

APPENDIX K TO 2009 STATE AND COUNTY CONTRACT COVERING  
SOCIAL SERVICES AND COMMUNITY PROGRAMS

Appendix Title: Integrated Services for Children

It is further understood and agreed by both parties through this attachment to the CY 2009 "State and County Contract Covering Social Services and Community Programs" that:

I. Funds are granted through the federal Community Mental Health Services Block Grant (91%, CFDA# 93.958) and State GPR – Integrated Service Programs for Children with Severe Disabilities (9%). Contract period is January 1, 2009 through December 31, 2009.

II. Purpose and Service Conditions on the Use of the Additional Funds

These additional funds may be used by the County only for the following purposes and under the following conditions:

The funds must be used to implement the integrated services program for children with severe disabilities in compliance with Wisconsin Statutes, Section 46.56; and

The funds must be used as outlined in the grant application submitted by the County to the State of Wisconsin entitled: The Community Mental Health Services Block Grant and Integrated Services Project.

Failure to meet these purposes and conditions will result in the loss of these funds by the County and their repayment by the County to the Department.

III. Fiscal Conditions on the Earning of the Additional Funds

These additional funds are earned under the following conditions:

Any unspent funds by December 31, 2009 will be subject to review and evaluation by the Bureau of Prevention, Treatment and Recovery (BPTR). The County will need to submit a written explanation for the unspent funds by no later than March 25, 2010. The Department will offer and provide technical assistance to the County regarding budget and service development. The County may receive reduced funding in CY 2010 based on the amount of funds under spent in CY 2009.

By the acceptance of these funds, the County agrees to provide a local contribution in an amount equal to 20 percent of the allocated funds.

A. During the time period specified in the section I above and under the outlined conditions in section II above.

B. According to Federal Title V of the Public Health Service Act [42 U.S.C. 300x-1 et seq.], per Section 1916 (a), Wisconsin County Agencies agree not expend the Community Mental Health Block Grant (CMHBG) for any of the following:

1. to provide inpatient services;
2. to make cash payments to intended recipients of health services;
3. to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;

4. to satisfy any requirement for the expenditure of non-Federal funds as a condition of the receipt of Federal funds;
5. to provide financial assistance to any entity other than a public or nonprofit entity;
6. agree to expend not more than 5 percent of the grant for administrative expenses with respect to the grant; or
7. supplant existing funding for services for adults with serious mental illness or children with severe emotional disturbance.

The Department shall apply these conditions in determining the close of the contract. The amount of a subsequent audit adjustment on the funds in this contract shall be based exclusively upon these conditions.

#### IV. Fiscal and Client Reporting on the Use of the Additional Funds

These additional funds and the clients served by them must be reported to the Department as follows:

- (1) These funds must be reported on the DMT Form 600 (Profile #530) according to the State and County Contract. The County must comply with the Department data gathering and reporting requirements.
- (2) In addition, annual program and fiscal reports shall be submitted to the BPTR by January 31, of the following year, in the format provided by BPTR. The 20 percent local match, cash and/or in-kind will be part of the annual fiscal report requirements.
- (3) Failure to report these funds and the clients served by them as specified above will result in the loss of these funds by the County and their repayment by the County to the Department.
- (4) Failure to submit the required information listed below may result in the loss to the County of up to 20 percent of the funds provided under this contract. County agencies will be notified, in writing, of the Department's intent to recover funds and will be provided an opportunity to respond and correct deficiencies before any recovery action is taken. Recovery of funds may be either from current contract amounts or a withholding of funding under contracts subsequent to the current contract.
- (5) Agencies receiving Community Mental Health Services Block Grant funds shall report and use data on federally required National Outcome Measures (NOMS) in accordance with guidelines provided through the Human Services Reporting System (HSRS). In calendar year 2009, NOMS Reporting will be required in order to receive the full allocation of CMHS Block Grant funds. In calendar year 2009, county agencies are required to have in place the mechanisms to report timely, accurate, and complete NOMS. If the State should receive a reduction in the 2009 CMHS Block Grant allocation due to failure to report NOMS, counties that have not met the NOMS reporting requirements may be subject to a funding reduction and required to refund part of payments already made.
  1. **Annual Budget Reports**
    - 2008 expenditures using the state report form (due April 30, 2009)
    - Spending plan for 2010 using state report form (due November 30, 2009)

**2. Annual Program Report**

- Complete Eight Key Components of Integrated Services self report (completed by service coordinators, project director, coordinating committee members and representative parents) for calendar year 2009, including a *brief* plan for program development in areas where scores are a 1 or 2 on the Likert rating scale (due January 30, 2010)
- Complete Wisconsin Integrated Services System Update (due January 30, 2010)

**3. Submission of required evaluation and treatment data (Quarterly report data should be submitted electronically)**

- Quarterly reports, including enrollment forms (due 30 days after quarter\*)
- CANS will be due as determined
- Initial assessments (due if requested)
- Plan of care (due if requested)
- Minutes of coordinating committee meetings (due 30 days after quarter\*)
- (due dates: April 30, July 30, October 30 and January 30)

**Family Satisfaction Survey)**

- State required family satisfaction surveys (due September 30)

**5. Performance Expectations**

The Department has a number of performance expectations for children being served under this contract, including ROLES, contact with police/juvenile justice, school attendance, and costs.

**6. Bureau Responsibilities and duties**

Timely and complete submission of required data and other information will allow state staff to aggregate evaluation data for the annual report, allow for outcome comparisons on a national level and make comparisons between "probrams." Individual ISP's will be able to develop their own analysis.

**7. Monitoring Procedure for (ISP) State County Contract**

The Bureau of Prevention, Treatment and Recovery will use the following compliance process when reports are not submitted as required:

- a. Bureau staff will contact Project Director/Coordinator to remind him/her that required information has not been received on time by BPTR. Hopefully, as a result of this contact, no other action will be necessary.
- b. If required information is not submitted within 30 days after the due date, a letter will be sent to the Administering Agency requesting that action be taken to submit missing information.
- c. If required information is not submitted within 60 days after the due date, the Integrated Services administrative/management staff will meet with BPTR staff in Madison to develop a plan to address the non-compliance issue.

- d. If after 90 days required information is still not submitted then the grant may be reduced up to 20 percent.
- e. After a prolonged period (4-6 months) of non-compliance with no acceptable movement toward change, the grant may not be renewed.

V. Payment Procedures

These funds shall be paid in accordance with the State/County Contract.