



Wisconsin Department of Health Services Charter for the Wisconsin Long Term Care Advisory Council

Updated January 2019

Background

The Wisconsin Long Term Care Advisory Council was first created through the 1999 Wisconsin Act 9 with the responsibility to report annually to the legislature and to the Governor on the status of Family Care and assist in developing broad policy issues related to long-term care services. Wisconsin Act 9 sunset the Council as a legislative council as of July 21, 2001, but the council was reappointed a few months later as an advisory group to the Department on emerging issues in long-term care. The Council has continued to provide guidance to the secretary and make recommendations regarding long-term care policies, programs, and services.

Legal References to the Wisconsin Long Term Care Council

As a DHS-established Secretary-appointed Council, in contrast to a statutory council, **Administrative Rule, Subchapter II – Aging and Disability Resource Centers, DHS 10.21[3]** makes the provision that the standard contract for Aging and Disability Resource Centers, “shall comply with all applicable state and federal laws and may be modified only in accordance with those laws and after consideration of the advice of...the secretary’s council on long-term care...”

DHS 10.42[6]

(6) Except as provided in this subsection, the department shall use standard contract provisions for contracting with CMOs. The provisions of the standard contract shall comply with all applicable state and federal laws and may be modified only in accordance with those laws and after consideration of the advice of all of the following:

(a) The secretary's council on long-term care.

(b) The regional long-term care advisory committee appointed under s. [46.2825 \(1\)](#), Stats., serving the area in which an organization operates, or proposes to operate, a resource center.

(7) The department shall annually provide to the members of the secretary's council on long-term care copies of the standard CMO contract the department proposes to use in the next contract period and seek the advice of the council regarding the contract's provisions. The department shall consider any recommendations of the council and may make revisions, as appropriate, based on those recommendations. If the department proposes to modify the terms of the standard contract, including adding or deleting provisions, in contracting with one or more organizations, the department shall seek the advice of the council and consider any recommendations of the council before making the modifications.



1915(C) Family Care Waiver 6-I (Public Input)*:

“A broad spectrum of stakeholders participated in the initial design of the Family Care program, including consumers, advocates, providers and their associations, legislators, county government and representatives of all State agencies involved in providing services to individuals with long term care needs.

In 2008, the Wisconsin Council on Long Term Care was convened by the Department of Health Services Secretary and was operated through 2012. Its mission was to advise the Department of Health Services (the SMA) on the statewide implementation of Family Care for elderly people and adults with disabilities. The Council had broad stakeholder representation and reserved time on each agenda to hear from the public on issues and concerns about the long term care system in Wisconsin.

In 2012, this council was replaced by the Wisconsin Long Term Care Advisory Council, which provides ongoing guidance to the SMA related to policies and operations of Wisconsin's long term care programs and statewide expansion of the Family Care program. The Council is comprised of individuals from multiple organizations and disciplines related to long term care, as well as consumer representatives. The Council consists of: The Laureate Group, Wisconsin Assisted Living Association, Board on Aging and Long Term Care, ContinuUs, Community Care of Central Wisconsin, ADRC of Brown County, Oneida Tribe, Alzheimer's Association of Southeastern Wisconsin, Disability Rights Wisconsin, Greater Wisconsin Agency on Aging Resources, Milwaukee County Department of Family Care, Milwaukee County Department of Health and Human Services, Eau Claire School District, Wisconsin Health Care Association, ADRC of the North, ADRC of Winnebago County, Wisconsin County Human Services Association (WCHSA), Brain Injury Alliance of Wisconsin, Independence First, WI Coalition of Independent Living Centers, LeadingAge Wisconsin, Richland County Aging and Disability Board, Milwaukee County Department of Aging, Board for People with Developmental Disabilities, Milwaukee County Commission on Aging, Advanced Employment, and consumer and member representatives. Council members serve for 3 years, on staggered terms. The Council reserves time on each agenda to hear from the public on issues and concerns about the long term care system in Wisconsin. This group of stakeholders continues to provide feedback to the SMA on a regular basis.”

**Note: Due to changes in the make-up of the council, the Department is determining if a waiver amendment is necessary.*

Charge

On an annual basis, the Office of the Secretary shall issue charges for the Council to address. The term and length of the charge will be determined by the Secretary. Annually, the charges will be appended to this document.



Membership

The Secretary appoints the Council members and the Chair and Vice Chair of the Council. Members serve at the discretion of the Secretary or for three-year terms, as specified in the letter of appointment. Terms are on a calendar year basis. Members of the Council include long-term care advocates, consumers, providers, and contractors. The Secretary may also appoint experts as necessary.

