

AGENDA - REVISED

**Jefferson County Human Services Board
Jefferson County Workforce Development Center,
874 Collins Road, Room 103, Jefferson, WI 53549
Tuesday, July 14, 2015 at 8:30 a.m.**

Committee Members:

Jim Mode, *Chair*
Dick Jones, *Vice Chair*
Russell Kutz
Augie Tietz

John McKenzie, *Secretary*
Cynthia Crouse
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 July 14, 2015 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of June 9, 2015 Board Minutes
7. Communications
8. Review of May, 2015 Financial Statement
9. Review and Approve June, 2015 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Update on New Professional Contracts
12. Review and possibly approve the use of Impact services in case of a natural disaster
13. Update on Marsh Country Health Care Alliance
14. Review and Possibly Approve 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 - \$7,500
15. Update on State Budget Ramifications and County Budget Preparations
16. Review and Approve Nutrition Catering Bids
17. Discuss and Possibly Approve Supportive Housing Opportunity (county-owned house)
18. Director's Report:
 - a) Update on Continuous Quality Improvement Project
 - b) Update on Mental Health Professionals and their Wages
 - c) Update on Mountain Bike Trails
19. Updates from Wisconsin County Human Services Association
20. Set next meeting date and potential agenda items (August 11 at 8:30)
21. 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

June 9, 2015

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Jim Schultz, and Cynthia Crouse.

Absent: John McKenzie, Augie Tietz

Others Present: Human Services Director Kathi Cauley; Administrative Services Manager Joan Daniel; Child & Family Manager Brent Ruehlow; Office Manager Donna Hollinger; County Administrator Ben Wehmeier; Watertown Area Cares Clinic representatives Carol Mertins and Jill Nadeau; Interim PADA Director Mary Prescott and Community Dental Clinic Director Barb Gudgeon.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 3:00 p.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

McKenzie, Tietz absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE JUNE 9, 2014 AGENDA

No changes

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE MAY 12, 2015 BOARD MINUTES

Mr. Schultz made a motion to approve the May 12, 2015 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REVIEW OF APRIL, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the April 2015 financial statement (attached) and reported that there is a projected positive fund balance of \$152,619. 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, Detox and Alternate Care statistics (attached).

9. REVIEW AND APPROVE MAY, 2015 FINANCIAL VOUCHERS

Ms. Daniel reviewed the summary sheet of the May 2015 vouchers totaling \$496,021.54 (attached).

Mr. Jones made a motion to approve the April 2015 vouchers totaling \$496,021.54.

Mr. Kutz 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 had several children move from ineligible settings to eligible settings within our Long Term Support program.
- We had two children find permanency in May.
- After we had the Wraparound training last month, we received and began five new referrals.
- We are happy to report that our Busy Bees Pres-school has received a 5-star rating from YoungStar for the next calendar year.
- Our 2015 Key Outcome Indicators, which are mostly based on State and Federal indicators, require that we are at 100%. We are meeting those indicators except for Face-to-Face, which is in many cases are out of our control if the family is not present when we arrive.

Behavioral Health:

Ms. Cauley reported on the following items:

- We are having Crisis Intervention Training all week for 33 area officers, which is being paid for by several grants. We asked the local and state papers to cover this.
- Our 2015 Key Outcome Indicators are as follows:
 - **EMH:** Giving consideration to lethality and acuity, maintain diversion rate to least restrictive setting. Through May of 2014, the diversion rate was 53% and this year it's 70%.
 - **Outpatient Clinic:** We will decrease the Patient Health Questionnaire for depression by 2%. We are down by 3.65%.
 - **CSP:** Our goal is that 72% of treatment plan goals will be met and we are at 80.1%.
 - **CCS:** Our goal is that 72% of treatment plan goals will be met and we are at 76.25%.

Administration:

Ms. Daniel reported on the following items:

- Our 2015 Key Outcome Indicators are as follows:
 - **Fiscal:** 100% compliance with reporting requirements as denoted on work chart. We are on track with these reports.
- We are attending ECHO training and building reports for billing.
- We are working on two NIATx projects.

- **Maintenance:** 100% of capital projects completed on time and within budget. We have postponed some of these projects but have included them in the budget anticipating that the funds will be available.
- **Support Staff:** Maintain excellent customer service as measured by an internal customer satisfaction survey. We will be doing this as a NIATX project and will send out a survey to get a baseline indicator and will make adjustments as needed in order to meet their expectations.
- Support and Fiscal staff are attending ECHO training.

Economic Support:

Ms. Johnson reported on the following items:

- We received a performance award from DCF for child care.
- We contracted for the Regional Enrollment Coordinator, which will be funded through June 30. We have a meeting scheduled on June 22 to plan for the fall.
- DHS is conducting an Income Maintenance Operational Analysis of the consortiums. It will review the organizational structure, staffing, call center, performance, partners, customer service, financial and management of each consortium. DHS is also doing process mining for data from the first quarter of 2015. Meeting scheduled on July 15 with DHS at Rock County.
- Our 2015 **Key Outcome Indicators** are as follows:
 - We have 30 days to get 95% of all applications processed. In May we were at 99.6%.
 - The Consortium Call Center must answer calls timely within 95% of the time. In May, we answered 10,842 calls at a rate of 92.77%.

ADRC:

Ms. Cauley reported for Ms. Torum on the following items:

- The Joint Finance changed the budget language that the ADRC's would continue, however we are concerned about some changes with dementia care specialist funds.
- The Key Outcome Indicator for the Dementia Care Specialist is to have information about DCS services and available supports provided to all county departments by the end of the year.

11. UPDATE ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2015 Provider Contracts sheet. (attached)

Mr. Jones made a motion to approve the contracts as listed.

Mr. Schultz seconded.

Motion passed unanimously.

12. APPOINT THE FOLLOWING MEMBERS ON THE ADRC ADVISORY COMMITTEE TO BE CONFIRMED BY THE COUNTY BOARD FOR TWO-THREE YEAR TERMS BEGINNING JULY 1

- Russell Kutz, Jefferson
- Marcia Bare, Jefferson
- Earlene Ronk – reappointment

Mr. Jones made a motion to approve the appointments as listed.

