

Policy and Procedure	Date Issued	Policy Number CSB – 601	Page 1
Milwaukee County Behavioral Health Division Community Services Branch	Date Revised	Subject: Comprehensive Community Services Recovery Advisory Committee	

1. POLICY:

Per DHS 36.07 (1) (c) and 36.09 The Milwaukee County Behavioral Health Division (BHD) Community Services Branch (CSB) will establish a Comprehensive Community Services (CCS) Coordinating Committee to be known as the Recovery Advisory Committee (RAC). This RAC will assist in the planning, development monitoring, and evaluation of its Comprehensive Community Services Plan and Program.

2. PROCEDURE:

- A. Members from the community are to be appointed in adherence to DHS 36.09 (1), to include mental health and substance abuse providers, consumers, family members, advocacy group representation, BHD staff, and interested citizens.
- B. Consumers of mental health and/or substance abuse services shall make up at least one-third of the committee’s membership. Provider agency or BHD staff shall make up no more than one-third of the committee’s membership.
- C. The CCS Recovery Advisory Committee shall be co-chaired as determined by the committee. At least one of the Co-Chairpersons shall be a consumer of mental health and/or substance abuse services.
- D. The CCS Recovery Advisory Committee shall:
 - 1. Meet at least quarterly or more frequently as determined by the Chairpersons and the Committee.
 - 2. Have a Secretary who shall be responsible for the recording, distribution maintenance of written meeting minutes.
 - 3. Ensure membership is maintained in accordance with DHS 36.09 (1). Vacancies on the committee shall be filled in accordance with CCS Recovery Advisory Committee requirements
- E. All CCS Recovery Advisory Committee members will be offered the opportunity to participate in relevant initial and on-going training.
- F. The CCS Recovery Advisory Committee shall:

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1. Review and make written recommendations specific to the initial and any subsequent revised CCS plan.
 2. Review and make written recommendations specific to the CCS Quality Improvement Plan.
 3. Make written recommendations regarding personnel, policy, procedure, practices or any other information necessary to improve the CCS Plan.
 4. May create membership subcommittee to determine RAC term limits and changes in scope.
- G. Behavioral Health Division’s CCS Service Director and/or other BHD representatives as indicated will assist the RAC.



Reviewed and Approved by: _____

Jennifer Wittwer, Associate Director
Adult Community Services Branch