

AGENDA

Jefferson County Human Services Board
Jefferson County Workforce Development Center,
874 Collins Road, Room 103, Jefferson, WI 53549
August 12, 2014 at 8:30 a.m.

Committee Members:

Jim Mode, <i>Chair</i>	John McKenzie, <i>Secretary</i>
Dick Jones, <i>Vice Chair</i>	Julie Merritt
Russell Kutz	Jim Schultz
Augie Tietz	

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the August 12, 2014 Agenda
5. Citizen Comments
6. Approval of July 8, 2014 Board Minutes
7. Communications
8. Consider 85.20 Transportation Funding application
9. Review of June, 2014 Financial Statement
10. Review and Approve July, 2014 Vouchers
11. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
12. Update on New Professional Contracts
13. Update on Marsh Country Health Alliance Commission
14. Review and Approve 2015 Budget
15. Consider Electronic Health Record Request for Proposal
16. Consider Proclamation in support of September Recovery Month
17. Director's Report:
 - a) Science of Early Brain Development
 - b) Update on Secretary Eloise Anderson's visit
 - c) Other
18. Updates from Wisconsin County Human Services Association
19. Set next meeting date and potential agenda items (September 9 at 8:30)
20. 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
July 8, 2014

Board Members Present: Jim Mode, Richard Jones, Augie Tietz, John McKenzie, Jim Schultz and Russell Kutz

Absent: Julie Merritt

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Aging & Disability Resource Center Manager Sue Torum; Economic Support Manager Jill Johnson; Office Manager Donna Hollinger; County Administrator Ben Wehmeier, Corporation Counsel J. Blair Ward; and County Board Supervisor Mike Wineke.

1. CALL TO ORDER

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

2. ROLL CALL/ESTABLISHMENT OF QUORUM

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, 2014 AGENDA

No Changes

5. CITIZEN COMMENT

No Comments

6. APPROVAL OF THE JUNE 10, 2014 BOARD MINUTES

Mr. Tietz made a motion to approve the June 10, 2014 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No communications

8. REVIEW OF MAY, 2014 FINANCIAL STATEMENT

Ms. Daniel reviewed the May 2014 financial statements (attached) and said that there is a projected positive year-end fund balance of \$511,296. She 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 reports showing Commitment/Inpatient costs, Alternate Care Costs and Detox Costs (attached).

9. REVIEW AND APPROVE JUNE, 2014 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of vouchers totaling \$482,774.61 (attached).

Mr. Kutz made a motion to approve the June 2014 vouchers totaling \$482,774.61.

Mr. Schultz seconded.

Motion passed unanimously.

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:
- We received an allocation for children in long-term support. Last month we began assessing 16 people on the waiting list and 14 have already come off.
- Some statistics for this year to date compared to last year are as follows:

	<u>2014</u>	<u>2013</u>
• Abuse & Neglect Referrals	110	118
• Juvenile referrals	114	162
• Out of home placements	100	108
- We were able to send nine children home this month.
- Eloise Anderson, Secretary of the Department of Children & Families, selected Jefferson County for an initiative called Family Find. This initiative recognizes that children can be "connected to" individuals who they have had an ongoing relationship with, such as a neighbor, family and friends. We recently had a Family Find kick-off meeting presented by the Seneca Agency, a national organization from California, which included staff, judges, our Corp Counsel, and other stakeholders. We will be meeting with some children to do "connectedness mapping" to find out who the children have a good relationship with. We will also have several more trainings about this over the next seven months. We hope that via Family Find we will connect more youth with family in new and exciting ways.
- We filled the Intensive Supervision position with an experienced individual who will be starting on July 28.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our CCS regionalization application was approved on July 2 and we now need to wait for approval from the Department of Quality Assurance.
- Our emergency mental health calls are up compared to last year. Suicide calls are about the same.
- We met with the State Department of Human Services who has formed a sub-committee about heroin and issued a report with recommendations. (attached)
- We have a meeting scheduled in two weeks with Chief Roets from Watertown to discuss some of the ideas that Sheboygan County Substance Abuse Coalition presented at the WCHSA conference. We will also be talking to the property manager on Boughton Street in hopes to deliver services such as The Incredible Years and other treatment programs to the residents on site.

- One key outcome indicator for our outpatient clinic is an assessment for depression. Our goal was that client depression would improve by 5% after three months. After the first six months, a random sampling showed a 54% improvement.

Administration:

Ms. Daniel reported on the following items:

- We are implementing electronic initial crisis assessments, which will eliminate duplicate entry into other programs.
- We are working on the 2015 budget.
- We are re-assigning some fiscal duties among staff and have done some cross training.

Economic Support:

Ms. Johnson reported on the following items:

- Anyone who was receiving food share benefits could voluntarily be in the FSET (FoodShare Employment and Training) Program, which helps individuals find employment. As of January 1, this will become mandatory for all able-bodied adults without dependents. We will continue to determine eligibility, but a private entity will be doing the case management, which is similar to the W-2 process.
- We are preparing for the fall enrollment of the Affordable Care Act for those who have to renew their policies.
- Individuals are now able to call the Call Center to apply for Child Care.
- Last August we hired four new staff based on the Affordable Care Act funds and were hired as Economic Support Staff I. At their one-year anniversary, we will do a review with each person to determine if they have met the competencies to move them to the ESS II level.
- We have about 7750 households on assistance, and in June, we received 10,950 calls at the Call Center.

ADRC:

Ms. Torum reported on the following items:

- The ADRC took over the Senior Farmer's Market Voucher Program from the Community Action Coalition this year. 206 vouchers were available on June 1 and all but 16 have been distributed already.
- We have entered into a contract with a health educator to develop a volunteer base to provide Evidenced Based Prevention Programs including Stepping On (Falls Prevention); Powerful Tools for Caregivers; Living Well with Chronic Conditions; Language Enriched Exercise and Socialization Program (LEEPS) and Healthy Eating for Living Well. The county receives approximately \$5,000 under Title III D of the Older American's Act (OAA) and these funds may only be used on high level evidenced based prevention programs.
- Another requirement for OAA funding has to do with caregiver support and services. Some funding must be used for public education and a contract with a free-lance writer is in the works. She is talking with the Jefferson County Daily Union to see if they will commit to publishing her articles on a monthly basis.
- The ADRC asked for some carryover funds and all of the remaining 2013 allocation was awarded. Some funds will be used for marketing, including a billboard.

- The Greater Wisconsin Agency on Aging Resources (GWAAR) was recently soliciting grant applications to modernize the elderly nutrition program. Jefferson County did not apply, but a new opportunity has presented itself and Ms. Torum will inquire to see if any funds remain to help modernize the program at the Fort Atkinson Senior Center.
- One of the Dementia Task Groups was on Person Centered Care and they did some great things. As a result the group leader wrote for an Extendicare Grant and received \$5,000 to continue the work that is being done. The task group leader is now our Dementia Care Specialist and her predecessor will take charge of the grant under separate contract.
- Judge Wambach convenes a guardianship roundtable and at the last meeting attendees discussed the different types of guardianship arrangements available in Jefferson County. The Adult Protective Services Team and Supervisor will work on developing some guidelines to be shared by all.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported that we have four new contracts listed on the 2014 Provider Contracts sheet. (attached)

Mr. McKenzie made a motion to approve the new professional contracts.

Mr. Jones seconded.

Motion passed unanimously.

12. RESOLUTION 2014 – 21 PLACE HEALTH CARE ADVISORY REFERENDUM ON THE NOVEMBER 4, 2014 JEFFERSON COUNTY BALLOT

Supervisor Wineke spoke to the board about the benefits of this resolution and asked that they approve it and put it on the November 4 ballot.

Mr. McKenzie made a motion to approve the resolution and to forward it to the county board.

Mr. Jones seconded.

Motion passed unanimously.

