



Date: October 2, 2018

DCTS Action Memo 2018-15

To: County Departments of Community Programs  
County Departments of Health and Human Services  
County Departments of Human Services  
Tribal Chairpersons/Human Services Facilitators

From: Patrick Cork, Administrator

## Intoxicated Driver Program Supplemental/Emergency Funding Request for Applications

### Document Summary

This memo provides instructions on how counties and approved tribal treatment agencies may apply for Intoxicated Driver Program (IDP) supplemental/emergency funding. The deadline to apply for funding is November 16, 2018.

### Background

Wisconsin Stat. § 20.435(5)(hy) appropriates funds for counties and approved tribal treatment agencies to cover treatment costs for impaired drivers resulting from a deficit in IDP funding.

### Application Design

Counties and approved tribal treatment facilities must address the criteria below in a narrative in order to qualify for supplemental/emergency funding for 2018. 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 2018 Supplemental Funding Request, [F-20891](#). Any county or approved tribal treatment facility is eligible to apply for this funding if projected or actual expenditures for the treatment of impaired drivers exceed projected or actual revenues. Amounts appearing on the funding request 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 driver improvement surcharges, third party revenues, and client fees. The narrative should explain the following:

- Rate of driver improvement 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) Alcohol and Other Drug Abuse Module reporting**

The county treatment facility's PPS data must be complete and free of errors. Applying agencies should use their PPS data to assist with completing the funding request form, [F-20891](#). If you are unable to obtain the data from in-house or PPS report sources, contact [Kate Rifken](#) to make a PPS data request.

**4. 2017 substance abuse services expenditures**

Applying counties and approved tribal treatment facilities must report 2017 substance abuse services expenditure detail for standard program categories (SPCs) in service clusters 700, 800, and 900 in PPS. When in the PPS human service expense report, 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 2018 to achieve improvements for that outcome measure from the IDP supplemental funds.

Federal NOMS outcome measures include:

- Reduced alcohol and/or drug use
- Improved employment and/or 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](#).**

**Application Review and Approval Process**

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

- Counties and approved tribal treatment facilities should submit one copy of the materials listed in the Application Design section of this memo by email to their [area administrator](#) and Department of Health Services IDP Coordinator [LeeAnn Mueller](#) by November 16, 2018.
- Area administrators will review each application against the criteria listed in the Application Design section of this memo and forward recommendations to approve or deny the request to LeeAnn Mueller.
- The Bureau of Prevention Treatment and Recovery within the Division of Care and Treatment Services (DCTS) will review the recommendations of the area administrators and submit approval requests to the DCTS Administrator's Office.
- Following approval by the DCTS Administrator's Office, the contract addenda will be transmitted to the county or approved tribal treatment facility.

**REGIONAL OFFICE CONTACT**

Area administrators

## **CENTRAL OFFICE CONTACT**

LeeAnn Mueller  
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Division of Care and Treatment Services  
Department of Health Services  
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