

## ADDENDUM

Eau Claire County  
Committee on Finance and Budget  
Thursday, May 12, 2016 / 4:30 pm

721 Oxford Avenue  
Eau Claire County Courthouse – Room 1273  
Eau Claire, WI 54703

1. Creation of Two Positions in the Department of Human Services for the Comprehensive Community Services Program

- Fact Sheet & Resolution (pg. 2-4)
- Position Costs, sub-program breakdown & revenue sources (pg. 5-7)
- Program 2 Budget (pg. 8-9)
- Amended FTE Request Form (CCS Facilitator) (pg. 10-11)
- Job Description for CCS Facilitator (pg. 12-13)
- Amended FTE Request Form (CCS Supervisor) (pg. 14-15)
- Job Description for CCS Supervisor (pg. 16-17)

2. Line Item Transfers (posted previously on agenda) / Law Enforcement Software (pg. 18-24)

Post: May 5, 2016

Copy: media, Committee members, Kathryn Schauf, Scott Rasmussen, Diane Cable, Jeff Koenig

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**Fact Sheet to Resolution**

**Re: Request for Two Positions for the Comprehensive Community Services Program**

The Comprehensive Community Services (CCS) Program is a program for individuals of all ages who have a mental illness, substance abuse disorder, or a dual diagnosis and needing care beyond outpatient care, but less than the intensive care provided in an inpatient setting. The individual works with a dedicated team to develop a treatment and recovery plan to meet the individual’s unique needs. The goal of this community –based, recovery model approach is to promote better overall health and life satisfaction for the individual **and** reduce the likelihood of higher end services such as institutionalization, hospitalization, or residential care. CCS is a Medicaid reimbursable program.

Eau Claire County became a certified CCS County provider as of April 1<sup>st</sup>, 2016. Eau Claire is in a certified shared services region with St. Croix County. Effective July 1<sup>st</sup> 2014, Certified CCS Counties, operating within a certified region, will receive 100% reimbursement of the direct and indirect costs that are approved by the CCS program and Medicaid.

Eau Claire County, in the CCS plan submitted to the State, identified that in the first 6 months of the CCS program operations, the Department could serve 20 adults and 30 youth, from individuals currently being served.

The Department of Human Services is requesting two CCS positions that will be fully funded by the Comprehensive Services Program: CCS Program Supervisor and CCS Services Facilitator.

**DETAIL OUTLAY OF POSITION COST AND BUDGET IMPACT**

Human Services 2016 Budget for CCS:

Expense: 178,605 (provider/staff wages)

Revenue: 178,605

The requested positions will be additional expense and revenue to the current DHS Budget:

The expense of the positions will be offset 100% by the CCS program revenue

Position Annual Cost (Wages & Benefits):

CCS Supervisor - \$ 100,741.19

CCS Services Facilitator- \$87,243.24

Training and Technology Cost: \$6,000 ( \$3,000 per position)

**Anticipated Start Date: 7/1/2016**

**Positions will cost: \$ 99,992.22 (wages/benefits + training/technology) and cost will be offset by the CCS program**

2  
3 - CREATION OF TWO POSITIONS IN THE DEPARTMENT OF HUMAN SERVICES  
4 FOR THE COMPREHENSIVE COMMUNITY SERVICES PROGRAM-  
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6 WHEREAS, The Department of Human Services has been working with the State of  
7 Wisconsin for the development and implementation of a Comprehensive Community Services (CCS)  
8 program; and  
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10 WHEREAS, The CCS program is a joint state/county program wherein the county serves  
11 individuals of all ages who require ongoing services for mental illness, a substance abuse disorder, or  
12 a dual diagnosis needing services beyond occasional outpatient care but less than intensive care  
13 provided in an inpatient setting; and  
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15 WHEREAS, The goal of the CCS program is a community based approach to promote better  
16 overall health and life satisfaction for the individual and reduce the likelihood of the need for higher  
17 end services such as institutional care or residential care; and  
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19 WHEREAS, The Department of Human Services is requesting the creation of two 1.0 FTE  
20 positions: a CCS Program Supervisor and a CCS Service Facilitator, whose services would be  
21 dedicated solely to the CCS program; and  
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23 WHEREAS, the fiscal impact based on the 2016 wage schedule for the positions are as  
24 follows:

<u>CCS Program Supervisor</u>	<u>CCS Service Facilitator</u>
\$63,793.60 - wages	\$51,979.20 – wages
\$36,947.59 – benefits	\$35,264.04 – benefits
<hr/>	<hr/>
\$103,841.19 – Total	\$87,243.24 - Total

31  
32 WHEREAS, The CCS Program is a Medicaid reimbursable program and the cost of these  
33 two positions if dedicated solely to the CCS Program will be reimbursed through the CCS program.  
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35 NOW THEREFORE BE IT RESOLVED The Eau Claire County Board of Supervisors  
36 authorizes the creation of one 1.0 FTE positions with the title of: Comprehensive Community  
37 Services Program Supervisor; and, one 1.0 FTE position with the title of: Comprehensive  
38 Community Services Program Facilitator, within the Department of Human Services to staff the  
39 Comprehensive Community Services (CCS) Program; and,  
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41 BE IT FURTHER RESOLVED that the aforementioned position are approved contingent  
42 upon these positions being fully funded through the CCS Program.  
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45 Approved/ Denied by a vote of: 10 to 0 on the 15<sup>th</sup> day of \_\_\_\_\_ 2016.  
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Approved/ Denied by a vote of: \_\_\_\_ to \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Kathleen Clark, Chair, Human Resources Committee

Approved/Denied by a vote of: \_\_\_\_ to \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Jim Dunning, Chair, Finance and Budget Committee

ORDINANC/15-16/

POSITION COSTS AND FUNDING SOURCES

1

What is the anticipated total cost of this position (include salary, benefits office space  
 A etc.)