13. DISCUSS AND APPROVE ADRC NEW PART TIME POSITIONS

Ms. Cauley reported that we are asking for two new part time positions for the ADRC; one is an Aging and Disability Resource Specialist and the other is a Disability Benefit Specialist. (attached) The current caseloads for these positions are high and the new positions would help alleviate the workload. Both positions are fully funded via the ADRC state contract and Federal MA dollars under the 100% time reporting mechanism.

Mr. Jones made a motion to approve both positions.

Mr. Tietz seconded.

Motion passed unanimously.

14. DIRECTOR'S REPORT:

a) Review of Ch 51 Mandates

Ms. Cauley presented the board with a PowerPoint on the County responsibilities under Chapter 51 Wisconsin Mental Health Act which states: "The County Board of Supervisors has the primary responsibility for the well-being, treatment and care of the mentally ill, developmentally disabled, alcoholic and other drug dependent citizens residing within its county and for ensuring that those individuals in need of such emergency services found within its county receive immediate emergency services. This primary responsibility is limited

to the programs, services and resources that the county board of supervisors is reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds." (attached) She reviewed the details and changes, and emphasized that under this Chapter, we are required to provide care and treatment to citizens of Jefferson County, pass the budget by December 31, and approve state contracts by January 1.

b) Listening Session

We recently had a listening session and staff came with such ideas as having more developed electronic records, simplifying paperwork, holding security drills, and updating the vehicles. We will be considering all of the suggestions.

c) Monthly Summary

The Medicaid Recovery Audit Contractors are in Wisconsin now. We have been very diligent by implementing a compliance program and assigning a compliance officer; however, auditors will be paid by what errors they find and can recoup.

15. APPOINT MEMBERS TO THE ADRC ADVISORY COMMITTEE

Ms. Cauley reported that we would like to appoint Dan Krause and Carol Battenburg to the ADRC Advisory Committee for their second three-year term.

Mr. Jones made a motion to approve the appointments.

Mr. McKenzie seconded.

Motion passed unanimously.

16. UPDATE ON MARSH COUNTRY HEALTH ALLIANCE COMMISSION

Ms. Cauley reported that she, Ms. Torum and Mr. Mode went to the Marsh Country Health Alliance Commission meeting last month. Due to a \$2 million dollar savings as well as other factors, our new assessment rate will be about \$42,000 less than previous years.

They also discussed the updated intergovernmental operation agreement; however, the final version was not done and will be sent soon. Some of the changes will include issues on how official notices will be given, agenda items, assessment rate meetings, reporting, and current & long-range planning and how it will affect the assessment rate. The board agreed to put this item back on the August agenda.

17. DISCUSS AND PLAN FOR 2015 BUDGET

Review Funding Requests from Public Hearing

a) Watertown Area Cares Clinic - \$10,000

b) People Against Domestic and Sexual Abuse - \$60,000

c) Community Dental Clinic - \$7,000

d) WCHSA new fees - \$3,000

After some discussion, Mr. Tietz made a motion to approve the funding requests as listed.

Mr. Jones seconded.

Motion passed unanimously.

18. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

The WCHSA meeting is scheduled for later this week so Mr. Mode did not have a report.

19. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, August 12 at 8:30 a.m. The agenda should include the Marsh Country Health Alliance Commission.

20. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 am.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, August 12, 2014 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Financial Statement Summary

June, 2014

A positive fund balance of \$746,087 is projected for 2014 end of the year.

Summary of variances:

Revenue: Overall, revenues are projected to be unfavorable by \$1,345,103 from budget. CLTS additional revenue and expenditures are in budget but revenue/expenditures actual are not in forecast due to clients on waiting list are being assessed and plans have not been finalized at this time. As clients are moved and actually receiving services in the second half of the year, this projection will change to include these funds. The state hasn't responded to the question of the CLTS waiting list money yet, to answer if this is an annualized amount? If clients are just going on for the 2nd part of 2014, then we won't be able to spend the total allocation if the allotment of funds remains the same for 2015.

Expenditures: Favorable by \$2,044,186. See note above for CLTS waiting list funds. \$529,735 favorable expenditures are from Children's Alternate Care.

Major Classifications impacting the Balance (based on August)

- **Salary under budget by \$500,171:** Positions for CCS are budgeted for the 2nd half of the year. Support staff was budgeted under management and then was cleared out by FTE to the Support & Staff Allocation account. When programing, the decision was made to direct charge through payroll to the various salary/benefit lines for work that is related to programs. This saved us time since we wouldn't have to journal these costs.
- **Fringes under budget by \$203,550:** When checking on the variance, when there is a 3rd pay period in the month, there is no health insurance payment. So in October we should have a positive variance again.
- **Children Alternate Care under budget by \$529,735.** Budget was increased for 2014 based on trends for expenditures of \$200,000 per month. Total budget for 2014 is \$2,225,029. Projection for 2014 is \$1,828,580 (with waiver foster care) which averages 152,382 per month. Actual average for January & June is \$930,371 with the average per month of 155,062.
- **Children's Waiver under budget by \$877,465.** We received a memo from the state after this projection providing \$500,000 in waiting list funds for 2014 with short term and long-term funding. The memo is not reflected in the projection so it will change. There will not be an overage in this area. Currently staff are working on taking children off the waiting list. (See Note in Revenue summary).

- Hospital/Detox under budget by \$454,991 (Net basis):

	Budget	Actual	Projection
Revenue	475,000	478,893	718,340
Expenditures	1,392,466	586,666	1,173,331
Net	917,466	107,773	454,991

Insurance Revenue from 2013 Hospital stays is offsetting costs for 2014.

- Operating Costs are projected to be over budget by \$112,872
- Other Contracted under budget by \$28,217

BEHAVIOR HEALTH DIVISION: This is projected to be favorable by \$129,711 and is based on current year trend for hospitalization. This projection will change. Currently for January/June there is a balance of \$44,186 due to being reimbursed for insurance payments that Winnebago/Mendota received in 2014 for 2013/2014 inpatient stays. The expenditure projection is based on January-June actual expenses and I used a conservative projection for insurance collections in this forecast. Winnebago's June invoice was \$57,036.77 on a net basis.

CHILDREN & FAMILY DIVISION: The projection is favorable by \$612,443 which is based on Child Placements for January thru June. The actual for June placements was \$165,534. On a year to date basis, we are averaging \$155,062 per month and for the projection I am using \$152,382 per month. **See note in Revenue since waiting list funds are not in the projection but included in the budget.**

ECONOMIC SUPPORT DIVISION: This is projected to be unfavorable by \$126,577, however not all of the revenue is posted in the ledger through June. This program will probably come in at budget once all of the revenue is recorded in the ledger.

AGING & ADRC DIVISION: This is projected to be unfavorable by \$10,953. This will change prior to year end.

