

State Of Wisconsin  
Department of Health Services  
Division of Mental Health and Substance Abuse Services

DMHSAS Memo Series 2009-07 / Action  
Date: September 30, 2009  
Index Title: Intoxicated Driver Supplemental /  
Emergency Funding Update  
Replaces 2008-08

To: Listserv

For: Area Administrators / Assistant Area Administrators  
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

From: John Easterday Ph.D., Administrator  
Division of Mental Health and Substance Abuse Services

Subject:  
Intoxicated Driver Supplemental / Emergency Funding Update

### **Document Summary**

This memo describes the procedure for counties to request Intoxicated Driver Supplemental / Emergency funding by **Friday, October 30, 2009**.

Section 20.435 (5) (hy), Wis. Stats. appropriates funds for counties to cover costs resulting from a deficit in the counties' Intoxicated Driver Program (IDP) funding. For calendar year 2009, \$990,000 has been appropriated for this purpose. The amount reflects a reduction from funds provided in 2008 due to state budget cuts. This memo serves as a request for application (RFA) and provides details of how counties can apply for these funds.

### **Eligibility Conditions for Funding Requests from Counties**

In order to qualify for supplemental / emergency funding for 2009, eligible counties must address the criteria below in a Narrative. The Narrative could be in the form of a cover letter or attached document.

#### **I. Justification of financial need**

Agencies must document that collections of driver improvement surcharges, third party revenues and client fees are insufficient to cover the actual or projected cost of services through the completion and submission of the attached Form F-20891 (Rev. 08/2009). Any county is eligible to apply for this funding if projected or actual expenditures exceed projected or actual revenues. Amounts appearing on Form F-20891 must be fully described in the Narrative.

#### **II. Demonstration of effort to collect fees and revenue**

Counties must demonstrate a good faith effort to collect surcharges, third party revenues and client fees. The Narrative should explain the following:

- A. Rate of surcharge collections and efforts made by the County Treasurer's Office and Courts to ensure the maximum amount is collected.
- B. Third party revenue,
- C. Client fee collections
- D. Factors that limit the collection of these surcharges, revenues and fees.

#### **III. The county's HSRS AODA Module data must be complete and free of errors. Applying agencies should use the HSRS service utilization reports located on the Internet to assist with filling out the**

F-20891 form. The password-protected reports may be found at: <https://wsp4.state.wi.us/hfs/hsrs/> (click on AODA Service Reports).

*To obtain an ID and password, contact the HSRS SOS desk at (608) 266-9198.*

- IV. Applying Counties must report 2008 substance abuse service expenditure detail for standard program categories (SPCs) in service clusters 700, 800, and 900 using the Expense Reports at the Internet site referenced in (3) above (click on 942 Expense Reports 2008 On). When in the Internet report, the detailed SPCs are viewable and fillable by clicking on the 700, 800, or 900 cluster. If the agency cannot report the detailed costs, provide an explanation in the Narrative.
- V. Counties must demonstrate improved IDP client outcomes by selecting one of the federal NOMS (National Outcomes Measurement System) outcome measures listed below and documenting in the Narrative what deliverable will be provided in 2009 to achieve improvements for that outcome measure from the Intoxicated Driver Supplemental Funds.

Federal NOMS outcome measures include:

- A. Reduced Alcohol / Drug Use
- B. Improved Employment / Education
- C. Reduced Crime and Criminal Justice, including reduction in repeat offenders
- D. Reduced Homelessness
- E. Improved Social Supports for Recovery
- F. Retention in or Completion of Treatment

**Action summary:**

The following process will be used for the review and approval of the supplemental/emergency funds:

- I. Counties shall submit copies of request for supplemental funds to their Area Administrator and Sarah Kate Johnson, Substance Abuse Treatment Services Coordinator, Bureau of Prevention Treatment and Recovery (BPTR) by October 30, 2009.
- II. The Area Administrator will review item(s) above and forward recommendations to approve or deny the request(s), to Sarah Kate Johnson, (BPTR).
- III. Division of Mental Health and Substance Abuse Services (DMHSAS) will review requests and prepare approvals in concert with the Area Administrator with final approval by the DMHSAS Administrator.
- IV. Following the DMHSAS Administrator's approval, the contract addenda will be transmitted to the county.

**Regional office contact:**

Area Administrators

**Central office contact:**

Sarah Kate Johnson  
Substance Abuse Treatment Services Coordinator  
Bureau of Prevention Treatment and Recovery  
Division of Mental Health and Substance Abuse Services  
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Madison, Wisconsin 53707-7851

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**Memo web site:**

[http://dhs.wisconsin.gov/dsl\\_info/NumberedMemos/DMHSAS/CY2009/index.htm](http://dhs.wisconsin.gov/dsl_info/NumberedMemos/DMHSAS/CY2009/index.htm)

**Attachments**

Form F-20891 - Intoxicated Driver Program Supplemental Funding Request

(<http://dhs.wisconsin.gov/forms1/f2/f20891.doc> )

**HSRS Documents:**

HSRS AODA Utilization Reports (password protected):

<http://wsp4.state.wi.us/hfs/hsrs>

Form F-20942 - Total Expenses All Sources by Target Group and Standard Program Cluster

([https://wsp4.state.wi.us/hfs/hsrs/F942\\_943](https://wsp4.state.wi.us/hfs/hsrs/F942_943))

cc:

Assessment Facility Contacts for the Intoxicated Driver Program

Bureau Directors

County Board Chairpersons

Department of Transportation

Designated Coordinators for the Intoxicated Driver Program

Members, State Council on Alcohol and Other Drug Abuse

State Courts, Offices of Judicial Education and Legislative Liaison

State Laboratory of Hygiene

Traffic Safety School Coordinators

Tribal Chairpersons / Human Services Facilitators

UW-Health and Human Issues