



Date: July 21, 2017

DCTS Numbered Memo 2017-06

To: Area Administrators/Human Service 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 Affairs Office  
Tribal Treatment Agency Directors

From: Patrick Cork, Administrator

**Request for Applications  
Grant Opportunity to Provide Training and Technical Assistance for  
Coordinated Services Teams Initiatives**

### Document Summary

The purpose of this document is to provide interested counties and tribes with information to prepare and submit an application for the statewide coordination and provision of training and technical assistance for Coordinated Services Teams (CST) Initiatives. The county or tribe to be selected will collaborate with the Division of Care and Treatment Services (DCTS) within the Department of Health Services (DHS) to conduct CST training and technical assistance with CST agencies as well as develop and support a team of skilled practitioners and family members to implement a statewide CST training and technical assistance plan.

DHS is seeking one county or tribe to take the lead on coordinating and providing training and technical assistance for CST sites across the state. The selected county or tribe will also manage contract expenditures related to the training and technical assistance needs of CST sites, monitor contract performance, and ensure completion of required reports.

### Background

The guiding law for CST is [Wis. Stat. § 46.56](#). This law allows for DCTS to provide training and technical assistance.

The total amount of funding available to a county or tribal agency to fulfill the responsibilities outlined in this document is \$217,960 for a period of one year, October 1, 2017, to September 30, 2018. Funding may be available for up to five years depending upon satisfactory annual outcome reviews and availability of funds.

Application for this funding is not limited to a county or tribe currently receiving CST funding. However, the successful applicant shall demonstrate knowledge of CST law as well as experience with national wraparound philosophies and principles. The successful applicant will develop and maintain a team of experienced consultants able to provide training and technical assistance across Wisconsin. In addition, the successful applicant must have an understanding of and the capacity to collect data to demonstrate the positive impact of the technical assistance and training programs on the service delivery system, as evidenced by positive outcomes for the children and families involved in CST. Data reporting will be required in the contract. At minimum, this data reporting will include such items as technical assistance and training contacts made, hours provided, participant satisfaction, documentation of increased skill building among participants, and work plan goal progress.

The selected county or tribe will fulfill the contract responsibilities as outlined in this request for applications (RFA).

These funds only may be used for the following purposes and under the following service conditions:

- Assemble a team of skilled practitioners, including specialists in family advocacy/peer support.
- Organize and support several meetings related to CST, including statewide and regional meetings.
- Develop and improve the CST model for children and families involved in multiple systems of care, utilizing a wraparound approach, which is strength-based, family-driven, and youth-guided.
- Provide training and peer-to-peer technical assistance support for existing and newly developing CST sites throughout the state that receive CST funding using a team of consultants with demonstrated expertise.
- Develop a series of web-based trainings on the fundamentals of CST and the wraparound approach as well as other topics.
- Incorporate the latest research on adult learning styles into all trainings and technical assistance.

### **Application Timeline**

- **August 24, 2017:** Proposals are due no later than 12:00 p.m. The applicant must submit the original application and three copies of the proposal to DCTS. All materials must be submitted to:  
Karen Bittner, Contract Administrator  
Division of Care and Treatment Services  
Department of Health Services  
1 W. Wilson Street, Room 951  
Madison, WI 53703  
[karen.bittner@wisconsin.gov](mailto:karen.bittner@wisconsin.gov)
- **By September 14, 2017:** Announcement of successful applicant
- **October 1, 2017:** Grant start date (depending upon available funding)

### **Application Process**

Applicants are expected to raise any questions, exceptions, or additions they have concerning this RFA. If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFA, the applicant should immediately notify the contract administrator of such error and request modification or clarification of the RFA.

### **Application Scoring**

Applications will be reviewed by an evaluation committee and scored against chosen criteria. An applicant may not contact any member of an evaluation committee except with the contract administrator's written approval.

### **Notification of Intent to Pursue Contract Negotiations**

All applicants who respond to this RFA will be notified by email of the state's intent to pursue contract negotiations as a result of this RFA.

After notification of the intent is made and under the supervision of DHS staff, copies of applications will be available for public inspection from 8:00 a.m. to 4:00 p.m. at 1 West Wilson Street, Room 850, Madison, Wisconsin. Vendors should schedule reviews with Karen Bittner at 608-267-9308.