ADMINISTRATIVE DIVISION: This is projected to be favorable by \$141,464. This is a conservative estimate.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
Financial Statement For 6 Months Ended June, 2014

SUMMARY

Federal/State Operating Revenues
County Funding for Operations (tax levy & transfer in)
less: Prepaid Expense Transfer
Total Resources Available
Total Adjusted Expenditures
OPERATING SURPLUS (DEFICIT)
Balance Forward from 2012-Balance Sheet Operating Reserve
NET SURPLUS (DEFICIT)

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	2014 Year End Projection	2014 Budget	Year End Variance
6,063,351	(352,090)	5,711,261	5,634,650	6,350,950	11,359,834	12,704,937	(1,345,103)
8,302,128	(4,151,064)	4,151,064	4,023,017	4,151,064	8,349,133	8,302,128	47,005
0	0	0	0	0	0	0	0
14,365,479	(4,503,154)	9,862,325	9,657,667	10,502,014	19,708,967	21,007,065	(1,298,098)
9,511,083	5,000	9,516,083	9,431,235	10,633,502	19,447,067	21,491,252	(2,044,186)
4,854,396	(4,508,154)	346,242	226,431	(131,489)	261,900	(484,187)	746,087
484,187		484,187	442,063	242,094	484,187	484,187	0
5,338,583	(4,508,154)	830,429	668,494	110,606	746,087	(0)	746,087

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation
Childrens Basic County Allocation
Family Care County Contribution
Childrens L/T Support Waivers
Behavioral Health Programs
Community Options Program
Aging & Disability Res Center
Aging/Transportation Programs
Youth Aids
IV-E TPR
Family Support Program
Children & Families
ARRA Birth to Three
I.M. & W-2 Programs
Client Assistance Payments
Early Intervention
Total State & Federal Funding

987,858	0	987,858	988,162	987,858	1,975,715	1,975,715	0
453,136	0	453,136	434,247	434,247	868,494	868,493	1
0	0	0	0	0	0	0	0
66,926	0	66,926	27,878	435,026	163,620	870,052	(706,432)
121,018	0	121,018	132,633	130,282	229,037	260,564	(31,527)
85,591	0	85,591	76,058	76,058	152,115	152,115	0
413,237	(17,528)	395,709	401,174	460,272	849,344	920,543	(71,199)
338,278	(0)	338,278	300,136	325,766	700,587	651,532	49,055
681,261	(334,562)	346,699	325,507	373,458	704,842	746,915	(42,073)
17,408	0	17,408	27,903	30,082	40,618	60,163	(19,545)
33,171	1	33,172	33,172	33,172	66,343	66,343	0
34,817	(0)	34,817	59,609	37,628	73,548	75,256	(1,708)
0	0	0	0	0	0	0	0
692,576	0	692,576	77,764	753,894	1,320,010	1,507,787	(187,777)
103,102	0	103,102	88,711	156,687	213,052	313,374	(100,322)
82,782	0	82,782	82,782	82,782	165,564	165,564	0
4,111,161	(352,090)	3,759,071	3,055,736	4,317,208	7,522,889	8,634,416	(1,111,527)

COLLECTIONS & OTHER REVENUE

Provided Services
Child Alternate Care
Adult Alternate Care
Childrens L/T Support
1915i Program
Donations
Cost Reimbursements
Other Revenues
Total Collections & Other

932,969	0	932,969	893,148	1,192,722	2,021,254	2,388,481	(367,227)
60,363	0	60,363	105,994	104,920	120,726	209,839	(89,113)
89,809	0	89,809	48,411	43,712	179,618	87,424	92,194
174,807	0	174,807	398,648	284,008	349,847	568,016	(218,169)
26,522	0	26,522	23,893	27,500	53,045	55,000	(1,955)
41,450	0	41,450	46,310	39,200	84,878	78,400	6,478
74,592	0	74,592	73,578	82,080	183,422	164,159	19,263
551,677	0	551,677	988,932	259,601	844,153	519,202	324,951
1,952,190	0	1,952,190	2,578,914	2,033,742	3,836,944	4,070,521	(233,577)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
Financial Statement For 6 Months Ended June, 2014

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	2014 Year End Projection	2014 Budget	Year End Variance
TOTAL REVENUES	6,063,351	(352,090)	5,711,261	5,634,650	6,350,950	11,359,834	12,704,937	(1,345,103)
<u>EXPENDITURES</u>								
<u>WAGES</u>								
Behavioral Health	586,534	0	586,534	579,504	468,677	1,146,155	937,354	208,801
Childrens & Families	788,597	0	788,597	736,986	787,373	1,581,543	1,572,805	8,738
Community Support	360,517	0	360,517	364,263	385,963	722,416	771,925	(49,509)
Comp Comm Services	189,995	0	189,995	172,105	221,236	379,990	442,471	(62,481)
Economic Support	510,460	0	510,460	415,910	536,275	1,017,436	1,040,094	(22,658)
Aging & Disability Res Center	206,140	0	206,140	214,343	224,270	413,990	448,539	(34,549)
Aging/Transportation Programs	202,603	0	202,603	206,506	220,726	410,590	473,908	(63,318)
Childrens L/T Support	55,972	0	55,972	50,837	76,925	110,550	153,850	(43,300)
Early Intervention	139,620	0	139,620	140,562	142,584	279,948	285,167	(5,219)
Management/Overhead	382,389	0	382,389	393,610	569,991	741,550	1,139,982	(398,432)
Lueder Haus	124,388	0	124,388	128,088	134,526	248,776	269,052	(20,276)
Safe & Stable Families	100,194	0	100,194	99,230	109,385	200,803	218,770	(17,967)
Supported Emplmt	0	0	0	0	0	0	0	0
Total Wages	3,647,409	0	3,647,409	3,501,944	3,877,930	7,253,746	7,753,917	(500,171)
<u>FRINGE BENEFITS</u>								
Social Security	274,299	0	274,299	262,218	274,716	546,307	583,024	(36,717)
Retirement	249,561	0	249,561	227,315	268,395	497,002	536,790	(39,788)
Health Insurance	1,101,837	0	1,101,837	915,275	1,169,780	2,212,697	2,339,560	(126,863)
Other Fringe Benefits	2,377	0	2,377	1,670	21,731	43,279	43,461	(182)
Total Fringe Benefits	1,628,074	0	1,628,074	1,406,478	1,734,622	3,299,285	3,502,835	(203,550)
<u>OPERATING COSTS</u>								
Staff Training	18,547	0	18,547	10,366	15,789	35,362	32,577	2,785
Space Costs	102,059	0	102,059	103,223	93,588	211,920	187,175	24,745
Supplies & Services	531,416	0	531,416	415,291	474,631	1,159,019	950,764	208,256
Program Expenses	35,892	0	35,892	51,474	44,670	73,912	89,340	(15,428)
Employee Travel	69,942	0	69,942	77,999	80,145	145,857	163,740	(17,883)
Staff Psychiatrists & Nurse	179,292	0	179,292	205,850	216,103	358,584	432,205	(73,621)
Birth to 3 Program Costs	135,985	0	135,985	118,315	123,036	271,971	246,072	25,899
Busy Bees Preschool	808	0	808	395	902	1,615	1,803	(188)
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	0	0	0	0	0
Other Operating Costs	1,827	0	1,827	1,422	13,170	9,813	26,341	(16,527)
Year End Allocations	(13,761)	0	(13,761)	23,207	2,537	(59,720)	5,074	(64,794)
Capital Outlay	149,526	0	149,526	74,768	168,192	376,011	336,383	39,628
Total Operating Costs	1,211,534	0	1,211,534	1,082,311	1,232,761	2,584,345	2,471,473	112,872
<u>BOARD MEMBERS</u>								
Per Diems	2,585	0	2,585	3,190	3,500	5,170	7,000	(1,830)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
Financial Statement For 6 Months Ended June, 2014

