

## **AGENDA**

Jefferson County Human Services Board  
Jefferson County Workforce Development Center  
874 Collins Road, Room 103, Jefferson, WI 53549  
September 10, 2013 at 8:30 a.m.

### **Committee Members:**

Jim Mode, *Chair*

Dick Jones, *Secretary*

Julie Merritt

Augie Tietz

Pamela Rogers, *Vice Chair*

John McKenzie

Jim Schultz

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the September 10, 2013 Agenda
5. Citizen Comments
6. Approval of August 13, 2013 Board Minutes
7. Communications
8. Review of July, 2013 Financial Statement
9. Review and Approve August, 2013 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Discuss inter-county agreement ordinance.
12. Updates on Marsh Country Health Alliance
13. Discuss bids to install air conditioning at Hillside
14. Recommend awarding bid for Hillside Roof
15. Recommend awarding bid for 24 Region workstations
16. Updates on Budget
17. Updates from Wisconsin County Human Services Association
18. Set next meeting date and potential agenda items (October 8 at 8:30 a.m.)
19. Adjourn

The Board may discuss and/or take action on any item specifically listed on the Agenda  
**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting  
should contact the County Administrator 24 hours prior to the meeting at 920-674-7101  
so appropriate arrangements can be made.

**JEFFERSON COUNTY HUMAN SERVICES**  
**Board Minutes**  
**August 13, 2013**

**Board Members Present:** Jim Mode, Pam Rogers, Richard Jones, Augie Tietz, John McKenzie, Julie Merritt and Jim Schultz

**Others Present:** Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Aging & Disability Resource Center Manager Sue Torum; Child & Family Manager Brent Ruehlow; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; Human Services Maintenance Supervisor Terry Gard; County Administrator Ben Wehmeier, and County Board Chairman John Molinaro.

**1. CALL TO ORDER**

Mr. Mode called the meeting to order at 8:30 a.m.

**2. ROLL CALL/ESTABLISHMENT OF QUORUM**

All present/Quorum established

**3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

Ms. Cauley certified that we are in compliance.

**4. REVIEW OF THE JULY 8, 2013 AGENDA**

Items #13 and 15 were moved to immediately follow agenda item #7.

**5. CITIZEN COMMENT**

No Comments

**6. APPROVAL OF THE JULY 8, 2013 BOARD MINUTES**

Mr. McKenzie made a motion to approve the July 8, 2013 board minutes.

Ms. Rogers seconded.

*Motion passed unanimously.*

**7. COMMUNICATIONS**

Ms. Cauley reported that a prior client called and said that he will be donating \$20 a month to Human Services since we helped him so much.

**13. REVIEW AND APPROVE INTERNAL SECURITY DOOR SYSTEM**

Mr. Gard reported that a walk-through audit that was done by the Sheriff's department revealed that the Human Services and Health Department's security system is lacking, and that access to unauthorized areas was easily accessible. He said that we can add locks to those areas and program them so that entrance is only available with a proximity card. The locks cost \$2,000 each and he feels that installing nine (9) of them would make the buildings more secure. The money is available from the savings from the boilers.



Mr. Jones made a motion to approve installing nine locks as presented.

Mr. Tietz seconded.

Motion passed unanimously.

**15. REVIEW AND DISCUSS HILLSIDE ROOF**

Mr. Gard discussed the need to repair the roof on the Hillside building. This would include tearing off, repairing, replacing the roof, and tearing down the chimney, at a cost of \$50,000. Ms. Cauley reported that this was a capital item for next year, and since it is leaking and we are projecting a positive balance of \$200,000, we would like to do it this year. We will send out an RFP.

Ms. Rogers made a motion to approve repairing the Hillside roof for up to \$50,000.

Mr. McKenzie seconded.

Motion passed unanimously.

**8. REVIEW OF JUNE, 2013 FINANCIAL STATEMENT**

Ms. Daniel reviewed the June 2013 financial statements (attached) and said that there is a projected positive year-end fund balance of \$201,229. This includes the new Economic Support Staff that will be hired this year. Ms. Daniel also presented the summary sheet and financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented a report showing Alternate Care and Commitments costs (attached).

**9. REVIEW AND APPROVE JULY 2013 FINANCIAL VOUCHERS**

Ms. Daniel reviewed the summary sheet of vouchers totaling \$573,647.27 (attached).

There was a question about a duplicate payment of \$300.

Mr. Jones made a motion to approve the July 2013 vouchers totaling \$573,647.27, pending the findings of the \$300 payment.

Mr. Tietz seconded.

*Motion passed unanimously.*

*\*The second check had been voided, however the voucher total should be \$573,347.27.*

**10. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER**

**Child & Family Resources:**

Mr. Ruehlow reported on the following items:

- Our attorney Henry Plum presented a training on TPRs to the legal community and our staff. We are finding that it was very helpful as individuals are successfully using the information. Two TPRs were filed by the private bar due to this training.
- Two children found permanency.
- The State Division of Safety and Permanency will be coming the week of Sept 9 to do a comprehensive Quality Services Review of our kids' teams. This will include meeting families, staff and outside stakeholders. We will find out how we are doing and what we can do to improve.



- Beth Boucher, the new Birth to Three supervisor, is reviewing all aspects of the program and how they can improve to be more “family-friendly.” They are doing many “Child Find” activities including attending Child Share & Care Fairs, farmer’s markets and a Community Day to let families know what resources are available for their children. Because of this, we have gotten an influx of referrals.
- The Juvenile Justice team has seen an increase in delinquency referrals, which is atypical. We found out that some agencies are holding referrals and sending them to us in batches. This makes it difficult to adhere to court deadlines, so we are contacting them to see how we can work together to rectify this problem.

### **Behavioral Health:**

Ms. Cauley reported on the following items:

- Emergency Detentions are up to 90, compared to 75 from last year. Some of these individuals are from other counties but placed with Jefferson County residential providers. When that occurs, Jefferson County is responsible to pay at least the first three days of the emergency detention, totaling \$3300. This also has an impact on our staff. We would like to consider creating a county-wide ordinance stating that if we place a non-Jefferson County resident into a Jefferson County facility, the other county must have a crisis plan on file. This issue will be added to the October agenda.
- The Heroin Response Team will be meeting on Thursday, August 15. We will have a speaker from the State to discuss statewide issues along with the head of the Jefferson County Drug Task Force who will discuss local issues.

### **Administration:**

Ms. Daniel reported on the following items:

- We have been working on the budget
- Electronic progress notes are going well. We continue to improve and add features to make it more efficient.

### **Economic Support:**

Ms. Johnson reported on the following items:

- We answered 8338 calls in the Call Center.
- We have 7355 households on assistance
- We hired four new IM workers who will be starting this month and getting trained.
- We need to set up a Regional Enrollment Network, which will be a group of community partners to help guide individuals through the Healthcare Exchange that begins October 1.
- Ready Kids for School is being held on August 17 at the fairgrounds.

### **ADRC:**

Ms. Torum reported on the following items:

- Dementia Summit program announcements have been widely distributed throughout the county and by all indications it will be very well attended. I have been invited to attend a similar event that the WI Department of Health Services is convening in October.
- The ADRC is working on eligibility determination and enrollment counseling for 48 of the 52 Jefferson County residents that are affected by the ICF-MR closure. The closing date is in



August 2014. All 52 of these residents are under guardianship and protective placement. There is a legal requirement to complete an annual review of the protective placement and it has been highly efficient for staff to do these since they all live in this county and are co-located. We are hearing that one person may move as far as Hudson, WI which means an entire day of staff time to meet the legal requirement.

- St. Coletta and the ADRC are planning a Coordinated Transportation Planning meeting. The “locally developed plan” as required by the federal government is due to be updated. The meeting will be held at St. Coletta’s on September 9 at 3:00 p.m. This meeting is open to the public and especially those who have a stake in improving access to transportation options in the County.
- The ADRC Advisory Committee will be planning a Senior Statesmanship Program for the fall of this year. This will be a two-day program with the first being held at the courthouse with attendee’s learning about county government. The second day will focus on municipal government and advocacy strategies. The date is yet to be determined.
- Due to sequestration, funding for the federally funded Older American’s Act Programs (Nutrition, Caregiver Support, Advocacy and Personal Care) has decreased. In 2013 the county’s allocation actually increased due to the reallocation of funds as a result of the 2010 census which showed that Jefferson County’s senior population over 60, who are also in poverty, increased. This increase will negate the effects of sequestration for 2013 and 2014, but if congress does not reach any agreement on a new budget and this continues to 2021, the results will be catastrophic. The programs have already sustained a decrease of \$8,516 over the 2013-2014 period.

