

PROJECT DESCRIPTION

County of **Dodge**

Instructions

- Use this section to describe a specific project that will use s.85.21 funds.
- Hint: "Alt" + "Enter" will all out to break to the next line.
- Be sure to complete all 3 pages for each project.

Project Name **Dodge County Human Services and Health Department Transportation Program**

Third Party Provider **Not Applicable**

Date contract last updated

Type of Service *(Place an "x" next to the type of service you will be providing for this project)*

Volunteer Driver	x	Voucher Program	
Vehicle Purchase		Management Study	
Planning Study		<i>Brief description of Study</i>	
Other <i>(provide explanation)</i>			

General Project Summary *(Provide a brief description of this project. Use "ALT" and "Enter" to start a new paragraph.)*

The Human Services and Health Department (Department) operates one project and will use the 2017's 85.21 grant for the following:

- 1. Operation and maintenance of six vans accessible for riders who cannot walk or who walk with assistance.**
- 2. Mileage and allowable expense reimbursement for volunteer drivers who use their own vehicles to transport riders who walk or who walk with assistance.**
- 3. Training for transportation program staff and volunteers.**
- 4. Administration of the transportation program.**

The Department operates the program to transport consumers Monday through Friday to appointments (primarily elders and people with disabilities medical and nutritional purposes). Weekend rides are considered upon request. Consumers are transported within and outside of the county as needed and as capacity allows.

PROJECT DESCRIPTION, Continued

Geography of Service

(List the counties, as well as cities/areas that are serviced through this project. Use "ALT" and "Enter" to start a new line.)

All of Dodge County. Cities and Townships include: Ashippun, Beaver Dam, Brownsville, Burnett, Calamus, Chester, Clyman, Columbus, Elba, Emmett, Fox Lake, Hartford, Herman, Horicon, Hubbard, Hustisford, Juneau, Kekoskee, Lebanon, Leroy, Lomira, Lowell, Mayville, Neosho, Oak Grove, Portland, Randolph, Richwood, Rubicon, Shields, Theresa, Trenton, Watertown, Waupun, Westford, Williamstown, Woodland. We do travel across the county line as requested.

Service Hours *(Indicate your general hours of service for this project.)*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time		8:00 am	8:00 am	8:00 am	8:00 am	8:00 am	
End Time		4:30 pm	4:30 pm	4:30 pm	4:30 pm	4:30 pm	

Additional description
(if applicable)

Service Requests *(Briefly describe how your service is requested for this project)*

We recommend that a rider call (920) 386-3832 or (800) 924-6407 at least three (3) business days prior to their appointment to request a ride. If that is not possible, every effort will be made to accommodate the person where possible. A ride may be requested by phone, by email, by mail or in person. A ride request form can be accessed online or may be requested by email or mailed to the person requesting the ride.

Passenger Eligibility *(Briefly indicate passenger eligibility requirements for this project)*

In order to be eligible for transportation services, a rider must not be eligible for non-emergency medical rides through MTM and must meet one of the following qualifications: 1. A resident of Dodge County without other means of transportation. 2. A person receiving services from the Department. 3. A resident of Dodge County who has an approval from a public agency, private agency or nursing home.

Passenger Revenue *(Briefly describe passenger revenue requirements for this project)*

The Department relies on donations from consumers for revenue to offset the costs of operating the service. Riders are provided with a donation card which details a suggested donation for the ride and a return envelope to place their donation in. Envelopes can be given to the driver or mailed to the transportation office. Passengers have the right to provide a donation or not, at their convenience.

PROJECT BUDGET

Section Description	Amount
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Annual Expenditures

Enter the amount of **total** expenditures for this projects

Total Expenses

Please note: Breakdown of expenses is not required at this time. You will provide the breakdown of actual expenses in the **Annual Financial Report that you will submit at the end of the calendar year.*

Annual Revenue

Enter the amount for **each** funding source that will be used to for this projects.

**When complete, please scroll to bottom of this page to ensure the Expenditures minus Revenue equals \$0.*

- | | | |
|---|----------------------|---|
| A. \$85.21 funds from annual allocation | Total from A. | <input style="width: 100%; height: 20px;" type="text"/> |
| B. \$85.21 funds from trust fund | Total from B. | <input style="width: 100%; height: 20px;" type="text"/> |
| C. County Match Funds | Total from C. | <input style="width: 100%; height: 20px;" type="text"/> |
| D. Passenger Revenue | Total from D. | <input style="width: 100%; height: 20px;" type="text"/> |
| E. Older American Act (OAA) funding | Total from E. | <input style="width: 100%; height: 20px;" type="text"/> |
| F. \$5310 Operating or Mobility Management funds | Total from F. | <input style="width: 100%; height: 20px;" type="text"/> |
| G. Other funds | Total from G. | <input style="width: 100%; height: 20px;" type="text" value="\$0"/> |

(provide name and/or description and record total amount in the box to the right of the description. Include sources such as other grants and/or programs.)

