



DANE COUNTY PROVIDER NETWORK

QUARTERLY NEWSLETTER - October 2024

ANNOUNCEMENTS AND REMINDERS

Next Webinar:

Date: October 16 11am - 12pm

Topic: Harm Reduction

Presenter:

Tanya Kraege, Safe Communities



To join our listserv to hear about webinars, newsletters, and other announcements use

<https://lp.constantcontactpages.com/sl/sMSd5qD/DCPNSIGNUP>



Off the Square Club is holding an open house on **October 24** from 4:00 pm to 5:00 pm, followed by a reception at The Park Hotel from 5:00 pm to 6:00 pm

Off the Square Club **RSVP to kathryn.petska@lsswis.org** The Park Hotel
116 W. Washington 22 S. Carrol



Rethke Terrace is now called Enso Residences, and will be opening to new clients in November. Placement eligibility is still being determined, but most units are accessed through the Coordinated Entry list.



Free Veterinary Care- Madison's Underdog Pet Rescue will start offering free monthly vet clinics for the pets of people at risk of or experiencing homelessness. Clinics for the rest of this year are scheduled for Oct. 30, Nov. 20 and Dec. 18. at 2508 S. Stoughton Road. Read more [here](#).

What's in this edition:

- A highlight of the handbook!
- DCPN Provider Spotlight: Off the Square Club and Safe Haven
- Ongoing training resources

General questions:
DCPN@danecounty.gov



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HANDBOOK HIGHLIGHT

Service Notes
page 10 of the
[handbook](#)

Many agencies use an electronic health record or case management system to document services delivered to clients, while some agencies use other approaches. Service notes are required for services that are billed, but their importance goes beyond that! In programs with multiple staff members involved in supporting a person, notes are a way of communicating valuable information to your colleagues to help them be more prepared and effective. Good documentation can also reduce the number of times a person receiving services has to share the same information.

Service Notes should include:

1. The time, place, duration, and nature of the service, who initiated the contact.
2. The staff person(s) involved and any other person(s) present or involved.
3. The services provided and the outcomes achieved.
4. Information relevant to the client's ongoing level and quality of functioning.
5. Any referrals made.

Did you know?

- For each billing claim there must be a service note that describes the services provided and supports the amount of time billed.
- For per diem programs, there must be at least one summary service note written for every day of service billed.
- For hourly programs, a service note can be written each time a service is delivered (e.g., one note for an encounter in the morning and another for an encounter in the afternoon), or if services are delivered intermittently a single note can be used to capture this (e.g., a series of phone calls throughout the day to coordinate care).

D: Data

- Time, place, duration
- Client presentation/appearance, mental status
- Client reports
- Services provided

A: Assessment

- Progress toward treatment goals
- Client responses to services
- Evaluation of risk

P: Plan

- Anticipated next meeting or service
- Steps to be taken by the client
- Steps to be taken by the staff
- Planned consultation or other third-party contact

One common format for service notes is the "DAP" format. While DAP-style notes are not required, they can help guide you in capturing all the necessary information: data about the interaction and service, the service provider's assessment of the client, and the plan for next steps moving forward.



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Safe Haven is only a day shelter.
They do not have beds or overnight shelter

PROGRAM SPOTLIGHT

Safe Haven

day shelter for adults with mental illness
406 Nakoosa Trail

Did you know?

No psychiatrist referral needed. Staff will work with guests to verify disability



Hours of Operation

8:30 am to 6:00 pm every day of the week,
excluding holidays unless otherwise posted

Eligibility and Access

Guests must provide documentation of homelessness and mental illness; intake appointments take approximately 30 minutes and are scheduled on a drop-in basis

What the program does

Meets guests' basic needs, including two meals per day, showers, laundry, bus tickets, mail and phone services.
Provides housing-focused case management and crisis stabilization services.



Best way to contact staff

608-241-9447 ext 10

Unfortunately, Safe Haven does not have the capability to shelter families or children



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An individual does not have to be experiencing homelessness to utilize OTSC.

PROGRAM SPOTLIGHT

Off the Square Club

Adult day mental health resource and recovery center

Did you know?
While OTSC does provide breakfast and lunch for members during operating hours, OTSC is not a drop-in site for meals. OTSC is also not a day-shelter.