### **Right to Reject Applications and Negotiate Agreement Term**

The state reserves the right to reject any and all applications. The state may negotiate the terms of the contract, including the award amount, with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the recommended applicant, DHS may terminate contract negotiations.

The contract administrator or designee will review each RFA response package to verify the applicant meets the requirements specified in this RFA based on a pass or fail protocol. This determination is the sole responsibility of DHS.

## **Preparing and Submitting an Application**

### **General Instructions**

The selection of a contractor is based on the information submitted in the contractor's application. Failure to respond to each of the requirements in the RFA may be the basis for rejecting an application. Elaborate applications (e.g., expensive artwork) beyond what is sufficient to present a complete and effective application, are not necessary or desired. The state of Wisconsin is not liable for any cost incurred by applicants in replying to this RFA. Applicants must submit applications in strict accordance with the requirements set forth in this section. All materials must be submitted to:

Karen Bittner, Contract Administrator  
Division of Care and Treatment Services  
Department of Health Services  
1 W. Wilson Street, Room 951  
Madison, WI 53703  
[karen.bittner@wisconsin.gov](mailto:karen.bittner@wisconsin.gov)

All materials must be received in the prescribed formats by 12:00 p.m. August 24, 2017.

- Applications must be received in the above office by the specified date and time. Receipt of an application by the state mail system does not constitute receipt of an application. Applications submitted by fax are not allowed. All such applications will be rejected.
- There are two components needed for complete submission of the applications: paper (hard copies) and electronic. Both components are due to the address above by the stated date and time. The following submission requirements must be followed for each of the components:

- Paper (hard copy) Application Component: This component must contain the original application and three paper copies of the entire application, including any proprietary information.
- Electronic Application Component: The entire application including all attachments must be submitted by email to Karen Bittner at [karen.bittner@wisconsin.gov](mailto:karen.bittner@wisconsin.gov)

### **Application Organization and Format**

Applications must be organized into clearly delineated sections as shown below. Each heading and subheading should be separated by tabs or otherwise clearly marked.

Tab 1. Cover Sheet

a. Table of Contents

Tab 2. Section 1: Organizational Information

Tab 3. Section 2: Goals, Objectives, and Performance Expectations

Tab 4. Section 3: Administration

Tab 5. Section 4: Work Plan

Tab 6. Section 5: Budget Development

Tab 7. Letters of Support

Tab 8. Required Forms

- a. DCTS Annual Grant/Contract Application ([F-21276](#))
- b. DCTS Summary Line Item Budget ([F-01601](#))

All materials must be received in the prescribed formats by 12:00 p.m., August 24, 2017. Applications shall be irrevocable until contract award unless the application is withdrawn. Applicants may withdraw an application in writing at any time up to the application closing date and time or upon expiration of five (5) business days after the due date and time if received by Karen Bittner. The written request must be signed by an authorized representative of the applicant and submitted to:

Karen Bittner, Contract Administrator  
Division of Care and Treatment Services  
Department of Health Services  
1 W. Wilson Street, Room 951  
Madison, WI 53703  
[karen.bittner@wisconsin.gov](mailto:karen.bittner@wisconsin.gov)

If a previously submitted application is withdrawn before the application due date and time, the applicant may submit another application at any time up to the application closing date and time.

### **Mandatory Requirements**

To be eligible for evaluation consideration, applicants must be a Wisconsin county or tribe.

### **Application Format**

Applicants are required to submit their application in single-sided, single-spaced, 12-point standard font (preferred is Times New Roman), with a minimum of one-inch margins. Please limit applications to **15 pages**, not including resumes, work plan, budget, appendices, and letters of support. The work plan is to be submitted on the required DCTS Annual Grant/Contract Application ([F-21276](#)). Budgets are to be submitted on the DCTS budget template ([F-01601](#)). The items in the budget are to be completed and linked to the goals and work plan.

### **Section 1: Organizational Information (10 Points)**

Describe how you will provide or contract for coordination of the grant across the state.