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	2014 Year End Projection	2014 Budget	Year End Variance
Travel	0	0	0	8	0	0	0	0
Training	1,158	0	1,158	140	375	2,316	750	1,566
Aging Committee	0	0	0	0	0	0	0	0
Total Board Members	3,743	0	3,743	3,338	3,875	7,486	7,750	(264)
<u>CLIENT ASSISTANCE</u>								0
W-2 Benefit Payments	0	0	0	0	0	0	0	0
Funeral & Burial	0	0	0	0	0	0	0	0
Medical Asst. Transportation	0	0	0	0	0	0	0	0
Energy Assistance	62,138	0	62,138	51,829	85,322	124,276	170,644	(46,368)
Kinship & Other Client Assistance	43,835	0	43,835	46,177	40,381	107,669	80,762	26,907
Total Client Assistance	105,972	0	105,972	98,006	125,703	231,945	251,406	(19,461)
<u>MEDICAL ASSISTANCE WAIVERS</u>								
Childrens LTS	234,047	0	234,047	413,586	579,113	467,406	1,344,871	(877,465)
Total Medical Assistance Waivers	234,047	0	234,047	413,586	579,113	467,406	1,344,871	(877,465)
<u>COMMUNITY CARE</u>								
Supportive Home Care	29,749	0	29,749	31,065	41,550	78,350	83,100	(4,750)
Guardianship Services	14,372	0	14,372	24,249	12,000	14,372	23,999	(9,627)
People Ag. Domestic Abuse	25,000	5,000	30,000	25,000	30,000	60,000	60,000	0
Family Support	11,564	0	11,564	510	3,000	66,343	6,000	60,343
Transportation Services	19,943	0	19,943	24,926	24,749	39,887	49,497	(9,610)
Opp. Inc. Delinquency Programs	57,198	0	57,198	57,198	57,198	114,396	114,396	0
Opp. Inc. Independent Living	0	0	0	0	0	0	0	0
Other Community Care	151,041	0	151,041	60,073	73,854	325,722	147,707	178,015
Elderly Nutrition - Congregate	29,130	0	29,130	25,056	22,774	55,301	45,548	9,753
Elderly Nutrition - Home Delivered	44,159	0	44,159	35,911	36,391	82,809	72,782	10,027
Elderly Nutrition - Other Costs	5,621	0	5,621	9,852	12,380	11,551	24,760	(13,209)
Total Community Care	387,777	5,000	392,777	293,840	313,895	848,731	627,789	220,942
<u>CHILD ALTERNATE CARE</u>								
Foster Care & Treatment Foster	378,451	0	378,451	190,247	180,000	756,901	360,000	396,901
Intensive Comm Prog	0	0	0	0	0	0	0	0
Group Home & Placing Agency	392,740	0	392,740	767,104	764,104	785,480	1,528,208	(742,728)
L.S.S. Child Welfare	0	0	0	0	0	0	0	0
Child Caring Institutions	39,419	0	39,419	61,589	95,368	115,003	190,735	(75,732)
Detention Centers	6,710	0	6,710	14,170	46,884	28,960	93,768	(64,808)
Correctional Facilities	0	0	0	0	22,659	0	45,318	(45,318)
Shelter & Other Care	175	0	175	258	3,500	8,950	7,000	1,950
Total Child Alternate Care	817,495	0	817,495	1,033,368	1,112,515	1,695,294	2,225,029	(529,735)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
Financial Statement For 6 Months Ended June, 2014

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	2014 Year End Projection	2014 Budget	Year End Variance
<u>HOSPITALS</u>								
Detoxification Services	11,745	0	11,745	19,504	22,000	23,490	44,000	(20,510)
Mental Health Institutes	574,921	0	574,921	784,604	674,233	1,149,841	1,348,466	(198,625)
Other Inpatient Care	0	0	0	0	0	0	0	0
Total Hospitals	586,666	0	586,666	804,108	696,233	1,173,331	1,392,466	(219,135)
<u>OTHER CONTRACTED</u>								
Adult Alternate Care (Non-MAV)	181,046	0	181,046	149,817	168,121	379,237	336,241	42,996
Family Care County Contribution	312,548	0	312,548	312,549	312,549	625,096	625,097	(1)
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	84,478	0	84,478	76,781	77,081	158,623	154,162	4,461
IV-E TPR	48,355	0	48,355	86,674	75,000	96,710	150,000	(53,290)
Emergency Mental Health	8,892	0	8,892	5,290	7,800	16,240	15,600	640
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	114,948	0	114,948	130,984	123,100	228,637	246,200	(17,563)
Miscellaneous Services	134,099	0	134,099	25,446	145,208	305,957	290,416	15,541
Prior Year Costs	0	0	0	6,713	0	0	0	0
Clearview Commission	0	0	0	0	48,000	75,000	96,000	(21,000)
Total Other Contracted	888,367	0	884,366	794,254	956,858	1,885,499	1,913,716	(28,217)
 TOTAL EXPENDITURES	 9,511,083	 5,000	 9,516,083	 9,431,235	 10,633,503	 19,447,067	 21,491,252	 (2,044,186)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Revenue & Expenditures June, 2014

Summary Sheet

() Unfavorable

Program	Annual Projection			Budget			Variance
	Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
Behavior Health							
5000 BASIC ALLOCATION	3,503,965	4,265,468	761,504	3,381,038	4,199,823	818,785	57,281
5003 LUEDER HAUS	106,328	449,419	343,091	142,000	497,188	355,188	12,097
5007 EMERGENCY MENTAL HEALTH	51,576	535,924	484,348	61,252	536,485	475,233	(9,115)
5011 MENTAL HEALTH BLOCK	26,128	25,338	(790)	26,128	27,267	1,139	1,929
5025 COMMUNITY SUPPORT PROGRAM	569,211	1,400,612	831,402	671,036	1,445,143	774,107	(57,295)
5027 COMP COMM SERVICE	472,932	706,320	233,388	575,000	918,989	343,989	110,601
5031 AODA BLOCK GRANT	109,299	95,781	(13,518)	109,299	109,299	0	13,518
5043 CERTIFIED MENTAL HEALTH	40,236		(40,236)	38,784		(38,784)	1,452
5044 EMERGENCY MENTAL HEALTH	15,600	16,240	640	15,600	15,600	0	(640)
5049 MAPT Funds	3,098	0	(3,098)	3,201	6,402	3,201	6,299
5063 1915i PROGRAM	53,045	158,623	105,578	55,000	154,162	99,162	(6,416)
Total Behavior Health	5,130,736	7,850,134	2,702,309	5,078,338	7,910,358	2,832,020	129,711

Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,161,198	2,883,399	1,722,202	1,069,948	3,215,832	2,145,884	423,682
5002 KINSHIP CARE	81,928	84,442	2,514	80,607	80,607	0	(2,514)
5005 YOUTH AIDS	676,625	1,370,209	693,584	704,017	1,408,485	704,468	10,884
5006 YOUTH AIDS STATE CHARGES	11,445	0	(11,445)	45,318	45,318	0	11,445
5008 YOUTH INDEPENDENT LIVING	21,209	88,280	67,070	24,054	88,362	64,308	(2,762)
5009 YA EARLY & INTENSIVE INT	73,144	109,379	36,235	75,600	165,070	89,470	53,235
5010 COMM OPTIONS PROG	152,115	590	(151,525)	152,115	0	(152,115)	(590)
5018 FAMILY SUPPORT	66,343	66,343	0	66,343	6,000	(60,343)	(60,343)
5020 DOMESTIC ABUSE		60,000	60,000		60,000	60,000	0
5021 SAFE & STABLE FAMILIES	64,997	397,638	332,641	100,586	413,494	312,908	(19,733)
5036 SACWIS	33	0	(33)	0	0	0	33
5040 CHILDRENS LTS WAIV-DD	368,363	480,242	111,879	1,100,876	1,271,005	170,129	58,250
5041 CHILDRENS LTS WAIV-MH	142,738	199,249	56,511	334,692	401,184	66,492	9,981
5042 CHILDRENS LTS WAIV-PD	2,366	2,060	(306)	2,500	2,500	0	306
5068 FOSTER PARENT TRAINING	253	858	605	2,000	8,348	6,348	5,743
5070 IV-E TPR	40,618	96,852	56,234	60,163	158,324	98,161	41,927
5080 YOUTH DELINQUENCY INTAKE	0	632,718	632,718	0	752,354	752,354	119,636
5175 EARLY INTERVENTION	198,268	739,618	541,350	205,564	711,069	505,505	(35,845)
5188 BUSY BEES PRESCHOOL	4,850	48,172	43,322	6,500	48,829	42,329	(993)
5189 INCREDIBLE YEARS	100	14,500	14,400	0	14,500	14,500	100
Balance Sheet Non Lapsing Funds	71,341		(71,341)	71,341		(71,341)	0
Total Children & Families	3,410,831	7,760,654	4,136,614	4,102,224	8,851,281	4,749,057	612,443

