



Date: July 11, 2016

DMHSAS Numbered Memo 2016-08
Replaces 2015-13

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

From: Patrick Cork, Administrator

Coordinated Services Teams (CST) Initiatives 2017 Request for Applications

Document Summary

This memo outlines the grant allocations of Department of Health Services (DHS) Division of Mental Health and Substance Abuse (DMHSAS) funding to Coordinated Services Teams (CST) Initiatives in 2017. All counties and tribes interested in 2017 funding must submit a completed application and budget by August 15, 2016. Counties that previously did not apply for CST statewide expansion funding may apply for 2017 funding.

Background

In 2015, DMHSAS standardized county CST contracts to begin on January 1 of each year and tribal CST contracts on October 1 of each year. All contracts were for a period of 12 months with an opportunity for annual renewal through an 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 2017.

Application Process

Counties Currently Not Receiving CST Funding from DHS/DMHSAS

Counties that did not receive funding for CST in 2016 (Bayfield, Outagamie, Polk, and Winnebago) are eligible to apply for 2017 funding.

See [DHS form F-21276AI Instructions for Application – Coordinated Services Teams Initiatives Statewide Expansion Application](#) for more information on how to apply for funding.

Applications are due August 15, 2016, for implementation of contracts starting January 1, 2017, for funding available through December 31, 2017. Each county may request an amount not to exceed \$60,000 in their proposed service area. These awards will not be made as an appendix to the State-County Contract. These awards will be a standalone contract for 2017.

Applications for multi-jurisdictional (county and tribal) or multi-county applications will be accepted. Indicate in your application the counties and/or tribes in the proposed service area. All counties and tribes must provide documentation (prior to finalizing the contract) that their county board and/or tribal council has designated their agency to receive CST funding.

Submit two hard copies and one electronic version of the completed DMHSAS Coordinated Services Teams Grant/Contract Application Summary ([F-21276A](#)) and CST Summary Line Item Budget ([F-01601A](#)) by August 15, 2016, to:

Teresa Steinmetz, Section Chief
Children, Youth, and Families Section
Bureau of Prevention Treatment and Recovery
Division of Mental Health and Substance Abuse Services
Department of Health Services
1 West Wilson St., Room 951
P.O. Box 7851
Madison, WI 53703
TeresaJ.Steinmetz@wisconsin.gov

Counties and Tribes Currently Receiving CST Funding from DHS/DMHSAS

Counties and tribes currently receiving funding for a CST Initiative will again receive funding for calendar year 2017 in the amount of \$60,000.

For counties, this award will be made as an appendix to the State-County Contract and not an independent addendum. Counties must submit the following to their contract administrator by August 15, 2016.

- [DMHSAS Coordinated Services Teams Grant/Contract Application Summary \(F-21276A\)](#)
- [CST Summary Line Item Budget \(F-01601A\)](#)

Tribes must submit the following to their contract administrator by July 8, 2016.

- [DMHSAS Coordinated Services Teams Grant/Contract Application Summary \(F-21276A\)](#)
- [CST Summary Line Item Budget \(F-01601A\)](#)

Reporting Requirements

- All CST Initiatives must report final expenses 90 days after the contract year end on the final expenditure report.
- All CST Initiatives must submit six-month and annual performance reports ([F-20389](#)) within 30 days following the semi-annual periods, July 31 and January 31.
- All CST Initiatives must report all CST client information to the Program Participation System (PPS) on a timely and complete basis.

Failure to provide services or submit required reporting as identified may result in the loss of funds and a repayment to DHS.

Action Summary

- Counties currently not receiving funds for a CST Initiative that wish to apply for calendar year 2017 funding should submit DHS forms [F-21276A](#) and [F-01601A](#) to Teresa Steinmetz by August 15, 2016.
- County CST Initiatives currently funded should submit DHS forms [F-21276A](#) and [F-01601A](#) to their contract administrator by August 15, 2016, for calendar year 2017 funding.
- Tribal CST Initiatives should submit DHS forms [F-21276A](#) and [F-01601A](#) to their contract administrator by July 8, 2016, for federal fiscal year contracts.

Counties not funded for 2017 will have an opportunity next summer to apply for funding in 2018.

For additional information and questions regarding this memo:

REGIONAL OFFICE CONTACT:

Area Administrators

CENTRAL OFFICE CONTACT:

Teresa Steinmetz, Section Chief
Children, Youth, and Families Section
Bureau of Prevention Treatment and Recovery
Division of Mental Health and Substance Abuse Services
Department of Health Services
1 West Wilson St., Room 951
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