Mr. Schultz seconded.

Motion passed unanimously

13. The Administration & Rules Committee reviewed the following resolutions and referred them to the Human Services Board for their recommendation.

- a. Outagamie County Resolution "Urge the Joint Finance Committee to remove all budget provisions that change the BadgerCare Plus for Childless Adults Medicaid Program and allow this important safety net health insurance program to operate as it currently does for individuals and family members below 100% of federal poverty limits"

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- b. Outagamie County Resolution "State of Wisconsin should maintain the existing mental health programs funded in the same manner that they have been funded in calendar year 2015 and that no changes to these funding streams occur in the 2015-2017 State Budget"

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- c. Outagamie County Resolution "Provisions brought forth to create a new Children's Community Option Program and eliminate Family Support be eliminated from the 2015-2017 Biennial Budget Bill"

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

- d. Outagamie County Resolution "State of Wisconsin needs to allocate adequate Affordable Care Act funding to the Balance of State Income Maintenance agencies"

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

After some discussion, the board took no action on resolutions "b" and "c."

Mr. Mode made a motion to send resolutions "a" and "d" back to Administration and Rules Committee with the recommendation that it be forwarded to the county board for approval, provided that the state budget has not passed yet.

Mr. Schultz seconded.

Motion passed unanimously

14. REVIEW AND APPROVE OUT OF STATE TRAVEL TO BETHESDA MARYLAND ON AUGUST 3 FOR THE TIME IS NOW GRANT

Ms. Cauley reported that we received this grant and that four of our staff are required to attend this conference, which is funded by the grant.

Mr. Jones made a motion to approve the out of state travel as presented.

Mr. Schultz seconded.

Motion passed unanimously.

15. UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- WCHSA plans to ask for one veto regarding limits for providers of rate-based and rate-regulated services.

16. DISCUSS THE PUBLIC HEARING & REVIEW BOARD POLICIES

Information about the board policies was included in the packets.

17. SET NEXT MEETING DATE AND POTENTIAL AGENDA ITEMS

The next meeting will be on Tuesday, July 14 at 8:30 a.m.

Agenda items will include information for the budget and public hearing requests.

18. ADJOURN

Mr. Schultz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

19. PUBLIC HEARING FOR THE HUMAN SERVICES DEPARTMENT 2016 BUDGET

Mr. Mode called the public hearing to order at 4:00 p.m.

Watertown Area Cares Clinic

Carol Mertins, Director

Jill Nadeau, Fund Development

2015 Donation - \$10,000

2016 Request - \$10,000

Ms. Mertins and Ms. Nadeau reported that the free clinic in Watertown has been open since 2008. They serve individuals who do not have insurance and have income less than 200% of the federal poverty guideline. They discussed the services they provide and distributed an annual report and a summary of statistics. (attached) They are requesting a donation of \$10,000.

People Against Domestic & Sexual Abuse

Mary Prescott, Interim Director

2015 Donation - \$60,000

2016 Request - \$60,000

Ms. Prescott thanked the board for its past support and distributed their annual report. (attached) She discussed their programs and services. They are requesting a donation of \$60,000.

Community Dental Clinic
Barb Gudgeon, Director
2015 Donation - \$7,500
2016 Request - \$7,500

Ms. Gudgeon reported that the clinic started in May 2007 and that they serve patients with Medicaid or patients without insurance who are 200% or less above the poverty level. She talked about the services they provide and the costs of the clinic. They are requesting a donation of \$7,500.

20. ADJOURN

Mr. Jones made a motion to adjourn the public hearing.

Mr. Schultz seconded.

Motion passed unanimously.

Meeting adjourned at 4:35 p.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, July 14, 2015 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

Financial Statement Summary

May, 2015

A positive fund balance of \$269,118 is projected for 2015 end of the year.

Summary of variances:

Revenue: Overall Revenues are projected to be unfavorable by \$280,965 from budget. Projections for the waiting list clients have been incorporated into this forecast.

Expenditures: Favorable by \$550,083 primarily due to underspent of waiver of \$333,317. Clients coming onto the waiver program during the year and service in 2016 for the full year will not allow us to capture the full funding amount.

Major Classifications impacting the Balance (base is March data) but all variances are based on annual projections.

- **Salary under budget by \$263,779:** We had vacancies due to turnover and employees on family leave at the beginning of the year. In addition, some of the new positions were in the process of being recruited at the beginning of 2015.
- **Fringes under budget by \$258,654:** When there is a 3 week pay period in the month there is no health insurance payment for the 3rd pay period.
- **Children Alternate Care over budget by \$217,385:** This budget includes Alternate Care, Child Care Institutions, Detentions, and Correctional Facilities as well as Shelter Care.
- **Children's Waiver under budget by \$345,833:** We are working on taking six additional children off the waiver and also received state approvals to move two children up on the wait list due to needs of the child. Annualize cost for 2016 for the full year for children we will have spent our allocation dollars. We will not earn all of 2015 dollars due to some of the children only being on a partial year.
- **Hospital/Detox under budget by \$83,834 (Net basis):**

	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>
Revenue	513,817	271,711	652,107
Expenditures	1,356,466	629,968	1,410,922
Net	842,649	358,257	758,815

- Operating Costs are projected to be under budget by \$87,244
- Other Contracted over budget by \$143,777
- Community Care under budget \$104,854

BEHAVIOR HEALTH DIVISION: This is projected to be favorable by \$2.00 and is based on current year trend for hospitalizations. This projection will change. The actual balance for hospitalizations for January-May amounts to \$358,257 net basis.

- In May, we received a invoice for Winnebago/Mendota bill of \$59,974.98.

CHILDREN & FAMILY DIVISION: The projection is favorable by \$177,359.