**11. UPDATE ON THE ACCOUNTABLE CARE ACT & EXCHANGES**

Ms. Cauley reported that the Regional Enrollment Network that Ms. Johnson referred to earlier, is all non-profit and/or volunteers who will help individuals through the Healthcare Exchange. Navigators are separate, and on August 15 CMS will announce who those will be. One company will be within Wisconsin, and one will be from another state.

**12. UPDATE ON NEW CONTRACTS**

Ms. Daniel reported that we have six new contracts. (attached) Three of them were approved through our carryover funds.

Mr. Jones made a motion to approve these contracts.

Ms. Rogers seconded.

Motion passed unanimously.

**14. REVIEW AND APPROVE 2014 BUDGET**

Ms. Cauley discussed the 2014 Budget (attached) by Division while tying it to our Annual Report. She talked about the goals and challenges of each division and said that the budget also includes PADA’s request for \$60,000.

Mr. Jones made a motion to reduce our donation to the Dental Clinic in Watertown from \$7500 to \$5500, and to give the \$2,000 to the Jefferson County Literacy Council. Mr. Wehmeier said that the general fund would be funding the Dental Clinic and Watertown Cares, so it will not be out of the Human Services Budget anymore. He added that the

Sheriff's Department has a contract with the Literacy Council for \$16,000 each year, with a total County contribution to them of \$32,000 per year.  
After further discussion, the motion failed.

Mr. Wehmeier thanked and congratulated Ms. Cauley and her management team for identifying goals, objectives, and performance measures from the annual report and tying it back to the budget. This Department is the leading example on how this should be done.

Mr. Tietz made a motion to approve the 2014 Budget as presented.

Ms. Rogers seconded.

Motion passed unanimously.

**16. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS**

The next meeting will be on Tuesday, September 10 at 8:30 a.m.

The agenda should include discussion about an inter-county agreement ordinance.

**17. MEETING REMINDERS: HEROIN RESPONSE MEETING ON 8/15 AT 10:00  
ALZHEIMER'S SUMMIT ON 8/20**

**18. ADJOURN**

Ms. Rogers made a motion to adjourn the meeting.

Mr. Jones seconded.

Motion passed unanimously.

Meeting adjourned at 9:55 a.m.

Respectfully submitted by Donna Hollinger

**NEXT BOARD MEETING**

Tuesday, September 10, 2013 at 8:30 a.m.  
Workforce Development Center, Room 103  
874 Collins Road, Jefferson, WI 53549



## Financial Statement Summary

### July, 2013

A positive fund balance of \$162,555 is projected for year-end. This factors in for the new Economic Support Staff that haven't started, but the budget has been updated for these positions and revenue. If we have a balance unclaimed from the IM Accountable Care Act funds (ACA) we can carry these funds over to 2014.

We had another good month due to July's Winnebago/Mendota invoices which were a net of only \$13,921.42. Overall expenditures for the hospital are as follows:

June			
Ledgers	Actual	Budget	Projection
Revenues	\$ 315,182		\$ 540,312
Expenditures	\$ 863,972		\$ 1,481,094
Net Balance \$	\$ 548,790	\$829,501	\$ 940,782

#### Summary of variances:

**Revenue:** Overall Revenues are favorable by \$697,862. Projection without WPS -TPA \$337,899 favorable.

**Note:** Revenues/Expenses need to be booked for WPS-TPA payments/revenue (\$359,963) for Waiver Programs. This is a change from the budget. The State changed the directive on how this has to be recorded.

**Expenditures:** Unfavorable by \$524,311. See note above concerning WPS-TPA. Projection without WPS is \$164,348 over budget.

Our 2013 budget includes the carryover from 2012, i.e. our non-lapsing expenditures. This tax levy revenue can be found in the "Fund Balance Unreserved" category on our balance sheet.

#### Major Classifications impacting the Balance (based on June)

- **Salary over budget by \$64,602:** Step Increases through the year need to be paid from surplus in this area. Note: New IM staff accounted total salary and fringe projected into salary line.
- **Fringes under budget by \$298,191:** Economic support positions factored in total (salary + fringe) for projections.
- **Children Alternate Care over budget by \$468,806 offset by savings for children waiver of \$262,648:** CLTS budget was increased to move some children from this program to CLTS and currently staff are working on this. Additionally, TPR's will be moving some of these

children out of this program in 2013. *We currently received approval for 3 children to go onto the waiver program.*

- **Children's Waiver under budget by \$262,648 (No WPS-TPA):** The state changed how we need to account for the waiver program versus last year. We are now booking the revenue and the expenditures that are being paid by WPS to the providers for the waiver program. This entry nets out to zero but the revenue and the expenditures in total increases. The budget did not include the WPS payments to providers since the instructions from the state were previously different.
- **Hospital/Detox over budget by \$111,281 (Net basis):** For State reporting, hospital revenue received is being applied against the expenditures on the books. Due to new state reporting requirements, last May we began charging this to a separate revenue account.
- **Operating Costs under budget by \$76,615:** Maintenance is working on some of the non-lapsing/budget projects to finish these prior to year end. This includes remodeling three work regions at Human Services, and purchasing vehicles from the sheriff's department. In addition, I have an estimated amount in the projection for the roof.
- **Other Contracted under budget by \$110,209**

**BEHAVIOR HEALTH DIVISION: IS PROJECTED TO BE UNFAVORABLE BY \$63,015**

- See above information on Inpatient Services and see separate report on inpatient cost.

**CHILDREN & FAMILIES DIVISION: IS PROJECTED TO BE UNFAVORABLE BY \$142,056**

- In the projection, all carryover is projected to be spent, however due to timing of each startup; these funds may not all be spent by year end.

**ECONOMIC SUPPORT DIVISION: IS PROJECTED TO BE FAVORABLE BY \$187,106**

Jefferson's allocation for Fed/State FoodShare Bonus is \$42,489.03. Bonus revenue allocation is due to the State having a low error rate on FoodShare benefits. The budget was revised to include the new positions approved by the board for the Affordable Healthcare Act. For July's forecast, the salary and fringe for the new staff was included in the total under the salary line.

**AGING & ARC DIVISION: IS PROJECTED TO BE FAVORABLE BY \$142,105**

A switch in guardianship program has saved \$50,065 in tax levy by having providers collect these funds directly from the client and restructuring rates. We will be receiving an additional \$30,000 to handle additional cases being processed due to change applications for moving clients from ICFMR's

**ADMINISTRATIVE DIVISION: IS PROJECTED TO BE FAVORABLE BY \$49,410**



**JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT**  
**STATEMENT OF REVENUES & EXPENDITURES**  
For 7 Months Ended July 31, 2013

**SUMMARY**

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
Federal/State Operating Revenues	6,072,427	411,844	6,484,271	6,208,408	6,354,224	11,543,812	10,892,955	650,857
County Funding for Operations (tax levy & less: Prepaid Expense Transfer	8,032,843	(3,341,522)	4,691,321	4,460,769	4,685,825	8,079,848	8,032,843	47,005
	0	0	0	0	0	0	0	0
Total Resources Available	14,105,269	(2,929,677)	11,175,592	10,669,177	11,040,048	19,623,659	18,925,797	697,862
Total Adjusted Expenditures	10,796,064	204,930	11,000,995	10,497,430	11,209,936	19,828,171	19,303,860	(524,311)
OPERATING SURPLUS (DEFICIT)	3,309,205	(3,134,607)	174,597	171,747	(169,887)	(204,512)	(378,063)	173,551
Balance Forward from 2012-Balance Sheet Opera	442,063		442,063	138,363		442,063	442,063	(0)
<b>Sub Total NET SURPLUS (DEFICIT)</b>	<b>3,751,268</b>	<b>(3,134,607)</b>	<b>616,660</b>	<b>310,110</b>	<b>(169,887)</b>	<b>237,551</b>	<b>64,000</b>	<b>(173,551)</b>
Approved Non Lapsing to 2014						(75,000)		
<b>NET SURPLUS (DEFICIT)</b>						<b>162,551</b>		

