**ADRC DISSOLUTION PLANNING CHECKLIST**

This document is meant to serve as a guide for items to consider when a regional ADRC chooses to dissolve and reorganize the region. This is not a comprehensive list but instead highlights some of the more challenging areas that regions will need to address as part of the dissolution process. Decisions about these items must be made prior to submitting new application(s) to operate ADRC(s). Applications must be submitted no less than six months in advance of the desired ADRC start date.

This completed checklist must be submitted with the new ADRC application(s).

# Dispute Resolution Process

The ADRC is strongly encouraged to have an agreed upon dispute resolution process prior to engaging in the dissolution process. Even with the best intentions, disagreements are likely to occur throughout the decision-making process and having a process for addressing those disputes in place ahead of time is recommended. It is the responsibility of the local entities to mediate any disputes. DHS may be consulted, as needed, when disputes occur.

# Fiscal

## State Funds

Each county has received a notice from BADR Fiscal staff of what their ADRC allocation will be if the region dissolves.

Any special grant or project funds awarded to the region will be split in a manner that has been decided and agreed upon by each county in the region.

The fiscal agent for the region has provided time and task data to each county for the purposes of budgeting Federal match.

If the new ADRC(s) will be integrated with Aging, a decision has been made about how Elder Benefit Specialist program funds will be allocated. Submit the [Authorization to Allocate Elder Benefit Specialist Funding to the Aging and Disability Resource Center (ADRC) (F-02716)](https://www.dhs.wisconsin.gov/forms/f02716.docx) with the application.

A new agency code has been or is in the process of being set up in STAR for reimbursement to the new agency.

## Local Funds

The counties have decided how much, if any, local funds will be used to support the newly formed ADRC(s).

The timing for local budgets has been considered as part of the dissolution planning process and new application process. If levy funds are included in the ADRCs budget but the county budget is not final, what is the contingency plan if levy funds are not allocated.

## Special Accounts

If the region has any special accounts that have been set up to address items pertaining to the region, a decision has been made as to how those funds will be split. For example, the region may have an account for funding retirement payouts for staff.

# Governing Board

## Structure

The governing board members are all aware of the plan to dissolve the region.

A plan has been developed for keeping board members informed about the dissolution throughout the process.

Governing board members are aware of what their role will be during and after the dissolution.

The region has considered how the dissolution may impact the Commission on Aging, if currently integrated and has a plan for addressing this with the newly formed ADRC(s).

# Material Items

## Technology resources

A decision has been made about how technology items, such as computers and other equipment, will be allocated after the dissolution.

If the ADRC has any licenses for software that are shared within the region, a decision has been made as to how those licenses will be separated.

## Physical property

A decision has been made about physical property, including furniture, signage, etc., will be allocated after dissolution.

# Client Tracking System

## Meeting with BADR Systems Specialist

Representatives from each county in our region have met with a Systems Specialist from BADR. Add BADRTech email address. That meeting(s) took place on: Click or tap here to enter text.

Decisions about how client tracking information will be split have been made and communicated to the BADR Systems Specialist. Add BADRTech email address.

# Staffing

## Shared positions

If there are positions serving more than one county in the region, a decision has been made about how those positions will operate after dissolution.

## Minimum staffing requirements

Each new ADRC will be required to meet [minimum staffing requirements](https://www.dhs.wisconsin.gov/publications/index.htm?search=03062&division=All), are aware of the requirements, and have the funding to support the requirements.

For positions that are less than .5 FTE, a [Request for Waiver of the 0.5 FTE Requirements](https://www.dhs.wisconsin.gov/forms/f0/f00054d.docx) has been submitted.

## Education and experience requirements

Each new ADRC will be required to request approval for any staff that do not meet the minimum education and experience requirements **and** their role or job title is changing. For example, if a regional branch manager had an approval and will become the director, then a request for approval using [ADRC/Aging/Tribal Agency Request for Approval of Alternative Staff Experience and/or Training (F-00054)](https://www.dhs.wisconsin.gov/forms/f00054.docx) must be submitted.

# Public Engagement and Awareness

## Agency contact information

A decision has been made about how any shared contact information, such as toll-free phone numbers or websites, will be used after dissolution.

There is a plan for notifying the public about any agency contact information changes that result from dissolution.

The counties in the region have an agreement for how to handle and route customers to the appropriate ADRC after dissolution.

## Social media accounts

If the regional ADRC has social media accounts, there is a plan for how those accounts will be utilized after dissolution.

Social media followers or subscribers will be notified about changes to the account(s) and given information on any new account(s) that will be created for the new ADRC(s).

If any accounts are revenue generating, such as a podcast, a decision has been made about how that revenue will be allocated after dissolution.

## Logo

The agency has a plan for replacing their old logo that may reference their former service area with a new logo.