**Social Worker/CCS Service Facilitator**

Salary	25,940	
Benefits	17,632	
Training	150	
Computer	2,400	
Office Furniture	450	
	<u>450</u>	
		\$ 46,572

**CCS Service Director/Supervisor**

Salary	31,846	
Benefits	18,474	
Training	250	
Computer	2,400	
Office Furniture	450	
	<u>450</u>	
		53,420

**Total Expenses for 7/1 through  
 12/31/2016** \$ 99,991

B Explain specifically how position will be funded

Amount of County tax levy	0	0 % of total cost
Amount of any outside funding	\$ 99,991	
Source of outside funding	Comprehensive Coordinated Service Funding	
Length of outside funding	1 budget year	
Likelihood of funding renewal	Similar to all Human Services funding	
Would this outside funding be used to offset the levy if not used for this position	No, this funding would not be available.	

C Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position ? If yes, how?  
 Yes, these positions will provide the resources to earn revenue to offset qualifying expenses of current staff and contracted expense areas that have been funded by a percentage of tax levy match dollars because this funding source does not require tax levy match.

DEPARTMENT OF HUMAN SERVICES  
SUB-PROGRAM BREAKDOWN

2018 Request

	Program #2 Sub-Programs							
	Community Care & Treatment of Adults & Children with Mental Illness	Community Support Program	Intensive Case Management	Crisis Mental Health Services	Childrens Long-Term Support (CST)	Mental Health Court	Medication Management	211
<b>Expenditures</b>								
Personnel	2,591,792	1,455,916	438,414	109,032	450,516	137,913	-	-
Services & Supplies	82,150	57,850	11,800	-	12,500	-	-	-
Contracted	2,547,571	1,341,244	497,008	196,536	352,070	100,073	50,640	10,000
Overhead	100,490	57,816	16,050	4,106	17,169	5,350	-	-
<b>Total</b>	<b>5,322,003</b>	<b>2,912,826</b>	<b>963,272</b>	<b>309,674</b>	<b>832,255</b>	<b>243,336</b>	<b>50,640</b>	<b>10,000</b>
<b>Revenue</b>								
State/Federal Grants	3,811,215	1,988,376	655,686	196,660	787,180	151,877	26,253	5,184
Charges & Fees	119,563	64,931	27,827	-	26,685	120	-	-
Other Sources	78,525	55,000	23,525	-	-	-	-	-
Property Tax Levy	1,812,700	804,519	256,234	113,014	18,390	91,339	24,387	4,816
<b>Total</b>	<b>5,322,003</b>	<b>2,912,826</b>	<b>963,272</b>	<b>309,674</b>	<b>832,255</b>	<b>243,336</b>	<b>50,640</b>	<b>10,000</b>
<b>FTE's</b>	<b>30.74</b>	<b>17.68</b>	<b>4.91</b>	<b>1.26</b>	<b>5.25</b>	<b>1.64</b>	<b>0.00</b>	<b>0.00</b>
Administrative	3.81	2.19	0.61	0.16	0.65	0.20	0.00	0.00
Direct Support	3.32	2.62	0.20	0.10	0.30	0.10	0.00	0.00
Direct Supervision	2.30	0.87	0.60	0.00	0.50	0.33	0.00	0.00
Direct Staff	21.30	12.00	3.50	1.00	3.80	1.00	0.00	0.00
Case Counts	1164	143	88	763	82	17	71	0

2016 Budget

	Program #2 Sub-Programs							
	Community Care & Treatment of Adults & Children with Mental Illness	Community Support Program	Intensive Case Management	Crisis Mental Health Services	Childrens Long-Term Support (CST)	Mental Health Court	Medication Management	211
<b>Expenditures</b>								
Personnel	2,478,718	1,376,269	413,151	99,560	436,549	153,188	-	-
Services & Supplies	80,300	57,400	11,900	-	11,000	-	-	-
Contracted	3,380,522	1,468,596	579,771	213,104	829,879	58,041	221,131	10,000
Overhead	91,653	55,089	14,973	3,540	14,513	3,540	-	-
<b>Total</b>	<b>6,031,193</b>	<b>2,957,354</b>	<b>1,019,795</b>	<b>316,204</b>	<b>1,291,941</b>	<b>214,768</b>	<b>221,131</b>	<b>10,000</b>
<b>Revenue</b>								
State/Federal Grants	4,283,941	2,024,147	653,891	226,852	1,152,901	113,521	107,757	4,873
Charges & Fees	154,401	64,746	63,863	-	25,792	-	-	-
Other Sources	77,750	55,000	22,750	-	-	-	-	-
Property Tax Levy	1,515,102	813,461	279,291	89,351	113,248	101,248	113,374	5,127
<b>Total</b>	<b>6,031,194</b>	<b>2,957,354</b>	<b>1,019,795</b>	<b>316,204</b>	<b>1,291,941</b>	<b>214,768</b>	<b>221,131</b>	<b>10,000</b>
<b>FTE's</b>	<b>29.66</b>	<b>17.22</b>	<b>4.83</b>	<b>1.16</b>	<b>4.70</b>	<b>1.75</b>	<b>0.00</b>	<b>0.00</b>
Administrative	3.77	2.25	0.60	0.16	0.60	0.16	0.00	0.00
Direct Support	3.23	2.47	0.20	0.00	0.30	0.26	0.00	0.00
Direct Supervision	1.86	0.50	0.53	0.00	0.50	0.39	0.00	0.00
Direct Staff	20.80	12.00	3.50	1.00	3.30	1.00	0.00	0.00
Case Counts	1323	139	93	936	141	14	0	0

Case management and treatment programs serving both adults and children with a primary diagnosis of mental illness aimed at reducing symptoms and maximizing community and educational/vocational participation. This program includes services in Community Support Program, Coordinated Services Team Program, Crisis Mental Health Program, Intensive Targeted Case Management, AIM Court, Medication Management Program, and Case Management.

