

STATE OF WISCONSIN  
Department of Health Services  
Division of Mental Health and Substance Abuse Services

Date: June 25, 2012  
DMHSAS Numbered Memo 2012 – 05 Action

RE: Opportunity to Provide Training and Technical Assistance for Coordinated Service Teams

To: DMHSAS Listserv

For: Area Administrators/Human Service Area Coordinators  
Bureau Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From: Linda Harris, Administrator  
Division of Mental Health and Substance Abuse Services

Subject: Application for grant funding to provide peer-based training and technical assistance funding for Coordinated Service Teams (CST) across the state

### **Document Summary**

This memo describes an opportunity for a county or tribe to provide or contract for the statewide coordination and provision of technical assistance for an estimated 42 (CST)'s under the guidance of a CST Project manager at the Division of Mental Health and Substance Abuse Services (DMHSAS) in the Department of Health Services. The county or tribe to be selected will collaborate with DMHSAS and other state agencies on CST development; conducting CST consultation with CST agencies; coordinating program reviews of CSTs; and developing and supporting a cadre of skilled practitioners and family members to implement a statewide CST training and technical assistance plan.

The state is seeking one county or tribe to take the lead on coordinating and providing peer-based technical assistance (TA) and training 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 selected sites, monitor contract performance, and ensure completion of reports back to the Division of Mental Health and Substance Abuse Services.

### **Background**

The total amount of funding available to a county or tribal agency to fulfill the responsibilities outlined in this document is \$219,997 for a period of one year, October 1, 2012 to September 30, 2013. 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 Coordinated Services Team funding. However, the successful applicant will demonstrate experience and knowledge of Coordinated Service Team development. Using their expertise the county/tribe will develop and maintain a cadre of experienced consultants able to provide training and TA across the State of Wisconsin. In addition, the successful applicant must have an understanding of and the capacity to collect data to demonstrate that the technical assistance and training programs are impacting positively on the service delivery system and resulting in positive outcomes in the children and families involved. Data reporting will be required in the contract and will at a minimum include such items as technical assistance and training contacts made, hours provided, and participant satisfaction.

These funds may be used by the county or tribe only for the following purposes and under the following service conditions:

- Development of a wraparound system of care in Department selected sites, for children and families involved in multiple systems of care, utilizing the Coordinated Services Team (CST) approach, which is a strength-based, family-centered, coordinated system of care. [see Appendix A](#)

- Training and peer to peer TA support for existing and newly developing CST sites throughout the state that receive CST implementation grants. Services include technical assistance and training provided by a cadre of consultants with demonstrated expertise.
- Support for the development of CST sites that do not receive a CST implementation grant. Services include training and technical assistance provided by a cadre of consultants and consumer-related reimbursement for activities such as meeting and conference attendance.
- Through the position of a "Project Specialist" (PS), (required for coordination of the grant) the selected county or tribe will fulfill the contract responsibilities as outlined below. The PS will coordinate CST development with selected partner sites in collaboration with the DMHSAS and the Department of Children and Families (DCF). As part of a team with DMHSAS and DCF, the PS is responsible for assembling skilled practitioners, including family advocacy / peer support resources available to develop and implement a training and consultation plan for selected sites. The PS will support several meetings related to CST including CST State Staff Meetings, and Regional Project Director meetings. The PS will also coordinate reviews of selected existing CST wraparound projects. The PS will participate in conducting peer reviews of CST sites which will further inform TA needs of each site. See Appendix B for an outline of the specific responsibilities of PS.
- Where CST sites have both CST and Comprehensive Community Services (CCS), the PS will work to promote collaboration between initiatives.

#### **Instructions:**

**July 25, 2012:** Submission of requests for grant funding need to be at the Division of Mental Health and Substance Abuse Services by noon July 25, 2012. The proposer must submit the original and five copies of the proposal to DMHSAS. Please provide a proposal for each section describing how the following sections 1 - 3 will be met. Total number of pages for all three sections should not exceed eight pages.

**August 14, 2012:** Announcement of successful candidate

**August 16, 2012 - August 28, 2012:** Public inspection of proposals

**October 1, 2012:** Grant start-up date (depending upon available funding)

#### **SECTION 1: CST PROJECT SPECIALIST POSITION AND TRAINING CADRE RESPONSIBILITIES (85 POINTS)**

**a) Describe how you will provide for or contract for the position of a CST Project Specialist (PS) for coordination of the grant across the state covering the following:**

- Relationship to your agency
- Hours and conditions of employment
- Qualifications and experience required by your agency

**b) Describe how the Project Specialist will recruit a consultation / training team (training cadre) of skilled practitioners, including family advocacy / peer support resources to develop all necessary resources, training, and consultation to implement CST process with partner sites across the state.**

- Describe how the PS will develop and maintain a core training and consultation package, utilizing existing best practice strength-based wraparound approach emphasizing full parental involvement in all aspects of the process; promote the development of a planning process that emphasize natural supports and services to meet the individualized needs and preferences of the child and family.
- Describe how the PS will recruit a training and consultation team (training cadre) to assist in the monitoring and development of CSTs. Describe how the agency will assure that the consultants will have expertise in the wraparound approach, experience in implementing CSTs, experience or knowledge of how local human service and tribal agencies work, and will have experience in providing training and consultation to large and small groups.
- Describe how the PS and the training cadre will guide development of local coordinating committees and interagency agreements specifying roles and responsibilities of partners, including development of

a shared local funding collaborative, including the use of Medicaid through CCS or Targeted Case Management (TCM).

