

APPENDIX K TO 2004 STATE AND COUNTY CONTRACT COVERING  
SOCIAL SERVICES AND COMMUNITY PROGRAMS

Integrated Services for Children with Severe Disabilities

It is further understood and agreed by both parties through this attachment to the CY 2004 "State and County Contract Covering Social Services and Community Programs" that:

- I. Funds in the amount identified in this Contract are provided for the period beginning January 1, 2004 through December 31, 2004.
- II. Purpose and Service Conditions on the Use of the Additional Funds  
These additional funds may be used by the County only for the following purposes and under the following conditions:  
The funds must be used to implement the integrated services program for children with severe disabilities in compliance with Wisconsin Statutes, Section 46.56;  
The funds must be used as outlined in the grant application submitted by the County to the State of Wisconsin entitled: The Mental Health Block Grant and Integrated Services Project.  
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 Earning of the Additional Funds  
These additional funds are earned under the following conditions:  
Any unspent funds by December 31, 2004 will be subject to review and evaluation by the Bureau of Mental Health and Substance Abuse Services (BMHSAS). The County will need to submit a written explanation for the unspent funds by no later than March 25, 2005. The Department will offer and provide technical assistance to the County regarding budget and service development. The County may receive reduced funding in CY 2006 based on the amount of funds underspent in CY 2004.  
By the acceptance of these funds, the County agrees to provide a match in an amount equal to 20% of the allocated funds.
- 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) These funds must be reported on the DMT Form 600 (Profile #530) according to the State and County Contract. The County must comply with the Department data gathering and reporting requirements.
  - (2) In addition, annual program and fiscal reports shall be submitted to the BMHSAS by January 31, of the following year, in the format provided by BMHSAS. The 20 percent local match, cash, and/or in-kind will be part of the annual fiscal report requirements.

- (3) 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.
- (4) Failure to submit the required information listed below may result in the loss to the County of up to 20 percent of the funds provided under this contract. County 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.

**1. Annual Budget Reports**

- 2003 expenditures using the state report form (due April 30, 2004)
- Spending plan for 2005 using state report form (due November 30, 2004)

**2. Annual Program Report**

- Complete Eight Key Components of Integrated Services self report (completed by service coordinators, project director, coordinating committee members and representative parents) for calendar year 2004, including a *brief* plan for program development in areas where scores are a 1 or 2 on the Likert rating scale. (due January 30, 2005)
- Complete Wisconsin Integrated Services System Update (due January 30, 2005).

**3. Submission of required evaluation and treatment data  
(Quarterly report data should be submitted electronically)**

- Quarterly reports, including enrollment forms (due 30 days after quarter\*)
- CAFAS (due July 30 and January 30)
- Initial assessments (due if requested)
- Plan of care (due if requested)
- Minutes of coordinating committee meetings (due 30 days after quarter\*)

\* due dates: April 30, July 30, October 30 and January 30

**4. Family satisfaction survey**

- State required family satisfaction surveys (due September 30, 2004)

**5. Performance Expectations**

The Department has a number of performance expectations for children being served under this contract, including positive changes in CAFAS scores, ROLES, contact with police/juvenile justice, school attendance, and costs.

For the current contract period, the department is emphasizing improvement (reductions) in CAFAS scores.

It is expected that each ISP will achieve at least a 20 percent improvement in CAFAS scores, aggregated across all children served during the first 6 months of their enrollment. If CAFAS scores do not improve (reduce) by 20 percent over the first 6 months of enrollment, a report explaining the reasons why this expectation was not met is required to be submitted to BMHSAS. BMHSAS will offer technical assistance, consultation, and training, as resources permit, to assist in improving functional outcomes for the children and families involved.

#### **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, allow for outcome comparisons on a national level and make comparisons between "programs." Individual ISPs will be able to develop their own analysis.

Integrated Services Projects who achieve full and timely compliance to the state county ISP contract will be recognized with a certificate of appreciation, and two scholarships to be used for either the Children Come First Conference or the Crisis Intervention Conference.

#### **7. Monitoring Procedure for (ISP) State County Contract**

The Bureau of Mental Health and Substance Abuse Services (BMHSAS) 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 BMHSAS. Hopefully, as a result of this contact, no other action will be necessary.
- b. 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 Integrated Services administrative/management staff will meet with BMHSAS 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.
- e. After a prolonged period (4-6 months) of non-compliance with no acceptable movement toward change, the grant may not be renewed.

#### **V. Payment Procedures**

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