

**2014 STATE AND COUNTY CONTRACT
FOR SOCIAL AND COMMUNITY PROGRAMS**

Appendix Title: Initiatives for Coordinated Services

It is further understood and agreed by both parties through this attachment to the CY 2014 "State and County Contract Covering Social Services and Community Programs" that:

- I. Funds are granted through the federal Community Mental Health Services Block Grant CFDA#93.958 and State GPR – Initiatives for Coordinated Services. Contract period is January 1, 2014 through December 31, 2014

Payments through 6/30/14 are limited to 3/12ths of the contract with the balance paid after 7/1/14 based on reported costs up to the contract level.

Section 1916:

<county/agency> agrees that it will not expend the grant:

1. to provide inpatient services;
2. to make cash payments to intended recipients of health services;
3. to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;
4. to satisfy any requirement for the expenditure of non-Federal funds as a condition of the receipt of Federal funds; or
5. to provide financial assistance to any entity other than a public or nonprofit entity

- II. Purpose and Service Conditions on the Use of the Additional Funds

The funds must be used to meet the needs of children and families, support effective service coordination (case management) and to provide for necessary training and consultation. The County is required to adhere to all specifications contained in the Request for Proposal (RFP) for the Coordinated Services Team Initiative along with the applicant's proposal and appropriate pre-contract negotiation correspondence.

The funds must be used as outlined in the grant application submitted by the County to the State of Wisconsin entitled: Coordinated Services Team.

Failure to meet these purposes and conditions will result in the loss of these funds by the County and their repayment by the County to the Department.

- III. Fiscal Conditions on the Earnings of the Additional Funds

These additional funds are earned under the following conditions:

The Department shall apply these conditions in determining the close of the contract. The amount of a subsequent audit adjustment on the funds in this contract shall be based exclusively upon these conditions.

Wisconsin 2009 Assembly Bill 296 s. 46.56(15)(c) states that "In order for a county or tribe to obtain funds under this subsection, all participating agencies and organizations shall provide matching funds that, in total, equal 20% of the requested funding . The match may be cash or in-kind. The Department shall determine what may be used as in-kind match."

IV. Fiscal and Client Reporting on the Use of the Additional Funds

These additional funds and the clients served by them must be reported to the Department as follows:

1. Annual Budget Report
 - Revised and updated budget for next year's grant using the state Budget Report form are due 60 days prior to next year's grant being issued
 - Actual budget expenditures report, using the state Budget Report form, due 30 days after current contract period
2. Annual Work Plan Report
 - Revised and updated work plan for next year's grant using the state report form are due 60 days prior to next year's grant being issued. The updated and revised work plan will reflect selected outcomes from the Coordinated Services Team Initiative Goals and Expected Outcomes Checklist (GEOC) and/or the Annual System of Care review for CST initiatives that are being targeted for improvement for the following year's grant contract period
 - Current year's work plan with completed results column is due 60 days prior to the end of the current grant contract period
 - Minutes of Coordinating Committee meetings are due 30 days after the end of each quarter
3. Annual Program Reports
 - Complete the Annual System of Care Review with input from the coordinating committee.
 - Complete the Annual Wisconsin Collaborative Systems of Care Update.
4. Submission of Required Evaluation and Treatment Data should be Updated Regularly and upon Specific Requests from the Department
 - Evaluation elements that will be submitted regularly through the CST Web Data Entry System including, but not limited to: Any contact with police/juvenile justice, school attendance, living situation and the Child and Adolescent Needs and Strengths (CANS)
 - CANS will be completed every six months and entered into the data system
5. Family Satisfaction Survey
Complete the annual state required family satisfaction surveys.
6. Bureau Responsibilities and Duties
Timely and complete submission of required data and other information will allow state staff to aggregate evaluation data for the annual report and allow for outcome comparisons on a national level and between county/tribal "programs". Individual CSTs will be able to develop their own analysis.
7. Monitoring Procedure for (CST) State County/Tribal Contract
The Bureau of Prevention Treatment and Recovery (BPTR) will use the following compliance process when reports are not submitted as required:

- a. Bureau staff will contact Project Director/Coordinator to remind him/her that required information has not been received on time by BPTR. If required information is not submitted within 30 days after the due date, a letter will be sent to the Administering Agency requesting that action be taken to submit missing information.
- c. If required information is not submitted within 60 days after the due date, the CST Initiative administrative/management staff will meet with BPTR staff in Madison to develop a plan to address the non-compliance issue.
- d. If after 90 days, required information is still not submitted then the grant may be reduced up to 20 percent. County/tribal agencies will be notified in writing of the Department's intent to recover funds and will be provided an opportunity to respond and correct deficiencies before any recovery action is taken. Recovery of funds may be either from current contract amounts or a withholding of funding under contracts subsequent to the current contract.
- e. After a prolonged period (4-6 months) of non-compliance with no acceptable movement toward change, the grant may not be renewed.

These additional funds and the clients served by them must be reported to the Department on the F-00642 Profile #530 according to the schedule in the State and County Contract.

The final expenditure report for these funds must be received no later than 90 days after the end of the addendum period. Expenditures incurred during the addendum period but received after 90 days will not be recognized, allowed or reimbursed. Any unpaid funds will lapse and be unavailable to the County.

Failure to report these funds and the clients served by them as specified above will result in the loss of these funds by the County and their repayment by the County to the Department.

V. Payment Procedures

These funds shall be paid in accordance with the State and County Contract.