

Wisconsin Caregiver Coordinator Statewide Meeting

Tuesday, November 25th 10 – 11 am

NOTES

- **10:00 am Welcome & Review of Agenda:** *Bryn Ceman, Caregiver Programs Specialist, GWAAR*
- **10:05 am Advocacy Update:** *Janet Zander, Public Policy & Advocacy Coordinator, GWAAR*
 - Please see attachment [11-2025 Attachment 1 - Advocacy Update Statewide Caregiver Coordinators Mtg 11-25-25](#)
 - Other upcoming initiatives or policy asks:
 - Trualta Funding
 - Caregiver Designation on Driver's License allowing care recipients
 - Memory Care Facility Designation based on defined requirements
- **10:15 am RCAW Grant Application Process:** *Leslie Thede, Program Manager, RCAW*
 - Three types of CG Programs:
 - Caregiver Respite Grant Program
 - Supplemental Respite Grant Program
 - Healthy Meals Healthy Minds Respite Grant Program
 - Overall, same process → applicant form submitted by CG → automated message with next step for CG to reach out to funding entity/representative (e.g. ADRC, Aging Unit Children's LTC, etc.); automated message also includes a template email for CG to send to funding entity/representative (e.g. ADRC, Aging Unit, Children's LTC, etc.) → funding entity/representative completes form for RCAW → CG then receives *Next Steps Are...* for the grant (typically approved for request or request additional inf) → after dates of respite a "grant report" is completed & sent back to RCAW for auditing purposes → RCAW initiates reimbursement process (reimbursement may take up to 45 days) → CG can reapply grant 60 days after last day of respite care is received.
 - [11-25 Attachment 2 – How to Apply CRGP](#)
 - [11-25 Attachment 3 – How to Apply SRGP](#)
 - [11-25 Attachment 4 – How to Apply HMMH](#)
 - [*AFCSP-NFCSP-CRGP-Cross Comparison - NEW!](#)
 - [11-2025 Attachment 5 RCAW Outreach Analysis](#)
- **10:35 am Claims Reporting Staff Training in OAA and AFCSP:** *Carrie Kroetz, Data Management and Technology Coordinator*
 - Highlights: NFCSP funds can **only** be used for direct caregiver services. The exception to that rule would be a facilitator/class leader training for Powerful Tools for Caregivers. Because ultimately the PTC is a "service" for CGs, this is allowable.
 - AFCSP funds can be used for staff training; this doesn't get reported in PeerPlace, instead the cost is reported on the monthly claim form. Additionally, up to 10% of AFCSP funding can be used for admin costs. Admin is separate from staff training.
 - 3% allowed for AFCSP carryover from year to year
 - III B Supportive Services **cannot** be used for staff training.

- “Clean Up” reporting; CG and Care Recipient should be linked properly
 - View Builder still has work with DHS before full functional.
- Agencies at the local level do not report Trualta in PeerPlace; AAAs report this.
- **10:55 am GWAAR & DHS Updates:** *Bryn Ceman and Lynn Gall, Family Caregiver Support and Lifespan Respite Programs Manager*
 - National Family Caregiver Month Marketing Toolkit – Poll
 - Please complete poll using this link: [2025 National Family Caregivers Month Marketing Toolkit – Fill out form](#)
 - 2026 AFCSP Budgets were distributed Oct. 20 – Due to DHS by Nov. 28
 - Slight change in wording for a few categories to better align with NFCSP to track matching services/expenditures.
 - If you didn’t receive yours, contact Lynn Gall at lynn.gall@dhs.wisconsin.gov
 - Please Update Your Contact Info in DHS SharePoint. To keep receiving important DHS updates, resources, and caregiver support announcements, please review and update your agency’s **Caregiver Coordinator contact information** in the DHS SharePoint directory. Accurate info helps ensure the right staff get the right messages. **Access DHS SharePoint here:**
https://share.health.wisconsin.gov/_layouts/15/DHS_Sign_In/DHS_Sign_In.aspx?ReturnUrl=%2Fltc%2Fteams%2FADRC%2F_layouts%2F15%2FAuthenticate.aspx%3fSource%3d%252Fltc%252Fteams%252FADRC%252FLists%252FAging%2520Directory%2520Mockup%252FDefault%2520View%252Easpx&Source=%2Fltc%2Fteams%2FADRC%2FLists%2FAging%20Directory%20Mockup%2FDefault%20View%2Easpx
 - Tutorial available here:
share.health.wisconsin.gov/ltc/teams/ADRC/AgingDocuments/How_Export_a_SharePoint_list_to_Excel.mp4

Future Statewide Webinar Date:

- Tuesday, January 27th at 10 am; ideas for future topics include:
 - **Caregiver Grants & DCS-Specific Reporting in PeerPlace (when ADRC & Aging Programs overlap):** *Carrie Kroetz, Data Management and Technology Coordinator*
- Future agendas & notes will be forthcoming and posted on the GWAAR [website](#) along with the recordings, notes, and other meeting documents following each meeting.
- Please feel free to email Bryn at: bryn.ceman@GWAAR.org and/or Lynn at: Lynn.Gall@dhs.wisconsin.gov with NFCSP/AFCSP meeting topics or guest speaker ideas.