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DANE COUNTY EXECUTIVE

Dane County Department of Human Services Division of Adult Community Services

Director – Shawn Tessmann
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MEMORANDUM

DATE: February 14, 2022
TO: Chair and Members of the Personnel and Finance Committee
FROM: Shawn Tessmann, Director
RE: Developmental Disabilities Program Specialist Vacant for More Than Six Months, Position #3292

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. One program specialist position in the Department of Human Services has not been filled for longer than six (6) months. This position was left unfilled in the midst of the uncertain length of COVID pandemic precautions as well as continuous state changes to the Children's Long-Term Support (CLTS) program, where this position is assigned. There is now a need to fill this position.

What is the nature of the work or what is the essential function of the position?

Position 3292 will be primarily responsible for expanding and maintaining the provider network serving the children with disabilities and their families in the CLTS program. CLTS is a Medicaid waiver program that has specific requirements providers must meet in order for services to be reimbursed by Medicaid. The federal government approved Wisconsin's most recent Medicaid waiver and went into effect on Jan. 1, 2022. This latest approval includes increased expectations for programmatic oversight and compliance.

The CLTS program now supports over 1600 children with disabilities and their families, having grown by 426 participants since Jan. 1, 2021. This position is needed now in order to expand our provider network and to ensure compliance with expectations as stated in the latest CLTS Medicaid manual and to monitor the quality of services being provided under County contract.

How has this function been fulfilled without his position?

Currently these duties are shared by the Disability Services Unit's community services manager, social work supervisor, B-3 coordinator and account clerk.

What will be the impact on the Department's function and mission if the position remains vacant?

Quality Assurance functions will not be adequately performed and could place Medicaid reimbursement for children's long-term support activities at risk. The department's 2022 CLTS budget is \$13,778,000. As the state fully funds new children entering the program, this position is fully funded by CLTS revenue.