

Human Services Board Agenda
Jefferson County
Jefferson County Workforce Development Center, 874 Collins Road, Room 103
Jefferson, WI 53549

Date: Tuesday, March 8, 2016 Time: 8:30 a.m.

Committee Members:

Mode, Jim (Chair)
Jones, Dick (Vice Chair)
Kutz, Russell
Tietz, Augie

McKenzie, John (Secretary)
Crouse, Cynthia
Schultz, Jim

1. Call to Order
2. Roll Call (Establish a Quorum)
3. Certification of Compliance with the Open Meetings Law
4. Approval of the March 8, 2016 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of February 9, 2016 Board Minutes
7. Communications
8. Review of final December, 2015 Financial Statement
9. Discussion and possible action approving updated carry over request
10. Discussion and possible action on approving February, 2016 Vouchers
11. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging & Disability Resource Center
12. Discussion and possible action on New Professional Contracts
13. Discussion and possible action approving Intercounty Government Agreement for Adults Placements
14. Discussion and possible action on filling one vacancy for the Nutrition Project Council and one vacancy for the ADRC Advisory Committee
15. Discussion and possible action approving the creation of one full time Benefit Specialist
16. Discuss Alzheimer's Family Caregiver Support Program and National Family Caregiver Support Program payments and the background check issue
17. Update on Marsh Country Healthcare Commission
18. Director's Report
19. Discuss Updates from Wisconsin County Human Services Association.
20. Discuss potential agenda items for April board meeting.
21. Adjourn

Next Scheduled Meetings: Tuesday, April 12, 2016 at 8:30 a.m.
Tuesday, May 10, 2016 at 8:30 a.m.

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County board of Supervisors, may be present at this meeting.

Special Needs Request - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

JEFFERSON COUNTY HUMAN SERVICES

Board Minutes

February 1, 2016

Board Members Present: Jim Mode, Richard Jones, Russell Kutz, Augie Tietz, Jim Schultz and Cynthia Crouse.

Absent: John McKenzie

Others Present: Director Kathi Cauley; Deputy Director Brent Ruehlow; Aging & Disability Resource Division Manager Sue Torum; Economic Support Manager Jill Johnson; Administrative Services Manager Joan Daniel; Office Manager Donna Hollinger; County Administrator Ben Wehmeier and Birth to Three Supervisor Beth Boucher.

1. CALL TO ORDER

Mr. Mode called the meeting to order at 8:30 a.m.

2. ROLL CALL/ESTABLISHMENT OF QUORUM

McKenzie absent/Quorum established.

3. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

Ms. Cauley certified that we are in compliance.

4. REVIEW OF THE FEBRUARY 9, 2016 AGENDA

Move item #16 to follow item #7

5. CITIZEN COMMENTS

No comments

6. APPROVAL OF THE JANUARY 12, 2016 BOARD MINUTES

Mr. Tietz made a motion to approve the December 8, 2015 board minutes.

Mr. Schultz seconded.

Motion passed unanimously.

7. COMMUNICATIONS

No Communications

8. REPORT FROM BIRTH TO THREE ON NIATx PROJECT

Birth to Three Supervisor, Beth Boucher, gave a presentation on a quality improvement project that their team did to streamline the referral process to optimize the resources used to identify children in need of programming. (attached)

9. REVIEW OF DECEMBER, 2015 FINANCIAL STATEMENT

Ms. Daniel reviewed the December 2015 preliminary financial statement (attached) and reported that there is a projected positive fund balance of \$890,351, which includes \$456,748 operating surplus balance and \$433,603 reserve. She reported that the prepaid assets from the balance sheet of \$247,487.26 will also be carried forward if non-lapsing request is approved. She presented the financial statements (attached) that detail revenue, expenses, tax levy and variance by program within each Division and discussed the areas that are having the most impact on the budget. She also presented reports showing Commitment/Inpatient, Detox and Alternate Care statistics (attached).

10. DISCUSS AND POSSIBLY APPROVE CARRY OVER REQUEST

Ms. Daniel presented the list of final non-lapsing and carryover fund balance requests. Ms. Cauley reviewed them in detail.

Mr. Kutz made a motion to approve the carryover request as presented in the amount of \$967,575.34.

Ms. Crouse seconded.

Motion passed unanimously.

11. REVIEW AND APPROVE JANUARY, 2016 VOUCHERS

Ms. Daniel reviewed the summary sheet of the January 2016 vouchers totaling \$519,891.90 (attached).

Mr. Jones made a motion to approve the January 2016 vouchers totaling \$519,891.90.

Mr. Schultz seconded.

Motion passed unanimously.

12. DIVISION UPDATES: CHILD & FAMILY RESOURCES, BEHAVIORAL HEALTH, ADMINISTRATION, ECONOMIC SUPPORT, AND AGING & DISABILITY RESOURCE CENTER

Child & Family Resources:

Mr. Ruehlow reported on the following items:

- Below are two teams with 2015 statistics:
 - CPS: We screened in 231 reports in 2015 compared to 218 in 2014.
 - Juvenile Justice: We received 253 referrals in 2015 and 269 in 2014.
- We had two children return home from the CCI setting and 2 more will be leaving within a few months.
- We held second interviews for the CPS position and are hopeful that we will be hiring soon.
- A committee was formed to recruit individuals who would like to be foster parents to children who need intense supervision.
- There will be a transition for autism and behavioral therapies to go to medical assistance cards, however there is a population who will still need services that are not covered. We will be getting 34 new CLTS cases in 2017. We will have a meeting to figure out what we will need to do for that.