Placements for May amounted to \$195,097. We are averaging \$174,851 per month on a year to date basis, and for the projection I am using \$168,576 (Waiver Foster Care is included) per month. The budget for Alternate Care/Corrections amounts to \$141,645 per month. We have 3 children in RCC's that are averaging \$11,528 per child per month. They are difficult cases and I reduced the projection by \$20,000 because one child may go into a less restrictive placement prior to year end.

ECONOMIC SUPPORT DIVISION: This is projected to be unfavorable by \$3,681.

AGING & ADRC DIVISION: Is projected to be favorable by \$8,188. This will change prior to year end.

ADMINISTRATIVE DIVISION: Is projected to be favorable by \$87,251.

This is a conservative estimate.

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

STATEMENT OF REVENUES & EXPENDITURES

For 5 Months ended May, 2015

SUMMARY

	Y-T-D @ Ledgers	Adjust- -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
Federal/State Operating Revenues	3,305,458	1,885,138	5,190,596	5,177,214	5,515,586	12,959,480	13,240,445	(280,965)
County Funding for Operations (tax levy & transfer in)	3,479,330	0	3,479,330	3,459,220	3,479,330	8,350,391	8,350,391	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
Total Resources Available	6,784,788	1,885,138	8,669,926	8,636,434	8,994,916	21,309,871	21,590,836	(280,965)
Total Adjusted Expenditures	8,209,197	370,544	8,579,741	7,759,756	9,087,421	21,474,356	22,024,439	550,083
OPERATING SURPLUS (DEFICIT)	(1,424,409)	1,514,594	90,185	876,678	(92,505)	(164,485)	(433,603)	269,118
Balance Forward from 2013-Balance Sheet Operating Reserve	433,603		433,603	484,187		433,603	433,603	0
NET SURPLUS (DEFICIT)	(990,806)	1,514,594	523,788	1,360,865	(92,505)	269,118	0	(269,118)

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	413,384	401,553	814,937	823,215	814,937	1,955,848	1,955,848	0
Children's Basic County Allocation	213,949	136,040	349,989	361,872	361,872	854,741	868,493	(13,752)
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's LT Support Waivers	147,894	14,925	162,819	232,498	310,685	672,696	745,644	(72,948)
Behavioral Health Programs	83,131	6,602	89,733	98,764	108,125	254,067	259,499	(5,432)
Community Options Program	38,152	25,229	63,381	63,381	63,381	152,115	152,115	0
Aging & Disability Res Center	304,651	0	304,651	332,355	416,155	917,451	998,773	(81,322)
Aging/Transportation Programs	194,002	87,724	281,725	279,388	270,625	661,963	649,499	12,464
Project YES!	38,957	35,565	74,522	0	74,846	164,856	179,631	(14,775)
Youth Aids	315,001	25,260	340,261	256,504	348,138	819,438	835,530	(16,092)
IV-E TPR	0	24,125	24,125	15,982	25,068	(39,082)	60,163	(99,245)
Family Support Program	24,446	3,197	27,643	27,643	27,643	66,343	66,343	0
Children & Families	67,340	(38,495)	28,844	28,952	31,748	72,226	76,194	(3,968)
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	253,115	395,874	648,989	568,024	653,996	1,480,290	1,569,590	(89,300)
Client Assistance Payments	69,592	41,725	111,317	96,593	107,931	267,161	259,034	8,127
Early Intervention	82,782	(13,797)	68,985	68,985	68,985	165,564	165,564	0
Total State & Federal Funding	2,246,396	1,145,525	3,391,921	3,254,156	3,684,133	8,465,677	8,841,920	(376,243)

COLLECTIONS & OTHER REVENUE

Provided Services	433,538	544,779	978,317	763,981	1,117,008	2,448,761	2,683,857	(235,096)
Child Alternate Care	54,855	0	54,855	49,287	62,423	141,652	149,814	(8,162)
Adult Alternate Care	82,689	0	82,689	75,552	73,084	198,453	175,402	23,051
Children's LT Support	74,983	120,562	195,545	413,222	205,272	529,309	492,652	36,657
1915i Program	27,561	15,656	43,218	20,587	22,917	103,722	55,000	48,722
Donations	18,068	10,000	28,068	27,601	33,227	72,133	79,744	(7,611)

	Y-T-D	Adjust	Y-T-D	Prior Y-T-D	Prorated	Year End	2014	Year End
@ Ledger	Ledgers	-ments	Projection	Projection	Budget	Projection	Budget	Variance
Cost Reimbursements	34,953	12,238	47,190	47,916	68,566	159,835	164,559	(4,724)
Other Revenues	332,416	36,377	368,793	524,912	248,957	839,938	597,497	242,441
Total Collections & Other	1,059,063	739,612	1,798,675	1,923,058	1,831,453	4,493,804	4,398,525	95,279
TOTAL REVENUES	3,305,458	1,885,138	5,190,596	5,177,214	5,515,586	12,959,480	13,240,445	(280,965)

EXPENDITURES

WAGES

Behavioral Health	533,110	0	533,110	489,125	453,308	1,359,464	1,087,938	271,526
Children's & Families	702,666	0	702,666	661,132	771,277	1,734,287	1,848,652	(114,365)
Community Support	295,751	0	295,751	297,829	331,188	756,657	794,850	(38,193)
Comp Comm Services	193,232	0	193,232	158,691	191,169	502,481	459,404	43,077
Economic Support	448,697	0	448,697	426,737	438,326	1,049,097	1,051,982	(2,885)
Aging & Disability Res Center	191,034	0	191,034	169,726	203,552	458,482	488,525	(30,043)
Aging/Transportation Programs	172,479	0	172,479	168,127	184,915	413,950	443,796	(29,846)
Childrens L/T Support	68,861	0	68,861	46,342	65,585	165,267	157,405	7,862
Early Intervention	120,916	0	120,916	116,679	123,507	290,198	296,417	(6,219)
Management/Overhead	361,328	0	361,328	322,064	504,258	867,187	1,210,220	(343,033)
Lueder Haus	107,995	0	107,995	104,039	133,323	259,188	319,975	(60,787)
Safe & Stable Families	89,245	0	89,245	84,367	72,942	214,189	175,061	39,128
Supported Employmt	0	0	0	0	0	0	0	0
Total Wages	3,285,314	0	3,285,314	3,044,857	3,473,350	8,070,446	8,334,225	(263,779)