**Community Support Program (CSP):** This is a community based, intensive program that serves adults with serious mental illness, including schizophrenia, bipolar mood disorder or recurrent major depression. The focus is on treatment, rehabilitation, community integration, and the prevention of psychiatric hospitalizations. CSP is an all inclusive provided program, meaning that all components of mental health treatment are provided by the CSP team, including but not limited to; psychiatric care, medication management and administration, psychotherapy, activities of daily living, rehabilitative services and supports, and case management. CSP is a multi-disciplinary team made up of psychiatrists, social workers, counselors, registered nurses, and para-professional staff. "EBP"

DEPARTMENT OF HUMAN SERVICES  
LIST OF REVENUE SOURCES

Revenue Source	2015 Budget	2016 Budget	Variance	Revenue Source	2015 Budget	2016 Budget	Variance
Child Welfare Allocation	1,543,654	1,617,340	73,686	Income Maintenance	578,784	661,628	82,844
Safe & Stable Families	52,345	52,345	-	Federal Addendum	1,262,288	1,315,071	52,783
Kinship Care	250,624	250,124	(500)	Affordable Care Act	439,510	510,090	70,580
Independent Living	33,716	-	(33,716)				
Indep. Living Educ Trng Voucher	4,958	-	(4,958)	Child Care	338,048	332,987	(5,061)
Youth Aids Juvenile Corrections	1,091,313	130,000	(961,313)	Child Care Certification	4,500	4,000	(500)
Youth Aids Community	-	961,521	961,521	Child Care Coord Other Co	30,000	42,000	12,000
Kinship Assessment	21,962	20,404	(1,558)				
Kinship Background	250	-	(250)				
Foster Care Coord Other Co	57,600	57,600	-	Energy Assistance Crisis	46,515	156,876	110,361
Child in need of Prot Svc/Term. of P	26,340	33,836	7,496	Energy Assistance	118,629	53,070	(65,559)
Early & Intens Interv (Cap.Bldg.)	67,700	45,570	(22,130)				
Adam Walsh Fingerprinting	3,418	3,418	-	Cost Recovery	6,000	-	(6,000)
Post-Reunification Services	75,325	80,860	5,535	Tax Intercept	19,500	22,000	2,500
				Prior Period Revenues	82,000	90,000	8,000
Basic County Allocation	2,470,502	2,434,198	(36,304)	Fees/Refunds/Misc	9,000	4,100	(4,900)
Basic County Allocation Payback	1,139,854	1,139,854	-				
Alco. & Drug Abuse Block Grant	189,338	189,338	-				
Autism Intensive	74,564	94,095	19,531				
<del>PAV/PAV Intensive</del>	<del>506,386</del>	-	(506,386)		15,387,068	14,212,429	(1,174,639)
Autism Post Intensive	56,502	70,085	13,583	Client Contributions	339,353	266,656	(72,697)
<del>PAV/PAV Post Intensive</del>	<del>227,320</del>	-	(227,320)				
Birth to 3	205,976	205,976	-	County Tax Levy	7,749,738	7,749,738	-
Comprehensive Community Svcs	100,293	178,605	78,312	N/L Funds for MH Court	25,000	-	(25,000)
CLTS/Community Aids	440,949	486,402	45,453				
<del>PAV/CLTS/Community Aids</del>	<del>382,057</del>	-	(382,057)	Total Revenue Budget	23,501,159	22,228,823	(1,272,336)
CLTS/Comm. Options Prog.	-	49,389	49,389	Less 2015 TPA Revenue	<del>(1,860,553)</del>		
CLTS/Family Support	26,737	5,636	(21,101)				
<del>PAV/CLTS/Family Support</del>	<del>34,610</del>	-	(34,610)	Net Total Revenue	22,040,606	22,228,823	188,217
CLTS	229,203	203,427	(25,776)				
<del>PAV/CLTS</del>	<del>310,980</del>	-	(310,980)				
Community Options Program	548,426	548,426	-				
Community Recovery Services	96,439	150,975	54,536				
Dept of Corr Drug Court	50,000	50,000	-				
Elder Abuse	31,003	31,003	-				
Family Support	88,244	88,244	-				
Intoxicated Driver Program	140,000	130,000	(10,000)				
Mental Health Block Grant	51,569	51,569	-				
Inst. for Mental Disease Relov.	26,231	26,231	-				
County Coord Serv Team Initiatives	78,805	68,664	(10,141)				
Trtmt Alternative Program Grant	225,000	202,082	(22,918)				
Trtmt & Diversion Grant	134,026	132,325	(1,701)				
Med. Assist. Case Mgt Adults	546,100	540,500	(5,600)				
Med. Assist. Case Mgt Family	81,500	80,000	(1,500)				
WI Medicaid Cost Recovery	490,837	368,127	(122,710)				
Adult Protective Services	103,623	103,623	-				
Comm. Supp. Prog. Wait List	10,714	10,714	-				
Certified Mental Health Program	51,101	52,101	1,000				
ContinuUs	55,000	55,000	-				
WATTS Review	20,000	21,000	1,000				

Eau Claire County Dept of Human Services  
Yr 2016 Budget

<b>Program 2 Community Care &amp; Treatment of Adults and Children with Mental Illness</b>		
<b>REVENUES by Sub Program</b>		
<b>Intensive Case Management</b>		
Comprehensive Community Services	89,300	***
OBRA Relocation	26,231	
Community Options Prog	186,441	
EDS Medical Assistance	77,878	
Basic County Allocation	275,836	
<b>Community Support Program</b>		
EDS Medical Assistance	530,427	
Community Support Prog W/L	10,714	
Cert Mental Health Prog	52,101	
Community Options Prog	326,528	
Community Recovery Services	150,975	
Mental Health Block Grant	51,569	
Basic County Allocation	866,062	
<b>Mental Health Court</b>		
EDS Medical Assistance	20,000	
Treatment Alternative Prog	77,283	
Treatment Alternatives and Diversions	39,877	
Basic County Allocation	14,717	
<b>Child Mental Health</b>		
Community Options Prog	35,457	
Childrens Waiver	427,246	
Comprehensive Community Services	89,305	***
Severely Emotionally Disturbed	68,664	
EDS Medical Assistance	146,711	
Basic County Allocation	19,797	
<b>Crisis Services</b>		
EDS Medical Assistance	75,000	
Basic County Allocation	121,660	
<b>Medication Mgt</b>		
Basic County Alloc	26,253	