Economic Support Division

5050 NURSING HOME M.A. ADMIN.	0	0	0	0	0	0	0
5051 INCOME MAINTENANCE	1,301,664	1,983,504	681,840	1,377,623	1,855,795	478,172	(203,668)
5053 CHILD DAY CARE ADMIN	24,883	49	(24,834)	138,396	155,488	17,092	41,926
5055 FSET	26	0	(26)	0	0	0	26

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Revenue & Expenditures June, 2014

Summary Sheet

() Unfavorable

	Program	Annual Projection			Budget			Variance
		Revenue	Expenditure	Tax Levy	Revenue	Expenditure	Tax Levy	
5057	ENERGY PROGRAM	124,276	124,276	0	170,644	170,644	0	0
5071	CHILDREN FIRST	32	0	(32)	3,200	0	(3,200)	(3,168)
5073	FSET	23,713	0	(23,713)	18,200	0	(18,200)	5,513
5074	W-2 DAYCARE	800	0	(800)	0	0	0	800
5100	CLIENT ASSISTANCE	25,000	0	(25,000)	0	0	0	25,000
5105	KINSHIP ASSESSMENTS	6,848	1,711	(5,137)	6,848	7,568	720	5,857
5110	Coordinated Services Team	6,848	5,713	(1,135)	62,123	62,123	0	1,135
Total	Economic Support Division	1,693,905	2,137,025	601,161	1,777,034	2,251,618	474,584	(126,577)
Aging Division & ADRC								
5012	ALZHEIMERS FAM SUPP	19,007	19,007	(0)	18,988	18,988	0	0
5048	AGING/DISABIL RESOURCE	849,344	765,335	(84,009)	920,543	787,646	(132,897)	(48,888)
5075	GUARDIANSHIP PROGRAM	0	14,372	14,372	0	23,999	23,999	9,627
5076	STATE BENEFIT SERVICES	78,744	124,090	45,346	48,232	126,664	78,432	33,086
5077	ADULT PROTECTIVE SERVICES	56,827	87,903	31,076	56,827	91,997	35,170	4,094
5078	NSIP	20,455	21,028	573	20,455	21,028	573	0
5151	TRANSPORTATION	205,410	272,705	67,296	206,164	245,633	39,469	(27,827)
5152	IN-HOME SERVICE III-D	4,873	0	(4,873)	4,283	5,494	1,211	6,084
5154	SITE MEALS	161,847	139,565	(22,282)	152,073	160,304	8,231	30,513
5155	DELIVERED MEALS	134,324	144,954	10,630	126,710	147,086	20,376	9,746
5157	SCSP	7,986	7,988	2	7,986	8,874	888	886
5158	ELDER ABUSE	25,025	101,037	76,012	25,025	74,642	49,617	(26,395)
5159	III-B SUPPORTIVE SERVICE	77,021	88,066	11,045	64,973	78,160	13,187	2,142
5163	TITLE III-E	24,763	49,912	25,149	27,463	48,591	21,128	(4,021)
	Balance Sheet Non Lapsing Funds	12,272		(12,272)	12,272		(12,272)	0
Total	Aging & ADRC Center	1,636,394	1,768,617	158,065	1,691,994	1,839,106	147,112	(10,953)
Administrative Services Division								
5187	UNFUNDED SERVICES	671	72,798	72,127	0	49,726	49,726	(22,401)
5190	Management		(18,598)	(18,598)		1,437,850	1,437,850	1,456,448
5190	Management Cleared		0	0		(1,437,851)	(1,437,851)	(1,437,851)
5195	Vehicle Escrow Account	31	20,602	20,571	50	30,644	30,594	10,023
5200	Overhead & Tax Levy	8,463,532	187,898	(8,275,634)	8,441,038	234,410	(8,206,628)	69,006
5200	Overhead Cleared		0	0		0	0	0
5210	CAPITAL OUTLAY		341,485	341,485		324,111	324,111	(17,374)
	Balance Sheet Non Lapsing Funds	484,187		(484,187)	400,574		(400,574)	83,613
Total	Administrative Services Division	8,831,671	746,620	(8,344,236)	8,841,662	638,890	(8,202,772)	141,464
GRAND Total		20,703,538	20,263,050	(746,087)	21,491,252	21,491,252	0	441,488
Net Balance								

Note: Variance includes Non-Lapsing from Balance Sheet

Alternate Care Costs
2014

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Foster Care	73	2180	\$118,904.62	\$54.54	\$1,628.83
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	5	155	\$1,100.00	\$7.10	\$220.00
Group Home	7	192	\$36,330.30	\$189.22	\$5,190.04
Kinship Care	25	745	\$5,287.10	\$7.10	\$211.48
Subsidized Guardianship	7	217	1540	\$7.10	\$220.00
Main Program	0	0	0	\$0.00	\$0.00
Treatment Foster Home	0	0	0	\$0.00	\$0.00
60 Day Res Asses	1	29	8897.2	\$306.80	\$8,897.20
CCI's	0	0	0	\$0.00	\$0.00
Total Dec 2013	118	3518	\$172,059.22	\$48.91	\$1,458.13
Unduplicate (111)					
January-14					
Foster Care & Treatment H.	74	2132	\$132,536.40	\$62.17	\$1,791.03
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	4	124	\$904.00	\$7.29	\$226.00
Group Home	5	150	\$27,138.32	\$180.92	\$5,427.66
Kinship Care	29	815	\$5,935.60	\$7.28	\$204.68
Subsidized Guardianship	5	155	1100	\$7.10	\$220.00
Main Program	0	0	0	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total January 2014	118	3376	\$167,614.32	\$49.65	\$1,420.46
Unduplicated 114					
February-14					
Foster Care	63	1864	\$95,283.09	\$51.12	\$1,512.43
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	4	102	\$823.29	\$8.07	\$205.82
Group Home	6	156	\$28,596.96	\$183.31	\$4,766.16
Kinship Care	34	878	\$7,080.70	\$8.06	\$208.26
Subsidized Guardianship	7	196	1540	\$7.86	\$220.00
Main Program	0	0	0	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total February 2014	114	3196	\$133,324.04	\$41.72	\$1,169.51
Unduplicated Names 105					
March-14					
Foster Care & Treatment H.	70	2011	\$96,666.08	\$48.07	\$1,380.94
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00

Alternate Care Costs
2014

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Foster Home Level - 1	4	124	\$904.00	\$7.29	\$226.00
Group Home	6	192	\$36,533.76	\$190.28	\$6,088.96
Kinship Care	35	1096	\$8,050.60	\$7.35	\$230.02
Subsidized Guardianship	7	217	\$1,540.00	\$7.10	\$220.00
Behav Stblzation/Interv	1	8	\$2,200.00	\$275.00	\$2,200.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total March 2014	123	3648	\$145,894.44	\$39.99	\$1,186.13
Unduplicated Names 108					
April-14					
Foster Care & Treatment H.	65	1640	\$93,606	\$57.08	\$1,440.09
Foster Care Special	0	0	0	\$0.00	\$0.00
Foster Home Level - 1	4	120	\$904.00	\$7.53	\$226.00
Group Home	10	203	\$38,626.84	\$190.28	\$3,862.68
Kinship Care	35	1049	\$7,895.49	\$7.53	\$225.59
Subsidized Guardianship	7	210	\$1,540.00	\$7.33	\$220.00
Main Program	0	0	\$0.00	\$0.00	\$0.00
RCC	1	30	\$9,238.20	\$0.00	\$0.00
Total April 2014	122	3252	\$151,810.57	\$46.68	\$1,244.35
Unduplicated Names 111					
May-14					
Foster Care	60	1914	\$97,934.80	\$51.17	\$1,632.25
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	5	155	\$1,130.00	\$7.29	\$226.00
Group Home	9	255	\$48,521.40	\$190.28	\$5,391.27
Kinship Care	33	1017	\$7,408.26	\$7.28	\$224.49
Subsidized Guardianship	7	217	\$1,540.00	\$7.10	\$220.00
Main Program	0	0	\$0.00	\$0.00	\$0.00
RCC	1	31	\$9,659.60	\$311.60	\$9,659.60
Total May 2014	115	3589	\$166,194.06	\$46.31	\$1,445.17
Unduplicated Names 112					
June-14					
Foster Care	63	2262	\$92,548.80	\$40.91	\$1,469.03
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	6	180	\$1,356.00	\$7.53	\$226.00
Group Home	8	275	\$56,477.00	\$205.37	\$7,059.63
Kinship Care	31	864	\$6,508.81	\$7.53	\$209.96
Subsidized Guardianship	8	240	\$1,760.00	\$7.33	\$220.00
Main Program	1	18	\$5,783.40	\$321.30	\$5,783.40
Behavior Stabilization	1	4	\$1,100.00	\$275.00	\$1,100.00
CCI's					