FRINGE BENEFITS

Social Security	244,702	0	244,702	229,103	247,806	591,807	629,409	(37,602)
Retirement	217,197	0	217,197	208,147	228,860	537,930	549,265	(11,335)
Health Insurance	944,833	0	944,833	906,050	1,032,161	2,267,598	2,477,186	(209,588)
Other Fringe Benefits	33,512	0	33,512	1,203	22,202	53,154	53,284	(130)
Total Fringe Benefits	1,440,244	0	1,440,244	1,344,503	1,531,029	3,450,490	3,709,144	(258,654)

OPERATING COSTS

Staff Training	11,938	0	11,938	16,537	30,437	28,148	74,049	(45,901)
Space Costs	87,483	0	87,483	88,091	84,641	204,452	203,139	1,313
Supplies & Services	387,891	0	387,891	463,151	380,070	960,299	915,169	45,131
Program Expenses	63,214	1,694	64,908	37,449	42,277	166,280	101,464	64,816
Employee Travel	50,496	0	50,496	59,228	69,543	121,190	166,904	(45,714)
Staff Psychiatrists & Nurse	174,014	0	174,014	150,878	184,044	417,634	441,705	(24,071)
Birth to 3 Program Costs	101,398	0	101,398	109,957	102,500	243,356	246,000	(2,644)
Busy Bees Preschool	506	0	506	674	1,145	1,214	2,749	(1,535)
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	2,833	0	2,833	7,034	30,779	30,832	73,869	(43,037)
Year End Allocations	(11,762)	0	(11,762)	(11,601)	4,096	(28,230)	9,831	(38,061)
Capital Outlay	139,009	(35,500)	103,509	135,341	195,587	487,975	485,515	2,460
Total Operating Costs	1,007,021	(33,806)	973,215	1,056,737	1,125,120	2,633,150	2,720,394	(87,244)

BOARD MEMBERS

Per Diems	2,030	0	2,030	2,090	2,917	4,872	7,000	(2,128)
Travel	0	0	0	0	0	0	0	0

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
359	0	359	1,158	313	862	750	112
0	0	0	0	0	0	0	0
2,389	0	2,389	3,248	3,229	5,734	7,750	(2,016)

Training
Aging Committee
Total Board Members

CLIENT ASSISTANCE

W-2 Benefit Payments
Funeral & Burial
Medical Asst. Transportation
Energy Assistance
Kinship & Other Client Assistance
Total Client Assistance

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
50,953	0	50,953	62,138	46,681	122,287	112,034	10,253
24,302	0	24,302	37,150	35,430	58,325	85,032	(26,707)
75,255	0	75,255	99,288	82,111	180,612	197,066	(16,454)

MEDICAL ASSISTANCE WAIVERS

Childrens LTS
Total Medical Assistance Waivers

231,898	2,796	234,694	63,749	428,903	845,196	1,191,029	(345,833)
231,898	2,796	234,694	63,749	428,903	845,196	1,191,029	(345,833)

COMMUNITY CARE

Supportive Home Care
Guardianship Services
People Ag. Domestic Abuse
Family Support
Transportation Services
Opp. Inc. Delinquency Programs
Opp. Inc. Independent Living
Other Community Care
Elderly Nutrition - Congregate
Elderly Nutrition - Home Delivered
Elderly Nutrition - Other Costs
Total Community Care

19,729	0	19,729	23,227	43,565	47,350	104,555	(57,205)
11,920	0	11,920	11,812	11,587	28,608	27,808	800
20,000	0	20,000	25,000	25,000	60,000	60,000	0
1,834	0	1,834	2,065	2,500	4,402	6,000	(1,598)
14,004	0	14,004	15,706	20,624	33,610	49,497	(15,887)
47,665	0	47,665	47,665	13,111	114,396	31,467	82,929
0	0	0	0	0	0	0	0
50,583	2,400	52,983	100,951	155,739	240,715	373,773	(133,058)
23,902	0	23,902	24,302	18,978	57,364	45,548	11,816
33,665	0	33,665	35,633	30,326	80,795	72,782	8,013
9,623	0	9,623	5,168	9,900	23,096	23,760	(664)
232,925	2,400	235,325	291,528	331,329	690,336	795,190	(104,854)

CHILD ALTERNATE CARE

Foster Care & Treatment Foster
Intensive Comm Prog
Group Home & Placing Agency
L.S.S. Child Welfare
Child Caring Institutions
Detention Centers
Correctional Facilities
Shelter & Other Care
Total Child Alternate Care

467,266	0	467,266	296,724	334,351	1,121,438	802,443	318,995
0	0	0	0	0	0	0	0
205,296	0	205,296	342,580	332,528	494,383	798,068	(303,685)
0	0	0	0	0	0	0	0
148,778	0	148,778	21,916	22,473	357,067	53,934	303,133
9,505	11,340	20,845	6,710	39,070	50,028	93,768	(43,740)
0	0	0	0	18,883	0	45,318	(45,318)
0	0	0	175	5,000	0	12,000	(12,000)
830,845	11,340	842,185	668,105	752,305	2,022,916	1,805,531	217,385

HOSPITALS

Detoxification Services
Mental Health Institutes
Other Inpatient Care
Total Hospitals

53,751	2,260	56,011	7,830	20,833	134,426	50,000	84,426
519,327	96,352	615,679	462,231	538,944	1,376,630	1,293,466	83,164
0	0	0	0	0	0	0	0
573,078	98,612	671,690	470,061	559,778	1,511,056	1,343,466	167,590

