



Date: October 6, 2016

DCTS Numbered Memo 2016-12

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

From: Patrick Cork, Administrator

## Intoxicated Driver Program Supplemental/Emergency Funding Update

### Document Summary

This memo serves as a request for application (RFA) and provides details of how counties and approved tribal treatment agencies may apply for Intoxicated Driver Program (IDP) supplemental/emergency funding by Friday, November 25, 2016.

### Background

Wisconsin Stat. § 20.435(5)(hy) appropriates funds for counties and approved tribal treatment agencies to cover costs resulting from a deficit in the IDP funding. For calendar year 2015, the Department of Health Services awarded \$1,000,000 for this purpose within available revenue.

### Eligibility Conditions for Funding Requests

In order to qualify for supplemental/emergency funding for 2016, eligible counties and approved tribal treatment facilities must address the criteria below in a narrative. The narrative may 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 the Intoxicated Driver Program 2016 Supplemental Funding Request, [F-20891](#). 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:

- Rate of surcharge collections and efforts made by the county treasurer's office and courts to ensure the maximum amount is collected
- Third party revenue
- Client fee collections
- Factors that limit the collection of these surcharges, revenues, and fees

### **3. Program Participation System (PPS) AODA Module Reporting**

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

### **4. 2015 Substance Abuse Service Expenditures**

Applying counties and approved tribal treatment facilities must report 2015 substance abuse service expenditure detail for standard program categories (SPCs) in service clusters 700, 800, and 900 in PPS. When in the PPS human service expense report (F-20942), the detailed SPCs are viewable and fillable by clicking on the 700, 800, or 900 cluster. If you are unable to report 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 2016 to achieve improvements for that outcome measure from the IDP supplemental funds.

Federal NOMS outcome measures include:

- Reduced alcohol/drug use
- Improved employment/education
- Reduced crime and criminal justice, including reduction in repeat offenders
- Reduced homelessness
- Improved social supports for recovery
- Retention in or completion of treatment

## **Action Summary**

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

- Counties and approved tribal treatment facilities shall submit 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 25, 2016.
- Area administrators will review the items(s) above and forward recommendations to approve or deny the request(s) to LeeAnn Cooper, BPTR.
- The Division of Care and Treatment Services (DCTS) will review requests and prepare approvals in concert with the area administrator with final approval by the DCTS Administrator.
- Following the DCTS 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, IDP Coordinator  
Substance Abuse Services Section  
Bureau of Prevention Treatment and Recovery  
Division of Care and Treatment Services  
Department of Health Services  
1 W. Wilson St., Room 850  
Madison, WI 53703-7851  
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[leeann.cooper@wisconsin.gov](mailto:leeann.cooper@wisconsin.gov)

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