

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Certified Peer Specialist Advisory Committee (CPSAC)		Attending: See narrative below
Date: 4/4/2019	Time Started: 10:00 am	Time Ended: 3:00 pm
Location: Wisconsin Department of Transportation- State Patrol Office; Southwest Region-DeForest Post, 911 W. North Street, DeForest, WI 53532		Presiding Officer: Joyce Allen, Bureau of Prevention Treatment and Recovery Director

### Minutes

Members present: Paul Anderson, Andrea Bartels, Tammy Bergum, Lynn Bigboy, Peter Brunzelle, Todd Campbell, Antonette Chambers, Kimberlee Coronado, Shirley Drake, Terry Findley, Roger Frings, Nicole Gurnoe, Flo Hilliard, Ellie Jarvie, Rob Kaminski, Mary Neubauer, Alice Pauser, Deb Ramacher, Ryan Ramnarace, Heidi Roettger, Tim Saubers, Autumn Shaffer, Bethany Sweeney, Mary Kay Wagner, Victoria Welle

Members excused: Kathie Knoble-Iverson, Christine Richardson, Michelle Uetz

Staff: Joyce Allen, Holly Audley, Kenya Bright, Jason Cram, Cory Flynn, Christopher Keenan, Laleña Lampe, Dennis Radloff, Joannette Robertson, Teresa Steinmetz, Joann Stephens, Scott Stokes

Guests: Mary Rauwolf

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**Call to Order:** Kenya Bright called the meeting to order at 10:00 a.m.

**Department of Health Services welcome and greeting:** Holly Audley and Joyce Allen welcomed everyone.

**Room and building logistics:** Kenya Bright explained the room and building logistics.

**Open meeting requirements:** Kenya Bright explained open meeting requirements.

**Introductions:** Members introduced themselves.

### **History of certified peer specialists (CPS) and certified parent peer specialists (CPPS) in Wisconsin:**

Laleña Lampe reported that the Recovery Implementation Task Force formed a committee in December 2006 to explore the concept of CPSs in Wisconsin. Laleña Lampe shared that regarding the CPS initiative: On December 12, 2007, there was the first Wisconsin CPS stakeholder meeting. By 2009, associated documents, core competencies, code of conduct, and the scope of practice were developed. In 2009, the Division of Care and Treatment Services contracted with University of Wisconsin, Madison statisticians to build a CPS certification exam. The first CPS exam took place on January 13, 2010. In 2014, the CPS curriculum became integrated to include both mental health and substance use disorders (SUD). A new exam committee rewrote the CPS exam to reflect the new core competencies including SUD materials. In 2017, the Integrated CPS training and exam launched for a two- year pilot project.

Laleña Lampe shared that regarding the CPPS initiative: Parent/Family Peer Specialist workgroup started on February 15, 2011. The focus was on researching other states' practices, as well as the Federation of Families national work on the topic. Goals and parameters, competencies, ethics, scope of practice were drafted. Georgia Parent Peer Specialist leaders were brought in to learn about their process and brainstorm about their lessons learned. In 2012 and 2013, all associated

documents were completed. No further action was taken until the curriculum was developed by the University of Wisconsin, Milwaukee under contract with Access to Independence. At that time, an exam was written and a curriculum was developed using the adult CPS curriculum as the framework. Training for CPPS began as a pilot in 2018 (three trainings have been held) and currently we have had 1 exam for certification in this role.

### **Data and status report:**

Christopher Keenan told members that the “Status Report on CPS and CPPS Expansion” is available on the CPSAC website and in member binders. This report includes the following topics: an overview; CPS and CPPS: Past and Present; CPS Training Pilot; CPPS Training Pilot; Training Process; Trainer Selection Process; and Quality Assurance and Improvement Process.

Christopher Keenan also discussed a draft report titled, “Peer Specialist Initiative- Data Brief #1: Integrated Exam Score and Pass Rate.” This report includes the following topics: an overview; Statewide pass rate and exam score; Pass rate and exam score by course; Pass rate and exam score by county of exam taker; Pass rate and exam score by exam center; Pass rate by age group; and Pass rate and exam score by scope of practice.

Christopher Keenan also discussed data sources: applicant testing data; trainer numbers; course numbers; exam response rate distributions for each question; training experience satisfaction survey; employment annual survey; training of trainers satisfaction survey; exam experience survey; and curriculum feedback survey (one-time survey) for CPS trainers.

Questions from members included:

- Question: Are people able to request special accommodations for the CPS exam?
  - Answer: Yes, reasonable accommodations can be requested when applying to take the CPS exam.
- Question: What if a person doesn’t understand a word on the CPS exam?
  - Answer: A dictionary can be offered for the person to use.
- Question: Is a CPS 18 years or older?
  - Answer: yes.
- Question: Is the test based on entry-level core competencies of a CPS?
  - Answer: Yes.
- Question: Are the answers weighted on the CPS exam?
  - Answer: Yes.
- Question: Is there data showing if people who have professional degrees are passing more than those with more experience?
  - Answer: No. We don’t collect data regarding degrees or experience.
- Question: Should we look at if there is alignment between the curriculum and the exam?
  - Answer: Yes.
- Question: Why aren’t study groups offered for the CPS exam?
  - Answer: Study groups are given by some trainers but are not required to be given.
- Question: Do we have a target percentage of how many people should be passing the exam?
  - Answer: We expected the integrated exam pass rate to mirror what occurred in 2010 and it did.
- Question: Is there tracking of who took the test where?
  - Answer: Yes.
- Question: Is feedback given to the CPS trainers?
  - Answer: Yes, there will be a CPS trainer meeting in June 2019 to provide feedback.
- Question: When one person is training, does the co-chair keep a checklist for fidelity to ensure that all material is covered?
  - Answer: No, but this is a good idea.
- Question: Is there any evaluation privately between teams that train together?
  - Answer: No, but this is a good idea.
- Question: How many Wisconsin CPS trainers are there?
  - Answer: Twenty, but not all are providing training.

