Date: October 16, 2017

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 can apply for Intoxicated Driver Program (IDP) supplemental/emergency funding by Friday, November 17, 2017.

Background
Wisconsin Stat. § 20.435(5)(hy) appropriates funds for counties and approved tribal treatment agencies to cover costs resulting from a deficit in IDP funding. For calendar year 2016, the Department of Health Services awarded $928,616 for this purpose within available revenue.

Eligibility Conditions for Funding Requests
In order to qualify for supplemental/emergency funding for 2017, 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 2017 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:
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](https://example.com). If you are unable to obtain the data from in-house or PPS online report sources, contact Kate Rifkin at katharine.rifken@dhs.wisconsin.gov to make a special PPS data request.

4. **2016 Substance Abuse Service Expenditures**
   Applying counties and approved tribal treatment facilities must report 2016 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 2017 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

6. **Completion of Certification Regarding Debarment and Suspension**, [F-01788](https://example.com).

**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 17, 2017.
- 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
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
608-266-2453
leeann.cooper@wisconsin.gov

**Memo Websites**

[DCTS Information Memos](#)
DCTS Information Memos are posted online in PDF format.

[DCTS Numbered Memos](#)
DCTS Numbered Memos are posted online in PDF format.

[DCTS Information and Numbered Memos Email Subscription Service](#)
Receive an email each time a new memo is released. This email will include a link to the online version of the memo.