Behavioral Health:

Ms. Cauley reported on the following items:

- Our 2016 **Key Outcome Indicators** for January were as follows:
 - **EMH:** We had 755 crisis calls and last year at this time we had 598. Six resulted in emergency detentions. We diverted 84%, so we are exceeding this key outcome indicator.
 - **CCS:** *Our goal is that 72% of treatment plan goals will be met and we are 77%.*
 - **CSP** *Our goal is that 72% of treatment plan goals will be met and we are 71%.*
- We are fully staffed
- We did not receive any referrals from the schools for school based DBT treatment.
- We brought in a trainer for the Columbia Risk Assessment and 84 people attended. Law enforcement will eventually receive this training, too.

Administration:

Ms. Daniel reported on the following items:

- I was in attendance with other county individuals to review the demo for the new ledger and payroll program. It looks like it will resolve some problems in our area as well as provide timely information.
- We are working on year-end closing
- ECHO is up and running and we are staging various programs to go live over the next few months. MIS has been very helpful with the modifications.
- We are submitting to the state 2016 budgets for various programs.

Economic Support:

Ms. Johnson reported on the following items:

- Our 201 **Key Outcome Indicators** for January were as follows:
 - *We have 30 days to get 100% of all applications processed and the Consortium was at 95.97%. The Southern Consortium received 3,798 applications to process.*
 - *The Consortium Call Center must answer calls timely within 95% of the time. The Center was at 90.09%, which is 2nd in the state. The volume of calls went up due to the 1.28 million forms that were sent out for tax purposes.*
- We will have regular staff be on the phones for 2 hours per day. This will help increase our numbers and will cross-train staff.
- We have money left over at the Daily Union from years ago when the Workforce Development Center was built, so we will have an ad placed in the tourism guide and the Discover Lakes magazine promoting the Center.
- On March 2 our staff will be meeting with staff from Child Support to discuss updates and new processes.

ADRC:

Ms. Torum reported on the following items:

- The Home Delivered Meal Program's KOI is to provide meals to qualifying individuals who request home delivered meals 95% of the time. In January, 4 new people requested meals and all were served. In 2015, a total of 24,871 meals were served; 14,038 (57%) were delivered to 167 unduplicated individuals residing in Jefferson, Johnson Creek, Lake Mills,

Rome/Sullivan and Waterloo. This is a 3,032 total meal decrease from last year of which 2,510 were delivered meals.

- The Transportation Program's KOI is to meet qualifying ride requests 100% of the time. In January, all ride requests were met. There were 308 one-way trips; 25 round trips scheduled and then canceled; 6 individuals were denied because they were on Medicaid/Badgercare and 1 individual was denied because they lived outside Jefferson County. The Veteran's Van provided 63 rides, saw 2 cancellations and 2 denials because the van was full the day requested. One vet was denied because the appointment was at the Milwaukee VA. In 2015 the program provided a total of 4,793 one way rides under the Driver-Escort Program and 1,071 one way rides for the VA Van Program.
- The ADRC's KOI is to see that 100% of home visit requests are met within 7 days unless the customer requests otherwise. During the month of January, 97% of home visits were conducted within 7 days of the request. There were 44 home visits in total, and 40 were done within one week from initial request. Three individuals requested a later date due to their personal schedules. In one instance, a customer was not seen within 7 days. The referral was made by one staff member to another and they had been working with the consumer on and off since August 2015.
- Due to a retirement in April, the division is seeing staff shift from one position to another. The Aging & Disability Resource Specialist position is being filled by an Adult Protective Services worker; this position will be posted shortly. The Division Manager position is posted internally and externally. Several other retirements are expected in this division within the next 12 months.
- The Dementia Training for Jefferson County board and employees is being planned for the second or third week in March. We hope to kick off the event with several guest speakers, including Tom Hlavacek, Executive Director, from the Southeastern WI Alzheimer's Association and Representative John Jagler, Watertown, who was involved in the Speaker's Taskforce on Alzheimer's disease. There are currently 10 reform bills before the legislature. The date will be announced shortly.
- The ADRC contract and business plan have been released. The business plan is an excel spreadsheet that tracks costs per program category. Staff have received detailed training on how to report contacts and these numbers serve as the basis on which the cost allocation will be calculated. It is expected that the ADRC contact numbers will increase as a result of the new interpretation.

13. DISCUSSION AND ACTION ON NEW PROFESSIONAL CONTRACTS

Ms. Cauley reported on the new contracts listed on the 2016 Provider Contract sheets. (attached)

Mr. Jones approved the contracts as listed.

Mr. Tietz seconded.

Motion passed unanimously.

