

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

**DMHSAS MEMO SERIES 2008-08 /ACTION**  
**Date: September 24, 2008**

**Index Title: Intoxicated Driver  
Supplemental/Emergency  
Funding Update  
Replaces 2007-11**

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  
Administrator

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 31, 2008**.

Section 20.435 (7) (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 2008, \$1,000,000 has been appropriated for this purpose. This memo serves as a request for applications (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 2008, eligible counties must meet and document in a narrative the following criteria:

1. Collections of driver improvement surcharges, third party revenues and client fees are insufficient to cover the actual or projected cost of services. Applicants must complete and submit Form F-20891 (formerly DDE-891) (attached). Any county is eligible to apply for this funding if projected or actual expenditures exceed projected or actual revenues. Some counties cannot risk manage their budgets, therefore, counties that can substantiate projected expenditures or projected revenues may be considered for funding awards. Any amounts appearing on Form F-20891 must be fully described in the Narrative. Counties should review last year's services provided and costs to project their funding needs for 2008.
2. Counties must demonstrate a good faith effort to collect surcharges, third party revenues and client fees. The application for funding should explain the (a) rate of surcharge, (b) third party revenue and (c) client fee collections, (d) efforts made by the County Treasurer's Office and Courts to ensure the maximum amount is collected, and (e) factors that limit the collection of these surcharges, revenues and fees.

3. The county's HSRS AODA Module data must be complete and free of errors. Applying agencies should use the HSRS utilization reports located on the Internet to assist with filling out the F-20891 form. The password-protected reports may be found at:

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

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

4. Applying Counties must report 2007 substance abuse service expenditure detail for standard program clusters (SPCs) in service clusters 700, 800, and 900 using Form F-20942 (formerly DDE-942) (attached). The detailed SPCs are viewable by clicking on the cluster. If the agency cannot report the detailed costs, provide an explanation.
5. Counties must be able to demonstrate improved IDP client outcomes by selecting or reporting outcomes from the list below.

**Counties that have received supplemental funding in previous years** - Discuss in a narrative the level of achievement for the years 2006 and 2007 on the outcomes previously chosen. If the outcomes have declined or remained the same, discuss specific activities that will be undertaken in 2008 to improve the outcomes. Applicants whose chosen outcomes fall in the lower quartile (below 25 percent) of counties (see Tables A-C attached) shall set a goal of at least a five percentage point improvement for 2008. Counties that have performance outcomes above the lower quartile (25 percent and above) may set their own improvement goals on their chosen outcomes for 2008. Year 2007 HSRS data is available from Mike Quirke at (608) 266-7584 or [Mike.Quirke@wisconsin.gov](mailto:Mike.Quirke@wisconsin.gov).

**Counties that have not received supplemental funding in previous years** - Choose two outcome areas from the list below that the county plans to target in 2008. One of these two areas must be outcome (a). This should be discussed in the narrative describing the outcomes and those specific activities that will be undertaken to ensure improvement on outcomes. Applying counties whose chosen outcomes fall in the lower quartile (below 25 percent) of counties (see Tables A-C attached) shall set a goal of at least a five percentage point improvement for 2008. Counties that have performance outcomes above the lower quartile (25 percent and above) may set their own improvement goals on their chosen outcomes for 2008.

#### **Outcomes Measures**

- a. Proportion of discharged IDP clients completing treatment (HSRS AODA Treatment Outcome Report – Treatment Completion)
  - b. Proportion of discharged IDP clients completing treatment who are not using alcohol/drugs (HSRS AODA Treatment Outcome Report - Abstinence)
  - c. Proportion of discharged IDP clients completing treatment who are employed (HSRS AODA Treatment Outcome Report - Employed)
  - d. Other outcomes may be considered by the Division of Mental Health and Substance Abuse Services such as progress on treatment plan, improved motivation, positive support system, housing conducive to recovery, standard outcome questionnaire, etc. Please keep in mind, however, that any additional selected outcome must be measurable.
6. The statewide average of referrals to treatment for OWI cases is 50 percent. If your county differs from the statewide average by more than 10 percentage points (39 percent or lower or 61 percent or higher), an explanation must be provided in the narrative. (See Table D. Columns 5, 6, 7, are treatment referrals.)

**ACTION SUMMARY:**

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

1. Counties shall submit copies of requests for funds to their Area Administrator **and** Gary Nelson, Section Chief, Division of Mental Health and Substance Abuse Services (DMHSAS) by **October 31, 2008**.
2. The Area Administrator will review item(s) above and forward recommendations to approve or deny the request(s), to Gary Nelson, BPTR.
3. DMHSAS will review requests and prepare approvals in concert with the Area Administrator with final approval by the Administrator, Division of Mental Health and Substance Abuse Services (DMHSAS).
4. Following the DMHSAS Administrator's approval, the contract addenda will be transmitted to the county.

**\*NOTE:** Rural/poor counties will continue to receive priority consideration within available funds. (See Table E).

REGIONAL OFFICE CONTACT: Area Administrators

CENTRAL OFFICE CONTACT: Gary Nelson, Section Chief  
Bureau of Prevention Treatment and Recovery  
Division of Mental Health and Substance Abuse Services  
1 West Wilson Street, Room 455  
P. O. Box 7851  
Madison, Wisconsin 53707-7851  
Phone: (608) 267-7164; FAX: (608) 266-1533  
TTY: (608) 266-7376  
e-mail: [gary.nelson@wisconsin.gov](mailto:gary.nelson@wisconsin.gov)

MEMO WEB SITE: [http://dhs.wisconsin.gov/dsl\\_info/NumberedMemos/DMHSAS/CY2008/index.htm](http://dhs.wisconsin.gov/dsl_info/NumberedMemos/DMHSAS/CY2008/index.htm)

HSRS AODA Utilization Reports (password protected): <http://wsp4.state.wi.us/hfs/hsrs>

**ATTACHMENTS**

- Form F-20891 - Intoxicated Driver Program 2007 Supplemental Funding Request
- Form F-20942 - Total Expenses All Sources by Target Group and Standard Program Cluster
- Table A – HSRS AODA Treatment Outcome Report, Treatment Completion
- Table B – HSRS AODA Treatment Outcome Report, Abstinence
- Table C – HSRS AODA Treatment Outcome Report, Employed
- Table D – Types of Driver Safety Plans (DSPs) by County
- Table E – Poor/Rural Counties

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