- Description of the applicant agency
- Description of the subcontracting agency (if contracting with an organization)
- Hours and conditions of employment
- Qualifications and experience required by applicant agency/subcontractor
- Resumes for all individuals covered in this project, including the consultant team
- Experience in providing training and technical assistance to small and large groups
- Experience and knowledge of the CST law

### **Section 2: Goals, Objectives, and Performance Expectations (60 Points)**

The applicant should have clear, achievable goals and objectives for this project. The applicant's goals and objectives should be consistent with DCTS goals for this project as stated in this RFA. Identify each goal, objective, related activities, timelines, measures and performance, and person(s) responsible for the objectives. Goals should be concrete, observable, and measurable to know what was accomplished. The applicant must describe in detail the project's overarching goals and objectives outlined below and may include additional items.

#### **Goal 1: Collaborate with all levels of expertise and knowledge in order to gather information and create resources and materials.**

*Objective 1: Develop an experienced and knowledgeable training and consultation team that will create resources and materials regarding CST.*

- a) Describe how the applicant agency will recruit and maintain a training and consultation team to provide training and technical assistance to CSTs, including how advocacy/peer support and youth voices will be incorporated in this process.
- b) Describe how the applicant agency will assure that the trainers and consultants will have experience in the wraparound approach, how local human service and tribal agencies work, and providing training and consultation to large and small groups.
- c) Describe how the applicant agency will create resources and materials as a result of the collaboration among the training and consultation team and how the agency will work with DCTS to review these materials.
- d) Describe how the applicant agency will include research on current trends, practice, and guidance into the resources and materials over the grant time period.

*Objective 2: Collaborate with DCTS staff to support transforming the children's mental health system to better meet the needs of children and families through the development of a seamless*

*comprehensive children's behavioral health system, including the infusion of CST practices in the Comprehensive Community Services (CCS) Program.*

- a) Describe how the applicant agency will collaborate with DCTS staff to ensure that the state's goal and vision is supported.
- b) Describe the applicant agency's experience with system of care work and Wisconsin's children's mental health system.

*Objective 3: Collaborate with the DCTS CST training and technical assistance contract administrator who works with the successful applicant, DCTS Children Youth and Families Section Chief, and the DCTS CST contract administrators to meet the state's CST needs as identified by DCTS.*

- a) Describe how the applicant agency will work with the DCTS CST training and technical assistance contract administrator to ensure the needs identified by DCTS are met in addressing all areas outlined in this RFA.
- b) Describe what the applicant agency needs in order to provide strong services in this type of system.

*Objective 4: Participate and contribute to state, county, and tribal level planning meetings and conferences related to CST work.*

- a) Describe how the applicant agency will participate and contribute to planning meetings related to how CST works at a state, county, tribal level.
- b) Describe how the applicant agency will identify relevant conferences and how attending these conferences relate to CST training efforts.

*Objective 5: Create resources and training materials for CST.*

- a) Describe how the applicant agency will create resources and training materials for goals 2 and 3 below.
- b) Describe how the applicant agency will create resources and training materials based on national wraparound and best practices.

**Goal 2: Develop and provide statewide training and technical assistance for counties and tribes that receive funding for CST.**

*Objective 1: Provide current, relevant, evidence-based, skill-building CST trainings on topics such as team facilitation and process, family-driven, youth-guided, use of natural and community supports, as well as training and orientation for coordinating committees.*

- a) Describe how the applicant agency will develop, organize, and maintain a core training and consultation program that utilizes existing best practice strength-based wraparound approaches, including an emphasis on full parental involvement in all aspects of the process and the development of a planning process that emphasizes natural supports and services to meet the individualized needs and preferences of the child and family.
- b) Describe how the applicant agency will guide development, rejuvenation, and sustainability of local coordinating committees and interagency agreements specifying roles and responsibilities of partners, including development of a shared local funding collaborative.
- c) Describe how the applicant agency will promote evidence-based practices that meet the needs of children, youth, and families.

*Objective 2: Collaborate with the DCTS CST training and technical assistance contract administrator to provide CST technical assistance to counties and tribes.*

- a) Describe how the applicant agency will meet the training needs requested by CSTs.
- b) Describe the training topics that would be included as part of technical assistance.
- c) List the qualifications and experiences of the staff members providing the core trainings.

*Objective 3: Provide a plan for researching and incorporating adult learning styles into training and technical assistance which includes a participant evaluation that rates what was learned in addition to satisfaction.*

- a) Describe how the applicant agency will ensure that multiple adult learning styles are incorporated into all trainings and technical assistance.
- b) Describe how the applicant agency will provide, measure, and monitor skill building techniques for training participants.
- c) Provide a sample participant evaluation that rates what was learned in addition to satisfaction.