Alternate Care Costs
2014

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Total June 2014	118	3,843	\$165,534.01	\$43.07	\$1,402.83
Unduplicated Names 113		Avg per Month	\$155,062		

2014 Provider Contracts (8/04/2014)

2014 Provider Contracts (8/04/2014)												
Contract Number	Provider	Service	TPA	Target	2013			2014				
	Added for 2014 since last Mtg											
14- 241	Susan Konkel-Extendicare Grant received	DM Mentor		Eld				40.00 per hour		#DIV/0!	5,000	

**REQUEST FOR QUALIFICATIONS
AND
COST PROPOSAL
CLIENT INFORMATION MANAGEMENT SYSTEM
FOR
JEFFERSON COUNTY HUMAN SERVICES
JEFFERSON COUNTY, WISCONSIN**

Response Deadline: SEPTEMBER 5, 2014 – 12:00 Noon

Send all Responses to: Kathi Cauley, Director
Jefferson County Human Services
1541 Annex Rd
Jefferson, WI 53549

Responses received after this date and time will be rejected.

Responses must remain in effect for the life of the contract.

**MARK SEALED ENVELOPE: HUMAN SERVICES CLIENT INFORMATION RECORDS
SYSTEM**

RESPONSE SUBMISSION

Selection of the provider will be the responsibility of Jefferson County. Qualification submissions and cost proposals will be reviewed by a selection workgroup including, but not limited to staff from the Jefferson County Human Services Department, Jefferson County Information Technology Department and Purchasing. The County reserves the right to select one or more organizations that appear best qualified to provide the services desired and then invite those organizations to appear at a designated time and place for an oral presentation and/or interview. The recommendation to award shall be based upon the submission that represents the most advantageous overall response for Jefferson County, all factors considered. In this regard, Jefferson County reserves the right to accept other than the lowest cost proposal and to reject any or all submittals under this RFQ/RFP, if deemed in the best interest of the County.

RIGHTS WITH RESPECT TO QUALIFICATIONS AND COST PROPOSAL SUBMITTALS

The County reserves the right to reject any or all submittals or to waive minor defects or irregularities in the submittal. The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFQ/RFP or otherwise request additional information from any or all respondents. By submitting a qualification and cost proposal, the Vendor thereby agrees that the County's decision concerning any submittal in any respect is final, binding and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined. All materials submitted become the property of the County and may be available to the public. All costs incurred in connection with responding to the RFQ will be borne by the submitting organization.

PART I – INTRODUCTION / INSTRUCTIONS

The Jefferson County Human Services Department is seeking information and input that will assist the Department in evaluating the replacement of an existing Client Information Management System. The primary goal is to implement a fully integrated Electronic Health Record System for the management, documentation, billing and data mining of consumer services in a county human services environment.

Currently the Human Services Department utilizes CareVoyant Inc. as their Client Information Management System vendor. At present, there are of 80,500 individual consumer records and 253,700 episodes of service. Currently the number of users authorized access to the system is 60, most of these being clerical or financial support staff. The number of users would increase following implementation of a fully integrated Electronic Health Record System which will allow staff to provide direct service to clients.

Respondents must clearly demonstrate specific implementations within the state of Wisconsin and possess expertise, as identified in this Request for Qualifications for each program. After submission, but prior to final selection, vendors wishing to offer a demonstration of their product will have the opportunity to do so on September 8, 2014 in a one hour presentation.

The general objectives related to this project are to:

1. Streamline the workflow within the Human Services Department.
2. Have the ability to maintain a complete Electronic Health Record (EHR).
3. Have the ability to generate billing claims from electronic clinical documentation.
4. Have the ability to track the location of physical records.
5. Have the ability to generate billing invoices and charges for consumers.
6. Have the ability to schedule consumers for appointments with specific internal providers.
7. Acquire the technology and services necessary to improve operating efficiencies and customer service.
8. Obtain a single-source solution with sole accountability being to one vendor.

OBJECTIVES

As a result of this RFP process, it is anticipated that Jefferson County and the selected vendor will be entering into an agreement to acquire and implement the system in cooperation with the Jefferson County Human Services Department and the Jefferson County Information Technology Department. The Human Services Department desires the highest possible level of service, integration and efficiency for the County and consumers. A single-source solution will enable the County to maximize system uptime and reliability, and to safeguard valuable consumer records. The selected system will provide the highest level of efficiency for the Human Services Department.

REQUIRED CRITERIA FOR PROPOSED SOFTWARE

Please Respond to Criteria Below by Placing a (Y) or (N) to the Left of Each Number.
If applicable, please provide a written explanation following the question or on a separate sheet with the question number referenced.

(Y) = System is capable of the desired requirement.

(N) = System is not capable of the desired requirement.

COMPANY EXPERIENCE

1. Explain your experience providing software solutions in the Human Services Industry.
2. Explain your experience in Wisconsin.
3. Explain your ability to offer hosted/cloud service and the advantages and disadvantages compared to self-hosted and pricing.
4. Provide 3 references of counties within the state of Wisconsin with 1 of similar size and identify how many Wisconsin counties you are a vendor for.

DATA MANAGEMENT

5. Describe the ability of your product to modify and create data fields, look-up values and field labels.
6. Describe the capability of your product's compatibility with the State of Wisconsin Encounter System.
7. Does your product record the user ID for each transaction within system?
8. Does your product create custom electronic forms?
9. Does your product store custom electronic forms data?
10. Can your product identify and merge/remove duplicate records?
11. Does your product have batch capability for converting consumer identifiers?
12. Does your product have the following different levels of access?
 - a) View only
 - b) View & print
 - c) View & change/add etc.
 - d) Allow change or deletion of any record with proper authorization
13. Does your product provide different security levels for access?
14. Can your product import data?

RECORDS MANAGEMENT

15. Does your product have the ability to generate and assign an agency defined unique consumer identifier?
16. Does your product have the ability to provide a complete EHR for each consumer?
17. Release of Information.
 - a) Does your product create Release of Information waivers for consumers?
 - b) Does your product have the ability to produce an accounting of disclosures?
 - c) Does your product have the capability to release information electronically?
 - d) Describe your product's ability to redact elements of a consumer record prior to printing.
18. Does your product have the capability to track the location of the consumer's physical chart?
19. Can your product generate color coded bar labels for physical consumer charts?
20. Does your product have batch capability for chart tracking location and updates?
21. Does your product have the capability to scan extraneous material into system and attach to consumer record?
22. Does your product have the capability to flag VIP clients and restrict access.
23. Provide Authentication/Controls.
 - a) Does your product have the ability to create and update sets of access-control permissions granted to users based on the user's role and scope of practice?
 - b) Does your product have the ability to terminate or lock sessions after a series of invalid log-in attempts?
 - c) Can your product inactivate a user and remove their privileges without deleting the user's history?
 - d) Can your product restrict access to patient information based on location?
 - e) Can your product track/audit viewed records without significant effect on system speed?
24. Capability.
 - a) Can your product apply a date and time-stamp each time a note is updated?
 - b) Does your product display and notify the author of pending notes?
 - c) Can your product allow the ability to establish a time frame for pending docs before administrative closing?
25. Ability to amend/correct documentation.
 - a) Does your system provide a clear indicator of a changed record?
 - b) Does your system retain all versions?
 - c) Does your system provide the ability to present the credentials and names of authors?

