



Wisconsin Caregiver Coordinator Statewide Meeting

Notes

10:00 am Welcome & Review of Agenda: Bryn Ceman, Caregiver Programs Specialist, GWAAR

10:05 am Advocacy Update: Janet Zander, Advocacy & Public Policy, Coordinator, GWAAR

- Janet – unable to attend, please see [3-2026 Attachment 1 - Advocacy Update Statewide Caregiver Coordinators Mtg](#)

10:10 – 11:20 am: Caregiver Grants annual Overview, Best Practices & FAQs: Bryn Ceman, Caregiver Programs Specialist, Carrie Kroetz, Data Management and Technology Coordinator, and Lynn Gall, Family Caregiver Support and Lifespan Respite Programs Manager

- Please see [03-2026 - Attachment 2 Caregiver Grant Programs Overview, Best Practices & FAQs](#) (Bryn, Carrie and Lynn)
 - Propose questions to discuss, open format, during May's CG Coordinator Statewide Meeting (Lynn)
- PowerPoint including Rachel Watkins-Petersen, Respite Care Association, Assistant Director
 - Please see [3-2026 - Attachment 3 - Respite Care Association of Wisconsin \(RCAW\) Caregiver Grants Overview](#)
 - RCAW [Virtual Presentation Request](#)
 - RCAW [Respite Help Desk](#)
- Questions from the chat:
 - Where is the online caregiver satisfaction survey? [Caregiver Programs Customer Satisfaction Survey, F-02331 \(05/2018\)](#)
 - Is there a new NFCSP Caregiver Registration form? Yes, can be found in GWAAR SharePoint or website – “Enrollment Forms”: [2026 Caregiver Services Registration Form](#)
 - Can case notes be linked to caregiver/recipient in PeerPlace? Not currently, Carrie will inquire with DHS/PeerPlace staff
 - Does 10% need to be used on admin? No, however if you have funds remaining at the end of the year, do let the funds go unused.
 - Do we count the full amount of newsletter mailings? Yes.
 - What form is required if the only service we are providing is paying for a fall device? Even if the only service provided is a single item (such as a fall device), the enrollment form for the program the caregiver is eligible for should still be completed. This ensures services are properly tracked in PeerPlace and that costs are accurately reflected on claims for all eligible family caregivers.

- It would be helpful if there was a PeerPlace AFCSP User guide. GWAAR will be creating their own separate guide as we come into the training. Please also see recorded webinars in the meantime: [GWAAR Aging - External - Data Management - Data Management Library](#)

11:20 am Questions/Feedback (all):

- Additional time during May's CG Coordinator Statewide Meeting; topics to consider:
 - Potential changes to enrollment forms?
 - Welcome Letters to caregiver?
 - Discussion about agreed upon services?
 - Caregiver signature, necessary? And more...

REMINDER!!

- Please plan to share and attend the Explore Tualta event on April 17th at 10 am.
 - Event: <https://www.facebook.com/share/p/14WZZQnL7jq/>
 - Call-to-Action Alert: <https://www.facebook.com/share/p/18aGChFbJJ/>



Future Statewide Webinar Date:

- Due to several conflicts in 2026, we're moving our statewide Caregiver Coordinator meetings to the **second Wednesday every other month at 10:00 a.m. Central Time**, beginning in March of 2026.
 - **May 13, 2026, | 10:00 a.m. CT EXTENDED to 11:30 a.m.**
 - **July 15, 2026, | 10:00 a.m. CT***
 - **September 9, 2026, | 10:00 a.m. CT**
 - **November 11, 2026, | 10:00 a.m. CT**
 - **January 13, 2027, | 10:00 a.m. CT**
- ***Note:** The true "second Wednesday" in July is July 8; however, many of us will be attending the in-person ACE (A Commitment to Excellence) meeting in Stevens Point that week, so July's statewide meeting would instead be held on **July 15**.
- May 13th, 2026 – Focus on Relative Caregivers (aka Kinship, Grandfamilies, Older Relative Caregivers (ORC) and Relatives as Parents Program (RAPP). Jane De Broux, Caregiver Specialist, Area Agency on Aging of Dane County, and Holly Telfer, Kinship Care Specialist, DCFS.
 - Hear again from Rachel Watkins-Petersen, Assistant Director, RCAF
 - *Review of questions from March Meeting (see below)*

May Discussion - Questions / Feedback

- Potential changes to enrollment forms, but first need to know impact.
- How many Aging Units send an enrollment Welcome Letter?
 - Does the letter include a list of approved services?
 - Does it address when a caregiver should contact you about change in condition or living environment?
 - Does it include information on advance directives (e.g., guardianship, and POA, Authorized Rep, etc.)
 - Create one enrollment form for both programs?
 - Is there value in having customers sign the AFCSP enrollment form?
 - Is guidance needed to develop service plans?
 - Do you use the "optional voluntary information" sections on AFCSP enrollment form? (POA, service plan development, etc.)
 - Would it be preferred to include these sections in a service plan development and approval guide?
- July 15th, 2026 – Focus on Youth Caregivers, Dr. Melinda Kavanaugh, Social Work Professor, UW- Milwaukee
 - Hear from Trualta
- 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.