 - BCS is looking into this information.
 - Jamie Willet asked why cases are being dismissed and if we could look at making the appeals process easier for families.
 - Becky Granger: We have plain language information on how to file an appeal but can look at other opportunities for plain language.
 - Anne Dent asked if there is a readability level score on the plain language appeals documents.
 - BCS: Our [Children's Long-Term Support \(CLTS\) Program Participant and Family Handbook](#) has information on how to file an appeal as well as notices of adverse action (NOAs). We are open to feedback on whether the language in this document is helping families.
 - Angela Milne stated that many families don't have a computer and printer which makes it difficult to file an appeal.
 - Beth Swedeen inquired if BCS could investigate having a form that is fillable on a cellphone in DocuSign.

372 Report Summary

- Centers for Medicare & Medicaid Services (CMS) requires states to demonstrate their use of performance measures.
- 22 of our 27 measures (or 81%) were compliant in 2024.
- 5 measures were non-compliant.
- Council discussion
 - Katy Morgan-Davies inquired if providers need competency training to serve participants.
 - Kaycee Kienast stated that BCS will look to see if there are trainings.
 - Christina Courtney shared that Brown County has providers with waitlists.

2025-2027 WI Budget Update

- Andy Forsaith of the Wisconsin Department of Health Services (DHS) discussed Wisconsin Act 15, the State of Wisconsin's legislation for the two-year period through July 1, 2025, through June 30, 2026.
- The budget was signed by the Governor on July 3, 2025.
- Medicaid cost to continue is \$34.5 billion All Funds for the biennium.
- CLTS cost to continue is \$349.5 million All Funds.

Federal Budget Update - Nichole Schneider

- Nicole Schneider of DHS discussed the federal budget reconciliation Act (H.R.1) and how it affects Wisconsin.

- H.R. 1 changes:
 - Makes changes to Medicaid and FoodShare eligibility.
 - Imposes community engagement requirements on the Medicaid Childless Adult population.

CLTS Waiver Renewal

- Zach Bauer of BCS presented information on the upcoming CLTS Waiver renewal.
- The new waiver will be in effect from 2027–2031.
- BCS is in the first stage of the renewal of gathering information and submitting feedback.
- BCS is soliciting feedback on waiver update process through email at DHSCLTSWaiverRenewal@dhs.wisconsin.gov and online at dhs.wisconsin.gov/clts/waiver/renewal.htm.
- Council broke into breakout rooms for parents, providers, and counties to discuss the CLTS Waiver renewal and gather feedback.

Standing Projects Updates

Transition Resource: Services Overview

- Beth Gullickson with BCS shared updates on the Transition Resource Services Overview Project.
- The goal of the project was to provide information on services participants could receive in the adult system that are relative to services in CLTS.
- SSCs are encouraged to have transition conversations to adult long term care with families early.
- The services review document <https://www.dhs.wisconsin.gov/publications/p02570a.pdf> will be included in the CLTS Waiver Manual update.
- Council discussion:
 - Danielle Tolzmann shared that families would like to see a crosswalk between CLTS services that are not available as adult long-term care (ALTC) services.
 - Patti Becker would like the CLTS manual to define that SSCs will have conversations with families on the transition to ALTC before the participant turns 14 years old.

CLTS Timely Enrollment Compliance Project

- Andrea Warman with BCS presented on CLTS Enrollment Timeliness Compliance updates.
- A memo on CLTS statewide access was released on August 8, 2024, detailing steps DHS will take to address CLTS program enrollment timeliness requirements: <https://dhs.wisconsin.gov/dms/memos/num/dms-num-2024-02.pdf>.
- 11 counties have corrective action plans that can be viewed on the enrollment dashboard: <https://www.dhs.wisconsin.gov/clts/enrollment-dashboard.htm>.

Council Member Sharing and discussion

- Katy Morgan-Davies inquired about whether providers need to have cultural competency training to understand the pressures families face, and to gather a fundamental understanding of what it means to have a child with a disability.
 - BCS stated this is good feedback to review provider qualifications.
- Danielle Tolzmann shared that the high turnover of SSCs puts families in the position of having to train their professionals.

BCS Projects for Quarter 3 2025

Updates on Deciding Together

- Kaycee Kienast with BCS presented information on the Deciding Together updates project.
- Goal of project is to enhance language in the CLTS Waiver Manual to support the team discussion of using cost as a factor in decision-making.
- SSCs, participants, and families will have an updated resource to guide conversations around service planning and meeting outcomes and goals while also including cost effectiveness principles.

CLTS Market Rate Alignment Project

- Andrea Warman shared details of the CLTS Market Rate Alignment Project.
- CLTS has services that are market rate services that do not have a set maximum rate but do have a publicly available usual and customary rate.
- There are three services in CLTS that BCS has received feedback from CWAs on to gather a better understanding on how to authorize market rate services.
- The project will provide clarification to CWAs on appropriately authorizing services.
- Council feedback:
 - Christina Courtney shared that Family Unpaid Caregiver providers have a vast range of what they charge in Brown County.

Children's Functional Screen: Quality Assurance Project

- Kelsey Vincent of BCS provided information on the Children's Functional Screen Quality Assurance Project.
- BCS provides technical assistance to all certified screeners who perform the Children's Functional Screen.
- The Functional Screen Team reviews all functional screens with a result of "Not Functionally Eligible" (NFE).
- The project will explore practices at the county level surrounding the completion and review of NFE screens and work to discover barriers to completion of screens that result in accurate eligibility.

Children's Community Options Program (CCOP) CY 2024 Allocation Summary

- David Sorenson from BCS presented information on the CCOP allocation usage in 2024.
- 68 county waiver agencies (CWAs) used CCOP funding in 2024.
- Approximately \$5 million was spent on maintenance of effort matches by 51 CWAs.
- 52 CWAs carried CCOP funds forward into 2025.
- Council Discussion:
 - Christina Courtney shared that the Wisconsin County Human Service Association (WCHSA) has gotten involved in CCOP/CLTS funding because not all counties have money for CLTS maintenance of effort (MOE), so they are using CCOP monies.

Wrap-Up and Action Items (Next Meeting)

- Wendy Heyn made a motion for Executive Committee to meet to make recommendations for the CLTS Waiver application renewal.
- MOTION TO APPROVE: Jamie Willet; SECOND: Pamela Hencke

Next meeting date

- November 5, 2025

MOTION TO ADJOURN: 2:24 pm, Pamela Hencke; SECONDED: Danielle Tolzmann

Prepared by: Jessica Ford-Kelly on 8/6/2025.

These minutes are in draft form. They will be presented for approval by the governmental body on: 11/5/2025