211 Services	
Basic County Allocation	5,184
<b>Total St/Fed</b>	<b>3,811,216</b>

Prior Period/Misc	23,525
ContinuUs Community Support Program	55,000
<b>Total Other</b>	<b>78,525</b>

Intensive Case Management	27,827
Community Support Program Wait List	64,931
Mental Health Court	120
Child Mental Health	26,685
<b>Charges &amp; Fees</b>	<b>119,563</b>

Intensive Case Management	256,234
Community Support Program Wait List	804,519
Mental Health Court	91,339
Child Mental Health	18,390
Crisis Services	113,014
Medication Management	24,387
211 Services	4,816
<b>Levy</b>	<b>1,312,700</b>

<b>Total Revenue</b>	<b>5,322,003</b>
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**EXPENSES by Sub Program**

Personnel	2,591,792
Services & Supplies	82,150
Contracted	2,547,571
Overhead	100,490
<b>Total Expenditures</b>	<b>5,322,003</b>

\*\*\* Comprehensive Community Program

**EAU CLAIRE COUNTY  
NEW POSITION / AMENDED FTE REQUEST FORM**

Budget Year: 2016

Return this form to Human Resources no later than 4 p.m. on: May 6, 2016

Action Requested:

New Position  FTE Amount (example: 1.0 or .725)

Change in FTE Status of Existing Position  Requested FTE Change (example: +1.0 or -.73)

Department:

Division (if applicable):

Position Title:

Requested Start Date:

**WAGE INFORMATION:**

Wage Type:

Current Pay Grade:  Step:

Hours per week:

Weeks per year:  Gross Pay:

**1. Reason for new position or change in FTE for existing position request:**

On April 1, 2016 the State of Wisconsin certified Eau Claire County's SAMHSA endorsed, evidence based, Comprehensive Community Services (CCS) program. This is a new program/service for Eau Claire County and one that will enhance services for individuals with mental health and/or substance abuse disorders. The Service Facilitator is the DHS 36 language used to describe the role of the social worker assigned to manage the case. Please note for program integrity purposes and to comply with Comprehensive Community Services administrative code (DHS 36) the service facilitator should not perform any of the court related duties as it poses a conflict between client right to self-determination and foundations of recovery.

**2. How does this position fit into the organizational structure of the Department? A draft organizational chart should be provided.**

The department is in the process of reviewing and modifying the organizational diagram to better address the mental health and/or substance abuse disorders in the community. This position is critical and essential to the successful operation of the CCS program.

3. FLSA Status: Non-Exempt:  Exempt:

4. Hourly or Annual Wage/Pay Grade: Hourly:  Annual Salary:

**5. What are the major functions of the proposed position?**

Service facilitation and case management as the major functions of the position. Service facilitation includes activities that ensure the participant receives: assessment services, service planning, service delivery and supportive activities in an appropriate and timely manner. It also includes ensuring the service plan and services delivery for each member is coordinated, monitored and designed to support the participant in a manner that helps the participant achieve the highest possible level of independent functioning. Services Facilitation includes assisting the member in self-advocacy and helping the participant obtain other necessary services such as medical, dental, legal, financial and housing services.

6. Is this position mandated? Yes:  No:

**7. Position justification (Why is the position needed?):**

Per the State Administrative Code the Comprehensive Community Services (DHS 36) requires Service Facilitators. This position is necessary and required to operate the CCS program.

**8. Measurement of Job Performance (i.e. clients, caseload, work output, etc.):**

The CCS program expands the array of services for individuals with mental health and/or substance abuse disorders to meet individuals needs. Based on the level and intensity of need case load sizes will vary between 1:7 for children and 1:15 for adults. The desired outcome is to improve outcomes of individuals with a mental illness and/or substance abuse. Success can be measured through a reduction of alternate care and deeper end service costs.

**9. Are there opportunities to consolidate, eliminate, and/or outsource the job responsibilities?**

Yes:  No:

Please explain:

WI 2013-2015 Biennial Budget Act 20 allows for CCS programs to be reimbursed by Medical Assistance at 100% of the actual cost needed to provide the service. DHS 36 requires a high degree of assessment, case planning, monitoring and advocating for services for this position.

10. Is this a new position? Yes:  No:

If the "Yes" box is checked above, would the creation of this position cause the future elimination of another position?

Yes:  No:

11. Is this work currently being performed by someone else? Yes:  No:

If the "Yes" box is checked above, by whom?

**12. Are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other County department, use of overtime, eliminating unnecessary work, etc?)**

Yes:  No:

Please explain:

This is a new program that requires staff to operate. Without this position and program the County continues to run the risk of not treating individuals with substance abuse disorders or mental health conditions until such a time when they require legal intervention (criminal, juvenile or civil) and are at a point in the pathology of the illness where recovery is harder to achieve.

# EAU CLAIRE COUNTY JOB DESCRIPTION

<b>TITLE:</b>	Social Worker/CCS Service Facilitator	<b>POS. NUMBER:</b>	
<b>DEPARTMENT:</b>	Human Services:	<b>PAY GRADE:</b>	
<b>REPORTS TO:</b>	CCS Service Director/Supervisor	<b>EEO CATEGORY:</b>	Professional
<b>FLSA STATUS:</b>	Exempt	<b>EFFECTIVE DATE:</b>	May 2016
<b>UNIT:</b>	Human Services Professional		

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## POSITION SUMMARY:

Provides Service Facilitation and services to assigned individuals across the life span requesting and found eligible for the Comprehensive Community Services Program (CCS). Eligible Individuals served have a diagnosed mental illness and/or a substance abuse disorder.