**REVENUES**

**STATE & FEDERAL FUNDING**

MH & AODA Basic County Allocation	1,975,715	(822,859)	1,152,856	1,152,856	1,152,856	1,976,324	1,976,324	0
Childrens Basic County Allocation	215,726	290,895	506,621	506,621	506,621	868,493	868,493	0
Family Care County Contribution	0	0	0	0	0	0	0	0
Childrens L/T Support Waivers	20,032	12,293	32,325	41,548	69,810	85,414	119,674	(34,260)
Behavioral Health Programs	137,687	3,790	141,477	160,518	146,822	255,955	251,695	4,260
Community Options Program	84,748	3,986	88,734	83,510	88,734	152,115	152,115	0
Aging & Disability Res Center	403,659	80,004	483,663	462,919	480,916	846,145	824,428	21,717
Aging/Transportation Programs	431,738	(62,222)	369,516	356,814	356,994	651,131	611,989	39,142
Youth Aids	356,587	23,165	379,752	338,897	417,407	662,448	715,554	(53,106)
IV-E TPR	27,903	13,050	40,953	0	39,129	70,205	67,079	3,126
Family Support Program	48,767	(10,067)	38,700	40,280	38,700	66,343	66,343	0
Children & Families	89,684	(22,962)	66,722	44,096	49,330	95,452	84,566	10,886
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	75,112	14,279	89,391	668,432	108,226	154,057	185,530	(31,473)
Client Assistance Payments	85,822	19,630	105,452	135,296	136,901	180,774	234,687	(53,913)
Early Intervention	165,564	(68,985)	96,579	96,579	97,131	166,510	166,510	0
<b>Total State &amp; Federal Funding</b>	<b>4,118,744</b>	<b>(526,005)</b>	<b>3,592,739</b>	<b>4,088,366</b>	<b>3,689,576</b>	<b>6,231,367</b>	<b>6,324,987</b>	<b>(93,620)</b>

**COLLECTIONS & OTHER REVENUE**

Provided Services	723,484	224,325	947,809	1,255,420	1,297,172	1,941,988	2,223,723	(281,735)
-------------------	---------	---------	---------	-----------	-----------	-----------	-----------	-----------



	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
Child Alternate Care	117,196	0	117,196	97,739	112,489	196,706	192,839	3,867
Adult Alternate Care	63,553	4,564	68,117	68,347	88,309	116,773	151,386	(34,613)
Childrens L/T Support	296,172	166,307	462,479	379,472	204,547	792,822	350,652	442,170
1915i Program	16,462	4,603	21,065	23,045	31,206	36,111	53,496	(17,385)
Donations	48,130	0	48,130	58,082	50,867	82,359	87,200	(4,841)
Cost Reimbursements	77,983	5,311	83,294	134,006	143,168	170,935	245,430	(74,495)
Other Revenues	610,702	532,739	1,143,441	103,931	736,891	1,974,752	1,263,242	711,510
<b>Total Collections &amp; Other</b>	<b>1,953,683</b>	<b>937,849</b>	<b>2,891,532</b>	<b>2,120,042</b>	<b>2,664,648</b>	<b>5,312,445</b>	<b>4,567,968</b>	<b>744,477</b>
<b>TOTAL REVENUES</b>	<b>6,072,427</b>	<b>411,844</b>	<b>6,484,271</b>	<b>6,208,408</b>	<b>6,354,224</b>	<b>11,543,812</b>	<b>10,892,955</b>	<b>650,857</b>
<b><u>EXPENDITURES</u></b>								
<b><u>WAGES</u></b>								
Behavioral Health	681,983	0	681,983	689,867	696,077	1,171,868	1,193,275	(21,407)
Childrens & Families	872,962	0	872,962	640,501	818,757	1,499,431	1,402,629	96,801
Community Support	432,582	0	432,582	419,689	463,066	742,675	793,828	(51,153)
Comp Comm Services	203,053	0	203,053	193,261	188,643	348,091	323,388	24,703
Economic Support	491,418	0	491,418	495,618	554,885	1,034,508	951,232	83,276
Aging & Disability Res Center	254,185	0	254,185	253,316	273,912	437,454	469,564	(32,109)
Aging/Transportation Programs	244,266	0	244,266	406,435	224,910	420,599	385,560	35,040
Childrens L/T Support	60,287	0	60,287	63,261	61,872	103,503	106,066	(2,563)
Early Intervention	165,496	0	165,496	173,158	174,588	284,277	299,295	(15,018)
Management/Overhead	467,192	0	467,192	476,244	481,020	783,097	824,605	(41,508)
Lueder Haus	150,123	0	150,123	150,286	152,289	257,354	261,066	(3,712)
Safe & Stable Families	116,620	0	116,620	118,811	121,520	200,572	208,320	(7,748)
Supported Emplmt	0	0	0	0	0	0	0	0
<b>Total Wages</b>	<b>4,140,167</b>	<b>0</b>	<b>4,140,167</b>	<b>4,080,447</b>	<b>4,211,539</b>	<b>7,283,429</b>	<b>7,218,827</b>	<b>64,602</b>
<b><u>FRINGE BENEFITS</u></b>								
Social Security	309,947	0	309,947	304,914	308,181	531,338	553,092	(21,754)
Retirement	269,050	0	269,050	236,411	277,374	461,229	475,498	(14,269)
Health Insurance	1,097,253	0	1,097,253	1,007,366	1,249,434	1,881,005	2,141,887	(260,882)
Other Fringe Benefits	1,943	0	1,943	7,279	20,069	33,119	34,405	(1,285)
<b>Total Fringe Benefits</b>	<b>1,678,193</b>	<b>0</b>	<b>1,678,193</b>	<b>1,555,972</b>	<b>1,855,059</b>	<b>2,906,691</b>	<b>3,204,882</b>	<b>(298,191)</b>
<b><u>OPERATING COSTS</u></b>								
Staff Training	14,140	0	14,140	8,360	17,443	23,718	29,902	(6,184)
Space Costs	115,694	0	115,694	119,770	111,364	211,638	190,909	20,729
Supplies & Services	474,673	0	474,673	493,091	490,798	877,191	841,368	35,823
Program Expenses	56,881	0	56,881	81,525	65,085	109,747	111,575	(1,828)
Employee Travel	93,373	0	93,373	104,043	130,761	179,902	224,162	(44,260)
Staff Psychiatrists & Nurse	239,783	0	239,783	228,641	238,570	417,507	408,977	8,530
Birth to 3 Program Costs	138,416	0	138,416	132,304	162,972	237,193	279,380	(42,187)
Busy Bees Preschool	565	0	565	1,042	1,791	968	3,070	(2,102)



	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	506	0	0	0	0
Other Operating Costs	1,422	0	1,422	2,011	113,019	203,075	193,747	9,329
Year End Allocations	0	(18,640)	(18,640)	0	45,214	(31,954)	77,510	(109,465)
Capital Outlay	83,236	0	83,236	0	171,400	348,828	293,828	55,000
<b>Total Operating Costs</b>	<b>1,218,181</b>	<b>(18,640)</b>	<b>1,199,541</b>	<b>1,171,292</b>	<b>1,548,416</b>	<b>2,577,813</b>	<b>2,654,428</b>	<b>(76,615)</b>
<b><u>BOARD MEMBERS</u></b>								
Per Diems	3,575	0	3,575	4,015	4,083	6,129	7,000	(871)
Travel	8	0	8	24	0	14	0	14
Training	140	0	140	509	583	240	1,000	(760)
Aging Committee	0	0	0	0	0	0	0	0
<b>Total Board Members</b>	<b>3,723</b>	<b>0</b>	<b>3,723</b>	<b>4,547</b>	<b>4,667</b>	<b>6,382</b>	<b>8,000</b>	<b>(1,618)</b>
<b><u>CLIENT ASSISTANCE</u></b>								
W-2 Benefit Payments	0	0	0	53,331	2,917	0	5,000	(5,000)
Funeral & Burial	0	0	0	0	0	0	0	0
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	62,326	0	62,326	72,256	77,583	106,845	133,000	(26,155)
Kinship & Other Client Assistance	53,921	0	53,921	63,582	80,574	94,435	138,127	(43,692)
<b>Total Client Assistance</b>	<b>116,247</b>	<b>0</b>	<b>116,247</b>	<b>189,169</b>	<b>161,074</b>	<b>201,280</b>	<b>276,127</b>	<b>(74,847)</b>
<b><u>MEDICAL ASSISTANCE WAIVERS</u></b>								
Childrens LTS	373,900	107,393	481,293	477,130	387,776	825,074	727,759	97,315
<b>Total Medical Assistance Waivers</b>	<b>373,900</b>	<b>107,393</b>	<b>481,293</b>	<b>477,130</b>	<b>387,776</b>	<b>825,074</b>	<b>727,759</b>	<b>97,315</b>
<b><u>COMMUNITY CARE</u></b>								
Supportive Home Care	34,919	0	34,919	39,228	42,529	69,896	72,906	(3,010)
Guardianship Services	26,009	0	26,009	98,829	96,581	26,009	165,568	(139,559)
People Ag. Domestic Abuse	25,000	0	25,000	26,250	29,167	42,857	50,000	(7,143)
Family Support	707	0	707	1,199	3,500	1,212	6,000	(4,788)
Transportation Services	29,370	0	29,370	31,234	37,307	50,349	63,954	(13,605)
Opp. Inc. Delinquency Programs	66,731	0	66,731	66,731	76,372	114,396	130,924	(16,528)
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	78,188	0	78,188	100,517	100,682	154,537	172,597	(18,060)
Elderly Nutrition - Congregate	29,049	8,668	37,717	25,265	29,693	64,657	50,902	13,755
Elderly Nutrition - Home Delivered	42,145	9,972	52,117	37,180	42,904	89,344	73,549	15,795
Elderly Nutrition - Other Costs	10,252	0	10,252	8,495	12,321	18,168	21,122	(2,954)
<b>Total Community Care</b>	<b>342,370</b>	<b>18,640</b>	<b>361,010</b>	<b>434,928</b>	<b>471,055</b>	<b>631,424</b>	<b>807,522</b>	<b>(176,098)</b>
<b><u>CHILD ALTERNATE CARE</u></b>								
Foster Care & Treatment Foster	213,884	0	213,884	221,740	191,023	366,658	327,468	39,190