26. Does your product have the capability for Computerized Physician Order Entry (CPOE)?
27. Customizable Workflow Management.
 - a) Does your system provide the ability to define the records or reports that are considered the formal health record for a specified disclosure?
 - b) Does your system provide the ability to create hard copy and electronic output of report summary information and to generate reports in both chronological and specified elements order?
28. Does your product have the potential for patient portals?
29. Coding/Transaction Standards.
 - a) Does your system support industry standard updates for coding, including both ICD-9-CM and ICD-10-CM?
 - b) Does your system use General Equivalence Mappings between ICD-10 and ICD-9?
 - c) Is your system compliant with Version 5010 transaction standard?
30. Data Retention, Availability and Destruction.
 - a) Does your system provide the ability to store and retrieve health record data and clinical documents for the legally prescribed time or according to organizational policy and to include unaltered inbound data?
 - b) Does your system identify specific EHR data for destruction and allow for the review and confirmation of selected items before destruction occurs?

FINANCIAL MANAGEMENT

31. Does your product have the ability to maintain financial information on consumers?
32. Does your product generate invoices for consumers and track balance owed by that consumer?
33. Describe the ability of your product to generate electronic claims to Medical Assistance (MA), Medicare and private insurers.
34. Describe the capability of your product to track prior authorizations for Medical Assistance (MA).
35. Does your product have the ability to track and manage vendor service authorizations?
36. Can your product manage consumer trust funds or representative payee accounts?
37. Does your product provide utilization data on time utilization of clinical staff?
38. Describe the ability of your product to generate electronic and paper (HCFA 1500) claims to Medical Assistance (MA), Medicare and private insurers for primary,

secondary or tertiary claims.

39. Describe the ability of your system to generate billing statements for consumers that may be financially responsible for either single or multiple clients that receive services.
40. Describe how payments may be posted to a client's account (manually and/or automatically from a 5010 compliant 835 file) and if that information can be exported into a general ledger system.
41. Describe your system's ability to track a worker's time spent for both billable and non-billable time and can this information be used for utilization reports.
42. Does your system have the ability to track multiple payer hierarchy by client?
43. Does your system have the ability to adjust and track either the service provided or payer for a charge on a client's account?
44. Describe the ability of your system to bill either CPT or HCPCS codes (using appropriate modifiers and units) based on the service provided and/or payer of the client.
45. Does your system have the ability to bill multiple services provided to a client as a single service?
46. Describe the ability of your system to track inactive accounts and either write-off balances or flag them for collections.
47. Describe your system's ability to apply a sliding fee scale to a clients account to conform to Wisconsin's Uniform Fee Code.
48. Describe the ability of your system to list charges and receipts in summary or detail for a specific time period by worker, client, payer type, date, or type of service.

CLINICAL MANAGEMENT

49. Can your product track data relating to consumer demographic elements?
50. Can your product track program specific referrals within Department?
51. Can your product track program admission data elements?
52. Can your product track program services provided to consumer?
53. Describe the ability of your product to provide electronic clinical documentation as a legal record and generate billing claims.
54. Does your product have the ability to create electronic referrals to additional Department programs?
55. Is your product certified for meaningful use?

- 56. Does your product track electronic referrals between Department programs per consumer?
- 57. Does your product track outcomes of program services?
- 58. Does your product track outcomes of program admissions?
- 59. Does your product have the ability to track census beds for specific consumers and to track bed status related to a consumer?
- 60. Describe the capability of your product to comprehensively schedule appointments for consumers to program specific services and providers.
- 61. Does your product track and manage consumer medications?
- 62. Does your product provide for 100% time reporting?

SEARCHING

- 63. Completely describe flexibility and functionality of search criteria.

SERVICES AND SOFTWARE

- 64. Describe in detail the support your company offers, including number of employees, hours of operation, etc.
- 65. Describe the update/bug fix process.
- 66. How often do you have new releases of your product?
- 67. What is the process to get customers upgraded?
- 68. Describe the training, installation and conversion process of your product.
- 69. Please make note of any other products/services/software and the associated costs that could be utilized, which have not been mentioned above.
- 70. Describe the minimum system requirements for the server including the minimum Operating System version required, as well as any database software and minimum version required.
- 71. Describe the minimum system requirements for the client including the minimum Operating System version required, as well as later versions that are also acceptable.
- 72. Specify any other third party software that is required for the system to operate, as well as the required version.
- 73. Describe any printable reports that are preloaded with the system, and include samples if possible.

74. Describe the process for creating and running custom reports (if the system is capable).
75. Describe the available software licensing options for the system.

PART II - MINIMUM QUALIFICATIONS AND RESPONSE FORMAT

Respondents' submissions should be formatted in the following fashion with each section tabbed separately. Note specifically if you take exception to any specifications outlined.

SECTION 1: LETTER OF QUALIFICATIONS AND RESPONSE

MINIMUM REQUIREMENTS (#5-7 should not exceed 5 pages)

Minimum requirements for submission include:

1. Table of Contents: Include clear identification of material by section and page number.
2. Cover Letter addressed to Kathi Cauley, Human Services Director.
3. Organization's Name, Address, Telephone Number, Fax Number and Primary Contact.
4. Full disclosure of all lawsuits and claims filed against your organization in the past 24 calendar months.
5. Brief history of the organization including the organization's specific abilities and financial capacity to provide the required professional services and application software.
6. References, including up to three (3) system implementations in Wisconsin, which demonstrate the vendor's competence to perform work similar to that required on this project.
7. A certification shall be provided by the Respondent specifying that the submitted proposal will remain valid from the proposal submission date for a period of 120 days.

SECTION 2: COST PROPOSAL

COST PROPOSAL ITEMS

1. System software cost, detailed by module, if applicable.
2. Professional services cost for implementation, project management, workflow analysis, data and image conversion, and training.
3. Listing of computer hardware requirements for the system (no hardware costs are necessary).
4. Annual system software maintenance costs, projected for 5 years.

PROJECTED TIMETABLE

Issue Request for Qualifications	8/13/14
Inquiries/Questions Submitted	8/20/14
Submittals Due	9/5/14 at or before 12:00 Noon

After all Qualifications have been reviewed, a recommendation will be made to the appropriate County governing committee. Approval by the Jefferson County Board of Supervisors is required prior to Award of Contract. Vendors not involved in the final selection process will be notified in writing. The scheduled date for evaluation and selection is for informational purposes only and is in no way binding upon Jefferson County.

INQUIRIES

All questions concerning this Request for Qualifications and Cost Proposal must be submitted **in writing** to Kathi Cauley, Human Services Director. Questions must be received by **12:00 noon (local time) August 20, 2014**. Questions received after this date and time will not be answered. Questions may be faxed to (920) 674-6113 or e-mailed to kathic@jeffersoncountywi.gov. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. The addendum will include a listing of each of the questions received and Jefferson County's response.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's response, become the property of Jefferson County. The County will work with vendors to meet their confidentiality requirements, provided that they are within reason and in accordance with applicable state and federal laws, including providing vendors with the opportunity to withdraw from consideration prior to disclosing any materials the vendor deems confidential. All vendor confidential material must have each page clearly marked as confidential. Note, however, that Wisconsin "Open Records Laws" apply, except to the extent that federal law shall supersede.