Hours of Operation

Monday - Thursday 9:00 am to 2:00 pm

Staff is available by phone Monday - Friday 9:00 am to 4:00 pm

Eligibility and Access

The only criteria for membership is a confirmable mental health diagnosis. Many of our members are also homeless, but this is not a criteria for membership.

There are no costs or co-pays associated with membership at Off the Square Club. It is always helpful to have a provider referral, though not necessary for membership.

What the program does

This program is meant to provide a safe space for those looking for added support for their mental health needs. Delivers CCS and Crisis Stabilization peer support and individual skill development services. Sometimes can help scheduling appointments or medical rides, getting insurance set up, making phone calls, working on coping mechanisms, or just having a non-judgmental ear to bend when someone is struggling. Many members have found a sense of community that they haven't experienced before.

Best way to contact staff

call office phone at 608-251-6901

Monday-Thursday between 8am-2pm

A referral can help to establish what a potential member is looking for, as well as if the environment would be a good fit.



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TRAINING OPPORTUNITIES

◆ Look for this Icon for trainings still available this month!



Understanding Grief: Foundation for Professionals

November 4, 2024 | 1:00 - 3:00pm

Register:

<https://www.uwgb.edu/behavioral-health-training-partnership/training/mental-health-monday-training-series/>

◆ **Mental Health and Substance Use Recovery Conference**

October 17-18, 2024

Register: <https://www3.uwsp.edu/conted/Pages/Mental-Health-and-Substance-Use-Recovery-Conference.aspx>

Wisconsin Counseling Association's Annual Conference

November 8-9, 2024

Save the Date:

https://www.wisconsincounselingassociation.com/content.aspx?page_id=22&club_id=765175&module_id=357733

Growing Our Spiritual and Emotional Intelligence

November 8, 2024 | 8:30 - 10:30am

Register: <https://www.uwgb.edu/behavioral-health-training-partnership/training/focus-friday-training-series-exploring-behavioral-health-equity/>

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[page_id=22&club_id=765175&module_id=357733](https://www.wisconsincounselingassociation.com/content.aspx?page_id=22&club_id=765175&module_id=357733)

De-Escalation and Coping Skills to Prevent and Manage Crisis Situations & Self-Care Strategies

November 13-14, 2024 | 12:30 – 3:45 pm CST (each day)

Register: <https://www.uwgb.edu/behavioral-health-training-partnership/training/special-skills-and-topics-new/de-escalation-and-coping-skills-to-prevent-and-manage-crisis-situations-self-care-strategies-for-s/>



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Therapeutic Treatment of Child and Adolescent Anxiety

December 2, 2024 | 1:00 - 3:00pm

Register: <https://www.uwgb.edu/behavioral-health-training-partnership/training/mental-health-monday-training-series/>

Addressing Tobacco Dependence in the Behavioral Health System: Training in the "Bucket Approach" 2022

The UW Center for Tobacco Research and Intervention invites you to take an online course on the Bucket Approach. Learn more about this model and complete the free training here:

<https://ctri.wisc.edu/providers/behavioral-health/behavioral-health-bucket-approach/>

Mandated Reporter Training (flyer attached)

- November 7, 2024 | 1:00 PM – 3:00 PM
- December 12, 2024 | 9:00 AM – 11:00 AM

Please register by sending an email to our MRT e-mail (be sure to include date/time of the training you are attending): MRT@countyofdane.com

Additional ongoing training resources:

- WPPNT: <https://www.dhs.wisconsin.gov/wppnt/2024.htm>
- MHTTC Network: <https://mhctcnetwork.org/centers/global-mhctc/free-online-courses>
- BHTP Special Topics: <https://www.uwgb.edu/behavioral-health-training-partnership/online-training/>
- UW-Oshkosh On-Demand Training: <https://uwosh.edu/ccdet/caregiver-demand/>
- 4-Step Approach to Treating Co-Occurring Disorders (12 free CEUs):
<https://www.uw.edu/orsp/research-centers-and-initiatives/citee/co-occurring-disorders-training>
- Addressing Tobacco Dependence in the Behavioral Health System: Training in the "Bucket Approach" 2022
<https://ctri.wisc.edu/providers/behavioral-health/behavioral-health-bucket-approach/>
- Certified Peer Specialist/Certified Parent Peer Specialist trainings: <https://www.wicps.org/events/>