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2014 Budget	Year End Variance
OTHER CONTRACTED								
Adult Alternate Care (Non-MAW)	244,775	0	244,775	150,094	113,017	550,548	271,241	279,307
Family Care County Contribution	0	260,457	260,457	260,457	260,457	625,097	625,097	0
AODA Halfway Houses	0	0	0	0	0	0	0	0
1915i Program	42,809	0	42,809	66,710	60,038	102,742	144,090	(41,348)
IV-E TPR	60,256	0	60,256	44,393	62,500	144,613	150,000	(5,387)
Emergency Mental Health	2,031	0	2,031	3,211	6,500	4,873	15,600	(10,727)
Work/Day Programs	0	0	0	0	0	0	0	0
Ancillary Medical Costs	99,910	3,609	103,519	94,963	100,917	248,447	242,200	6,247
Miscellaneous Services	80,448	4,752	85,200	97,852	178,090	343,101	427,416	(84,315)
Prior Year Costs	0	0	0	0	0	0	0	0
Clearview Commission	0	20,384	20,384	0	18,750	45,000	45,000	0
Total Other Contracted	530,228	289,202	819,430	717,680	800,268	2,064,421	1,920,644	143,777
TOTAL EXPENDITURES	8,209,197	370,544	8,579,741	7,759,756	9,087,421	21,474,356	22,024,439	(550,083)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Preliminary Revenue & Expenditures May, 2015

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
Behavior Health						
5000 BASIC ALLOCATION	3,472,255	4,622,578	1,150,323	3,355,187	4,397,448	(108,062)
5003 LUEDER HAUS	120,713	469,032	348,319	142,000	588,968	98,649
5007 EMERGENCY MENTAL HEALTH	97,137	751,522	654,385	55,500	682,880	(27,005)
5011 MENTAL HEALTH BLOCK	26,128	35,130	9,002	26,128	39,643	4,513
5025 COMMUNITY SUPPORT PROGRAM	643,835	1,414,934	771,098	671,772	1,497,841	54,971
5027 COMP COMM SERVICE	853,494	956,574	103,080	960,981	915,376	(148,685)
5031 AODA BLOCK GRANT	109,299	114,904	5,605	109,299	135,821	20,917
5043 CERTIFIED MENTAL HEALTH	40,236		(40,236)	40,236	26,522	0
5044 EMERGENCY MENTAL HEALTH	16,400	4,873	(11,527)	15,600	(40,236)	11,527
5049 MAPT Funds	0	0	0	0	0	0
5063 1915i PROGRAM	103,722	103,034	(688)	55,000	144,090	89,778
5090 YOUTH EMPOWERMENT SOLUTIONS	164,856	161,455	(3,401)	179,631	179,631	0
Total	5,648,075	8,634,037	2,985,962	5,611,334	8,597,298	2,985,964

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Children & Families

5001 CHILDREN'S BASIC ALLOCATION	1,092,259	2,973,732	1,881,473	1,111,325	3,152,131	159,334
5002 KINSHIP CARE	55,066	55,132	66	84,877	84,877	(66)
5005 YOUTH AIDS	819,090	1,523,040	703,951	801,632	1,325,123	(180,460)
5006 YOUTH AIDS STATE CHARGES	0	0	0	45,318	45,318	0
5008 YOUTH INDEPENDENT LIVING	21,077	89,490	68,413	21,992	92,591	2,186
5009 YA EARLY & INTENSIVE INT	82,377	165,840	83,464	76,000	161,829	2,365
5010 COMM OPTIONS PROG	152,115	36,903	(115,212)	152,115	0	(36,903)
5018 FAMILY SUPPORT	66,343	4,402	(61,941)	66,343	6,000	1,598
5020 DOMESTIC ABUSE		60,000	60,000		60,000	0
5021 SAFE & STABLE FAMILIES	77,567	388,687	311,120	77,586	335,460	(53,246)
5036 SACWIS	3,000	10,000	7,000	3,000	10,205	205
5040 CHILDRENS LTS WAIV-DD	922,490	874,135	(48,356)	901,104	1,148,052	295,304
5041 CHILDRENS LTS WAIV-MH	249,870	242,056	(7,815)	334,692	336,133	9,256
5042 CHILDRENS LTS WAIV-PD	29,644	27,988	(1,655)	2,500	2,500	0
5068 FOSTER PARENT TRAINING	0	690	690	2,000	8,348	1,655
5070 IV-E TPR	(39,082)	144,748	183,830	60,163	150,000	5,658
5080 YOUTH DELINQUENCY INTAKE	0	725,780	725,780	0	749,503	(93,993)
5175 EARLY INTERVENTION	200,484	695,146	494,662	205,564	728,631	23,723
5105 KINSHIP ASSESSMENTS	1,669	2,787	1,118	6,916	6,900	28,405
5120 Coordinated Services Team	89,808	85,727	(4,081)	62,123	85,745	(1,134)
					23,622	27,703

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Preliminary Revenue & Expenditures May, 2015