## ESSENTIAL FUNCTIONS (Illustrative only):

- Serves as member of a multi-disciplinary unit serving individuals with a mental health disorder and/or a substance use disorder utilizing principles of psychosocial rehabilitation.
- Identifies through the assessment process individual needs which include medical, psychological, vocational, social, familial, and daily living spheres
- Works to achieve voluntary involvement and participation in the design of a self-directed recovery plan developed to support the consumer in a manner that helps achieve the highest possible level of independent functioning.
- Promotes and teaches team based approaches to enhance and sustain the recovery process.
- Provides support for individuals, families or significant others in individual, conjoint, and group formats
- Ensuring that the service plan and services delivered are integrated, coordinated and monitored.
- Adheres to State Statutes, Administrative Code, County and Department of Health and Human Services policies/procedures and social work practice standards
- Documents contacts and services, maintains files and data for reporting purposes and creates authorizations of services for payment per an individual's plan while adhering to agency-defined fiscal parameters
- Obtains case consultation from supervisor or psychiatrist and participates in regular clinical meetings
- Participates in staff development/training activities to enhance skills and to maintain awareness of current practice techniques (i.e. Evidenced-based practice models)
- Serves as advocate for individuals with mental health and/or substance abuse disorders within the community
- Teaches families and individuals about available community resources and how to independently gain access to needed services
- Performs other duties as assigned

## WORK ENVIRONMENT:

- Sedentary with occasional walking and standing in a general office setting
- Duties involve dealing with a variety of persons, some with physically and/or emotionally stressful situations
- Provides services in the office, at clients' homes, or in the community, which requires travel to different locations for performance of work duties
- Duties may require travel to other locations outside Eau Claire County

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and ability to provide service facilitation and coordination for individuals across the life span with mental health conditions and/or substance abuse disorders.

- Knowledge of evidence-based practice models utilized within the delivery of psychosocial rehabilitation Treatment including: Person-centered Planning, – empowerment and recovery models of service.
- Knowledge of available community resources for individuals with substance abuse and or mental health concerns.
- Knowledge of human development and behavior, family and group dynamics, and mental, physical and social dysfunctions
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups.
- Ability to communicate effectively both orally and in writing
- Ability to work the allocated hours of the position

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Social Work or related degree
- Must have access to private transportation at all times for work-related duties

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Must be in compliance with State of Wisconsin Social Worker Certification requirements as a condition of employment by meeting one of the following requirements:
  - Certified as a Social Worker in Wisconsin
  - Possess or be able to obtain a temporary certificate within 2-months of hire and become certified within the specified time limits of the temporary certificate
- Appointment will be conditional upon successful completion of criminal and caregiver background checks

**EMPLOYEE REVIEW:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent's name printed



**5. What are the major functions of the proposed position?**

The position will function as the Services Director as required by the CCS program ( DHS 36). • Provide leadership, coordination, consultation, supervision and direction around the Comprehensive Community Services Program (DHS 36) • Provides leadership and direction to staff promoting the concept of recovery services

6. Is this position mandated? Yes:  No:

**7. Position justification (Why is the position needed?):**

Per the State Administrative Code the Comprehensive Community Services (DHS 36) requires a Service Director. This position will be the lead manager for the CCS program operations.

**8. Measurement of Job Performance (i.e. clients, caseload, work output, etc.):**

This program was certified for one year, recertification will occur in March 2017, Therefore recertification will be one measurement of success. This program provides services to individuals with mental health and/or substance abuse needs prior to the exacerbation of the illness requiring a greater degree of public resources (eg. group care, institutional care, confinement in jail). It also allows for a host of services currently provided by Eau Claire County Human Services that may be covered through the CCS program vs. reliance on community aids or county tax levy.

**9. Are there opportunities to consolidate, eliminate, and/or outsource the job responsibilities?**

Yes:  No:

Please explain:

WI 2013-2015 Biennial Budget Act 20 allows for CCS programs to be reimbursed by Medical Assistance at 100% of the actual cost needed to provide the service. DHS 36 requires a high degree supervisory oversight of Department of Human Services Staff, plus the contracted staff providing services and care. This position can not be consolidated with other staff nor is it in Eau Claire County's best interest to outsource this position.

10. Is this a new position? Yes:  No:

If the "Yes" box is checked above, would the creation of this position cause the future elimination of another position?

Yes:  No:

11. Is this work currently being performed by someone else? Yes:  No:

If the "Yes" box is checked above, by whom?

**12. Are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other County department, use of overtime, eliminating unnecessary work, etc?)**

Yes:  No:

Please explain:

This is a new program that requires staff to operate. Without this position and program the County continues to run the risk of not treating individuals with substance abuse disorders or mental health conditions until such a time when they require legal intervention (criminal, juvenile or civil) and are at a point in the pathology of the illness where recovery is harder to achieve.

# EAU CLAIRE COUNTY JOB DESCRIPTION

**TITLE:** Comprehensive Services Program      **POS. NUMBER:**  
Service Director/Supervisor

**DEPARTMENT:**

**REPORTS TO:**

**FLSA STATUS:** Exempt      **EEO CATEGORY:**

**UNIT:**      **EFFECTIVE DATE:**

---

## **POSITION SUMMARY:**

Serves as the Service Director and Supervisor of a multi-disciplinary psychosocial rehabilitation treatment team serving voluntary clients fitting the criteria for admission into the Comprehensive Community Services (CCS) Program (DHS 36).