14. DISCUSSION AND POSSIBLE ACTION ON RESOLUTION "IN SUPPORT OF THE WISCONSIN DEPARTMENT OF HEALTH SERVICES ENHANCING THE QUALITY OF THE MEDICAID NON-EMERGENCY MEDICAL TRANSPORTATION SYSTEM."

Ms. Cauley discussed the resolution. Mr. Kutz suggested eliminating the words "being reinstated" in the 5th line of paragraph 8.

Mr. Mode made a motion to eliminate the words "being reinstated" from the resolution.

Mr. Kutz seconded.

Motion passed unanimously.

Mr. Schultz made a motion to approve the resolution as amended.

Mr. Kutz seconded.

Motion passed unanimously.

15. PROCLAMATION RECOGNIZING MARCH AS PROFESSIONAL SOCIAL WORKER MONTH

Mr. Jones made a motion to approve the proclamation recognizing March as professional social worker month and to send it on to the County Board for approval.

Mr. Schultz seconded.

Motion passed unanimously.

16. REQUEST FOR COUNTY BOARD RESOLUTION RECOGNIZING APRIL AS CHILD ABUSE PREVENTION MONTH

Mr. Tietz made a motion to approve the resolution recognizing April as Child Abuse Prevention month and to pass it on to the county board for approval.

Ms. Crouse seconded.

Motion passed unanimously.

17. DIRECTOR'S REPORT: UPDATE ON LEGISLATION

Ms. Cauley reported on the following items:

- There are many legislative bills pending.
- Jefferson and Washington County staff are working on a quality assurance NIATx project with the Winnebago Mental Health Institute.
- April 13 will be the Employee Appreciation Luncheon in the Activity Center at the Fair Park.

18. DISCUSS UPDATES FROM WISCONSIN COUNTY HUMAN SERVICES ASSOCIATION

Ms. Cauley reported on the following items:

- Our fees were raised to \$3,000
- The WCHSA Spring Conference will be from May 10 - 12, which begins on the same day as our board meeting.

19. DISCUSS POTENTIAL AGENDA ITEMS FOR MARCH BOARD MEETING

No specific items at this time

20. ADJOURN

Mr. Tietz made a motion to adjourn the meeting.

Mr. Kutz seconded.

Motion passed unanimously.

Meeting adjourned at 10:15 a.m.

Respectfully submitted by Donna Hollinger

NEXT BOARD MEETING

Tuesday, March 8, 2016 at 8:30 a.m.

Workforce Development Center, Room 103

874 Collins Road, Jefferson, WI 53549

RRF

Financial Statement Summary

December, 2015

A positive fund balance of \$1,208,814 included in balance is an operating surplus balance of \$532,981 and a reserve of \$675,832.74.

Summary of variances:

Revenue: Overall Revenues are unfavorable by \$68,727 from budget.

Expenditures: Favorable by \$1,035,311 primarily due to underspent of waiver of \$389,866 and salary & fringes \$270,640 and hospitals \$250,799.

Major Classifications impacting the Balance

- **Salary under budget by \$159,277:** We had vacancies due to turnover and employees on family leave at the beginning of the year. In addition, some of the new positions were in the process of being recruited at the beginning of 2015. We also had payouts for benefits for retired staff.
- **Fringes under budget by \$111,636:** When there is a 3 week pay period in the month there is no health insurance payment for the 3rd pay period.
- **Children Alternate Care over budget by \$342,178:** This budget includes Alternate Care, Child Caring Institutions, Detentions, and Correctional Facilities as well as Shelter Care. For the month of December we spent \$207,869.
- **Children's Waiver under budget by \$389,896:** We will not earn all of 2015 dollars due to some of the children only being on a partial year. For 2016, we anticipate earning all of the contracts since projecting the current CLTS children waiver to receive services for the full year.
- **Hospital/Detox projection is under budget by \$255,116 (Net basis):**

	<u>Budget</u>	<u>Actual</u>	<u>Projection</u>
Revenue	513,817	412,244	412,244
Expenditures	1,356,466	999,777	999,777
Net	842,649	587,533	587,533

Month of December net from Winnebago/Mendota is a charge of 65,212.24.

- **Operating Costs are projected to be under budget by \$357,016.** This amount changed primarily due to ECO project not complete and requesting non-lapsing funds for this project.
- **Other Contracted under budget by \$20,113.**
- **Community Care under budget \$119,225.**

BEHAVIOR HEALTH DIVISION: This is favorable by \$708,798. The actual balance for hospitalizations for January - December amounts to \$587,533 net basis.

- In December, we received a charge for Winnebago/Mendota bill of \$65,212.24.
- For January 2016 we received a charge for Winnebago/Mendota bill of \$3,614.71

CHILDREN & FAMILY DIVISION: The actual balance for Children & Family Division is favorable by \$31,955. Placements for December amounted to \$207,869.

ECONOMIC SUPPORT DIVISION: The actual balance for Economic Support Division was favorable by \$15,406.

AGING & ADRC DIVISION: The actual balance for Aging & ADRC Division was favorable by \$664.

ADMINISTRATIVE DIVISION: Is favorable by \$209,762

Books are unaudited at this time.

**JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT
STATEMENT OF REVENUES & EXPENDITURES
For 12 Months ended December- Final, 2015**

SUMMARY

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Federal/State Operating Revenues	13,171,718	1	13,171,718	5,177,214	13,240,445	13,171,718	13,240,445	(68,727)
County Funding for Operations (tax levy & transfer in)	8,350,391	0	8,350,391	3,459,220	8,350,391	8,350,391	8,350,391	0
less: Prepaid Expense Transfer	0	0	0	0	0	0	0	0
Total Resources Available	21,522,109	1	21,522,109	8,636,434	21,590,836	21,522,109	21,590,836	(68,727)
Total Adjusted Expenditures	20,989,127	0	20,989,128	8,767,730	22,024,439	20,989,128	22,024,439	1,035,311
OPERATING SURPLUS (DEFICIT)	532,981	0	532,981	(131,296)	(433,603)	532,982	(433,603)	966,585
Balance Forward from 2013-Balance Sheet Operating Reserve	675,833		675,833	484,187		675,833	675,833	0
NET SURPLUS (DEFICIT)	1,208,814	0	1,208,814	352,891	(433,603)	1,208,815	242,230	(966,585)

REVENUES

STATE & FEDERAL FUNDING

MH & AODA Basic County Allocation	1,955,848	0	1,955,848	823,215	1,955,848	1,955,848	1,955,848	0
Children's Basic County Allocation	895,200	0	895,200	361,872	868,493	895,200	868,493	26,707
Family Care County Contribution	0	0	0	0	0	0	0	0
Children's LT Support Waivers	580,344	0	580,344	232,498	745,644	580,344	745,644	(165,300)
Behavioral Health Programs	246,595	0	246,595	98,764	259,499	246,595	259,499	(12,904)
Community Options Program	152,117	0	152,117	63,381	152,115	152,117	152,115	2
Aging & Disability Res Center	951,838	(0)	951,838	332,355	998,773	951,838	998,773	(46,935)
Aging/Transportation Programs	669,573	0	669,573	279,388	649,499	669,573	649,499	20,074
Project YES!	154,476	0	154,476	0	179,631	154,476	179,631	(25,155)
Youth Aids	771,315	(0)	771,315	256,504	835,530	771,315	835,530	(64,215)
IV-E TPR	45,233	0	45,233	15,982	60,163	45,233	60,163	(14,930)
Family Support Program	69,826	0	69,826	27,643	66,343	69,826	66,343	3,483
Children & Families	94,940	0	94,940	28,952	76,194	94,940	76,194	18,746
ARRA Birth to Three	0	0	0	0	0	0	0	0
I.M. & W-2 Programs	1,489,951	0	1,489,951	568,024	1,569,590	1,489,951	1,569,590	(79,639)
Client Assistance Payments	293,766	0	293,766	96,593	259,034	293,766	259,034	34,732
Early Intervention	165,564	0	165,564	68,985	165,564	165,564	165,564	0
Total State & Federal Funding	8,536,586	1	8,536,587	3,254,156	8,841,920	8,536,587	8,841,920	(305,333)

COLLECTIONS & OTHER REVENUE

Provided Services	2,752,032	0	2,752,032	763,981	2,683,857	2,752,032	2,683,857	68,175
Child Alternate Care	109,614	0	109,614	49,287	149,814	109,614	149,814	(40,200)
Adult Alternate Care	257,725	0	257,725	75,552	175,402	257,725	175,402	82,323
Children's LT Support	503,372	0	503,372	413,222	492,652	503,372	492,652	10,720
1915I Program	113,911	0	113,911	20,587	55,000	113,911	55,000	58,911
Donations	78,275	0	78,275	27,601	79,744	78,275	79,744	(1,469)

	Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
Cost Reimbursements	110,268	0	110,268	47,916	164,559	110,268	164,559	(54,291)
Other Revenues	709,935	0	709,935	524,912	597,497	709,935	597,497	112,438
Total Collections & Other	4,635,131	0	4,635,131	1,923,058	4,398,525	4,635,132	4,398,525	236,607

TOTAL REVENUES

EXPENDITURES

WAGES

Behavioral Health	1,348,275	0	1,348,275	586,534	1,087,938	1,348,275	1,087,938	260,337
Children's & Families	1,752,465	0	1,752,465	790,338	1,848,652	1,752,465	1,848,652	(96,187)
Community Support	730,064	0	730,064	360,517	794,850	730,064	794,850	(64,786)
Comp Comm Services	471,567	0	471,567	189,995	459,404	471,567	459,404	12,163
Economic Support	1,074,130	0	1,074,130	508,718	1,051,982	1,074,130	1,051,982	22,148
Aging & Disability Res Center	471,809	0	471,809	206,140	488,525	471,809	488,525	(16,716)
Aging/Transportation Programs	440,676	0	440,676	202,603	443,796	440,676	443,796	(3,120)
Childrens L/T Support	163,888	0	163,888	55,972	157,405	163,888	157,405	6,483
Early Intervention	297,720	0	297,720	139,620	296,417	297,720	296,417	1,303
Management/Overhead	942,075	0	942,075	382,389	1,210,220	942,075	1,210,220	(268,145)
Lueder Haus	262,414	0	262,414	124,388	319,975	262,414	319,975	(57,561)
Safe & Stable Families	219,865	0	219,865	100,194	175,061	219,865	175,061	44,804
Supported Employmt	0	0	0	0	0	0	0	0
Total Wages	8,174,948	0	8,174,948	3,647,408	8,334,225	8,174,948	8,334,225	(159,277)

