



Date: September 14, 2020

DCTS Action Memo 2020-15

To: Bayfield County Department of Human Services
Outagamie County Department of Health and Human Services
Pierce County Department of Human Services

From: Rose Kleman, Administrator

Coordinated Services Teams Initiatives 2021 Request for Applications

Document summary

Counties that did not request Coordinated Services Teams Initiatives (CST) grant funding for 2020 (Bayfield, Outagamie, and Pierce) are eligible to apply for 2021 grant funding through the process outlined in this memo. The deadline to apply for this grant funding is November 1, 2020.

Background

CST grant funding is available to counties and tribes. All sites are funded at the amount of no more than \$60,000 per 12-month period. In 2020, 67 of Wisconsin's 72 counties and all 11 federally recognized tribes in the state received this funding. The purpose of this memo is to outline how the three counties not funded in 2020 can apply for funding for 2021. These counties are Bayfield, Outagamie, and Pierce. Dane and Milwaukee counties provide a variation of CST under a different funding source. CST sites funded for 2020 have been contacted by their contract administrator with instructions on how to apply for grant funding for 2021.

Application process

Applications are due November 1, 2020. The funding period is January 1 through December 31, 2021. 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 2021. All applicants must provide documentation prior to finalizing the contract that their county board has designated their agency to receive this grant funding.

The application must include:

- A cover page that includes the name of the agency; address, phone, and email of the contact person for the application; the title "Coordinated Services Teams Statewide Expansion Funding;" and the one-year funding period January 1 through December 31, 2021.
- A [DCTS Coordinated Services Teams Grant/Contract Application Summary, F-21276A](#).
- A [CST Summary Line Item Budget, F-01601A](#).
- A narrative that includes the responses to the questions 1-16 on pages 2 and 3 of this memo. Responses should be sufficient to answer the questions. Elaborate proposals beyond what is sufficient are not necessary or desired. All responses must be typed and should not exceed 12 pages. The font size for the narrative should be no smaller than 12 point.

CST design

1. Provide an overview of your proposed planning process for developing a CST in your area. What is the proposed service area? How are you involving families in the planning? What agency has been designated by the county board to serve as the administrating agency to fulfill the responsibilities under [Wis. Stat. § 46.56\(4\)](#)?
2. Provide a description of your coordinating committee, including the current or proposed membership that includes information about the agencies represented, including the names of the agencies that are or will be represented. If you have a current coordinating committee, describe the responsibilities of the coordinating committee. Will the current or proposed membership and responsibilities meet the requirements in [Wis. Stat. § 46.56 \(3\)](#)? If the membership or responsibilities do not meet statutory requirements, include a goal and objectives to meet these requirements in the work plan of [F-21276A](#).
3. Provide the name and contact information of the CST coordinator who will fulfill the responsibilities of [Wis. Stat. § 46.56 \(6\)](#). What percentage of time (full-time equivalent) will this position support this CST? Attach a copy of the existing or proposed position description. If your county doesn't have a current CST coordinator, include a goal and objective to meet this requirement in the work plan of [F-21276A](#).
4. Describe the specific service systems that are involved in your current CST or will be involved in the proposed CST. In particular, address the role of the following systems: mental health, substance use, child welfare, youth justice, and schools. How are these systems involved in the planning for the proposed CST? List any existing or proposed memoranda of understanding with these organizations.
5. Provide a description of the existing services and other resources in the county for children or families who are involved in two or more systems. Include an assessment of the county's strengths and any gaps in services or supports for these children and families.
6. [Wisconsin Stat. § 46.56](#) provides the overall requirements for agencies who receive state funding for CST. In addition, the Division of Care and Treatment Services has established the [Principles of Wraparound](#) in Wisconsin. Include a statement indicating the county will commit to working toward meeting the requirements of [Wis. Stat. § 46.56](#) and adopting the principles of CST or wraparound in Wisconsin. Include a goal and objective in the work plan of [F-21276A](#) that will further develop your initiative in this area.
7. Submit documentation indicating your county body has designated the specified agency to receive CST funding.

CST eligibility and target populations

8. [Wisconsin Stats. § 46.56\(7\) and \(15\)](#) require CSTs funded under this grant program must serve children and families involved in two or more systems of care with serious emotional disturbance, and/or who are at risk of placement outside the home, and/or who are in an institution and are not receiving coordinated services based in the community and other resources, and/or who would be able to return to community placement or their homes if services were provided. Counties may establish additional criteria. Describe the specific criteria that will be used for deciding whether a child/family will be eligible for services and resources through your CST. If your area has not yet finalized the target population and eligibility criteria, include a goal and objective in the work plan of [F-21276A](#) that indicates you will establish eligibility criteria that conform to the statutes.

CST enrollment, assessment, and proposed number to be served

9. How many children and family teams does the county propose to serve during the initial year? Include this number in both the narrative and as a goal and objective in the work plan section of [F-21276A](#).
10. Describe how families access or will access CST in your area. Include a description of the intake and enrollment process. Describe how your current or proposed CST will provide service coordinators for each child/family enrolled. If your agency is still developing this process, include a goal and objective in the work plan section of [F-21276A](#) that outlines your timeline for developing the process.
11. The Division of Care and Treatment Services requires all CST sites to use the [Child and Adolescent Strengths and Needs – Comprehensive \(CANS\) Assessment](#) to determine the child and family strengths and needs. Describe your plan for developing the capacity to provide a CANS assessment and service plan for all children enrolled in CST. Include a goal and objective in the work plan of [F-21276A](#) that outlines how the CST will utilize the CANS in the CST.

CST data collection and evaluation

12. Provide a commitment to reporting key data for all children and families enrolled in your CST (see: [CST Data Requirements Summary](#) and the reporting requirements section of this memo). Identify the name and contact information (phone number and email address) for the person who will be responsible for providing CST data to the Division of Care and Treatment Services.
13. Provide a summary of the intended outcomes and indicators of the proposed CST. The outcomes and indicators should be from both an individual participant perspective and a system perspective. This summary can be in narrative form or using a logic model. Include a goal and objective in the work plan of [F-21276A](#) that outlines how program effectiveness and impact will be measured.

CST required match contribution

14. [Wisconsin Stat. § 46.56\(15\)](#) requires counties receiving state funding for CST provide a 20% match. Describe what services and resources (which can be cash or in-kind resources) the participating organization will commit to this CST. Please include the specific amounts by category on [F-01601A](#).
15. How will the agency compile the data to assure accurate reporting of the grant expenditures and required match? Who will be responsible to submit information on the expenditures and match provided to the Division of Care and Treatment Services?
16. [Wisconsin Stat. § 46.56\(15\)](#) states applicant agencies must agree that the funds allocated may not be used to replace any other state, federal, or local funding for programs for children and families involved in two or more systems of care. Provide a commitment to comply with this requirement.

Submit a copy of all forms and responses to the questions by November 1, 2020. Email the forms and responses to [Jason Cram](#). If you do not receive a confirmation email within three business days, call 608-432-8050.

Reporting requirements

- All CST sites must report final expenses 60 days after the contract year end on the final expenditure report.
- All CST sites must submit six-month and annual performance reports ([F-20389](#)) within 30 days following the semi-annual periods (July 30 and January 30 for counties).

- All CST sites must report all CST client information to the Program Participation System in 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 the state.

CENTRAL OFFICE CONTACT

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