## **ESSENTIAL FUNCTIONS** (Illustrative only):

- Provide leadership, coordination, consultation and direction around the Comprehensive Community Services Program (DHS 36)
  - Ensures compliance of CCS, including compliance with this chapter and other applicable state and federal regulations.
  - Developing and implementing policies and procedures related to CCS.
  - Provides for the orientation, training, supervision, and motivation of staff members
  - Provides supervision and clinical direction to staff assigned to the CCS program.
  - Provides clinical guidance and supervision to workers around issues of client assessment, treatment planning, and case plan implementation
  - Advises workers in gathering facts, appraising and evaluating needs, formulating and implementing possible solutions, and providing assistance as required to achieve recovery
- Provides leadership and direction to staff promoting the concept of recovery services
  - Promotes and educates staff in recovery plan design; involves and directs other program personnel in recovery based therapeutic interventions
  - Works with program staff to identify full range of client needs, including, but not limited to: medical, psychological, vocational, social, familial, daily living spheres, and substance use disorders
  - Provides face to face pre-admission assessment; reviews and approves assessments, recovery plans, services, and discharge summaries
  - Documents client contacts and services, maintains client files and client specific data for reporting purposes and prepares other records and reports as necessary
- Performs other duties as assigned

## **WORK ENVIRONMENT:**

- Work may be performed in an office setting, clients' homes, treatment and residential facilities, courts, and work sites

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong knowledge of Comprehensive Community Services (DHS 36)
- Proficiency in program development
- Knowledge of recovery based principles from mental health and substance abuse disorders
- Knowledge of and ability to implement concepts of the mental health and substance use disorder recovery model
- Knowledge of clinical supervision and management of staff
- Knowledge of Community based therapeutic programs



- Ability to communicate effectively, both orally and in writing, and prepare clear and concise reports
- Ability to establish and maintain effective working relationships with a variety of people and agencies
- Ability to address interpersonal conflict situations, resolve problems, and adapt to change
- Ability to work the allocated hours of the position

**REQUIRED QUALIFICATIONS:**

- Master's degree in Social Work, Clinical Psychology, or Human Service related field
- 3,000 hours of paid experience where the majority of clients were children or adults with mental disorders or substance use disorders
- Must have access to private transportation at all times for work related duties

**LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Must possess State of Wisconsin Licensure as Licensed Professional Counselor (LPC, Licensed Clinical Social Worker, (LCSW), or Marriage and Family Therapist (MFT) within two (2) months of hire and maintain Wisconsin Licensure as a condition of continued employment
- Appointment will be conditional upon successful completion of criminal and caregiver background check

**DESIRED QUALIFICATIONS:**

- Paid social work experience in a Comprehensive Community Services Program
- Professional work experience in supervision or lead position
- Professional accomplishments such as: membership in professional organizations, conducting research, grant writing, conducting workshops, or providing professional presentations
- Demonstrated community involvement such as board memberships and service clubs
- Demonstrated knowledge and experience in consumer empowerment, evidence based best practices, recovery and person centered planning principles
- Demonstrated ability to work with individuals across the life span

**EMPLOYEE REVIEW:**

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent's Printed Name

## FACT SHEET

### Law Enforcement Software

This intergovernmental agreement is written documentation of the responsibilities for the City of Eau Claire and Eau Claire County. Both the City and the County are jointly purchasing and installing/implementing new law enforcement software. The City is the fiscal agent because the City is hosting the software and hardware. The City will pay the vendors. The County shall pay the City as indicated in the agreement.

This is the result of working together as a joint Team for about a year. It is expected that the purchase, implementation and training take approximately one year before we "GO LIVE".

The proposed contract for the City of Eau Claire and Eau Claire County will consist of installing and maintaining a replacement law enforcement software system. The system will provide the equipment and software necessary for the City of Eau Claire and Eau Claire County's law enforcement software and document imaging systems.

The joint law enforcement software system intergovernmental cooperative agreement defines each of the agencies responsibilities and fiscal obligations for the initial purchase and implementation, as well as maintenance throughout its expected useful life.

Replacement of the system is required due to end of current support scheduled for 2017 for both the software and hardware.

Other law enforcement agencies within Eau Claire County are included as "users" of this system.

### FURTHER JUSTIFICATION

*ECPD response: "while officers are able to perform their daily duties with the current system (HTE), there are a number of improvements with the Spillman system that would improve the efficiency and effectiveness of all patrol officers. Officers would be able to use only the MBD for most of their work versus having to operate from the MBD, HTE, and AVL independently. The reporting and data features on Spillman will reduce the amount of data that needs to be entered by an officer and has features that will ensure correct data entry. The ECPD patrol division spent over 10,000 hours report writing in 2015, the most time spent in any area other than actually being on a case. We would anticipate up to a 25% reduction in this time due to the improved reporting features.*

*Officers spend another large bulk of time following up and investigating cases. This involves using our in-house records system to search a multitude of data. Our current system allows you to do this, however, the search methods are dated and require officers to spend a lot more time either writing information down to continue onto a new search or printing off information onto paper. The Spillman system is much more user friendly and will eliminate much of the extra writing and/or printing of information. It has standard features tailored to the needs of officers making standard searches much more meaningful while reducing time. There are a multitude of other features that were made with officer performance in mind. Spillman seems to understand modern policing and the needs of officers on the street. The company directly consults with officers and has the ability to evolve their product as the needs of police officers change. I feel this is an extremely important aspect of this product that is lacking with our current product."*

## TABULATION

In September & October 2015, the evaluation team reviewed all eight (8) proposals received and decided to have two (2) firms demonstrate their software. This decision was based on the firms' experience in Wisconsin, the product (software) offering, its integration capability and references from other users. The two firms who provided demos were:

1. Sungard (current firm)
2. Spillman Technologies, Inc.

Both demos were attended by a majority of the team, about 25 staff total. It was clear that Spillman had much more to offer and would fulfill the needs of all of the departments involved in this project. The team requested that we order the system from Spillman directly without processing an RFP.

Spillman software is used by a large share of law enforcement agencies in WI. This experience with WI agencies will allow easier implementation and a more robust/responsive support.

Also, as allowed within the cooperative contract, Spillman and the City/County negotiated another discount of approx. \$179,000.

The proposal received from Spillman Technologies, Inc., is responsive and responsible and the only proposal that fit all the criteria of the RFI. Therefore we recommend award of this contract to Spillman Technologies, Inc. of Salt Lake City, Utah.

