



Date: October 5, 2015

DMHSAS Numbered Memo 2015-13

To: Area Administrators / Human Service Area Coordinators
Bureau Directors / Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Service Directors
County Departments of Human Services Directors County Departments of Social Services
Directors County Mental Health Coordinators
Tribal Chairpersons / Human Services Facilitators

From: Patrick K. Cork, Administrator
Division of Mental Health and Substance Abuse Services

Coordinated Services Team (CST) 2016 Request for Applications

Document Summary

This memo outlines the grant allocations of the Department of Health Services (DHS) Division of Mental Health and Substance Abuse (DMHSAS) funding to Coordinated Services Team Initiatives in 2016. Starting in 2015 all funding amounts were made uniform across all initiatives for a 12 month period. Contracts for 2016 will remain on a 12 month period but will now be attached as an Appendix to the State-County Contract or to the State and Tribe Contract for the Department of Health Services Programs for already existing initiatives. All counties and tribes interested in 2016 funding must still fill out an application and budget. Those counties that did not apply for the CST Statewide Expansion funding will again have an opportunity to apply for 2016 funding by October 30, 2015. New sites for 2016 will receive a stand-alone contract for the first year of funding.

Background

DMHSAS standardized County CST contracts to begin January first of each year and Tribal CST contracts on October first of each year. All contracts were for a period of 12 months with an opportunity for annual renewal through the application process for the upcoming budget year. Beginning in 2015, all CST Initiatives were funded at the amount of \$60,000 per 12 month period. The funding will remain the same for 2016 and will still require an application and budget to be submitted to the Site Contract Administrator within the Children, Youth and Families Section at DMHSAS by October 30, 2015 for Counties and July 15, 2015 for Tribes.

Counties Currently Not Receiving CST Funding from DHS/DMHSAS

Counties that did not receive funding for CST in 2015 (**Bayfield, Outagamie, Rusk, Taylor and Winnebago**) will be able to apply for 2016 CST funding through an application process that requires additional information as required through Wisconsin Statute 46.56. See Application Instructions ([F-21276AI](#)). Their awards will not be an appendix to the State-County Contract but a stand-alone contract for 2016. Applications should include the following: Coordinated Service Team Initiative 2016

Statewide Expansion Application Narrative; DMHSAS Coordinated Services Teams Grant/Contract Application Summary ([F-21276A](#)); and the Coordinated Services Team (CST) Initiative Detailed Budget Plan Request for Upcoming Budget Year ([F-01601A](#)). Applications are due October 30, 2015 for implementation of contracts starting January 1, 2016 for funding available through December 31, 2016. Counties may request an amount not to exceed \$60,000 per county in their proposed service area. Act 20 updated Wisconsin Statute 46.56 to allow for multi-jurisdictional CST programs. Applications for multi-jurisdictional (county and tribal) or multi-county applications will be accepted. Indicate in your Coordinated Services Team Initiative Statewide Expansion Application the proposed counties and/or tribes in the proposed service area. All counties and tribes must provide documentation (prior to finalizing the contract) that the County Board has designated their agency to receive CST funding.

For new initiatives, two hard copies and one electronic version of the completed Coordinated Services Team Initiative Statewide Expansion Funding Applications ([F-21276A](#)), application narrative and Coordinated Services Team Initiative Budget Plan Request ([F-01601A](#)) should be submitted by October 30, 2015 to the following address:

Teresa Steinmetz, Section Chief
Children, Youth and Families Section
Division of Mental Health and Substance Abuse Services
Wisconsin Department of Health Services
1 West Wilson St., Room 951
Madison, WI 53703
TeresaJ.Steinmetz@wisconsin.gov

Counties and Tribes Currently Receiving CST from DHS/DMHSAS

Counties and Tribes currently receiving funding for a CST Initiative will again receive funding on the calendar year 2016 in the amount of \$60,000. This will be an appendix to the State-County Contract and not an independent addendum. County Sites will need to submit the application summary and budget to their Contract Administrator for approval by October 30, 2015.

Tribal Initiatives will submit the application summary and budget to their Contract Administrator for approval by July 15, 2015.

Reporting Requirements

All Initiatives must report final expenses 90 days after the contract year ends on the final expenditure report.

All Initiatives must submit 6 month and annual performance reports on form [F-20389](#) within 30 days following the semi-annual period July 31 and January 31.

All Initiatives must report all CST client information to the PPS System on a timely and complete basis. Failure to provide services or submit required reporting as identified may result in the loss of funds and may result in repayment to the Department.

Action Summary

This Action Memo describes the funding available for CST Initiatives for 2016. Counties currently not funded for 2016 will have another opportunity to receive funding in 2017.

County Initiatives interested but not currently funded should submit CST Initiative 2016 Statewide Expansion Application Narrative (see [F-21276AI](#)); DHS Form [F-21276A](#) and [F-01601A](#) to Teresa Steinmetz by **October 30, 2015** for calendar year 2016 funding.

County Initiatives currently funded should submit DHS Form [F-21276A](#) and [F-01601A](#) to their Contract Administrator by **October 30, 2015** for calendar year 2016 funding.

Tribal Initiatives submit DHS Form [F-21276A](#) and [F-01601A](#) to the Contract Administrator by **July 15, 2015** for federal fiscal year contracts.

For additional information and questions regarding this memo:

Regional Office Contact

Area Administrators

Central Office Contact

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Division of Mental Health and Substance Abuse Services
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