

**Wisconsin Department of Health Services  
Council for Children with Long-Term Support Needs  
Revised February 2024**

**Section 1: Establishment of the Council for Children with Long-Term Support Needs**

With the right supports and services, children with long-term support needs can live their best lives and participate in their homes and communities.

The Council for Children with Long-Term Support Needs (CLTS) is charged with advising, guiding, and providing recommendations to the Wisconsin Department of Health Services (DHS) on services, supports, and systems in the following focus areas: access, choice, coordination, quality, and financing. The outcome of the Council's guidance is a more responsive system that address the needs, wants, and desires of children with long-term support needs and their families.

**Section 2: Council Membership and Meetings**

The Council for CLTS shall consist of up to 25 voting members appointed by the Secretary of the Department of Health Services. A majority of these members will be parents who reflect the diversity of the state and whose children have diverse long-term support needs; the membership will also include advocacy agencies, counties, other state departments, and providers. Key DHS staff will be appointed as non-voting members of the Council. Diversity is essential to the Council when advising on the services, supports, and systems in Wisconsin because it ensures that there is equal representation for children with long-term support needs, their families, communities, providers, and partners that advocate for them and can collaborate and be involved in the decision-making process in this system of care.

Council members are appointed for two-year terms and may be reappointed for additional terms as appropriate. If a member is absent from half of the regular meetings during the past 12-month period, the Chairperson shall notify the Secretary regarding the member's attendance. In this event, a member may be excused from their Council duties.

The Council for CLTS shall meet at least quarterly and more frequently when necessary. Members should participate in Council meetings in accordance with the Council's operating agreements (see Appendix).

In accordance with [Wis. Stat. s. 15.09\(6\)](#), Council members shall receive no compensation for their services. Council members may be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

**Section 3: Chairperson Roles and Responsibilities**

The Chair is appointed by the Secretary of the Department of Health Services for a three-year term and may be reappointed.

In addition to CLTS Council member roles and responsibilities, the Council Chair has additional roles and responsibilities as listed below.

- The Chair is responsible for facilitating each Council for CLTS meeting, including managing the agenda cadence, in accordance with Robert's Rules of Order.
- If the Chair is unable to attend the Council meeting, the Chair will notify the Bureau of Children's Services (BCS) Director.
  - BCS will secure an alternate facilitator from the Council membership or facilitate the meeting.

- The Chair attends the executive steering committee meeting and shares recommendations for agenda items.
  - BCS is responsible for finalizing the agenda.
- The chair is responsible for attending meetings with the Secretary at the request of the DHS Secretary.
- The Chair is responsible for gathering any budget or operational recommendations from the Council and conveying the summary for sharing with BCS and/or the Secretary, as requested.

**Section 4: Mission of the Council**

The purpose of the Council for CLTS is to promote the vision and principles for a system of supports for children with disabilities, from birth to 22 years of age, and their families as described by the Children’s Committee on Long-Term Support Redesign in the paper: A Foundation for a System of Long-term Support for Wisconsin Children and Families (12/98). The Council will share their expertise from their personal and/or professional experience to inform DHS’ operations for programs and services for children with long-term support needs and their families.

This will be accomplished through Council focus and advisement on and development of initiatives in the five core areas identified in this charge: access, choice, coordination, quality, and financing. The Secretary charges the Council for CLTS with providing advice and guidance on the provision of supports and services for children and families in the State of Wisconsin consistent with these values and principles.

The Secretary requires that the Council’s activities are in accordance with Federal and State law, including the Americans with Disabilities Act, the Developmental Disabilities Assistance and Bill of Rights Act, the Rehabilitation Act, the Individuals with Disabilities Education Act, Title XIX of the Social Security Act (Medicaid), and relevant Chapters of the State of Wisconsin Administrative Code.

**Section 5: Responsibilities of the Council**

The Council for CLTS is charged with providing advice and guidance to DHS on the following focus areas:

**Access**

Advise the Department on:

- Consistent eligibility determination policies, procedures and tools.
- Information, assistance and advocacy (IAA) resources and infrastructure for families.
- Ensuring statewide access for all families in Wisconsin, including rural and urban families, as well as families from diverse racial and ethnic backgrounds.

**Choice**

Advise the Department on:

- Policies and procedures needed to implement family-directed services and supports.
- Policies and procedures that are flexible, meet the needs of children and their families, and respect child and family dignity, preference and culture.
- Programs and policies to ensure families, service coordinators, and providers have the information they need to make informed choices.
- Programs and policies to address barriers to choice.

## **Coordination**

Advise the Department on:

- Collaboration and coordination strategies with other state programs that support children and families, including Early Periodic Screening, Diagnostic and Treatment (EPSDT), mental health services and supports, the Birth to 3 Program, Children and Youth with Special Health Care Needs (CYSHCN), the CLTS Waiver Program, and the Children's Community Options Program (CCOP).
- Changes at the State or Federal level in Medicaid benefits and eligibility that impact children with long-term support needs.
- Service delivery models best suited to support children with long-term support needs and their families.

## **Quality**

Advise the Department on:

- Quality assurance and improvement processes for understanding the experience of children and families.
- New or emerging best practices and evidence-based strategies in children's long-term support programs and services; a framework for measuring the effectiveness of CLTS programs; a framework for measuring for the cost- effectiveness of CLTS programs; and framework for supporting continuous quality improvement strategies.

## **Financing**

Advise the Department on:

- The implementation of the CLTS Waiver Program, the Children's Community Options Program, and other long-term supports and services.
- Strategies to assure ongoing sustainability of program efficacy and financial viability.
- Plans to reduce the waiting lists for long-term supports and increase access to community supports and services.
- Efficient and cost-effective systems of financing and supports that increase the capacity of community services.

## **Section 6: Changes to the Charge**

At the discretion of the Secretary, the charge may be amended, repealed, or restated during any Council meeting by a two-thirds vote of the Council members present. Written notice of proposed amendments must be distributed to all members prior to the meeting in accordance with Wisconsin Government Code Wisconsin Open Meetings Law, Wis. Stat. § 19.81-19.98A.

## **Appendix: Council for Children with Long-Term Support Needs Operating Agreements**

*Adopted May 3, 2023*

### **Communication:**

- Welcome and respect others' contributions without judgement
- Be open minded, transparent, and inclusive
- Be considerate of other people's communication styles
- Take ownership and provide constructive feedback
- Communicate openly but with awareness of public forum context

### **Conduct:**

- Be mindful of the Council's mission so the stakeholders' best interests are our priority
- Complete tasks and keep commitments
- Be authentic, brave, and energetic

- Interact with sensitivity, empathy and compassion - particularly during challenging discussions
- Demonstrate gratitude

**Conferencing (Virtual or Live):**

- Meetings are safe places where all members and their ideas, thoughts or concerns are acknowledged
- Commit total focus and minimized multitasking
- Embrace and value equal participation
- Engage with constructive feedback
- Respect others' time