

**ACCEPTING REVENUE FROM THE WISCONSIN DEPARTMENT OF HEALTH SERVICES AND
AUTHORIZING NEW POSITIONS FOR COMPREHENSIVE COMMUNITY SERVICES (CCS)
DCDHS - ACS DIVISION**

Dane County Department of Human Services (DCDHS) has been certified to provide Comprehensive Community Services since July 1, 2015. Comprehensive Community Services (CCS) is a Medicaid Mental Health Recovery Benefit that is available to children, youth, and adults who are Medicaid eligible and pass a required functional screen. CCS offers a flexible array of individualized, community-based, psychosocial rehabilitation services for people with mental health and/or substance abuse needs. The program is consumer directed and based on Recovery principles.

The Administrative Code that governs the CCS program requires each person applying to the program to undergo a comprehensive intake and functional screen within mandated timeframes and approved by a Mental Health Professional. Once enrolled in CCS, each consumer must be assigned a Service Facilitator who aids the person in their recovery planning and coordination of needed services. CCS eligibility must be recertified annually for each participant by administering the functional screen once again. CCS Intake Workers are responsible for carrying out these duties.

The CCS Unit in the Adult Community Services Division (ACS) currently employs 9.0 FTE Intake Social Worker positions. The number of current CCS participants is approximately 1,100. That number is projected to increase to 1,435 by the end of 2019. With the demand on individual intake workers to complete both new enrollments and annual eligibility renewals for the current participants, it is necessary to add 2.0 FTE Social Worker positions to the CCS Unit in the ACS Division.

The Administrative Code also requires the CCS Program to maintain personnel records for all DCDHS staff and the approximately 600 staff from nearly 90 contract agencies that are reimbursed for services in the CCS Program. RISE has carried out this responsibility through a contract with DCDHS since program certification in 2015. With the continued growth of this program, it is becoming more clear that this responsibility should be centralized with the other administrative operations of the CCS Program at DCDHS. By moving the provider network coordination to DCDHS, this reduces the number of people and entities that have access to sensitive documentation such as staff dates of birth, social security numbers, and criminal records. This would also increase the timeliness and efficiency of processing new staff by reducing duplication of effort inherent in posting this function separate from other program administrative functions. Moving provider network coordination from a contracted agency to DCDHS would also reduce any appearance of conflicts of interest and it would reduce public confusion over who to contact to become a CCS provider.

In order to manage the provider network, it is necessary to add 1.0 FTE Program Specialist position as a Provider Network Coordinator to the CCS Unit. There is a need to have a transition period associated with moving these responsibilities from RISE to DCDHS. This requires having a person appointed as a Provider Network Coordinator before the 2019 contract with RISE expires on December 31.

CCS is a federal and state funded benefit that covers actual costs of service delivery, including administrative support, and does not require county match. CCS is able to grow and serve new participants as long as there is sufficient capacity to enroll eligible individuals and keep up with annual eligibility determinations.

NOW, THEREFORE, BE IT RESOLVED that position authority in the Human Services Department is increased by 3.0 FTE so as to add 2.0 FTE Social Worker and 1.0 FTE Program Specialist effective October 1, 2019 within the ACS Division (Org 6045) of the Department of Human Services.

BE IT FURTHER RESOLVED that the following revenue account is adjusted and that the revenue be credited to the County General Fund and transferred from the General Fund to the following expenditure accounts in the Department of Human Services:

Revenue	Account Number	Account Title	Amount
45000	86510	MA - Comprehensive Community Services (CCS)	65,140
		Total	65,140
Expenditure	Account Number	Account Title	Amount
45358	10009	Salaries and Wages	42,100
45358	10099	Retirement	3,300
45358	10108	Social Security	3,200
45358	10117	Health	15,800
45358	10153	Dental	1,300
45358	10171	Disability Insurance	100
45358	10180	Life Insurance	40
45358	10189	Workers Compensation	100
45358	10250	Salary Savings	(800)
		Total	65,140