FRINGE BENEFITS

Social Security Retirement	611,652	0	611,652	229,103	629,409	611,652	629,409	(17,757)
Health Insurance	536,695	0	536,695	208,147	549,265	536,695	549,265	(12,570)
Other Fringe Benefits	2,348,539	0	2,348,539	906,050	2,477,186	2,348,539	2,477,186	(128,647)
Total Fringe Benefits	100,622	0	100,622	1,203	53,284	100,622	53,284	47,338
Total Fringe Benefits	3,597,508	0	3,597,508	1,344,503	3,709,144	3,597,508	3,709,144	(111,636)

OPERATING COSTS

Staff Training	28,234	0	28,234	18,547	74,049	28,234	74,049	(45,815)
Space Costs	186,347	0	186,347	102,059	203,139	186,347	203,139	(16,792)
Supplies & Services	824,137	0	824,137	531,416	915,169	824,137	915,169	(91,032)
Program Expenses	182,374	0	182,374	35,892	101,464	182,374	101,464	80,910
Employee Travel	131,160	0	131,160	69,942	166,904	131,160	166,904	(35,744)
Staff Psychiatrists & Nurse	417,045	0	417,045	179,292	441,705	417,045	441,705	(24,660)
Birth to 3 Program Costs	244,413	0	244,413	135,985	246,000	244,413	246,000	(1,587)
Busy Bees Preschool	1,880	0	1,880	808	2,749	1,880	2,749	(869)
ARRA Birth to Three	0	0	0	0	0	0	0	0
Opp. Inc. Payroll Services	0	0	0	0	0	0	0	0
Other Operating Costs	73,454	0	73,454	1,827	73,869	73,454	73,869	(415)
Year End Allocations	(64,938)	0	(64,938)	(11,601)	9,831	(64,938)	9,831	(74,769)
Capital Outlay	339,272	0	339,272	135,341	485,515	339,272	485,515	(146,244)
Total Operating Costs	2,363,377	0	2,363,377	1,199,509	2,720,394	2,363,377	2,720,394	(357,016)

BOARD MEMBERS

Per Diems	4,725	0	4,725	2,585	7,000	4,725	7,000	(2,275)
Travel	0	0	0	0	0	0	0	0

Y-T-D @ Ledger	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
219	0	219	1,158	750	219	750	(531)
0	0	0	0	0	0	0	0
4,944	0	4,944	3,743	7,750	4,944	7,750	(2,806)

Training
Aging Committee
Total Board Members

CLIENT ASSISTANCE

W-2 Benefit Payments
Funeral & Burial
Medical Asst. Transportation
Energy Assistance
Kinship & Other Client Assistance
Total Client Assistance

0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
156,639	0	156,639	62,138	112,034	156,639	112,034	44,605
73,706	0	73,706	43,835	85,032	73,706	85,032	(11,326)
230,345	0	230,345	105,972	197,066	230,345	197,066	33,279

MEDICAL ASSISTANCE WAIVERS

Childrens LTS
Total Medical Assistance Waivers

801,132	0	801,133	63,749	1,191,029	801,133	1,191,029	(389,896)
801,132	0	801,133	63,749	1,191,029	801,133	1,191,029	(389,896)

COMMUNITY CARE

Supportive Home Care
Guardianship Services
People Ag. Domestic Abuse
Family Support
Transportation Services
Opp. Inc. Delinquency Programs
Opp. Inc. Independent Living
Other Community Care
Elderly Nutrition - Congregate
Elderly Nutrition - Home Delivered
Elderly Nutrition - Other Costs
Total Community Care

28,020	0	28,020	29,749	104,555	28,020	104,555	(76,535)
27,628	0	27,628	14,372	27,808	27,628	27,808	(180)
60,000	0	60,000	25,000	60,000	60,000	60,000	0
9,373	0	9,373	11,564	6,000	9,373	6,000	3,373
37,298	0	37,298	19,943	49,497	37,298	49,497	(12,199)
32,031	0	32,031	57,198	31,467	32,031	31,467	564
0	0	0	0	0	0	0	0
328,578	0	328,578	151,041	373,773	328,578	373,773	(45,195)
53,799	0	53,799	29,130	45,548	53,799	45,548	8,251
78,965	0	78,965	44,159	72,762	78,965	72,782	6,183
20,274	0	20,274	5,621	23,760	20,274	23,760	(3,486)
675,965	0	675,965	387,777	795,190	675,965	795,190	(119,225)

CHILD ALTERNATE CARE

Foster Care & Treatment Foster
Intensive Comm Prog
Group Home & Placing Agency
L.S.S. Child Welfare
Child Caring Institutions
Detention Centers
Correctional Facilities
Shelter & Other Care
Total Child Alternate Care

