

2024 CYSHCN Program Parameters /Expectations

Fiscal and Administrative:

Grantees will comply with all reporting requirements set by the Wisconsin Department of Health Services and the Title V contract monitor.

- Grantee will ensure program expenditures are allowed by DHS and Office of Management and Budget guidelines.
- Grantee will contact the Title V contract monitor with requests for any changes to scope of work or budget.
- **Grantee will prepare and submit expenditure invoices via email on a monthly basis.**
 - Complete Grant Enrollment, Application and Reporting System (GEARS) Expenditure Report [form F-00642](#)
 - Email Expenditure Report form to both the DHS Payment Unit (dhs600rcars@wi.gov) and the Title V contract monitor.
- **Federal Title V Match:** Grantees receiving federal funds must provide 75% match (\$0.75 local contribution for every \$1.00 federal) for all Title V grant funds. Grantees that do not meet their match requirements may be subject to repayment of grant funds.
 - Report 75% match by completing GEARS Expenditure Report [form F-00642](#) and using profile ID 193001.
 - Email Expenditure Report form to both the DHS Payment Unit (dhs600rcars@wi.gov) and the Title V contract monitor.

Communication:

- Maintain regular and ongoing communication with the Title V contract monitor and the Children and Youth with Special Health Care Needs (CYSHCN) Program.
- Provide updates on contract activities in the format agreed upon with the Title V contract monitor.
- Respond to emails from Title V contract monitor within five business days.
- Attend meetings scheduled with Title V contract monitor. Contact the Title V contract monitor before the meeting if there is a need to reschedule.
- Notify the Title V contract monitor of any staff changes, including updated contact information.
- Communicate any challenges, barriers, concerns, anticipated issues, and/or technical assistance needs to the Title V contract monitor.

What you can expect from the assigned Title V contract monitor:

- Ensure any changes to grantee's scope of work and/or budget are documented and understood by all parties.
- Maintain regular and ongoing communication with grantee. Emails will be responded to within five business days.
- Respond to questions related to contract requirements and budgets.

Reporting:

Grantees will report on program performance and progress towards goals and the mid-year and end of year point during the 12-month contract term. These reports may be verbal or written and take place virtually or in person. Platform and type of review will be decided collaboratively by grantee and Title V contract monitor.

Applicable only to grantees that use REDCap (Research Electronic Data Capture):

- Grantees that use REDCap application must have every user review and sign the REDCap confidentiality agreement **annually** to maintain access to the system.
- Grantees that use REDCap will enter program participant level data on a quarterly basis **at minimum**. Required due dates listed below:

Quarter	Data Collection Time Period	Date Due in REDCap
Quarter 1	1/1/2024 to 3/31/2024	4/30/2024
Quarter 2	4/1/2024 to 6/30/2024	7/31/2024
Quarter 3	7/1/2024 to 9/30/2024	10/31/2024
Quarter 4	10/1/2024 to 12/31/2024	1/31/2025

- Grantee will communicate any challenges, barriers, concerns, anticipated issues, and/or technical assistance needs related to data collection to the Title V Epidemiologist/Evaluator.

Additional Expectations (program parameters):

- Grantee will make efforts to hire and retain staff with relatable lived experience pertinent to children or youth with special health care needs.
- Complete annual competency assessments for Medical Home and Youth Health Transitions competencies and/or other assessments as indicated.
- Complete the Community Engagement Assessment Tool or other community engagement activities as determined by your Title V contract monitor.
- Educate staff and support the development of professional skills on necessary content areas including, but not limited to:
 - Wisconsin's children's service programs such as: Children's Long-Term Support (CLTS) Waiver Program, Children's Community Options Program (CCOP), Katie Beckett Medicaid, Birth to 3, Comprehensive Community Services (CCS), Coordinated Service Teams (CST) and Women, Infant and Children (WIC)
 - Wisconsin children with special health care needs survey data
 - Quality improvement concepts and terminology
 - Medical home and youth health transition model and concepts
 - Got Transition domains
 - Family engagement and leadership

- CYSHCN Standards of Care
- CYSHCN Blueprint for Change
- Cultural competency
- Disability and health care disparities
- Health equity
- Life course theory and applications, including trauma-informed principles and resilience
- Population health
- Grantee will attend and participate in required CYSHCN Network meetings, collaboratives and other meetings as indicated.
- Promote and distribute CYSHCN Network partner program information.
- Participate in CYSHCN program evaluation and quality improvement initiatives as applicable.
- All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows:
“Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services.”