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2013 Budget	Year End Variance
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	905,901	0	905,901	706,170	561,043	1,552,973	961,788	591,185
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	72,131	0	72,131	64,528	106,324	123,653	182,269	(58,616)
Detention Centers	14,295	0	14,295	23,480	48,598	39,914	83,310	(43,396)
Correctional Facilities	0	0	0	22,152	35,000	0	60,000	(60,000)
Shelter & Other Care	928	0	928	3,758	5,017	9,042	8,600	442
<b>Total Child Alternate Care</b>	<b>1,207,139</b>	<b>0</b>	<b>1,207,139</b>	<b>1,041,828</b>	<b>947,004</b>	<b>2,092,241</b>	<b>1,623,435</b>	<b>468,806</b>
<b><u>HOSPITALS</u></b>								
Detoxification Services	22,500	0	22,500	13,176	34,417	38,571	59,000	(20,429)
Mental Health Institutes	823,526	40,446	863,972	391,012	483,876	1,481,094	829,501	651,593
Other Inpatient Care	0	0	0	0	0	0	0	0
<b>Total Hospitals</b>	<b>846,026</b>	<b>40,446</b>	<b>886,472</b>	<b>404,188</b>	<b>518,292</b>	<b>1,519,666</b>	<b>888,501</b>	<b>631,165</b>
<b><u>OTHER CONTRACTED</u></b>								
Adult Alternate Care (Non-MAW)	185,624	0	185,624	233,392	264,687	338,212	453,749	(115,537)
Family Care County Contribution	312,549	52,091	364,640	500,928	364,640	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	85,632	0	85,632	96,895	116,083	146,797	199,000	(52,203)
IV-E TPR	98,524	0	98,524	40,789	50,750	168,898	87,000	81,898
Emergency Mental Health	5,290	0	5,290	14,123	9,100	15,600	15,600	0
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	144,902	5,000	149,902	164,792	153,282	256,975	262,769	(5,794)
Miscellaneous Services	30,886	0	30,886	26,748	90,512	137,751	155,164	(17,413)
Prior Year Costs	6,713	0	6,713	698	0	11,508	0	11,508
Clearview Commission	0	0	0	59,564	56,000	83,332	96,000	(12,668)
<b>Total Other Contracted</b>	<b>870,119</b>	<b>57,091</b>	<b>927,210</b>	<b>1,137,929</b>	<b>1,105,054</b>	<b>1,784,170</b>	<b>1,894,379</b>	<b>(110,209)</b>
<b>TOTAL EXPENDITURES</b>								
	<b>10,796,064</b>	<b>204,930</b>	<b>11,000,995</b>	<b>10,497,430</b>	<b>11,209,936</b>	<b>19,828,171</b>	<b>19,303,860</b>	<b>524,311</b>



# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures July, 2013

## Summary Sheet

() Unfavorable

		Annual Projection		Tax Levy	Budget			Variance
Program		Revenue	Expenditure		Revenue	Expenditure	Tax Levy	
<b>Behavior Health</b>								
5000	BASIC ALLOCATION	3,403,187	4,512,520	1,109,333	2,962,821	3,851,139	888,318	(221,015)
5003	LUEDER HAUS	70,496	467,087	396,591	111,825	483,151	371,326	(25,265)
5007	EMERGENCY MENTAL HEALTH	39,348	470,808	431,460	151,196	614,044	462,848	31,388
5011	MENTAL HEALTH BLOCK	26,128	24,235	(1,893)	26,128	33,081	6,953	8,846
5025	COMMUNITY SUPPORT PROGRAM	611,659	1,402,379	790,720	642,467	1,526,741	884,274	93,554
5027	COMP COMM SERVICE	398,000	652,361	254,361	449,333	660,079	210,746	(43,616)
5031	AODA BLOCK GRANT	109,299	75,563	(33,736)	109,299	109,584	285	34,021
5043	CERTIFIED MENTAL HEALTH	38,784		(38,784)	38,784		(38,784)	0
5044	EMERGENCY MENTAL HEALTH	16,600	15,600	(1,000)	15,600	15,600	0	1,000
5049	MAPT Funds	3,064	6,127	3,064	3,198	6,063	2,865	(199)
5063	1915i PROGRAM	36,111	146,797	110,686	53,496	222,453	168,957	58,271
	Balance Sheet Non Lapsing Funds	7,100		(7,100)	7,100		(7,100)	0
<b>Total</b>	<b>Behavior Health</b>	<b>4,759,775</b>	<b>7,773,479</b>	<b>3,013,703</b>	<b>4,571,247</b>	<b>7,521,936</b>	<b>2,950,689</b>	<b>(63,015)</b>
<b>Children &amp; Families</b>								
5001	CHILDREN'S BASIC ALLOCATION	1,149,487	3,262,938	2,113,451	1,021,612	2,338,000	1,316,388	(797,062)
5002	KINSHIP CARE	73,929	73,929	0	82,192	82,327	135	135
5005	YOUTH AIDS	657,140	1,300,185	643,045	727,113	1,427,777	700,664	57,619
5006	YOUTH AIDS STATE CHARGES	11,445	0	(11,445)	11,445	60,000	48,555	60,000
5008	YOUTH INDEPENDENT LIVING	24,054	86,905	62,851	24,054	85,900	61,846	(1,004)
5009	YA EARLY & INTENSIVE INT	69,948	146,909	76,961	72,796	157,461	84,665	7,704
5010	COMM OPTIONS PROG	152,115	430	(151,685)	152,115	3,631	(148,484)	3,201
5018	FAMILY SUPPORT	66,343	1,212	(65,131)	66,343	6,000	(60,343)	4,788
5020	DOMESTIC ABUSE		42,857	42,857		50,000	50,000	7,143
5021	SAFE & STABLE FAMILIES	95,559	395,259	299,700	75,000	407,693	332,693	32,992
5036	SACWIS	0	9,676	9,676	0	0	0	(9,676)
5040	CHILDRENS LTS WAIV-DD	554,677	636,123	81,446	211,486	357,482	145,996	64,550
5041	CHILDRENS LTS WAIV-MH	321,430	371,678	50,248	251,207	546,014	294,807	244,559
5042	CHILDRENS LTS WAIV-PD	2,129	1,909	(221)	7,633	12,353	4,720	4,941
5068	FOSTER PARENT TRAINING	0	5,671	5,671	7,224	17,440	10,216	4,545
5070	IV-E TPR	70,205	169,037	98,832	67,079	195,456	128,377	29,545
5080	YOUTH DELINQUENCY INTAKE	0	540,538	540,538	0	599,158	599,158	58,621
5175	EARLY INTERVENTION	202,618	698,450	495,832	197,510	764,298	566,788	70,955
5188	BUSY BEES PRESCHOOL	5,271	37,482	32,210	8,670	55,168	46,498	14,288
5189	INCREDIBLE YEARS	(100)	14,500	14,400	0	14,500	14,500	100



# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures July, 2013

## Summary Sheet

() Unfavorable

	Program	Annual Projection		Tax Levy	Budget			Variance
		Revenue	Expenditure		Revenue	Expenditure	Tax Levy	
	Balance Sheet Non Lapsing Funds	306,747		(306,747)	306,747		(306,747)	0
	Non- Lapsing to 2014 LSS Contract			75,000			75,000	0
<b>Total</b>	<b>Children &amp; Families</b>	<b>3,762,998</b>	<b>7,795,686</b>	<b>4,107,489</b>	<b>3,290,226</b>	<b>7,180,659</b>	<b>3,890,433</b>	<b>(142,056)</b>