989,721	0	989,721	296,724	802,443	989,721	802,443	187,278
0	0	0	0	0	0	0	0
555,394	0	555,394	392,740	798,068	555,394	798,068	(242,674)
0	0	0	0	0	0	0	0
489,561	0	489,561	39,419	53,934	489,561	53,934	435,627
87,125	0	87,125	6,710	93,768	87,125	93,768	(6,643)
0	0	0	0	45,318	0	45,318	(45,318)
25,908	0	25,908	175	12,000	25,908	12,000	13,908
2,147,709	0	2,147,709	735,768	1,805,531	2,147,709	1,805,531	342,178

HOSPITALS

Detoxification Services
Mental Health Institutes
Other Inpatient Care
Total Hospitals

138,591	0	138,591	11,745	50,000	138,591	50,000	88,591
954,076	0	954,076	462,231	1,293,466	954,076	1,293,466	(339,390)
0	0	0	0	0	0	0	0
1,092,667	0	1,092,667	473,976	1,343,466	1,092,667	1,343,466	(250,799)

OTHER CONTRACTED

Adult Alternate Care (Non-MAW)
 Family Care County Contribution
 AODA Halfway Houses
 1915i Program
 IV-E TPR
 Emergency Mental Health
 Work/Day Programs
 Ancillary Medical Costs
 Miscellaneous Services
 Prior Year Costs
 Clearview Commission

Total Other Contracted

TOTAL EXPENDITURES

Y-T-D @ Ledgers	Adjust -ments	Y-T-D Projection	Prior Y-T-D Projection	Prorated Budget	Year End Projection	2015 Budget	Year End Variance
418,934	0	418,934	150,094	271,241	418,934	271,241	147,693
625,097	0	625,097	260,457	625,097	625,097	625,097	0
0	0	0	0	0	0	0	0
206,607	0	206,607	88,478	144,090	206,607	144,090	62,517
115,875	0	115,875	48,355	150,000	115,875	150,000	(34,125)
2,795	0	2,795	8,892	15,600	2,795	15,600	(12,805)
0	0	0	0	0	0	0	0
229,067	0	229,067	114,948	242,200	229,067	242,200	(13,133)
261,388	0	261,388	134,099	427,416	261,388	427,416	(166,028)
0	0	0	0	0	0	0	0
40,768	0	40,768	0	45,000	40,768	45,000	(4,232)
1,900,531	0	1,900,531	805,324	1,920,644	1,900,531	1,920,644	(20,113)
20,989,127	0	20,989,128	8,767,730	22,024,439	20,989,128	22,024,439	(1,035,311)

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Revenue & Expenditures December, 2015

Summary Sheet	Program	Annual Projection		Tax Levy	Budget		Variance	
		Revenue	Expenditure		Revenue	Expenditure		
	Behavior Health							
5000	BASIC ALLOCATION	3,325,266	3,904,370	579,105	3,355,187	4,397,448	1,042,261	463,156
5003	LUEDER HAUS	138,297	480,935	342,638	142,000	588,968	446,968	104,330
5007	EMERGENCY MENTAL HEALTH	92,919	790,139	697,220	55,500	682,880	627,380	(69,840)
5011	MENTAL HEALTH BLOCK	26,128	40,803	14,675	26,128	39,643	13,515	(1,160)
5025	COMMUNITY SUPPORT PROGRAM	740,581	1,406,791	666,209	671,772	1,497,841	826,069	159,860
5027	COMP COMM SERVICE	1,084,926	957,412	(127,513)	960,981	915,376	(45,605)	81,908
5031	AODA BLOCK GRANT	109,299	129,604	20,305	109,299	135,821	26,522	6,217
5043	CERTIFIED MENTAL HEALTH	40,236		(40,236)	40,236		(40,236)	0
5044	EMERGENCY MENTAL HEALTH	1,638	2,795	1,157	15,600	15,600	0	(1,157)
5049	MAPT Funds	0	0	0	0	0	0	0
5063	1915i PROGRAM	113,911	206,924	93,013	55,000	144,090	89,090	(3,923)
5090	YOUTH EMPOWERMENT SOLUTIONS	154,476	185,069	30,593	179,631	179,631	0	(30,593)
	Total Behavior Health	5,827,676	8,104,842	2,277,166	5,611,334	8,597,298	2,985,964	708,798
	Children & Families							
5001	CHILDREN'S BASIC ALLOCATION	1,146,362	2,734,574	1,588,212	1,111,325	3,152,131	2,040,806	452,594
5002	KINSHIP CARE	68,463	68,498	35	84,877	84,877	0	(35)
5005	YOUTH AIDS	705,251	1,751,475	1,046,223	801,632	1,325,123	523,491	(522,732)
5006	YOUTH AIDS STATE CHARGES	0	0	0	45,318	45,318	0	0
5008	YOUTH INDEPENDENT LIVING	27,521	81,034	53,513	21,992	92,591	70,599	17,086
5009	YA EARLY & INTENSIVE INT	115,187	164,438	49,251	76,000	161,829	85,829	36,578
5010	COMM OPTIONS PROG	152,117	174,184	22,067	152,115	0	(152,115)	(174,182)
5018	FAMILY SUPPORT	69,826	9,373	(60,453)	66,343	6,000	(60,343)	110
5020	DOMESTIC ABUSE		60,000	60,000		60,000	60,000	0
5021	SAFE & STABLE FAMILIES	112,196	340,550	228,354	77,586	335,460	257,874	29,520
5036	SACWIS	264	9,676	9,412	3,000	10,205	7,205	(2,207)
5040	CHILDRENS LTS WAIV-DD	746,505	802,176	56,671	901,104	1,148,052	246,948	191,277
5041	CHILDRENS LTS WAIV-MH	304,085	314,869	10,784	334,692	336,133	1,441	(9,343)
5042	CHILDRENS LTS WAIV-PD	33,126	33,595	469	2,500	2,500	0	(469)
5068	FOSTER PARENT TRAINING	509	1,240	732	2,000	8,348	6,348	5,616
5070	IV-E TPR	45,233	115,982	70,749	60,163	150,000	89,837	19,088
5080	YOUTH DELINQUENCY INTAKE	0	738,309	738,309	0	749,503	749,503	11,195
5175	EARLY INTERVENTION	199,773	725,647	525,875	205,564	728,631	523,067	(2,808)
5105	KINSHIP ASSESSMENTS	2,620	2,254	(366)	6,916	6,900	(16)	350
5120	Coordinated Services Team	68,664	87,072	18,408	62,123	85,745	23,622	5,214

