

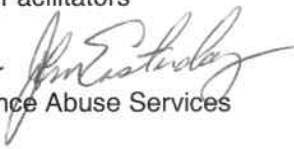
STATE OF WISCONSIN
Department of Health and Family Services
Division of Mental Health and Substance Abuse Services

DDES Memo Series 2007- 08/Action
Date: May 21, 2007

RE: Application for peer to peer grant funding
and technical assistance program
for Coordinated Services
Teams (CST) across the state

To: Listserv

For: Area Administrators/ Human Services Area Coordinators
Bureau Directors
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
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: John Easterday, Interim Administrator 
Division of Mental Health and Substance Abuse Services

Subject: Application for grant funding to provide peer-based training and technical assistance
funding for Coordinated Service Teams (CST) across the state

Document Summary

The state is seeking one county or tribe to take the lead on coordinating and providing peer-based technical assistance (TA) and training for CST sites across the state. The selected county or tribe will also manage contract expenditures related to the training and technical assistance needs of selected sites, monitor contract performance, and ensure completion of reports back to the Division of Mental Health and Substance Abuse Services.

This memo describes an opportunity for a county or tribe to provide or contract for the statewide coordination and provision of technical assistance for an estimated 30 (CST)'s under the guidance of a CST Project manager at the (DMHSAS) in the Department of Health and Family Services. The county to be selected will collaborate with DMHSAS and other state agencies on CST development; conducting CST consultation with CST agencies; coordinating program reviews of CSTs; and developing and supporting a cadre of skilled practitioners and family members to implement a statewide CST training and technical assistance plan.

Background

The total amount of funding available to a county or tribal agency to fulfill the responsibilities outlined in this document is \$192,800 for a period of one year, October 1, 2007 to September 30, 2008. Funding may be available for up to five years depending upon satisfactory annual outcome reviews and availability of funds. Application for this funding is not limited to a county or tribe currently receiving Integrated Services Project or Coordinated Services Team funding. However, the successful applicant will demonstrate experience and knowledge of Coordinated Service Team development. Using their expertise the county/tribe will develop and maintain a cadre of experienced consultants, able to provide training and TA across the State of Wisconsin.

These funds may be used by the county or tribe only for the following purposes and under the following service conditions:

- Development of a wraparound system of care in Department selected sites, for children and families involved in the child welfare, substance abuse and mental health systems, utilizing the Coordinated Services Team (CST) approach, which is a strength-based, family-centered, coordinated system of care. (see Appendix A)
- Training and peer to peer TA support for existing and newly developing CST sites throughout the state that receive CST implementation grants. Services include technical assistance and training provided by a cadre of consultants with demonstrated expertise, and consumer-related reimbursement for activities such as meeting and conference attendance.
- Support for the development of CST sites that do not receive a CST implementation grant. Services include training and technical assistance provided by a cadre of consultants, and consumer-related reimbursement for activities such as meeting and conference attendance.
- Through the position of a “Project Specialist” (PS), (required for coordination of the grant) the selected county or tribe will fulfill the contract responsibilities as outlined below. The PS will coordinate CST development with selected partner sites in collaboration with the Division of Mental Health and Substance Abuse Services (DMHSAS) and the Division of Children and Family Services (DCFS). As part of a team with DMHSAS and DCFS, the PS is responsible for assembling a cadre of skilled practitioners and family members available to develop and implement a training and consultation plan for selected sites. The PS will support several committees related to CST and coordinate reviews of selected existing CST wraparound projects. The PS will participate in conducting peer reviews of CST sites which will further inform TA needs of each site. See Appendix B for an outline of the specific responsibilities of PS.
- The PS will coordinate activities with the DMHSAS Comprehensive Community Services (CCS) Coordinator to ensure a streamlined approach to training and TA Bureau wide.

Instructions

June 28, 2007: Submission of requests for grant funding need to be at the Division of Mental Health and Substance Abuse Services by noon June 28, 2007. The proposer must submit the original and five copies of the proposal to DMHSAS.

Please provide a proposal for each section describing how the following sections 1 – 3 will be met. Total number of pages for all three sections should not exceed eight pages.

July 26, 2007: Announcement of successful candidate

July 30, 2007 – August 10, 2007: Public inspection of proposals

August 4, 2007: Final date for intent to protest

August 10, 2007: Final date for written protest

October 1, 2007: Grant start-up date (depending upon available funding)

**SECTION 1: CST PROJECT SPECIALIST POSITION AND TRAINING CADRE RESPONSIBILITIES
(85 POINTS)**

a) Describe how you will provide for or contract for the position of a CST Project Specialist for coordination of the grant across the state covering the following:

- Relationship to your agency
- Hours and conditions of employment
- Qualifications and experience required by your agency

b) Describe how the Project Specialist will recruit a consultation /training team (training cadre) of skilled practitioners and family members to develop all necessary resources, training, and consultation to implement CST process with partner sites across the state.