## Economic Support Division

5050	NURSING HOME M.A. ADMIN.	0	0	0	0	0	0	0
5051	INCOME MAINTENANCE	1,298,291	1,782,570	484,279	1,225,208	1,655,717	430,509	(53,769)
5053	CHILD DAY CARE ADMIN	127,788	403	(127,385)	135,113	144,750	9,637	137,022
5054	W-2 Administration	0	0	0				0
5055	W-2 PROGRAM	(1,142)	0	1,142	0	0	0	(1,142)
5057	ENERGY PROGRAM	106,845	106,845	0	133,000	133,000	0	0
5071	CHILDREN FIRST	2,800	0	(2,800)	2,800	2,800	0	2,800
5073	FSET	24,611	0	(24,611)	49,672	81,528	31,856	56,467
5074	W-2 DAYCARE	0	0	0	0	0	0	0
5100	CLIENT ASSISTANCE	27,288	0	(27,288)	0	0	0	27,288
5105	KINSHIP ASSESSMENTS	0	2,048	2,048	7,164	8,137	973	(1,075)
5110	Non-W2 Emergency Assistance	0	0	0	19,639	39,154	19,515	19,515

<b>Total</b>	<b>Economic Support Division</b>	<b>1,586,481</b>	<b>1,891,865</b>	<b>305,384</b>	<b>1,572,596</b>	<b>2,065,086</b>	<b>492,490</b>	<b>187,106</b>
--------------	----------------------------------	------------------	------------------	----------------	------------------	------------------	----------------	----------------

## Aging Division & ADRC

5012	ALZHEIMERS FAM SUPP	18,000	18,000	0	12,906	12,906	0	0
5048	AGING/DISABIL RESOURCE	846,145	794,194	(51,951)	824,428	822,743	(1,685)	50,266
5075	GUARDIANSHIP PROGRAM	9,246	26,009	16,763	104,000	165,568	61,568	44,805
5076	STATE BENEFIT SERVICES	79,493	98,567	19,073	48,955	58,996	10,041	(9,032)
5077	ADULT PROTECTIVE SERVICES	56,827	80,518	23,691	56,827	95,479	38,652	14,961
5078	NSIP	(20,455)	31,954	52,409	21,028	21,028	0	(52,409)
5151	TRANSPORTATION	199,787	222,043	22,257	188,776	231,559	42,783	20,527
5152	IN-HOME SERVICE III-D	4,873	370	(4,503)	3,819	5,494	1,675	6,178
5154	SITE MEALS	184,941	151,308	(33,633)	163,319	188,143	24,824	58,458
5155	DELIVERED MEALS	108,380	143,715	35,335	103,241	154,503	51,262	15,927
5157	SCSP	7,986	(1)	(7,987)	7,986	10,190	2,204	10,191
5158	ELDER ABUSE	25,025	102,172	77,147	25,025	95,075	70,050	(7,096)
5159	ADVOCACY PROGRAM	68,733	89,061	20,328	61,896	70,245	8,349	(11,979)
5163	TITLE III-E	24,763	35,282	10,519	27,463	39,291	11,828	1,309
	Balance Sheet Non Lapsing Funds	2,100		(2,100)	2,100		(2,100)	0



# JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program Revenue & Expenditures July, 2013

Summary Sheet

() Unfavorable

Program		Annual Projection		Tax Levy	Budget		Tax Levy	Variance
		Revenue	Expenditure		Revenue	Expenditure		
Total	<b>Aging &amp; ADRC Center</b>	<b>1,615,844</b>	<b>1,793,191</b>	<b>177,347</b>	<b>1,651,769</b>	<b>1,971,221</b>	<b>319,452</b>	<b>142,105</b>
<b>Administrative Services Division</b>								
	5187 UNFUNDED SERVICES	106	81,585	81,479	0	69,571	69,571	(11,908)
	5190 Management		(16,550)	(16,550)		867,891	867,891	884,442
	5190 Management Cleared		(2,048)	(2,048)		(865,394)	(865,394)	(863,346)
	5195 Vehicle Escrow Account	27	20,602	20,575	54	20,602	20,548	(27)
	5200 Overhead & Tax Levy	8,214,175	141,532	(8,072,643)	8,155,853	1,238,883	(6,916,969)	1,155,674
	5200 Overhead Cleared		0	0		(1,060,424)	(1,060,424)	(1,060,424)
	5210 CAPITAL OUTLAY		348,828	348,828		293,828	293,828	(55,000)
	Balance Sheet Non Lapsing Funds	126,116		(126,116)	126,116		(126,116)	0
Total	<b>Administrative Services Division</b>	<b>8,340,424</b>	<b>573,949</b>	<b>(7,766,475)</b>	<b>8,282,023</b>	<b>564,958</b>	<b>(7,717,065)</b>	<b>49,410</b>
<b>GRAND Total</b>		<b>20,065,522</b>	<b>19,828,171</b>	<b>(162,551)</b>	<b>19,367,860</b>	<b>19,303,860</b>	<b>(64,000)</b>	<b>173,551</b>

Note: Variance includes Non-Lapsing from Balance Sheet

**Commitments/Inpatient  
Jefferson County - HSD  
2013 May/June**

Hospital	Clients	Comments	Billed	Status	Outstanding
Fond du Lac Co. Health Care Center	6	Insurance will not pay because clients are not within the age group for payment. See note below.	\$37,997.05	June bill	
All Saints Medical Center	1		\$12,925.60	Feb Bill	
Mendota Health Institute	11	Only count clients we paid for.	\$117,649.54	July Bill	
Rogers Memorial Hospital					
Stoughton Hospital Geriatric Psych Program					
St. Agnes, Fond du Lac	9		\$80,594.00	May Bill	
St. Marys Hospital, Madison	2		\$39,493.10	April Bill	
Trempealeau Co. Health Care Center	2		\$53,412.91	April Bill	
UW Hospital, Madison	3		\$37,828.00	Feb Bill	
WATERTOWN REGIONAL MEDICAL CEN	1		\$3,500.00	March Bill	
Winnebago Mental Health Institute	21	Only count clients we paid for.	\$123,935.16	July Billed	
	<u>56</u>		<u>\$507,335.36</u>		

**Note:** Winnebago and Mendota bills Jefferson County HSD Monthly and if they collect from insurance reimburses us after the fact.

Winnebago, Mendota, and Fund du Lac Co. are IMD facility so between ages 22-64 Insurance won't pay.

Presumptive MA is looked at if client has no insurance to see if the client qualifies.



Alternate Care Costs  
2013

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
<b>January-13</b>					
Foster Care & Treatment H.	100	3895	\$178,770.93	\$45.90	\$1,787.71
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	9	279	\$2,008.79	\$7.20	\$223.20
Group Home	6	189	\$33,026.20	\$174.74	\$5,504.37
Kinship Care	30	876	\$6,188.38	\$7.06	\$206.28
Subsidized Guardianship	2	4	880	\$220.00	\$440.00
Main Program	1	31	10535.04	\$339.84	\$10,535.04
CCI's	0	0	\$0.00	\$0.00	\$0.00
<b>Total January 2013</b>	<b>118</b>	<b>5274</b>	<b>\$231,409.34</b>	<b>\$43.88</b>	<b>\$1,961.10</b>
\$35,104.38 for 2012 for CCR administration included in above totals.					
<b>February-13</b>					
Foster Care	93	2526	\$149,551.16	\$59.20	\$1,608.08
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	8	224	\$1,760.00	\$7.86	\$220.00
Group Home	5	140	\$29,302.00	\$209.30	\$5,860.40
Kinship Care	26	740	\$5,805.16	\$7.84	\$223.28
Subsidized Guardianship	4	112	880	\$7.86	\$220.00
Main Program	1	28	9515.52	\$339.84	\$9,515.52
CCI's	0	0	\$0.00	\$0.00	\$0.00
<b>Total February 2013</b>	<b>137</b>	<b>3770</b>	<b>\$196,813.84</b>	<b>\$52.21</b>	<b>\$1,436.60</b>
Unduplicated Names 116					
<b>March-13</b>					
Foster Care	90	2951	\$138,672.96	\$46.99	\$1,540.81
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	4	124	\$880.00	\$7.10	\$220.00
Group Home	5	155	\$32,441.50	\$209.30	\$6,488.30
Kinship Care	28	852	\$6,039.36	\$7.09	\$215.69
Subsidized Guardianship	6	178	\$1,277.42	\$7.18	\$212.90
Main Program	1	31	\$10,535.04	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
<b>Total March 2013</b>	<b>134</b>	<b>4291</b>	<b>\$189,846.28</b>	<b>\$44.24</b>	<b>\$1,416.76</b>
Unduplicated Names 108					
<b>April-13</b>					
Foster Care	83	2642	\$135,224	\$51.18	\$1,629.21
Foster Care Special	0	0	0	\$0.00	\$0.00
Foster Home Level - 1	6	180	\$1,320.00	\$7.33	\$220.00
Group Home	7	149	\$32,370.22	\$217.25	\$4,624.32
Kinship Care	30	906	\$6,644.00	\$7.33	\$221.47
Subsidized Guardianship	6	180	\$1,320.00	\$7.33	\$220.00