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
5188 BUSY BEES PRESCHOOL	5,046	65,523	60.477	6,500	53,775	47,275
5189 INCREDIBLE YEARS	(500)	16,287	16,787	0	15,758	15,758
			0			0
Total	3,828,323	8,188,094	4,359,771	4,021,750	8,558,880	4,537,130
						177,359
Economic Support Division						
5050 NURSING HOME M.A. ADMIN.	0	0	0	0	0	0
5051 INCOME MAINTENANCE	1,382,959	2,016,942	633,983	1,463,927	1,929,784	465,857
5053 CHILD DAY CARE ADMIN	110,841	73	(110,768)	132,027	155,488	23,461
5055 W-2 PROGRAM	0	0	0	0	0	0
5057 ENERGY PROGRAM	122,287	122,287	0	112,034	112,034	0
5071 CHILDREN FIRST	2,536	0	(2,536)	3,200	0	(664)
5073 FSET	18,285	0	(18,285)	0	0	18,285
5074 W-2 DAYCARE	0	0	0	0	0	0
5100 CLIENT ASSISTANCE	12,595	0	(12,595)	0	0	12,595
Total	1,649,503	2,139,302	489,799	1,711,188	2,197,306	486,118
						(3,681)
Aging Division & ADRC						
5012 ALZHEIMERS FAM SUPP	22,328	20,263	(2,065)	19,009	19,009	2,065
5048 AGING/DISABIL RESOURCE	917,451	831,378	(86,073)	998,773	873,620	(39,080)
5075 GUARDIANSHIP PROGRAM	0	28,608	28,608	0	27,808	(800)
5076 STATE BENEFIT SERVICES	49,232	115,850	66,618	49,232	132,829	83,597
5077 ADULT PROTECTIVE SERVICES	56,827	117,871	61,044	56,827	103,423	46,596
5078 NSIP	15,636	27,014	11,378	19,925	21,028	1,103
5151 TRANSPORTATION	210,304	212,853	2,549	206,164	227,874	21,710
5152 IN-HOME SERVICE III-D	4,263	7,850	3,587	4,263	5,494	1,231
5154 SITE MEALS	144,994	147,834	2,840	144,994	167,708	22,714
5155 DELIVERED MEALS	135,740	145,124	9,385	131,267	155,573	24,306
5157 SCSF	7,986	27,086	19,100	7,986	8,874	888
5158 ELDER ABUSE	35,625	95,848	60,223	25,025	82,566	57,541
5159 III-B SUPPORTIVE SERVICE	64,939	85,553	20,614	65,213	105,469	40,256
5163 TITLE III-E	30,660	36,986	6,326	28,585	38,310	9,725
			0			0

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JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Preliminary Revenue & Expenditures May, 2015

Summary Sheet

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
Total	1,695,985	1,900,119	204,134	1,757,263	1,969,585	8,188
Administrative Services Division						
5187 UNFUNDED SERVICES						
5190 Management	1,517	52,823	51,307	0	49,726	(1,581)
5190 Management Cleared		1	1		1,481,027	1,481,026
5195 Vehicle Escrow Account		0	0		(1,481,027)	(1,481,027)
5200 Overhead & Tax Levy	18	43,326	43,308	0	43,326	18
5200 Overhead Cleared	8,486,451	44,786	(8,441,665)	8,489,301	138,910	91,274
5210 CAPITAL OUTLAY		0	0		0	0
Balance Sheet Non Lapsing Funds	433,604	471,868	471,868	433,603	469,408	(2,460)
			(433,604)		(433,603)	1
Total	8,921,589	612,804	(8,308,785)	8,922,904	701,370	87,251
Administrative Services Division						
GRAND Total	21,743,475	21,474,356	(269,119)	22,024,439	22,024,439	(0)
Net Balance						

Note: Variance includes Non-Lapsing from Balance Sheet

Alternate Care Costs
2015

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
Foster Care	65	1,913	92948	\$48.59	\$1,429.97
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	8	205	\$43,931.36	\$214.30	\$5,491.42
Kinship Care	21	652	\$4,760.58	\$7.30	\$226.69
Subsidized Guardianship	9	279	1986	\$7.12	\$220.67
Main Program	0	0	0	\$0.00	\$0.00
Treatment Foster Home	0	0	0	\$0.00	\$0.00
60 Day Res Asses	0	0	0	\$0.00	\$0.00
CCI's	0	0	0	\$0.00	\$0.00
Total Dec 2014	108	3204	\$144,756.27	\$45.18	\$1,340.34
Unduplicate (105)		YTD Avg. per Month	\$135,466		
January-15					
Foster Care & Treatment H.	66	2541	\$97,693.76	\$38.45	\$1,480.21
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	4	101	\$755.87	\$7.48	\$188.97
Group Home	8	230	\$55,836.32	\$242.77	\$6,979.54
Kinship Care	21	651	\$4,872.00	\$7.48	\$232.00
Subsidized Guardianship	10	310	2212	\$7.14	\$221.20
Main Program	0	0	0	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total January 2015	109	3833	\$161,369.95	\$42.10	\$1,480.46
Unduplicated 105		YTD Avg. per Month	\$161,370		
February-15					
Foster Care	69	2399	\$95,889.36	\$39.97	\$1,389.70
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	3	59	\$488.86	\$8.29	\$162.95
Group Home	9	252	\$53,252.16	\$211.32	\$5,916.91
Kinship Care	21	557	\$4,615.15	\$8.29	\$219.77
Subsidized Guardianship	10	280	2212	\$7.90	\$221.20
Main Program	0	0	0	\$0.00	\$0.00
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total February 2015	112	3547	\$156,457.53	\$44.11	\$1,396.94
Unduplicated Names 107		YTD Avg. per Month	\$158,914		
Paid In March for Feb Service					
Foster Care	1	25	\$2,382.32	\$95.29	\$2,382.32