- Describe how the PS will develop and maintain a core training and consultation package, utilizing existing best practice strength-based wraparound approach emphasizing full parental involvement in all aspects of the process; developing care plans that emphasize natural supports and services to meet the individualized needs and preferences of the child and family.
- Describe how the PS will recruit a training and consultation team (training cadre) to assist in the monitoring and development of CSTs. Describe how the agency will assure that the consultants will have expertise in the wraparound approach, experience in implementing CSTs, experience or knowledge of how local human service and tribal agencies work, and will have experience in providing training and consultation to large and small groups.
- Describe how the PS and the training cadre will guide development of local coordinating committees and interagency agreements specifying roles and responsibilities of partners, including development of a shared local funding collaborative, including the use of Medicaid through CCS or TCM.
- Describe how the PS and the training cadre will assist in developing an individualized and tailored consultation plan for selected CST sites based on an analysis of strengths and needs.
- Describe how the PS and the training cadre will assist in developing a unified plan or planning process that includes court orders, permanency planning, individualized education planning and mental health and substance abuse planning.
- Describe how the PS and the training cadre will organize training for child and family team members and facilitators in the wraparound team planning process.
- Describe how the PS and the training cadre will assist each partner site to develop a parent support and advocacy system.
- Describe how the PS will coordinate with the training cadre to conduct site visits of CST sites to review fidelity to the wrap-around model.
- Describe how the PS and the training cadre will support the development of a formal financial and staff resource sustainability plan for all current CST sites including the alignment of CST with Medicaid funded CCS.
- Describe how the PS and the training cadre will support the development and sustainability of a Collaborative System of Care website.

c) Describe how the PS will participate in conducting peer reviews with DMHSAS and DCFS staff.

- Describe how the PS will develop and review the defined outcomes and evaluation process for CST.
- Describe how the PS will assist in coordinating annual reviews to ensure outcomes are achieved.
- Describe how the PS will coordinate Comprehensive Community Service programs with CST initiatives.

d) Describe how the PS will support CST related committees.

- Describe how the PS will develop agendas, maintain membership lists, arrange meetings, prepare meeting minutes and maintain communication with membership as necessary to prepare for successful meetings.
- Describe how the PS will attend state/tribal and national conferences as time permits.
- Describe how the PS will assist DMHSAS and DCFS in planning for expansion of additional Collaborative Systems of Care sites in Wisconsin in order to expand training and technical assistance support.

SECTION 2: BUDGET DEVELOPMENT AND TRACKING

(20 POINTS)

Provide a budget proposal to include the following:

- Costs related to the position of Project Specialist (salary and fringe benefits)
- Costs related to Training and Technical Assistance support for existing and developing CST sites throughout the state that receive CST implementation grants.
- Costs related to support for the development of CST sites that do not receive a CST implementation grant.
- Costs related to administration of the grant.

SECTION 3: ADMINISTRATION and Program Review

(25 POINTS)

- Describe the method to monitor your grant to assure continued service throughout grant period.
- Describe how you will coordinate with the state consultation team to conduct site visits of CST sites to review program fidelity.
- Describe how you will develop and review expected program outcomes for CST sites.
- Describe how you will target technical assistance and training to ensure uniformity with specific contract outcome expectations that align with the values of the CST program required of CST sites.
- Describe how you will coordinate annual reviews for the CST funded programs to ensure fidelity to the CST model and compliance with agency data requirements.

ACTION STATEMENT:

Please send your applications to George Hulick
Division of Mental Health and Substance Abuse Services
P. O. Box 7851, Madison, WI 53707-7851
by noon on June 28, 2007.
E-mail applications will be accepted in a Microsoft Word
document attached to an email. Send to
hulicgh@dhfs.state.wi.us
For questions regarding this opportunity, please call George
Hulick at 608-266.0907 or e-mail him at the address listed
above.

REGIONAL OFFICE CONTACT:

Area Administrators

CENTRAL OFFICE CONTACT:

George Hulick
Division of Mental Health and Substance Abuse Services
1 West Wilson Street, Room 433
P.O. Box 7851
Madison, Wisconsin 53707-7851
Telephone: (608) 266.0907 or
FAX: (608) 267-9392 TTY (608) 261.7800
E-mail: Hulicgh@dhfs.state.wi.us

MEMOWEBSITE:

http://dhfs.wisconsin.gov/dsl_info/

Attachments:

[Appendix A](#)

[Appendix B](#)