() Unfavorable

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Revenue & Expenditures December, 2015

Program	Annual Projection		Tax Levy	Budget		Variance
	Revenue	Expenditure		Revenue	Expenditure	
5188 BUSH BEES PRESCHOOL	4,003	55,965	51,962	6,500	53,775	(4,687)
5189 INCREDIBLE YEARS	3,327	39,294	35,967	0	15,758	(20,209)
			0		0	0
Total	3,805,031	8,310,206	4,505,175	4,021,750	8,558,880	31,955
Children & Families						
Economic Support Division						
5050 NURSING HOME M.A. ADMIN.	0	0	0	0	0	0
5051 INCOME MAINTENANCE	1,397,348	2,011,580	614,232	1,463,927	1,929,784	(148,375)
5053 CHILD DAY CARE ADMIN	110,502	67	(110,436)	132,027	155,488	133,897
5055 W-2 PROGRAM	0	0	0	0	0	0
5057 ENERGY PROGRAM	156,639	156,639	0	112,034	112,034	0
5071 CHILDREN FIRST	3,302	0	(3,302)	3,200	0	102
5073 FSET	14,184	0	(14,184)	0	0	14,184
5074 W-2 DAYCARE	0	0	0	0	0	0
5100 CLIENT ASSISTANCE	15,598	0	(15,598)	0	0	15,598
Total	1,697,573	2,168,285	470,712	1,711,188	2,197,306	15,406
Economic Support Division						
Aging Division & ADRC						
5012 ALZHEIMERS FAM SUPP	20,288	20,427	138	19,009	19,009	(138)
5048 AGING/DISABIL RESOURCE	951,838	849,238	(102,600)	998,773	873,620	(22,553)
5075 GUARDIANSHIP PROGRAM	0	27,628	27,628	0	27,808	180
5076 STATE BENEFIT SERVICES	57,974	126,169	68,195	49,232	132,829	15,402
5077 ADULT PROTECTIVE SERVICES	56,827	113,103	56,276	56,827	103,423	(9,680)
5078 NSIP	20,091	20,327	236	19,925	21,028	867
5151 TRANSPORTATION	229,839	255,897	26,058	206,164	227,874	(4,348)
5152 IN-HOME SERVICE III-D	4,263	5,454	1,191	4,263	5,494	40
5154 SITE MEALS	144,247	156,175	11,928	144,994	167,708	10,786
5155 DELIVERED MEALS	129,925	151,623	21,698	131,267	155,573	2,608
5157 SCSF	7,986	8,873	887	7,986	8,874	1
5158 ELDER ABUSE	31,455	105,323	73,868	25,025	82,566	(16,327)
5159 III-B SUPPORTIVE SERVICE	65,275	81,293	16,018	65,213	105,469	24,237
5163 TITLE III-E	28,431	38,567	10,136	28,585	38,310	(411)
		0	0		0	0

Summary Sheet

() Unfavorable

JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT State of Program

Revenue & Expenditures December, 2015

Summary Sheet	Annual Projection		Budget		Variance
	Revenue	Expenditure	Revenue	Expenditure	
Program					
Aging & ADRC Center	1,748,439	1,960,097	1,757,263	1,969,585	664
			211,658	212,322	
					() Unfavorable
Administrative Services Division					
5187 UNFUNDED SERVICES					
5190 Management	3,925	45,106	41,180	49,726	8,546
5190 Management Cleared		289	289	1,481,027	1,480,738
5195 Vehicle Escrow Account		(289)	(289)	(1,481,027)	(1,480,738)
5200 Overhead & Tax Levy	43	(27,711)	(27,754)	27,219	54,973
5200 Overhead Cleared	8,439,422	89,031	(8,350,391)	138,910	(0)
5210 CAPITAL OUTLAY		0	0	0	0
Balance Sheet Non Lapsing Funds	675,833	339,272	339,272	485,515	146,244
			(675,833)	(675,833)	0
Total	9,119,223	445,698	(8,673,526)	701,370	209,762
Administrative Services Division					
GRAND Total	22,197,942	20,989,128	(1,208,815)	22,024,439	966,585
Net Balance					