Alternate Care Costs  
2013

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Main Program	1	30	\$10,195.20	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
<b>Total April 2013</b>	<b>133</b>	<b>4087</b>	<b>\$187,073.44</b>	<b>\$45.77</b>	<b>\$1,406.57</b>
Unduplicated Names 113					
<b>May-13</b>					
Foster Care	86	2813	\$139,320.05	\$49.53	\$1,620.00
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	6	186	\$1,320.00	\$7.10	\$220.00
Group Home	8	185	\$39,708.56	\$214.64	\$4,963.57
Kinship Care	32	1002	\$7,113.80	\$7.10	\$222.31
Subsidized Guardianship	6	186	\$1,320.00	\$7.10	\$220.00
Main Program	1	31	\$10,535.04	\$0.00	\$0.00
CCI's				\$0.00	\$0.00
<b>Total May 2013</b>	<b>139</b>	<b>4403</b>	<b>\$199,317.45</b>	<b>\$45.27</b>	<b>\$1,433.94</b>
Unduplicated Names 116					
<b>June-13</b>					
Foster Care	92	2377	\$132,648.55	\$55.81	\$1,441.83
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	7	210	\$1,540.00	\$7.33	\$220.00
Group Home	8	261	\$48,803.70	\$186.99	\$6,100.46
Kinship Care	29	815	\$5,959.39	\$7.31	\$205.50
Subsidized Guardianship	6	180	\$1,320.00	\$7.33	\$220.00
Main Program	1	30	\$10,195.20	\$0.00	\$0.00
CCI's					
<b>Total June 2013</b>	<b>143</b>	<b>3873</b>	<b>\$200,466.84</b>	<b>\$51.76</b>	<b>\$1,401.87</b>
Unduplicated Names 117					
<b>July-13</b>					
Foster Care	86	2717	\$130,986	\$48.21	\$1,523.10
Foster Care Special	0	0	0	\$0.00	\$0.00
Foster Home Level - 1	7	217	1,540	\$7.10	\$220.00
Group Home	9	282	51,488	\$182.58	\$5,720.88
Kinship Care	23	769	5,463	\$7.10	\$237.54
Subsidized Guardianship	7	217	1,540	\$7.10	\$220.00
Treatment Foster Home	0	0	0	\$0.00	\$0.00
Main Program	1	31	10,535	\$339.84	\$10,535.04
CCI's	0	0	0	\$0.00	\$0.00
<b>Total July 2013</b>	<b>133</b>	<b>4233</b>	<b>\$201,552.64</b>	<b>\$47.61</b>	<b>\$1,515.43</b>
Unduplicated Names 108					



**INTER-COUNTY BEST PRACTICE AGREEMENT  
ON VENUE, JURISDICTION, PLACEMENT AND FUNDING  
RESPONSIBILITY FOR ADULTS RECEIVING LONG-TERM SUPPORT  
AND/OR BEHAVIORAL HEALTH SERVICES**

*This agreement is intended to support and facilitate open communication and collaboration between county departments of human services, social services, and community programs when decisions must be made regarding case transfer, courtesy case management, supervision, hospitalization/placement, funding responsibility, jurisdiction, venue or any other inter-county issues under Chapters 46, 51, and 55 of the Wisconsin Statutes. It is acknowledged that this agreement cannot possibly cover all situations that might arise. Open communication and good social work practice, on a case-by-case basis, are vital to ensure that the best interests of consumers and the public are served. This is considered a provisional agreement, and the parties agree that it will be reviewed and revised as needed one year from the date of implementation.*

**1. Legal and Policy Considerations**

County responsibility for care provided to county residents is established in statute. Wisconsin State Statutes 51.42, 51.437 and 46.23 state that county departments of human and social services and community program boards are required to provide services to residents of their counties within available State, Federal, and local matching funds. The county board of supervisors has the primary responsibility for the care, treatment and well-being of individuals with a mental illness, developmental disability, and/or substance abuse issue residing within its county, and for ensuring individuals in need of emergency services found within its county receive immediate care. Counties are also responsible for providing certain services to individuals with physical disabilities and to frail elders.

Section 51.40 specifies for certain individuals the point in time when the determination of the individual's residence will be made and who will make that determination. For those persons who are covered by s. 51.40, the authority of the guardian to express the individual's intent to reside somewhere is limited by s. 51.40(2)(f)

The Department of Health Services has provided policy guidance on residency determinations in the DHFS (DHS) Residency Manual, issued under DDES Numbered Memo Series 2007-01. The Residency Manual covers residency determinations pursuant to s. 51.40, and also administrative determinations. "Administrative determinations" refer to county responsibility for funding human services in situations where s. 51.40 does not apply, in particular for services to adults with physical disabilities and the elderly.

County agencies under Chapter 46, 51 and 55, are responsible for providing services to legal residents of their county. Legal residence is defined in sections 49.001(6), 49.001(8), 51.01(14) and 51.42(1)(b) as follows:



- Section 49.001(6). "The voluntary concurrence of physical presence with intent to remain in a place of fixed habitation. Physical presence shall be prima facie evidence of intent to remain."
- Section 49.001(8). "Voluntary means according to an individual's free choice, if competent, or by choice of his or her guardian if the individual is adjudicated incompetent."
- Per Chapter 51, **legal residency** is established by the concurrence of four criteria:
  - **(1) Physical presence** within the state/county.
  - Physical presence must be **(2) voluntary** on the part of the individual, or by choice of the person's legal guardian appointed by a court under ch. 880, Wis. Stats. (Note that guardianship court orders issued in another state are honored in Wisconsin.)
  - The individual has the **(3) intent to remain** in **(4) a place of fixed habitation** within the state/county.

All of these four criteria must occur simultaneously. If any one or more of the four criteria do not simultaneously apply to a person, legal residency is not established. Once a person establishes legal residency in a Wisconsin county, he or she does not lose that residency until he or she establishes legal residency in another Wisconsin County or in another state.

Additional information regarding how to interpret or operationalize these four criteria is included in the Residency Manual. For example, in determining a "place of fixed habitation," it is important to note that residency is not established when someone is staying in an emergency shelter, homeless shelter, domestic violence shelter, or in a nursing home, CBRF, or other supervised residential facility where a person's stay is temporary to address acute care needs. However, a nursing home, CBRF, or other supervised residential facility may be considered a fixed place of habitation if the person has long term care needs and intends to live there for the foreseeable future. Residency is not established when someone is staying in a "regular" hotel, but it may be if the hotel is a residential hotel, where someone has an agreement to pay the hotel on a long-term (e.g., month-by-month) basis.

The only exceptions to the principles of county responsibility based upon a client's legal residence are for emergency services under Chapter 51 and 55 based upon the "found" principle, [see sections 51.42(1)(b) and 51.437(4)(c)]. In emergency cases, fiscal liability is limited to 72 hours (plus intervening weekends and legal holidays) of care and services. [See DSL Memo Series 2002-19, "Emergency Detention Services for Non-Wisconsin Residents and Procedures for Reimbursement Authorization", and ss. 51.42(1)(b), and 51.437(4)(c)].

Section 2.09 of the *Home and Community Based Waiver Manual* addresses inter-county moves for participants in the long-term care waiver programs. It states, "An eligible waiver participant who has begun receiving services has a right to continuity of services and freedom of choice while residing in Wisconsin. This means that an eligible Waiver participant should be able to move anywhere in Wisconsin without losing eligibility to



receive Waiver-covered services. Waiver services may not be reduced or terminated solely because the participant has moved to a different county."

It is common practice to transfer funding slots to the county in which the person is located, though "referring" counties must continue to fund the local portion of the service package costs until the person comes to the top of the "receiving" county wait list, if one exists. These slot transfers follow the residency concept, as the slot follows the person. The delay in transferring county match balances residency against the "shield law" concept.

## **2. Definitions**

**"Referring agency (county)"** means the agency that has made arrangements for or assisted an individual in accessing services, whether residential or non-residential services, in a new county following a move.

**"Originating county"** means simply the county from which an individual has moved, regardless of whether or not that county was previously providing services to that individual and regardless of whether that county has made any referral for services in another county.

**"Receiving county"** means simply the county to which an individual has moved and is in which s/he is now physically present.

**"County of responsibility"** means the county legally responsible for funding the provision of services under Chapter 46 or 55 to an individual. (Chapter 46 includes numerous references to Chapter 51 services and therefore a particular reference to Chapter 51 is not included in this definition.)

**"Legal Residence"** means the voluntary concurrence of physical presence with intent to remain in a place of fixed habitation. Physical presence shall be prima facie evidence of intent to remain.

**"Venue"** refers to a court action legally changing the county of residency, and thus the county of responsibility.

## **3. Guiding Principles and Best Practices**

This agreement is intended to support and facilitate open communication and collaboration between county human service, Community Programs and Social Service departments when decisions must be made regarding case transfer, crises, courtesy supervision, placement, funding responsibility, jurisdiction, venue or any other inter-county issues.