**Committee details:**

Joann Stephens discussed the plan for reviewing materials and decision making processes. Joann Stephens reviewed the Committee charter provided in the member binder. During the discussion, decisions were made by the committee as follows:

- Quorum- the group wants to define a quorum as a majority of membership. Simple majority means that as long as 50% of the group is in attendance, the quorum is met.
- Ryan Ramnarace motioned that quorum is met if 50% plus one of filled seats are present, seconded by Mary Kay Wagner. All in favor of approving motion.
- People like the Robert's rules of order as the structure.
- Mary Kay Wagner motioned that in the case of a tie vote: will bring back issue for further discussion at next meeting. Seconded by Ryan Ramnarace. All in favor of approving motion.
- Terms- half of the group serves 2 years and the other half serves 3 years in order to have continuity.
- Alice Pauser motioned that everyone has a two-year term commitment and open ended with committee decision at a later date. Seconded by Tammy Bergum. All in favor of approving motion.
- Mary Kay Wagner motioned that there will be two co-chairs who are equal. Seconded by Bethany Sweeney. All in favor of approving motion.
- Mary Kay Wagner motioned that meeting facilitation is shared by co-chairs. The facilitator of the meeting topic does not make motions or vote. Seconded by Ryan Ramnarace. All in favor of approving motion.
- Mary Kay Wagner motioned that co-Chairs shall have a 1 year term, with a possible extension, open-ended, but voted on yearly. Seconded by Autumn Shaffer. All in favor of approving motion.
- When attrition happens, a new person is considered who fills the identified seat. Going back to either two or three-year terms. Everyone can be eligible for an extension for their term.

Joann Stephens discussed future CPSAC meeting locations- the meetings are booked out for one year. Next meeting is June 18, 2019, at DATCP. Year one is in Madison, but up for discussion into the future. A number of people recommended hosting in a central location like Stevens Point.

Joann Stephens reviewed the reimbursement policies and forms for members.

Meeting guidelines and rules of order discussion is tabled until June 18, 2019.

**Public Comment:**

Mary Rauwolf from Safe Communities stated she is in a Family Peer Support position. Mary Rauwolf stated that the Medicaid and Comprehensive Community Services (CCS) reimbursement model views the parent only for reimbursement. It doesn't view the entire family who needs supports, including siblings. Only some reimbursement is available for working with the identified clients, but not the family unit. Multi-dimensional family therapy works with the family as a unit. Want to build a self-sustaining model involving CCS.

Joyce Allen commented that Medicaid is a driver for this concept and funds services a certain way. Reimbursement is based upon how the documentation is written.

Kenya Bright stated in CCS, some limited reimbursements for family services can be made.

Peter Brunzelle stated that there are inactive areas within Medicaid Forward Health portal for Peer Specialists.

Joyce Allen stated that right now, there is no stand-alone CPS benefit for CPS or CPPS within Medicaid. It's offered as part of a rolled up benefit. Medicaid HMOs can provide in lieu of services.

**Election process for committee chair/co-chairs:**

Jason Cram reviewed the decisions the committee made (see Committee Details section of this document).

Jason Cram discussed that nominations for co-chairs are to be emailed to Jason Cram at [Jason.Cram@dhs.wisconsin.gov](mailto:Jason.Cram@dhs.wisconsin.gov) and will include:

1. Leadership experience or roles
2. The reason for wanting to be a co-chair
3. What the member can bring to the table as a co-chair
4. Any other information that the member wants to share

Jason Cram stated that he will send out a description of the election process to all committee members with ballots by June 4, 2019. Voting will take place on June 18, 2019.

The ballots will include lines for write in candidates on the day of the nominations. A member may vote in an absentee-ballot, but in the case of a tie, the absent member will not vote.

By a majority vote, it was decided that nominations are by self-nomination only, but members may encourage other members to self-nominate.

If a member adds themselves to the ballot the day of nominations, the member may answer the four questions on the ballot and read the answers aloud to the committee.

Mary Kay Wagner motioned that the above be approved as well as: if the election results in a three or more way tie for a co-chair, this will prompt a runoff election with just those in the tie. Any runoff election will take place the day of the original election. Absentees will not vote in a runoff election. Seconded by Bethany Sweeney. All in favor of approving motion.

**Next Meeting Agenda Items:**

- Leadership selection (election of co-chairs)
- Meeting guidelines and rules of order
- Introduce agencies that have standing committee seats
- CPS workshop at Crisis Conference and CPS Interest in Training (Brad Munger will be invited to next meeting to discuss)
- Curriculum Expansion (Peter Brunzelle)
- Data Updates (Christopher Keenan), including which counties don't have available CPSs
- Medicaid Service Array- should it include CPPS (Deb Ramacher)
- Medicaid payment for CPS (Dan Kiernan)

**Adjournment:** The meeting was adjourned at 3:00 p.m. by Mary Neubauer, seconded by Mary Kay Wagner. All approved.

Prepared by: Cory Flynn on 4/8/2019.

Approved on: 6/18/2019