*Objective 4: Collaborate with the DCTS CST training and technical assistance contract administrator to provide a plan for developing and incorporating web-based trainings for CSTs.*

- a) Describe the applicant agency's vision and plan for developing web-based trainings for CST.
- b) Describe the training topics that could be incorporated into web-based trainings.

**Goal 3: Work with DHS staff to support meetings for counties and tribes that receive state CST funding.**

*Objective 1: Work with DHS staff to support 10 regional meetings, two in each of the DHS regions.*

- a) Describe the activities that the applicant agency will do in order to provide support for regional meetings.
- b) Describe the training topics that the applicant agency would provide and how the agency would collaborate with DCTS regarding the topics for each training and the materials to be provided.

*Objective 2: Work with DHS staff to support two CST statewide meetings.*

- a) Describe the activities that the applicant agency will do in order to provide support for two CST statewide meetings, including acting as a liaison with the statewide meeting location.
- b) Describe the training topics that the applicant agency would present in workshops at the CST statewide meetings.

**Section 3: Administration (5 Points)**

Describe the method to be used by applicant agency to monitor and evaluate the grant to assure continued service throughout grant period.

Describe how the applicant agency will complete required paperwork, including semiannual performance reports and annual application and budget.

#### **Section 4: Work Plan (15 Points)**

DCTS has developed a work plan in the DCTS Annual Grant/Contract Application ([F-21276](#)). Use of this document is required and must be fully completed as part of the work plan.

A work plan is an organizational tool that includes objectives that are specific, measurable, attainable/achievable/action-oriented, relevant/realistic, and time bound (SMART). For more information on developing SMART objectives, review the Performance Measures and SMART Objectives Handout ([P-00620](#)).

Each applicant, through their work plan and budget details, should provide sufficient justification for proposed staffing and other resources funded through the project.

DHS is looking for an applicant that has the capacity to implement the expectations of the RFA and the applicant's work plan. The applicant is expected to have a thoughtful plan for assuring adequate staff or contractor resources are in place to achieve the objectives in the proposed work plan. The work plan described in the application is relevant to Sections 2-3 described above and facilitates program accomplishments and is sequentially reasonable.

The work plan includes specific goals, objectives, activities, or strategies to meet the objectives, as well as a timeline, specific personnel, and how success will be determined.

#### **Section 5: Budget Development (10 Points)**

DCTS has developed a budget template ([F-01601](#)) to be used for submitting the project budget. Use of this budget template is required.

The budget template is an Excel spreadsheet containing four tabs. The first tab summarizes the detailed budget information entered on the second tab of the worksheet. Tabs three and four should be utilized to provide budget information for subcontractors.

Please provide sufficient justification in all sections as required in the designated areas of the second and fourth tabs to enable reviewers to understand both the level of planned expenditures and the need for the funds. Proposed budgets must provide a sufficient level of detail illustrating the applicant's ability to successfully implement training and technical assistance to CSTs using the level of funding.

The proposed budget must be on the budget template and submitted as an Excel file. Please save your budget with a file name that identifies your agency.

All budget costs must comply with the [DHS Allowable Cost Policy Manual](#).

#### **Letters of Support**

Applicants are encouraged to submit letters of support. Letters may originate from stakeholder organizations, businesses, educational institutions, and/or other health and human service provider agencies. Letters of support should address the potential for success in providing wraparound training. The evaluation committee will consider letters of support in review of the applications. If the applicant intends to contract with an organization, letters of support must be attached to the application.

## **Required Forms**

- DCTS Annual Grant/Contract Application ([F-21276](#))
- DCTS Summary Line Item Budget ([F-01601](#))

## **Regional Office Contact**

### [Area Administrators](#)

## **Central Office Contact**

Karen Bittner, Contract Administrator  
Division of Care and Treatment Services  
Department of Health Services  
1 W. Wilson Street, Room 951  
Madison, WI 53703  
608-267-9308  
[Karen.Bittner@wisconsin.gov](mailto:Karen.Bittner@wisconsin.gov)

## **Memo Websites**

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