It is understood that consumers may be placed by County programs in out-of-county treatment or residential settings in order to meet their specialized needs for care. Such

placement does not constitute change of residence, nor does it shift the primary responsibility for care to the county where such a “placed” consumer now lives.

Each county board of supervisors is primarily responsible for providing appropriate and necessary services for the consumers residing within its county. Complex issues of inter-county responsibility arise, however, when consumers who are under a court order and/or receiving services in one county make the choice to voluntarily move to a new county.

The Venue & Jurisdiction Matrix (Attachment 1) provides a quick reference to assist counties in sorting through the various scenarios they may encounter.

In addressing what responsibilities the referring and receiving county have in such a move scenario, the paramount consideration in all cases will be the best interests of the consumer. In certain cases, the protection of the public shall also be considered. The limits of confidentiality notwithstanding, the following “best practices” will be followed:

- The notification of an impending or completed move to a new county should occur as soon as practicable when the referring/originating county receives the information.
- The parties agree to share all necessary and relevant information in their possession, within legal limits, in order to assure open communication and cooperation between county departments of human/social services and community programs.
- The parties agree to utilize, sign, and follow the provisions of the Model Inter-County Placement Agreement (Attachment 2) whenever placing an individual in another county. This includes development and sharing of a Emergency Contact Plan within 72 hours of placement.
- The parties agree to collaboratively review the comprehensive service needs of the individual or family being transitioned, and whenever possible, provide courtesy notification of both the adult and children’s service needs to the receiving county simultaneously so that comprehensive needs can be properly transitioned. This process will help ensure that integrated and coordinated services are delivered by the receiving county and a smooth and seamless transition can occur for the family during their move from one county to another.
- Emergencies: Under the Chapter 51 “found principle” the county where the consumer is present will be responsible for the immediate protection of the consumer in an emergency unless an Inter-County Agreement is in effect. Under 51.15, law enforcement must notify the county Department of Human Services for approval prior to initiating an Emergency Detention. The county in which the person is found (i.e., the receiving county) will give this initial approval if the county of residency (i.e., referring/originating county) cannot be immediately ascertained or contacted.



#### 4. Notification

Anytime a county becomes aware that a client under commitment, protective placement, or any legal status is being placed in or is moving voluntarily to another county, the referring/originating county shall notify the receiving county of the adult's name, address, birth date and contact person in the referring county, as well as the individual's status and crisis plan/services, if needed. Notification shall occur as soon as the referring/originating county becomes aware of the move. In situations in which the client is not under any court order or legal status, but is receiving services from the county, the referring/originating county will also notify the receiving county as soon as practicable. In all cases where an individual is being placed in a facility or supervised living arrangement in a different county, an Interagency Agreement will be executed prior to placement.

#### 5. Courtesy supervision

It is the intent of the parties that the implementation of this Courtesy Supervision Protocol will encourage cooperative efforts between county agencies in the delivery of services to individuals and will promote their best interests and the safety of our communities.

##### a. Referring/Originating County - Referral Process

- i. As soon as practicable after the originating county learns that the adult under community supervision has established a new county of residence, the originating county shall send a letter requesting courtesy supervision services to the receiving county. The following information shall be included in/with the written request.

1. Name and address of individual to be supervised
2. Background of case including prior mental health/substance abuse involvement
3. Description of presenting and current service and treatment needs
4. Description of services and treatment currently provided
5. Description of recommended services and treatment
6. Attach a copy of the most recent commitment court order or 90-day Stipulation Agreement, if applicable.

- b. **Receiving County - Response:** The receiving county shall respond to the request for courtesy supervision, in writing, within 5 business days of the receipt of the request for courtesy supervision. If the receiving county agrees to provide courtesy supervision, the response shall include the name of the assigned worker. If the receiving county denies the request, the response shall include the reason(s) for the denial.

**c. Referring County - Sharing of information**

- i. Transmittal of Case Documentation: Within five (5) days of the receiving county's agreement to provide courtesy supervision, or by a date to be agreed upon between the counties, the referring county shall mail the following documents from the case file to the receiving county
  1. Proposed or current court order/stipulation.
  2. Assessment and treatment/case plan and crisis/safety plan
  3. Plan of action in case of emergency situation (i.e. contact name, phone number, placement options, etc.)
- ii. Notification of Parties: The receiving county shall be responsible for notifying all other participants (court, Corporation Counsel, attorneys for all parties, etc.) of the courtesy supervision agreement and provide the name and phone number of the caseworker assigned by the receiving county.

**d. Role of Referring County - Case Manager**

- i. Completes all of the required case-related documentation
- ii. Arranges for and attends all necessary court hearings.
- iii. Obtains authorization for all requested or needed services including all required funding authorizations. Provides the receiving county with written verification of service/funding authorizations as requested by the receiving county.
- iv. Keeps receiving county informed of any changes or new information.
- v. Establishes monthly contact with receiving county case manager.
- vi. Any necessary changes in placement shall be the responsibility of the sending county.

**e. Role of Receiving County - Case Manager**

- i. Maintains, at a minimum, monthly contact with the individual and service providers as identified in the court order/stipulation and documents all case activity.
- ii. Maintains, at a minimum, monthly contact with the referring county case manager or designee through written and/or verbal communication that may include evaluations/progress reports.
- iii. Provides necessary referral(s) for available services identified in the treatment plan(s).
- iv. Notifies referring county of any service(s) determined by the receiving county to be necessary and appropriate.



- v. Assists in the establishment of crisis/safety plan, if needed.

**6. Venue acceptance and transfer for committed and protectively placed individuals**

A decision to initiate a venue transfer shall be guided by the best interest of the client as well as consideration of the particular client's desire to move their residency to a new county, as well as any other reasonable expectations and arrangements as agreed upon by the referring and receiving counties. During the 6 month venue acceptance and transfer period the respective counties will have the following responsibilities:

Referring County:

- a.) Continues to ensure that all of the necessary services are delivered to the client, documents service provision, monitors any court orders, and files any necessary court paperwork in the referring county.
- b.) Attends any necessary court hearings that take place in the referring county.
- c.) Obtains authorizations for all requested and needed services including all required funding authorizations. Provides the receiving county with written verification of service/funding authorizations as requested by the receiving county.
- d.) Keeps receiving county informed of any changes or new information.
- e.) Establishes monthly contact with county case manager in the receiving county.
- f.) Any additional service needs, including return-to-more restrictive placements, shall be the responsibility of the referring county during this 6 month transitional period.
- g.) Coordinate with referring county's corporation counsel to ensure that all paperwork is completed in the six month window to successfully transfer venue as needed on any and all court ordered service provisions including 51's, 55's, and 880's.

Receiving County:

- a.) Maintain, at a minimum, monthly contact with the referring county case manager or designee through written and/or verbal communications that may include case evaluations/progress reports.
- b.) Provide referring county with information they may need to help establish necessary services in order to continue to carry out the individual or families respective service plan.
- c.) Coordinate with receiving county's corporation counsel to ensure that all paperwork is completed in the six month notification window to successfully transfer venue as needed on any and all court ordered service provisions including 51's, 55's, and 880's,
- d.) Obtain financial information and service plans from referring county so that receiving county can either properly budget funds or make service modifications to find funding to provide necessary services beginning six months from date of notification of requested venue change.

## **7. Clients Under Commitment or Any Legal Status**

Counties agree that if one of their clients who is under commitment, protective placement, settlement agreement, or similar legal status, who has NOT changed residency to another county, is somehow detained and hospitalized in another county, that a “return to more restrictive setting” court process will be used to allow this already committed client to receive the treatment they need to resolve the current emergency and return home to their respective county. It is also agreed by all parties that the client’s originating county will take administrative and fiscal responsibility for their client as soon as appropriate staff can be notified in the client’s home county.

Example: Client is on a year- long commitment to County A. Client attends a party in County B, drinks heavily and threatens suicide and is detained to a hospital in County B. County B will notify staff in County A as soon as possible so they can take administrative and fiscal responsibility for their client. County B will use a “return to more restrictive court process” to allow County A’s client to remain in the hospital until the current suicide threat is resolved and the client will then return to County A’s care as soon as medical and behavioral stabilization has occurred. County A maintains fiscal responsibility for hospitalization time and services needed to occur in County B.

## **8. Dispute Resolution and Administrative Review**

If any of the parties hereto are unable to reach an agreement in a specific case regarding which of the parties is the county of responsibility, the county directors shall submit the dispute to a peer review panel composed of three county directors chosen from among the other parties to this Agreement. Each disputing county shall select one county director for the peer review panel and the two peer review panel members shall select the third county director member. The peer review panel shall review the dispute and shall issue a binding decision.