Alternate Care Costs
2015

Type of Placement	# of Children	# of Days	Cost	Cost per Day	Cost Per Child
March-15					
Foster Care & Treatment H.	77	2120	\$106,768.97	\$50.36	\$1,386.61
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	1	31	\$232.00	\$7.48	\$232.00
Group Home	6	144	\$32,105.43	\$222.95	\$5,350.91
Kinship Care	18	538	\$4,026.32	\$7.48	\$223.68
Subsidized Guardianship	11	341	\$2,444.00	\$7.17	\$222.18
RCC	3	94	\$33,954.60	\$361.22	\$11,318.20
CCI's	0	0	\$0.00	\$0.00	\$0.00
Total March 2015	116	3268	\$179,531.32	\$54.94	\$1,547.68
Unduplicated Names 112		YTD Avg. per Month	\$166,580		
April-15					
Foster Care & Treatment H.	74	2115	\$104,493	\$49.41	\$1,412.06
Foster Care Special	0	0	0	\$0.00	\$0.00
Foster Home Level - 1	1	30	\$232.00	\$7.73	\$232.00
Group Home	7	198	\$34,183.86	\$172.65	\$4,883.41
Kinship Care	15	450	\$3,480.00	\$7.73	\$232.00
Subsidized Guardianship	11	330	\$2,444.00	\$7.41	\$222.18
Main Program	0	0	\$0.00	\$0.00	\$0.00
RCC	3	90	\$34,585.20	\$384.28	\$11,528.40
Total April 2015	111	3213	\$179,417.79	\$55.84	\$1,616.38
Unduplicated Names 102		YTD Avg. per Month	\$169,790		
May-15					
Foster Care	74	2080	\$106,672.80	\$51.29	\$1,441.52
Foster Care Special	0	0	\$0.00	\$0.00	\$0.00
Foster Home Level - 1	2	37	\$276.90	\$7.48	\$138.45
Group Home	9	255	\$44,014.67	\$172.61	\$4,890.52
Kinship Care	23	793	\$5,950.66	\$7.50	\$258.72
Subsidized Guardianship	11	341	\$2,444.00	\$7.17	\$222.18
Main Program	0	0	\$0.00	\$0.00	\$0.00
RCC	3	93	\$35,738.04	\$384.28	\$11,912.68
Total May 2015	122	3599	\$195,097.07	\$54.21	\$1,599.16
Unduplicated Names 114		YTD Avg. per Month	\$174,851		
(80 days of Kinship from prior months)					

Commitments/Inpatient
Jefferson County - HSD

2015 YTD May

Hospital	Clients	Comments	Total YTD Paid (net)	MONTH YTD	DAYS PAID
Fond du Lac Co. Health Care Center	1	Insurance will not pay because clients are not within the age group for payment. See note below.	\$2,736.00	January	4
All Saints Medical Center					
Mendota Health Institute	3	Only count clients we paid for.	\$55,252.49	May	121
Rogers Memorial Hospital					
Stoughton Hospital Geriatric Psych Program					
St. Agnes, Fond du Lac	2		\$28,131.00	April	21
St. Marys Hospital, Madison					
Trempealeau Co. Health Care Center					
UW Hospital, Madison					
WATERTOWN REGIONAL MEDICAL CEN					
Winnebago Mental Health Institute	37	Only count clients we paid for.	\$258,803.96	May	425
Grand Total	43		\$344,923.45		571

Year To Date: Insurance Collected & Client Payments included in YTD Total

(\$271,711.11)

Count is based on Unduplicated Clients.

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.

**INFORMATION ONLY included
in YTD Total**

Prior Year Amt.	Current Year
	2,736
21,344	33,908
5,232	22,899
-81,349	340,153
-54,773	399,696

Detox/AODA CBRF
Jefferson County - HSD
2015 May

Detox Facility	Clients	Comments	Billed YTD	Days
Tellurian Community	24		\$15,241.00	34
Lutheran Social Services	1	,	\$2,604.00	31
Hope Haven - Reb	4		\$4,928.00	32
Friends of Women				
	29		\$22,773.00	97

Count is based on Unduplicated Clients.

2015 Provider Contracts (7/02/2015)

Contract Number	Provider	Service	Target	2014	2015				
15- 262	Jonathon Lueck	Foster Care	child		per month	825.00	per month	#DIV/0!	9,900
15- 263	Thrive Treatment Services LLC	Child Alt Care	child		per month	2500-4100	per month	#DIV/0!	n/a
15- 264	Columbia St. Mary's Hospital Milwaukee, Inc.	Inpatient Services	MH		per month	1,100.00	per day	#DIV/0!	n/a
15- 162	Johnstone Consulting, LLC	Training Program	Staff	0.00	per hour	0.00	per hour	#DIV/0!	60,000
15- 265	Laitsch Law Office LLC	CPS Appeals	child		per hour	100.00	per hour	#DIV/0!	n/a
15- 266	Adult Care Consultants, Inc.	SHC	child		per hour	35.00	per hour	#DIV/0!	12,000



Date: June 1, 2015

DMHSAS Information Memo 2015-XX
Reissue of 2014-02

To: Area Administrator / Human Services Area Coordinators
Bureau Directors/Program Office Directors / Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
county Departments of Social Services Directors
Tribal Chairpersons / Human Services Facilitators

From: Patrick Cork
Administrator

**MA Reimbursement for Emergency Mental Health Services Reissue of DMHSAS Info
Memo 2014-02 with New Information and Clarification**

Document Summary

On December 16, 2013, the Department of Health Services (DHS) formally adopted the November 11, 2013 Administrative Law Judge decision in the matter of Milwaukee County Behavioral Health Division, case number ML-12-0156, regarding whether the definition of emergency mental health services for purposes of Medicaid (MA) reimbursement is most appropriately contained in the MA rules, Wis. Admin. Code § DHS 101.03(52), or in the emergency detention (ED) statute, Wis Stat. § 51.15.

The ruling states that for the purposes of MA reimbursement, the definition of emergency mental health services is most appropriately contained in MA rules, Wis. Admin. Code § DHS 101.03(52), which states,

(52) "Emergency Services" means those services which are necessary to prevent the death or serious impairment of the health of the individual.

This decision affects the appropriate protocol for the Certificate of Need (CON) form. If the reason for the ED was that the risk presented by the individual (under age 21) was a risk to others alone, or the identified risk did not impose a serious impairment of the health of the individual, then the admission is **NOT** an emergency under MA standards. When this is the case and the MA standard is not met, the CON must be completed by professionals independent of the institution prior to the admission for the treatment to be MA compensable. If the ED meets the standards for serious impairment of the individual (for example, a suicide attempt), the admission and treatment of that individual can be authorized by a CON completed after admission by a team that includes a physician who has an employment or consultant relationship with the admitting institution.

Changes to Wisconsin Mental Health Institutes' Billing Practices

Since January 2014, DHS' Mental Health Institutes are reviewing admissions of individuals under age 21 to determine whether the subject of an ED is admitted solely as a danger to others and the extent to which a risk of death or serious impairment is evident. There is a large variation among counties in the manner in which the CON form is completed and in how any dangerousness associated with the admission is documented. This

memo is a reminder to counties that in order to receive Medicaid reimbursement for patients, the Mental Health Institutes must have a properly completed CON.