INSTRUCTIONS FOR SUBMITTAL

Respondents must submit **eight (8) copies** of their response (one original marked as such and seven copies) in a sealed envelope marked Kathi Cauley, Director, Jefferson County Human Services, 1541 Annex Rd, Wisconsin 53549 by **12:00 noon (local time), September 5, 2014**. Any response submitted after this date and time will be rejected. Vendors are responsible for ensuring that the above office receives their response before the deadline. Response "packets" must be clearly labeled with submitting organization's name, return address, proposal title, date, and the name of the organization's primary contact for proposal questions.

PROPOSAL AND PRESENTATION COSTS

Jefferson County will not be liable in any way for any costs incurred by respondents in the presentation of their proposal in response to this RFQ and accompanying fee proposal, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

Elaborate proposals (i.e., expensive artwork) beyond that sufficient to present a complete and effective proposal are not necessary or desired.

REQUEST FOR CLARIFICATION

All requests by Jefferson County for clarification of submissions will be in writing. Such requests shall not alter the respondents pricing information contained in its cost proposal.

TAX REQUIREMENTS

Jefferson County is tax exempt. Jefferson County's tax-exempt number 43233 and FEIN number is 39-6005705. The Vendor is responsible for all taxes and tax reporting.

COMPLIANCE WITH THE REQUEST FOR QUALIFICATIONS

Responses submitted must be in strict compliance with the Request for Qualifications and Cost Proposal. Failure to comply with all provisions on the RFQ may result in disqualification.

IMPLIED REQUIREMENTS

Services and supplies that are not specifically addressed in this Request for Qualifications, but which are necessary to provide functional capabilities proposed by the respondent, must be included in the submission.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the Vendor agrees not to discriminate against any employee or applicant for employment in accordance with all federal, state and local laws. This includes, but is not limited to, discrimination as specified in s. 111.322 Wis. Stats. on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters as specified in s. 111.321 and 111.31 Wis. Stats., or developmental disability as defined in Wisconsin Statute § 51.01(5)(a). This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Vendor further agrees to take affirmative action to ensure equal employment opportunities. The Vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes § 16.765 (2)).

INDEMNIFICATION

The vendor selected to perform services for Jefferson County shall indemnify, hold harmless, and defend Jefferson County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring

during the course of any agreement between the vendor and Jefferson County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the vendor. In the event that the respondent's proposal results in a contract with Jefferson County, it is understood that the County relies on the Vendor's professional ability, and such is a material inducement to enter into an agreement. The Vendor shall warrant that all its work will be performed in accordance with all generally accepted professional practices and standards, as well as the applicable federal, state, and local laws, it is being understood that acceptance of the Vendor's system by the County shall not operate as a waiver or a release.

AGREEMENT DEVELOPMENT

Jefferson County reserves the right to negotiate with one or more Respondents.

CONTRACT

The documents that will form the contract will include the "Request for Qualifications and Cost Proposal," any attachments or addenda, the successful respondent's "Submission of Qualifications and Cost Proposal," and any subsequent negotiations.

If either party desires to modify the contract, it must give the other written notice of the proposed modification at least 120 days prior to the expiration of the contract. A notice of modification will also be considered a notice of non-renewal of contract. Any acceptance of any modification must be in writing. The Contract may be terminated at any time prior to the end of the Contract period by Jefferson County giving the contractor 120 days written notice of its desire to terminate the Contract.

CONTRACT TERM

The intent of this Request for Qualifications and Cost Proposals is to enter into a five year contract with the option to renew the contract for an additional three, one-year periods, not to exceed a total of eight years.

TERMINATION OF CONTRACT FOR CAUSE

If through any cause, the Vendor shall fail to fulfill in a timely and proper manner the obligations under the contract, or if the Vendor shall violate any of the covenants, agreements or stipulations of the contract, Jefferson County shall thereupon have the right to terminate the Vendor by giving written notice to the Vendor specifying the effective date thereof, at least five (5) days before the effective date of such termination.

Notwithstanding any of the above, the Vendor shall not be relieved of liability to Jefferson County for damages sustained by Jefferson County by virtue of any breach of the contract by the Vendor, and Jefferson County may withhold any payments to the Vendor for the purpose of offset until such time as the exact amount of damages due to Jefferson County from the Vendor is determined.

ASSIGNMENT

The Vendor shall give full attention to the faithful execution of the resulting contract, shall keep the contract under its control, and shall not by power of attorney or otherwise assign the

contract to another party.

VENDOR'S COOPERATION

The Vendor shall maintain frequent and regular communications with Jefferson County and shall actively cooperate in all matters pertaining to the contract.

RESPONSIBILITY

The Vendor shall at all times observe and comply with all federal, state, local and municipal laws, ordinances, rules and regulations in any and all manners affecting and pertaining to the contract and relating to the employment, compensation, and relations with its employees.

NATIONAL RECOVERY MONTH

2014

WHEREAS, behavioral health is an essential part of health and one's overall wellness; and

WHEREAS, prevention of mental and/or substance use disorders works, treatment is effective, and people recover in our area and around the nation; and

WHEREAS, preventing and overcoming mental and/or substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

WHEREAS, we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

WHEREAS, in 2012, 2.5 million people aged 12 or older received specialty treatment for a substance use disorder and 34.1 million adults aged 18 or older received mental health services, according to the 2012 National Survey on Drug Use and Health. Given the serious nature of this public health problem, we must continue to reach the millions more who need help; and

WHEREAS, to help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services (HHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the White House

Office of National Drug Control Policy (ONDCP), and **Jefferson County Human Services Department** invite all residents of **Jefferson County** to participate in National Recovery Month; and

NOW, THEREFORE, I **Jim Mode, Human Services Board Chair**, by virtue of the authority vested in me by the laws of **Jefferson County** do hereby proclaim the month of September 2014 as

NATIONAL RECOVERY MONTH

In **Jefferson County** and call upon the people of **Jefferson County** to observe this month with appropriate programs, activities, and ceremonies to support this year's Recovery Month.

In Witness Whereof, I have hereunto set my hand this [Day of Month] day of [Month], in the year of our Lord two thousand fourteenth, and of the Independence of the United States of America the two-hundred and thirty-ninth.

Signature

[Insert City/State or Other Official Seal]

Dear Lueder Haus Staff,

You ladies have no idea how much this stay has meant to me. whether it was the "Good Mornings" when I woke up, the smiles, the TRUE KINDNESS and compassion of every single one of you - it made me realize that I can smile too, I can be successful too, because, really, everyone has a chance in this life to better themselves (even if they have psychological disorders or setbacks). I cannot say "thank you!" enough!

w/ Smiles and love,



June 22nd, 2014

Mary Ostrander
Jefferson County Human Services Department
1541 Annex Road
Jefferson, WI 53549-9803

Dear Mary:

I apologize for missing a step somewhere in the process, the important step of financial information. I was blessed to be provided with the services your office had available at a time when I needed help, honest to goodness caring people, caring about my life.

I wish to thank your entire staff for caring about my well-being without focus on my lack of means to pay for your help.

I am pleased to report to you that I received notification that I was afforded Medicaid on April 1st of this year. I have enclosed a copy of my Forward Health card per your request in your letter dated 6/10.

I continued dual diagnosis treatment for mental health and aoda needs with Tellurian's Synergy intensive outpatient services once I was stabilized at Dane County Care Center. Today, as a matter of fact, was my first appointment with a Psychiatrist since seeing your Dr. Haggard.(forgive me if I spelled this wrong). Nonetheless, I am available by phone, mail or email if you need further information. Unfortunately, I don't have easy access transportation to make an in-person visit. If this is a requirement, I believe medical rides are covered under Medicaid now and I will make it happen if you deem it required.

I am so thankful for all you did for me during my stay at the hospital and the continued care so many people were involved in. As for my continued self-help, I'm lucky to be able to attend Celebrate Recovery twice a week in Madison and hope to continue my education at UW-Stout this Fall.

Please don't hesitate to call me if there is something I have forgotten or overlooked. Thank you once again, from the bottom of my heart, for being there for me Mary.

Respectfully,