



Date: November 2, 2015

DMHSAS Numbered Memo 2015-15  
**Replaces 2014-09**

To: 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  
County Mental Health Coordinators  
Program Office Directors / Section Chiefs  
Tribal Treatment Agency Directors

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

## **Intoxicated Driver Program Supplemental / Emergency Funding Update**

### **Document Summary**

This memo describes the procedure for counties and tribal treatment agencies to request Intoxicated Driver Supplemental / Emergency funding by Friday, November 27, 2015.

Section 20.435 (5) (hy), Wis. Stats., appropriates funds for counties and approved tribal treatment agencies to cover costs resulting from a deficit in the Intoxicated Driver Program (IDP) funding. For calendar year 2014, the Department awarded \$923,230 for this purpose within available revenue. This memo serves as a request for application (RFA) and provides details of how counties and approved tribal treatment agencies may apply for these funds.

### **Eligibility Conditions for Funding Requests from Counties and Approved Tribal Treatment Facilities**

In order to qualify for supplemental / emergency funding for 2015, eligible counties and approved tribal treatment facilities must address the criteria below in a Narrative. The Narrative could be in the form of a cover letter or attached document.

#### 1. 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 Form [F-20891](#) (Rev. 10/2015). Any county or approved tribal treatment facility 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.

2. Demonstration of effort to collect fees and revenue

Counties and approved tribal treatment facilities 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.

3. Program Participation System (PPS) Module

The county treatment facility's data must be complete and free of errors. Applying agencies should use their PPS data to assist with filling out the [F-20891](#) form. If you are unable to obtain the data from in-house sources, you may contact Mike Quirke at [michael.quirke@wisconsin.gov](mailto:michael.quirke@wisconsin.gov) to make a special PPS data request.

4. 2014 Substance Abuse Service Expenditures

Applying counties and approved tribal treatment facilities must report 2014 substance abuse service expenditure detail for standard program categories (SPCs) in service clusters 700, 800, and 900 using the [F-20942](#) Expense Report at the PPS Internet site. When in the Expense 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.

5. Improved IDP Client outcomes

Counties and approved tribal treatment agencies 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(s) were provided in 2015 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.

1. Counties and approved tribal treatment facilities shall submit electronic copies of request for supplemental funds to their Area Administrator and LeeAnn Cooper, Intoxicated Driver Program Coordinator, Bureau of Prevention, Treatment and Recovery (BPTR) by Friday, November 27, 2015.
2. The Area Administrator will review items(s) above and forward recommendations to approve or deny the request(s) to LeeAnn Cooper, BPTR.
3. 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.
4. Following the DMHSAS Administrator's approval, the contract addenda will be transmitted to the county or approved tribal treatment facility.

For additional information and questions regarding this memo:

**Regional Office Contact:**

Area Administrators

**Central Office Contact:**

LeeAnn Cooper  
Department of Health Services  
Division of Mental Health and Substance Abuse Services  
1 W. Wilson St., Room 850  
Madison, WI 53703-7851  
Telephone: (608) 266-2453  
Email: [leeann.cooper@wisconsin.gov](mailto:leeann.cooper@wisconsin.gov)

**Forms:**

DHS Form [F-20891](#): Intoxicated Driver Program Supplemental Funding Request.

PPS Utilization Reports login page (password protected): <https://pps.wisconsin.gov/>.

DHS Form [F20942A](#): Total Expenses All Sources By Target Group and Standard Program Cluster

DHS Form [F-20942j](#): Total Expenses all Sources by Target Group and Standard Program Cluster Instructions.

**Memo Websites:**

DMHSAS Memo Series web page: <https://www.dhs.wisconsin.gov/dmhsas/memos/index.htm>

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