## FISCAL:

See Attachment A of the Intergovernmental Cooperative Agreement.

Eau Claire County's share is 42% or an estimated \$606,900 for both the hardware AND software.

Budgeted in 2016 is \$200,000. Cost for 2016 is estimated to be approx \$273,000. The difference, \$73,000 would be taken out of the I.S. capital project account along with reprioritizing other projects.

In 2017 the budget will include \$333,900 for the 2<sup>nd</sup> half of the software and hardware.

In 2018 the budget will include 70% of the annual support cost \$157,778 or approximately \$110,400.

**LAW ENFORCEMENT SOFTWARE SYSTEM  
INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

**I. PARTIES**

This Agreement is between the City of Eau Claire, located at 203 S Farwell Street, Eau Claire, WI 54703, and Eau Claire County, located at 721 Oxford Avenue, Eau Claire, WI 54703.

**II. PURPOSE OF AGREEMENT**

The purpose of this agreement is to document sharing of Law Enforcement Software System and the server system/hardware. This includes the joint purchase of software and hardware, implementation, upgrades and continued support. Intergovernmental Cooperative Agreements are specifically authorized under Wis. Stat. §§ 59.52(7) and 66.0301.

The City of Eau Claire maintains a data center in the Information Services area of City Hall at 414 E. Grand Avenue, Eau Claire, WI. Eau Claire County maintains a data center in the Information Technology area of the Eau Claire County Courthouse at 721 Oxford Avenue, Eau Claire, WI. The software is expected to be implemented and operated uniformly for the City and County and their respective divisions. The City shall host the system and therefore the City shall be the financially responsible party realizing the appropriate percentage of the funds provided by the County. Both parties are to share equally towards successful implementation and operation. A copy of the contract with Spillman Technologies, Inc., shall be an attachment to this agreement. Both parties are equally responsible for the contract with Spillman Technologies, Inc.

The Law Enforcement Agencies, the City of Eau Claire Police Department and the Eau Claire County Sheriff's Department are located at 721 Oxford Avenue, Eau Claire, WI.

**III. TERM OF CONTRACT AND OPTION OF RENEWAL**

Services under this Agreement shall commence May 24, 2016, and shall continue through December 31, 2026, with 5 automatic annual renewals thereafter, unless either party provides notice of intent of nonrenewal. Notice of nonrenewal shall be provided 2 years prior to termination. Parties shall meet 2 years prior to the anticipated nonrenewal, or earlier if notice is provided in accordance with this agreement, to consider a replacement, a new module from the same vendor, or other alternatives.

If any party gives notice and terminates participation under this Agreement, it forfeits any rights of collocation. The costs of removing the equipment shall be borne by both parties, regardless of where the equipment will be located.

**IV. COST SHARING**

The breakdown of cost sharing for the software and hardware jointly purchased is set forth in Attachment "A". The City shall be the fiscal agent and shall pay Spillman for the software and other firms for the hardware. The County shall pay the City estimated capital cost 2016 expenses on or before May 1, 2016, and 2017 capital cost expenses on or before January 1, 2017. The continuing support for the software is approximately \$157,000/year starting with year 2 after acceptance. Cost sharing is County-70% and City-

30%. The County shall pay the City on or before January 1<sup>st</sup> of each operating year. Any additional equipment or software that benefits all parties will be funded by all of the parties per the cost sharing formula in effect at the time of the purchase. The cost allocation set forth in Attachment "A" is applicable through December 31, 2026, and may not be modified except through the mutual agreement of all parties. The respective cost responsibilities of the City, Communications Center and the County shall survive any changes in the parties' participation of this Agreement.

V. INDIVIDUAL COSTS

Each party is responsible for funding any additions that benefit only one party.

VI. LOCATION OF EQUIPMENT

Cooperatively City and County staff will be responsible for providing Data Center collocation environment and security.

VII. PROJECT MANAGERS

Sherilyn Riedel, City Systems Engineer & Jon Lentz, County Systems Analyst.

VIII. OVERSIGHT COMMITTEE/STAKEHOLDERS

The City Information Services Manager, the County Information Technology Division Director, the Eau Claire Emergency Communications Center Director, the Eau Claire Police Department Administrative Division Manager and the Eau Claire County Sheriff's Department Administrative Services Division Manager shall be designated as the Oversight Committee and shall be responsible for overseeing the implementation, managing the Data Center collocation space, including reviewing cost sharing formulas, security, and making operational decisions within the amounts budgeted by the parties. The City & County Finance Directors shall be a part of this Oversight Committee when assessing cost sharing formulas. The Oversight Committee shall meet at least 4 times a year, each quarter. The individuals on the Oversight Committee will report back bi-annually to their respective governing bodies regarding the status of this arrangement.

IX. TEAM MEMBERS/RESOURCES

A list of the team members and additional resources are documented on the attached Project Charter.

X. NOTICES

Notices required or deemed advisable under this Agreement shall be placed in writing and delivered personally or by registered or certified mail upon the City to: John LeBrun, Information Services Manager, 203 S. Farwell St., Eau Claire, WI 54703, telephone (715) 839-5044; and upon the County to: Dave Hayden, Information Technology Division Director, 721 Oxford Ave., Eau Claire, WI 54703, telephone (715) 839-4841.

XI. MUTUAL INDEMNIFICATION

The parties agree fully to indemnify and hold one another harmless from and against all claims, actions, judgments, costs, and expenses arising out of damages or injuries to third persons or their property, caused by the fault or negligence of the said party, its agents, or employees, in the performance of this Agreement. The parties shall give to each other

prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise, and defend the same.

**XII. WAIVER OF BREACHES**

No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.

**XIII. APPLICABLE LAW**

This contract shall be governed under the laws of the state of Wisconsin and is made at Eau Claire County, Wisconsin, and venue for any legal action to enforce the terms of this Agreement shall be exclusively in Eau Claire County Circuit Court.