The Mental Health Institutions complete the CON for Emergency Psychiatric / Substance Abuse admission authorization for all youth under age 21 detained as a result of dangerousness to themselves or dangerousness to themselves in combination with dangerousness to others only if the documented reason for admission meets the standard of "necessary to prevent the death or serious impairment of the health of the individual". If a child or youth's need for inpatient care under an ED is solely the result of dangerousness to others, or if the documented severity of impairment does not meet the Medicaid standard, the Elective/Urgent CON must be completed in the community.

Elective/urgent admissions require an independent team to complete the elective/urgent CON assessment. This independent team is required to meet the following requirements:

- The team is required to consist of at least two individuals, one of whom is a physician.
- The team members are required to have competence in the diagnosis and treatment of mental illness, preferably in child psychiatry.
- The individuals are required to have knowledge of the member's situation.

None of the members of the independent team may have an employment or consultant relationship with the admitting facility. A referring or admitting physician may be a part of the independent team if he or she does not have an employment or consultant relationship with the admitting facility and meets the independent team requirements listed above. Each team member is required to sign and date the elective/urgent CON form and state his or her credentials. The form must be signed prior to admission.

Please use form F11047 "Certification of Need for Elective/Urgent Psychiatric/Substance Abuse Admissions to Hospital Institutions for Mental Disease for Members Under Age 21." Without this document DHS cannot seek payment from Medicaid and the county will be responsible for 100% of the cost of care. Medicaid reimbursement cannot be sought for CONs completed retrospectively, accentuating the importance of timely completion and authorization of the CON form.

DHS-DMHSAS is informing counties that all child/youth admissions to the Mental Health Institutes billed to Medicaid are reviewed by an external auditing source after the MA payment is made. The audits are identifying CON forms found to be incomplete and/or the necessary severity of impairment of the youth was not found to be evident. In these cases DHS has experienced denials of Medicaid reimbursement and subsequent recoupment of payments. To date these recoupments have not been assessed to counties (counties are reimbursed by Medicaid as payments are received, the recoupments occur after the county is reimbursed).

Counties are responsible for approving all admissions to mental health institutions and as necessary, engaging in the certificate of need process. In the summer of 2015, DHS is meeting with county personnel via Area Administration regional meetings to review youth admissions and CON processes in an effort to better inform counties of practice expectations. DHS will begin assessing MA recoupments to county agencies after the regional meetings have occurred.

For more information on Medicaid policy on Certification of Need requirements, see ForwardHealth online handbook Hospitals, Inpatient: Covered-Non-covered Services: Covered Services and Requirements: Institutions for Mental Disease Services (Topic #1411).

Emergency Detention Documentation

Following consultation with Wisconsin County Human Services Association Behavioral Health Policy Advisory Committee, DHS recommends counties take the following steps to assure reimbursements are received:

- Carefully review the statement of Emergency Detention whenever this is the pathway to admission. The language on the ED paperwork is how DHS determines the nature of any dangerousness and the severity of impairment associated with the admission.
- When the Medicaid standard of dangerousness (services needed to avoid death or serious injury/impairment to the individual) is clearly met, counties do not need to complete a CON document for any child emergently detained and admitted for dangerousness to self, or a combination of dangerousness to self and to others (though counties can complete a document if it's desirable to have a standard practice for all admissions).
- For all children being detained on an emergent basis for behavior that presents a danger to others alone, collaborate with local professionals to complete the Urgent/Elective CON form prior to admission. WMHI can only submit a CON to Medicaid if the professional's signature is dated prior to or the day of admission. In the absence of a properly dated and executed Urgent/Elective CON, WMHI will not pursue MA reimbursement and the county will be responsible for 100% of the cost of care.
- The physician and team members signing the CON form must sign their full names and write their credentials; initials may be used for the first and/or middle name only. A signature stamp or computer-generated signature is acceptable as long as the hospital institution for mental disease (IMD) has written policies and procedures covering these signatures. Verbal orders and/or telephone orders are acceptable, but they must be co-signed by the physician giving the order and the date of the co-signature of the physician must be written beside the signature. The hospital IMD written policies and procedures must state the allowed time by which a verbal order or telephone order must be co-signed by the physician. The signature must be dated within this time frame for it to be accepted.
- Wisconsin Medicaid requires a CON assessment and CON form for all patient transfers when the receiving hospital is a psychiatric or substance abuse IMD. This applies even if the transferring hospital is an IMD and a CON assessment was previously completed. Providers are required to follow these procedures for elective/urgent and emergency admissions. Therefore, for all children being admitted under any other means (return to more restrictive setting, transfer from another facility, AODA referrals under Ch. 938.295) collaborate with local professionals to complete the Urgent/Elective CON. WMHI can submit a CON to Medicaid if dated prior to or the day of admission. In the absence of a properly dated and executed Urgent/Elective CON, WMHI will not pursue MA reimbursement and the county will be responsible for 100% of the cost of care.

Contacts with County Agencies

DHS is committed to a partnership with counties using mental health institution services and will make three attempts to contact the county referent/board authority to obtain the proper CON document when a youth is admitted. If no CON is received, Medicaid cannot be billed.

REGIONAL OFFICE CONTACT:

Area Administrators

MENTAL HEALTH INSTITUTION CONTACT:

Laura Wood
Winnebago Mental Health Institute
920 235 4910 Ext. 2592
Laura.Wood@dhs.wisconsin.gov

Chris Craggs
Winnebago Mental Health Institute
920 237 2803
Chris.Craggs@wisconsin.gov

CENTRAL OFFICE CONTACT:

Troy Kitzrow
Department of Health Services
Bureau of Fiscal Services
1 W. Wilson St., Rm. 750
Madison, WI 53703
Telephone: (608) 261-5984
Email: troy.kitzrow@wisconsin.gov

MEMO WEBSITE:

[DLTC / DMHSAS Memo Series web page](#)

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