- A. Either of the disputing counties may initiate a peer review by submitting its request for a peer review to the director of the other county and to the director selected by the petitioning county to serve on the peer review panel. The request for a peer review shall be in writing and shall include the following:
  - 1. The factual basis for the petitioning county’s position that the other county is the home county and, therefore, should assume or continue to assume responsibility for the services/placement costs for the individual or family.
  - 2. A list of the providers needed by the individual or family.
  - 3. An estimate of the monthly costs for the services needed by the individual or family.
  - 4. The name of the director chosen by the petitioning county to serve on the peer review panel.
- B. The other county shall respond in writing to the petitioning county’s request for peer review within 14 days of its receipt of the request. The responding county



shall include the factual basis for its position that it is not the home county and, therefore, not the county of responsibility. The responding county shall also include the name of the county director it has selected to serve on the review panel. A copy of the response shall be mailed to the director of the petitioning county and to both of the directors selected by the disputing counties.

C. Within 21 days of the receipt of the responding county's response:

1. The two directors who have been selected to serve on the peer review panel shall select a third director member. The peer review panel shall make sure that each of its members has a copy of the material submitted by each of the disputing counties.
2. The peer review panel shall meet in person or via telephone conference for purposes of reviewing the written material submitted by the disputing counties (A director may appoint a designee to participate in his/her place).
3. If the panel determines that it needs additional information from either of the disputing counties before it can reach a decision, the panel shall appoint one of its members to obtain the necessary additional information. The request for the additional information shall be in writing and copies of the request shall be provided to the other members of the peer review panel and to each of the disputing counties.
4. The disputing counties shall respond, in writing, to the request for additional information within 10 days of receipt of the request, and a copy of the response shall be provided to the other county and to each of the members of the peer review panel.

D. Administrative Decision

1. The peer review panel shall issue its written decision naming the home county and designating the home county as the county of responsibility within 7 days of the meeting described in subparagraph C(2) above or within 14 days of its receipt of the additional information obtained under subparagraph C(4).
2. A copy of the decision shall be provided to each of the disputing counties.
3. The decision shall include an effective date.
  - a. Unless subparagraph b, below applies, the effective date shall be retroactive to the date the panel determines to be the date upon which the responsible county became the home county of the individual/family.
  - b. If the county of venue and the home county are not one and the same, the decision shall require the county of venue to file a motion to transfer venue to the home county within 10 working days of the date of the decision. The administrative decision will then be effective on the day that the order for transfer of venue to the new home county is issued by the court.

E. The decision of the panel shall be binding on the involved counties and is NOT subject to appeal.

**ORDINANCE NO. \*\* – \*\*/10**

**AMENDING CHAPTER \*\* OF THE WALWORTH COUNTY CODE OF ORDINANCES  
RELATING TO Interjurisdictional Agreements for the Placement of Out-Of-County  
Residents in Walworth County\*\***

**THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS  
FOLLOWS:**

**PART I: That Article \_\_\_\_ of Chapter \_\_\_\_ of the Walworth County Code of Ordinances is  
hereby amended so as to create Section \_\_\_\_\_ thereof to read as follows:**

**“Sec. \_\_\_\_\_. Interjurisdictional Agreements Required**

(a) It is the intent of this section to allow appropriate Crisis Intervention services and to prevent the taxpayers of Walworth County from paying the costs associated with residents of other jurisdictions when those residents are placed in certain temporary living situations within Walworth County.

(b) This ordinance requires certain facilities that accept such placements of out-of-county residents to obtain and maintain current Interjurisdictional Agreements, thus effectively facilitating proper Crisis Intervention services and relieving Walworth County taxpayers of unnecessary expenses.

(c) For the purposes of this ordinance, an Interjurisdictional Agreement shall consist of a written document containing the following:

1. The name of the person being placed in Walworth County from another jurisdiction (Subject) and the date placement is to be effected.
2. The physical address and telephone number where the subject is to be placed (Placement).
3. The type of license or certification held by the placement (e.g., Skilled Nursing Facility, Child Family Foster Home, Adult Family Home, Community-Based Rehabilitation Facility).
4. The name and mailing address of the legal entity holding the license or certification identified in item three, above (Licensee).
5. The name, mailing address, telephone number, and after-hours contact information for the jurisdiction placing the subject (Home Jurisdiction).
6. The legal status of the Subject (e.g., §51.20, §55.12, §48, §938, §54, Voluntary).
7. A statement that the subject remains a resident of the Home Jurisdiction, and that the Home Jurisdiction retains financial responsibility for the subject, including costs associated with §51.15 Emergency Detention or §55.13 Emergency Protective Services, while placed in Walworth County.
8. Any special instructions deemed necessary by the Home Jurisdiction for after-hours care or hospitalization.
9. Signatures of authorized representative of both Licensee and Home Jurisdiction.



(d) An Interjurisdictional Agreement shall be provided to the Walworth County Department of Health and Human Services at or before the date of placement of the Subject in Walworth County. Current documentation of Subject's legal status shall accompany the Interjurisdictional Agreement.

(e) The Interjurisdictional Agreement and documentation of legal status shall be updated and provided to the Walworth County Department of Health and Human Services by the Licensee within five (5) calendar days of any changes to the agreement or client's legal status.

(f) Penalty. Any person, firm, or corporation who fails to comply with the provisions of this ordinance shall, upon conviction thereof, forfeit not less than twenty five dollars (\$25.00) nor more than one hundred dollars (\$100.00) and costs of prosecution for each violation. Each day a violation exists or continues shall constitute a separate offense. Each subject residing at the placement facility shall constitute a separate violation.

(g) Passive enforcement. The penalty provisions of this ordinance shall be invoked when a Subject receives Crisis Intervention services through Walworth County, including but not limited to §51.15 Emergency Detention or §55.13 Emergency Protective Services. The Walworth County Corporation Counsel's Office shall prosecute each violation utilizing appropriate civil remedies.

(h) Exemption: An Interjurisdictional Agreement under this ordinance shall not be required for any person placed from a county that is a current signatory to an Intercounty Agreement on Adult Venue to which Walworth County is also a party.

**BE IT ORDAINED by the Walworth County Board of Supervisors that all previous ordinances and resolutions pertaining to \*\*\* are hereby superceded.**

**BE IT FURTHER ORDAINED by the Walworth County Board of Supervisors that this Ordinance shall become effective upon passage and publication.**

**PASSED and ADOPTED by the Walworth County Board of Supervisors this \*\* day of \*\* 2010.**

\_\_\_\_\_  
Nancy Russell  
County Board Chair

\_\_\_\_\_  
Kimberly S. Bushey  
Attest: County Clerk

County Board Meeting Date:

Action Required:      Majority Vote \_\_\_\_\_      Two-thirds Vote \_\_\_\_\_      Other \_\_\_\_\_

Policy and Fiscal Note is attached.  
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

\_\_\_\_\_  
David A. Bretl      Date  
County Administrator/Corporation Counsel

\_\_\_\_\_  
Nicole Andersen      Date  
Deputy County Administrator - Finance

**Ordinance No. \*\* - \*\*/10**  
**Fiscal Note and Policy Impact Statement**

**I. Title: AMENDING CHAPTER \*\* OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO Interjurisdictional Agreements for the Placement of Out-Of-County Residents in Walworth County**

**II. Purpose and Policy Impact Statement:** State law permits various agencies to license or certify nursing homes, foster family homes for adults and children, and other community-based residential facilities. The facilities thus licensed or certified often accept placements of persons who are residents of other jurisdictions. When crisis events occur, the Walworth County Health and Human Services Department is required by statute to provide certain emergency services and to bear the initial cost of these services (which can be considerable) in the absence of an agreement with the placing jurisdiction. Despite attempts to obtain such agreements they are rarely provided. This situation compromises the ability of the Crisis Intervention Unit to provide clinically appropriate services, and results in significant unnecessary cost to the taxpayers of Walworth County. This ordinance requires certain facilities that accept such placements of out-of-county residents to obtain and maintain current Interjurisdictional Agreements, thus effectively facilitating proper Crisis Intervention services and relieving Walworth County taxpayers of unnecessary expenses. The ordinance is passively enforced, meaning that a facility will only be penalized in the event that Crisis Intervention services are required in the absence of a current Interjurisdictional Agreement.

**III. Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will not result in any negative fiscal impact on the Walworth County budget, and may result in both direct and indirect budget savings.

**IV. Referred to the following standing committee(s) for consideration and date of referral:**

Committee: Health & Human Services

Date:

Vote:

County Board Meeting Date:

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

\_\_\_\_\_  
David A. Bretl Date  
County Administrator/Corporation Counsel

\_\_\_\_\_  
Nicole Andersen Date  
Deputy County Administrator - Finance