The Council shall meet bimonthly (every other month). In order for the Council to have continuity and to carry out its business, members are expected to be in attendance at Council meetings. Members may send a substitute to observe from the gallery, though substitutions do not count toward the 4-meeting attendance minimum per 12-month period. If a member misses two or more meetings within a 12-month period, the Chair will notify the Secretary to determine if the Secretary will replace the member.

The Assistant Administrator of Long Term Care Benefits and Programs within the Division of Medicaid Services, will act as the council liaison for DHS.

Responsibilities

The Council is responsible for providing advice regarding the provision of Long Term Care services in Wisconsin. This includes both publicly funded and privately funded services. The Council is responsible for providing advice to the Secretary in regards to the Council charges. The Council advice will be summarized into advisory documents for the Secretary. The Chair will be responsible for meeting with the Secretary to provide the advisory document and deliver the Secretary's response as necessary.

At the end of each meeting, the Council will propose agenda items for future meetings. If agenda items arise between meetings, members may contact the Council Chair or the DHS liaison. The Council Chair and the DHS liaison will finalize the agenda and distribute it to members one week in advance of the meeting.

The Council will set aside time on each agenda for public comments. All individuals wishing to address the Council will be asked to identify themselves on a sign-in sheet in advance of the meeting, with their name and the name of any organization that they represent. The Chair will make every effort to respect individuals from the public, while keeping the input brief and to the point, in order to facilitate an efficient meeting process.



Council members who are not State employees may claim travel-related cost reimbursement for Council sponsored meetings. All travel claims must be submitted on the State-provided travel voucher forms and will be reimbursed at State rates. Before any claim can be processed, the member must have a W-9 Taxpayer Identification Number Verification form on file. To assist members in receiving state rates at hotels, DHS/DLTC staff will assist in making reservations and having costs direct-billed if possible.



Appendix A

Council Charges July 2016 – December 2018

During the period of July 2016 to December 2018, Secretary Seemeyer is charging the Long Term Care Advisory Council (LTCAC) with the following:

- **Quality:** Explore the development and use of quality metrics to analyze the long-term care system and service outcomes, including:
 - Provide advice and guidance to determine what metrics should be utilized to assess the effectiveness of the entire long-term care system.
 - Provide advice and guidance on a long-term quality strategy to be deployed at every level of the long-term care system.
- **Workforce:** Develop strategies and data metrics to address workforce shortages in the long-term care system.
 - Provide advice and guidance regarding how to measure workforce shortages by provider type.
 - Provide advice and guidance on required financial reporting related to assessing workforce shortages.
 - Provide advice and guidance to ensure that Medicaid contractors are maintaining quality of care.
- **Community Development:** Develop strategies to keep people safe and healthy in the community to prevent and delay the need for long term care services by:
 - Looking at strategies to prevent individuals from going into residential setting before necessary.
 - Ensuring that individuals in residential settings are in the right setting for their acuity needs.
 - Providing advice and guidance on prevention strategies that should be developed to delay the need for long term care services.
- **Communications:** Develop plans to communicate to all long-term care stakeholders. Responsibilities will include:
 - Ensuring consistent messaging to all entities in the long-term care system.
 - Ensuring that policies are being accurately communicated to consumers.
 - Ensuring the Department of Health Services is receiving accurate consumer feedback.

On an annual basis, the Long Term Care Advisory Council (LTCAC) will make recommendations for the upcoming charge.



Appendix B

CY 2019 Council Membership

<u>Member Type*</u>	<u>Name</u>	<u>Organization</u>	<u>Term Expires</u>
Council Chair	Heather Bruemmer	Board on Aging and Long Term Care	12/2019
Advocate	Beth Swedeen	Board for People with Developmental Disabilities	12/2019
	Lea Kitz	Disability Rights Wisconsin	12/2021
	Sam Wilson	AARP	12/2019
	Maureen Ryan	WI Coalition of Independent Living Centers	12/2020
Consumer	Carol Eschner	Volunteer	12/2019
	Cindy Bentley	Advocate	12/2019
	Vacancy		
	Roberto Escamilla II	Advocate and Wisconsin Council on Physical Disabilities	12/2020
Contractor	Vacancy		
	Tim Garrity	Inclusa	12/2019
	Cathy Ley	ADRC Kewaunee and Manitowoc	12/2020
	Robert Kellerman	Greater WI Agency on Aging Resources	12/2019
Expert	Denise Pommer	Lac Courte Oreilles	12/2019
	Mary Fredrickson	WCHSA, ADRC of Winnebago County	12/2019
	Vacancy		
	Vacancy		
Provider	Audrey Nelson	Wisconsin Brain Injury Advisory Council	12/2020
	Vacancy		
	Christine Witt	Advanced Employment, Inc.	12/2020
	John Sauer	LeadingAge Wisconsin	12/2020

** While member types have been established in certain categories, it is recognized that members may have multiple roles. All members should provide comprehensive input regardless of member assignment type and organizational affiliation.*