

Coordinated Services Team Initiative

Guide for Meeting Site Contribution Requirements

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Coordinated Services Team (CST) Initiative

Guide for Meeting Contribution for Sustainability Requirements

Coordinated Services Team (CST) grants provide support, training, and technical assistance to aid communities in the transformation of their service systems to collaborative systems of care. CST sites are expected to estimate the amount of funds, from all sources, that contribute to the development and sustainability of their collaborative system. The funding for this “contribution for sustainability” need not qualify for Federal matching. In fact, sites are encouraged to seek other Federal, State or private funding including but not limited to: Targeted Case Management, Intensive In-Home Services, Comprehensive Community Services (CCS), Children’s Waivers, and Crisis Intervention funding. CST staff and services funded through these other funding sources as well as state and local funding can be used to reach the requirements for each site’s contribution for sustainability.

Each year, sites receiving grant funds to develop CST are required to complete a “Detailed Budget Plan Request” for the upcoming budget year. A cash/in-kind contribution for sustainability of 20% is required from each site.

There are many ways sites can fulfill the contribution for sustainability requirements; following are several examples.

Coordinating Committee Attendance

Obtain and report the *estimated costs* to agencies associated with their staffs’ attendance at CST Coordinating Committee Meetings. Costs may be determined by using a sample based on known hourly costs or estimates based on the cost of similar positions. An average might then be figured and used for purposes of reporting your contribution for sustainability requirements. **For example:**

$$\begin{array}{l} 8 \text{ Billable Coordinating Committee Members} \\ \times 8 \text{ Coordinating Committee Meetings} \\ \times 1.5 \text{ hours/meeting} \\ \times \$48/\text{hr average salary \& benefits} \\ \hline = \text{\$4,608 contribution for sustainability} \end{array}$$

Team Meeting Attendance

Obtain information from service coordinators on the number of team meetings they’ve had over the past year (or estimate the number for the upcoming year if you’re completing an “Expected Expenditures Report”), the average number of team members/team, and the average cost/team member (cost to each team members’ respective agency). Summarize the results, **for example:**

$$\begin{array}{l} 12 \text{ Child \& Family Teams} \\ \times \text{Average 14 team meetings/year (1 hr meetings)} \\ \times \text{Average 4 (paid) service providers/team} \\ \times \$38/\text{hr average salary \& benefits} \\ \hline = \text{\$25,536 contribution for sustainability} \end{array}$$

Donated Services and Supports Specified in Plans of Care

Work with service coordinators to *estimate* the cost/value of services and supports specified in plans of care that are free to the project or donated. Examples may include an after school program sponsored by a church; summer camp scholarships; or donated respite or childcare services. Estimated costs should be based on the cost of similar services or the cost to the agency if the agency had to provide the service. **For example:**

Donated Services and Supports Specified in Plans of Care	Total
Summer camp scholarships for 2 children ($\$225 \times 2 \text{ children} = \450.00)	\$450
2 hour after-school program provided by local church for 1 child ($2 \text{ hours} \times \$20/\text{hour} \times 24 \text{ sessions} = \960.00)	\$960
50% discount given to team by Child Care provider Regular rate = $\$75/\text{week} \times 52 \text{ weeks} = \$3,900$ 50% discount = \$1,950	\$1,950
Contribution for sustainability:	\$3,360

Services and Supports Provided by Natural Supports as Specified in Plans of Care

Work with service coordinators to *estimate* the cost/value of services and supports specified in plans of care that are provided by natural supports (also referred to as “informal supports”). Examples may include after-school childcare provided by a grandparent or tutoring provided by a neighbor. In the samples that follow, \$12 is used as an estimated hourly rate. Estimated costs should be based on the cost of similar services or the cost to the agency if the agency had to provide the service. **For example:**

Services and Supports Provided by Natural Supports as Specified in Plans of Care	Total
Childcare provided by grandparent $1.5 \text{ hours/day} \times 4 \text{ days/week} \times \$12/\text{hour} = \$72/\text{week}$ $\$72/\text{week} \times 10 \text{ weeks (per child's plan of care)} = \720	\$720
After school tutoring provided by neighbor $1 \text{ hour/day} \times 2 \text{ days/week} \times \$12/\text{hour} = \$24/\text{week}$ $\$24/\text{week} \times 4 \text{ weeks (per child's plan of care)} = \96	\$96
Transportation for child to attend school field trip by parent per child's plan of care $.425/\text{mile} \times 92 \text{ miles} = \text{approx } \39 $8 \text{ hours} \times \$12/\text{hour} = \96 ; Total = \$135	\$135
Contribution for sustainability:	\$951

Service Coordination Time

In many sites, CST grant dollars are used to fund (in full or in part) the positions of CST Project Coordinator and Service Coordinator. If the agency commits or purchases additional staff time for these coordination responsibilities (above and beyond that paid for by the CST grant), report this additional staff time as a contribution for sustainability. Agencies may fund these additional staff utilizing strategies such as billing CST grant-funded service coordinator time to Targeted Case Management*, CCS, Children’s Waivers, or Intensive In Home Services and then use freed up state and local dollars to add or purchase additional service coordination staff. These additional staff can, in turn, charge off part of their costs to these Medical Assistance programs. Agencies may also be able to fund additional staff by earning Medical Assistance funding reimbursement for the eligible services of children served in the CST project such as out-of-home care, respite, in home therapy, case management, after school care, etc. **For example:**

Title of Position	% of Time/Description	Hourly Rate	Hrs/ Month	# of Months	Total
Service Coordinator <i>(in addition to grant-funded position)</i>	1.0 FTE - CST Service Coordination	\$25.42	80	12	\$48,806
Therapist	Provide service coordination for 1 team	\$55.76	8	12	\$5,353
Contribution for sustainability:					\$54,159

* **Note:** Targeted Case Management cannot be billed for child welfare or juvenile justice case management activities.

Department Staff Time Related to CST

Estimate the number of hours invested by Department staff in CST-related activities such as attendance at team meetings and coordinating committee meetings, management/administration of grant, supervision of CST staff, and service coordinator support meetings (“staff” meetings to discuss the CST process, brainstorm, and work through process issues). **For example:**

Position	Hrs/ Month	Hrs/ Year	Description	Rate	Total
Department Director	1.5	18	Supervision/grant management	78.31	\$1,420
Child Welfare Supervisor	10	120	Supervision	52.69	\$6,323
Mental Health/AODA Supervisor	10	120	Supervision	59.61	\$7,153
Support/Financial Staff	10	120	Record keeping & miscellaneous office support	36.78	\$4,414
Contribution for sustainability:					\$19,310

Contribution for Sustainability Grand Total: **\$107,924**