Note: Variance includes Non-Lapsing from Balance Sheet

erson County
Carryover of Fund Balances Request
ending December 31, 2015

Department Name

Human Services Department

Business Unit	Account #	\$ Amount	Reason	
250	351300	\$ 247,487.26	Pre-Paid Assets ECHO (\$58,851 and Health Insurance \$188,636)	1 Non Spendable Fund Balance
5001	485204.0001	\$ 4,003.21	Donation - Child Abuse	2-1 Spendable Restricted
5001	485204.0002	\$ 2,456.22	Donation Child/Family	2-2 Spendable Restricted
5001	485204.0007	\$ 155.54	Donation-Zero Suicide	2-3 Spendable Restricted
5005	485204.0008	\$ 180.50	Donation-Juvenile Justice	2-4 Spendable Restricted
5021	485100	\$ 2,778.87	Donation-Safe & Stable Families	2-5 Spendable Restricted
5151	531304	\$ 54,941.80	Vehicle Escrow	2-6 Spendable Restricted
5001	485100	\$ 7,523.58	Donations - Unrestricted	3-1 Fund Balance Committed
5000	529299	\$ 5,000.00	Drug Free Coalition	3-2 Fund Balance Committed
5000	532325	\$ 5,088.00	CAM's training	3-3 Fund Balance Committed
5051	535360	\$ 6,000.00	Locks for doors at WDC	3-4 Fund Balance Committed
5200	532325	\$ 2,000.00	Training	3-6 Fund Balance Committed
5210	594820	\$ 38,724.00	Parking Lot Camera's	3-6.5 Fund Balance Committed
5200	521296	\$ 11,770.00	Echo Software	3-7 Fund Balance Committed
5200	531314	\$ 12,000.00	Desks, Chairs and Table	3-8 Fund Balance Committed
5200	521219	\$ 100,000.00	Contract for Consultant for compliance	3-9 Fund Balance Committed
5210	594820	\$ 12,000.00	Lueder House Roof	3-10 Fund Balance Committed
5210	594820	\$ 54,000.00	Hill Top Windows	3-11 Fund Balance Committed
5210	594820	\$ 11,150.00	Lueder House Furnace (Zone Contol, Replacement of Furnace, Fresh Air)	3-11.5 Fund Balance Committed
5210	594820	\$ 15,000.00	Lueder House Rear Steps	3-11.7 Fund Balance Committed
5210	594820	\$ 100,000.00	Echo programming	3-12 Fund Balance Committed
5001	552203.071	\$ 300,000.00	Children's Alternate Care	3-13 Fund Balance Committed
Ending Balance		\$		532,982.00
Fund Balance		\$		675,832.74
Total		\$		992,258.98
General fund		\$		216,555.76
		\$ 992,258.98	TOTAL	

Department Signature

Date

Integrated Crisis Plan

Consumer Name _____ Date of Birth _____

Family Address _____

MA Number _____ Phone _____

Case Manager/Referral Agency _____

Court Order (Please attach current court order) _____

1. Brief synopsis of current situation.
2. The address and phone number where the person currently lives and the names of other individuals with whom the person is living.
3. The usual work, school, or activity schedule followed by:
 - a. The person
 - b. The family and/or household members
4. A description of the person's (a.) and family or household members (b.) strengths and needs, important people and things in their life which may help staff to develop a rapport with the person in a crisis and to fashion an appropriate response.
 - a. The person
 - b. The family and/or household members
5. The names and addresses of the person's and family/ household member's medical and mental health service providers.
 - a. The person
 - b. The family and/or household members
6. Regularly updated information about previous emergency mental health services provided to the person and the family and/or household members.
7. The diagnostic label which is being used to guide treatment for the person, and any medication the person is receiving with the name of the prescriber.
8. Specific concerns that the person or the people providing support and care for the person may have about situations in which it is possible or likely that the person would experience a crisis.
9. A description of the strategies which should be considered by program staff in helping to relieve the person's and household's distress, de-escalate inappropriate behaviors or respond to situation in which the person or other are placed at risk.

10. A list of individuals who may be able to assist the person in the event of a mental health crisis.

11. Potential triggers and interventions that are not helpful:

12. Describe the potential dangerousness and severity of behaviors:

13. Describe the household member's stressors, triggers, coping plans and supports.

14. If or when a respite or alternative placement is necessary, what would be appropriate options (i.e. break period where and with whom?, specific foster home, relatives, hospital, etc.) for the person and/or household members to use or not use:

Crisis Work/Case Worker Signature

Date

Psychiatrist/Medical Director

Date

WORKER MUST PLACE THIS FORM IN THE MASTER CRISIS BINDER (ON SHELF BY JUDY) BY THE END OF THE EFFECTIVE START DATE.