**XIV. SECTION HEADINGS**

The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

**XV. NON-ASSIGNMENT OF AGREEMENT**

The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed to in writing.

**XVI. MODIFICATIONS TO AGREEMENT**

There shall be no modifications to this Agreement, except in writing, signed by all 3 parties.

**XVII. INTEGRATION OF AGREEMENT**

The entire agreement of the parties is contained herein, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the provider and the City or County relating to the subject matter.

All parties hereto having read and understood the entirety of this Agreement consisting of three (3) typewritten pages hereby affix their duly authorized signatures:

**CITY OF EAU CLAIRE BY:**

\_\_\_\_\_  
DALE PETERS  
CITY MANAGER

\_\_\_\_\_  
DATE

**EAU CLAIRE COUNTY BY:**

\_\_\_\_\_  
KATHRYN SCHAUF  
COUNTY ADMINISTRATOR

\_\_\_\_\_  
DATE

**JOINT LAW ENFORCEMENT SYSTEM  
INTERGOVERNMENTAL COOPERATIVE AGREEMENT**

**Attachment A**

**May 10, 2016**

Software	\$1,150,230.00
Hardware	\$175,000.00
Conversion (est.)	\$50,000.00
Contingency	\$69,770.00
<b>TOTAL</b>	<b>\$1,445,000.00</b>

**Cost Breakdown per Agency/Department**

<b>System Per Agency Base System Charge Requirement</b>		
City of Eau Claire	(42%)	\$606,900.00
Eau Claire County	(42%)	\$606,900.00
Communications Center	(16%)	\$231,200.00
<b>TOTAL</b>		<b>\$1,445,000.00</b>

Estimated expenditures in 2016:	\$650,000.00
Estimated expenditures in 2017:	\$795,000.00

<b>Hardware</b>	
<b>TOTAL</b>	<b>\$175,000.00</b>

<b>Maintenance Costs</b>	
Year 1	included in purchase cost
Year 2	\$157,000.00
Year 3 +	same as Year 2 w/CPI terms

<b>Cost Share</b>	
County	<b>70%</b>
City	<b>30%</b>

# LAW ENFORCEMENT SOFTWARE CHARTER

**Title of Project:** The Analysis, Joint Procurement and Implementation of Law Enforcement Software for the City of Eau Claire Police Department and the Eau Claire County Sheriff's Department.

**Mission:** To enter into an agreement that will encourage a collective and cooperative review of the software requirements, that encourages ALL to be flexible to each other's services and needs and to purchase law enforcement software that is uniformly shared and uniformly implemented.

<p><b>Facilitator:</b> Frank Draxler, City/County Purchasing Director</p>	<p><b>Team Members:</b>                  Tim Robertson &amp; Sherilyn Riedel, City IS Staff                  Jon Lentz, County IS Staff                  Joel Brettingen, Jail Captain                  Stacey McKinley, Records Bureau Technician                  Chris Jaeger, City Crime Analyst                  Sean Callister, County Data Analyst                  Donna Ress &amp; Linda Hueffner, Comp. App. Coord.                  Mike Mayer, Field Services Sergeant                  Keith Stelzig, Com Center Telecommunicator                  Benjamin Frederick, Sergeant of Detectives                  Greg Weber, Lieutenant of Patrol                  Cory Schalinske, Field Services Lieutenant</p>
<p><b>Team Leaders:</b>                  John LeBrun, City IS Manager                  Dave Hayden, County IS Director                  Dianne Hughes, Sheriff Dept. Admin. Services Division Mgr.                  Kristin Southard, Police Dept. Admin. Division Manager</p>	<p><b>Stakeholders/Champions—authority to make decisions:</b>                  Kristin Southard, Police Dept. Admin. Division Manager                  Captain Dan Bresina, County Sheriff's Office                  Greg Wallace, Com Center Manager                  Jay Winzenz, City Finance Director                  Scott Rasmussen, County Finance Director                  John LeBrun, City IS Manager                  Dave Hayden, County IS Director</p>
<p><b>Desired Outcomes:</b>                  Improved collaboration                  Improved functionality                  Improved processes                  Consistent implementation across all agencies involved                  Easier information sharing between agencies including the DA and Courts and potentially other municipalities and Counties                  Cost savings                  - TBD</p>	<p><b>Project Scope:</b>                  Replace L.E. software due to end of life, with "integrated" system that is capable of "self-completing" forms, user-friendly, and that includes modules for:                  ♦ RMS (records management system)                  ♦ CAD (computer aided dispatch) Com Center                  ♦ Jail (including booking and mug shot)                  ♦ Mobile (patrol and detectives)</p>
<p><b>Undesired Outcomes:</b>                  Increased cost                  Increased FTE                  Lower quality                  Longer time frame to procure and implement                  - TBD</p>	<p><b>Resources:</b>                  Chris Finn, City Purchasing Technician</p>
<p><b>Limitations:</b>                  Changes in software, staff and procedures during the review period. Being flexible in the choice of available software vs. making software match current procedure.</p>	

Preliminary Plan	Target Date	Actual Date
Start Date: review draft charter/team members	April 30, 2015	April 30, 2015
Define Outcomes:	June 11, 2015	June 11, 2015
Agree on Process (s) and Time frame:	June 11, 2015	June 11, 2015
Develop Recommendation to Management:	June 11, 2015	June 11, 2015
Obtain Management Approval/Develop RFI/ Discuss Exploratory Demos/Timeline:	June 11, 2015	July 2015
Revise and Prioritize Outcomes/Distribute RFI:	July 8, 2015	August 2015
Est. Process (s) and Time frame for software replacement: <b>2015</b> —View what is on the market. <b>2016</b> —Decide on scope, process RFP, select firm and negotiate and award contract. <b>2017</b> —Implementation.		

Add. Stakeholders: All City and County users of the software, other departments, agencies and the public.  
 Adhoc team members: Chippewa County IS Director, other outside law enforcement agencies.