- Describe how the PS and the training cadre will assist in developing an individualized and tailored consultation plan for selected CST sites based on an analysis of strengths and needs.
- Describe how the PS and the training cadre will assist in developing a unified plan or planning process that includes (where applicable) court orders, permanency planning, individualized education planning and mental health and substance abuse planning.
- Describe how the PS and the training cadre will organize training for child and family team members, coordinating committee members / partner agencies, and facilitators in the wraparound team planning process.
- Describe how the PS and the training cadre will assist each partner site to develop a parent support and advocacy system.
- Describe how the PS will coordinate with the training cadre to conduct site visits of CST sites to review fidelity to the wraparound model.
- Describe how the PS and the training cadre will support the development of a formal financial and staff resource sustainability plan for all current CST sites including the alignment of CST with Medicaid funded CCS.
- Describe how the PS and the training cadre will support the development and sustainability of a Collaborative System of Care website.
- Describe how the PS and training cadre will support the promotion of evidence-based treatment that addresses the needs of the children and their families.

**c) Describe how the PS will participate in conducting peer reviews with DMHSAS and DCF staff.**

- Describe how the PS will develop and review the defined outcomes and evaluation process for CST.
- Describe how the PS will assist in coordinating annual reviews to ensure outcomes are achieved.
- Where CST sites have both CST and Comprehensive Community Services (CCS), describe how the PS will work to promote collaboration between initiatives.

**d) Describe how the PS will support CST related meetings including the CST Staff Meeting and semi-annual Regional Project Director Meetings.**

- Describe how the PS will develop agendas, maintain membership lists, arrange meetings, prepare meeting minutes and maintain communication with membership as necessary to prepare for successful meetings.
- Describe how the PS will attend state/tribal and national conferences as time permits.
- Describe how the PS will assist DMHSAS and DCF in planning for expansion of additional Collaborative Systems of Care sites in Wisconsin in order to expand training and technical assistance support.

**SECTION 2: BUDGET DEVELOPMENT AND TRACKING (20 POINTS)**

Provide a budget proposal to include the following:

- Costs related to the position of Project Specialist (salary and fringe benefits).
- Costs related to Training and Technical Assistance support for existing and developing CST sites throughout the state that receive CST implementation grants.
- Costs related to support for the development of CST sites that do not receive a CST implementation grant.
- Costs related to administration of the grant.

**SECTION 3: ADMINISTRATION and Program Review (25 POINTS)**

- Describe the method to monitor your grant to assure continued service throughout grant period.
- Describe how you will coordinate with the state consultation team to conduct site visits of CST sites to review program fidelity.
- Describe how you will develop and review expected program outcomes for CST sites.
- Describe how you will target technical assistance and training to ensure uniformity with specific contract outcome expectations that align with the values of the CST program required of CST sites.

- Describe how you will coordinate annual reviews for the CST funded programs to ensure fidelity to the CST model and compliance with agency data requirements.

**ACTION STATEMENT:**

Please send your applications to:

Marie Danforth

Division of Mental Health and Substance Abuse Services

P. O. Box 7851, Madison, WI 53707-7851 by **noon on July 25, 2012** E-mail applications will be accepted in a Microsoft Word document attached to an email. Send to [Marie.Danforth@Wisconsin.gov](mailto:Marie.Danforth@Wisconsin.gov)

**CENTRAL OFFICE CONTACT:**

Marie Danforth

Division of Mental Health and Substance Abuse Services

1 West Wilson Street, room 951

P.O. Box 7851

Madison, Wisconsin 53707-7851

E-mail [Marie.Danforth@Wisconsin.gov](mailto:Marie.Danforth@Wisconsin.gov)

DLTC/DMHSAS Memo Series web page

[http://dhs.wisconsin.gov/dsl\\_info/index.htm](http://dhs.wisconsin.gov/dsl_info/index.htm)

The Division information and numbered memos are distributed electronically via a Listserv. The Listserv is free, but does require an active e-mail address. The memos are posted in both PDF and html formats. DLTC and DMHSAS Memo Series E-mail Subscription Services web page.

[http://dhs.wisconsin.gov/dsl\\_info/signup.htm](http://dhs.wisconsin.gov/dsl_info/signup.htm)

**Attachments:**

[Appendix A](#)

[Appendix B](#)