- | | | | |
|----|--|-------|---|
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Revenue Total

Expenditures should equal revenue	\$0
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County Plan on Aging 2016-2018

Dodge County

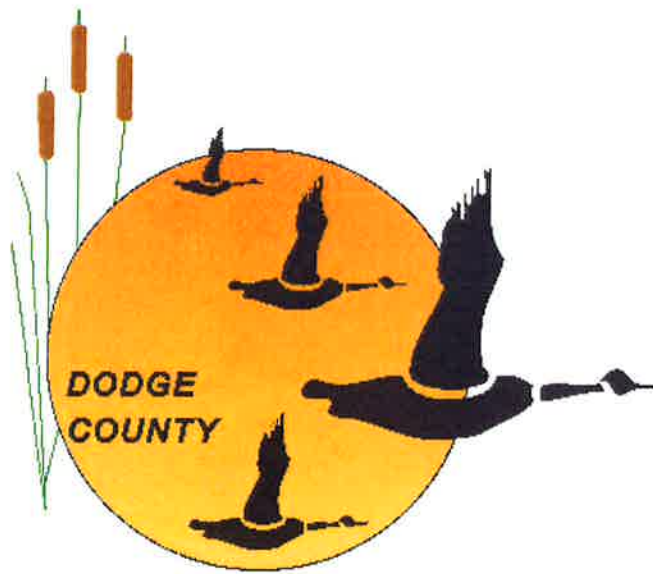


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1. Verification of Intent

This plan represents the intent of the county to assure that older people have the opportunity to realize their full potential and to participate in all areas of community life.

On behalf of county, we certify that these organizations have reviewed the plan, and have authorized us to submit this plan which outlines activities to be undertaken on behalf of older people during 2016-2018.

We assure that the activities identified in this plan will be carried out to the best of the ability of the county.

We verify that all information contained in this plan is correct.

	
Signature, and Title of the Chairperson of the Commission on Aging	Date
	
Signature, and Title of the Authorized County Board Representative	Date

1. Executive Summary

As the saying goes “Every end is a new beginning.” With the retirement of the Dodge County, ADRC/Aging Supervisor, the staff and the Division Manager are looking to this as a time of transition and to make some positive changes in several program areas. We have decided to not be afraid to change things that have “always been done this way” and to start fresh. It is a chance for us to regroup and rebuild following the visions of the staff who have worked in these programs for many years. The following is a summary of how the entire Aging and ADRC staff plans to build the Aging Programs in Dodge County, making them stronger than they have ever been and uniting the staff into a solid, vibrant team working towards the goal of serving our customers more timely, more effectively, and more efficiently. With input from everyone, versus it being the vision of one person, it will make it more personable; compelling the entire staff to have a commitment to the plan, it’s follow through, and it’s success.

In this plan, Dodge County’s ADRC and Aging staff show a commitment to serving the elderly population and their families and caregivers in a timely fashion, meeting their needs by being supportive and understanding of their daily concerns and struggles. This plan will address some of the areas that have been pointed out time and time again from elderly consumers themselves and also from those who support them.

These staff commitments include the involvement of the elderly utilizing listening sessions, outreach opportunities and surveys as a means to obtain input. The staff have committed to finding volunteers to help run the Stepping On and the “Senior’s Out Speaking” programs which will get older people involved in the planning and further development of these classes and possible other classes as needed in the future.

They have committed to creating and offering a grocery delivery program and a program working with local restaurants to provide nutritious meals.

They have committed to providing Early Stage Services and establishing an Early Stage Support Group for caregivers and persons with dementia.

They have committed to creating a Health Literacy program to better educate the elderly population as it pertains to their health care needs and concerns.

Finally they have committed to utilizing advancements in technology to be able to reach more of the rural population than ever before; providing them with resources and timely information to better educate and keep them informed.

All of these staff commitments lead toward the common theme of working through the issues that are faced by those who live in a rural county. A journey of a thousand miles must begin with a single step and Dodge County’s ADRC is committed to taking that first step to making a difference in the lives of the rural elderly and their families and caregivers.

2. Organization and Structure of the County Aging Unit
3-A Mission Statement and Description of the Aging Unit

Brief Description of the Dodge County Aging Unit

The Dodge County Aging Services Unit is a unit within the Community Support Services Division of the Human Services and Health Department and is a crucial component of the Aging and Disability Resource Center. The Aging Services Unit manages the Senior Dining, Transportation, Alzheimer's, Dementia Care, Family Caregiver Support and Elderly Benefit Specialist programs for the county.

The senior dining program is seen as not only a means for consumers to get a nutritional meal but also as a way for them to maintain a social network and combat loneliness. Transportation is made available to those who would otherwise have no way of getting to important medical appointments or other venues. This unit also offers support to caregivers through the Alzheimer's program by getting someone in to the home to relieve them even if it is for a short period of time. The unit offers memory screening, care consultations, education and outreach for those dealing with dementia. It also offers outreach to teach consumers about programs such as Medicare and Senior Care. It offers evidence based programs such as Stepping On and Living Well classes. Also this year the unit prepared emergency kits and did outreach to provide information regarding how to prepare for an emergency and what is needed in an emergency kit.

Mission Statement

The goal of the Aging and Disability Resource Center of Dodge County is to provide information, assistance and advocacy for older adults and adults with disabilities; our Mission is to link them with resources and services which help them live independently and with dignity.

Descriptive Information

Address of Aging Unit:

Aging & Disability Resource Center
Dodge County Human Services & Health Department
199 County Road DF
Juneau, WI 53039

Hours of Operation:

8 am to 4:30 PM except for New Year's Day, Spring Holiday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve Day.

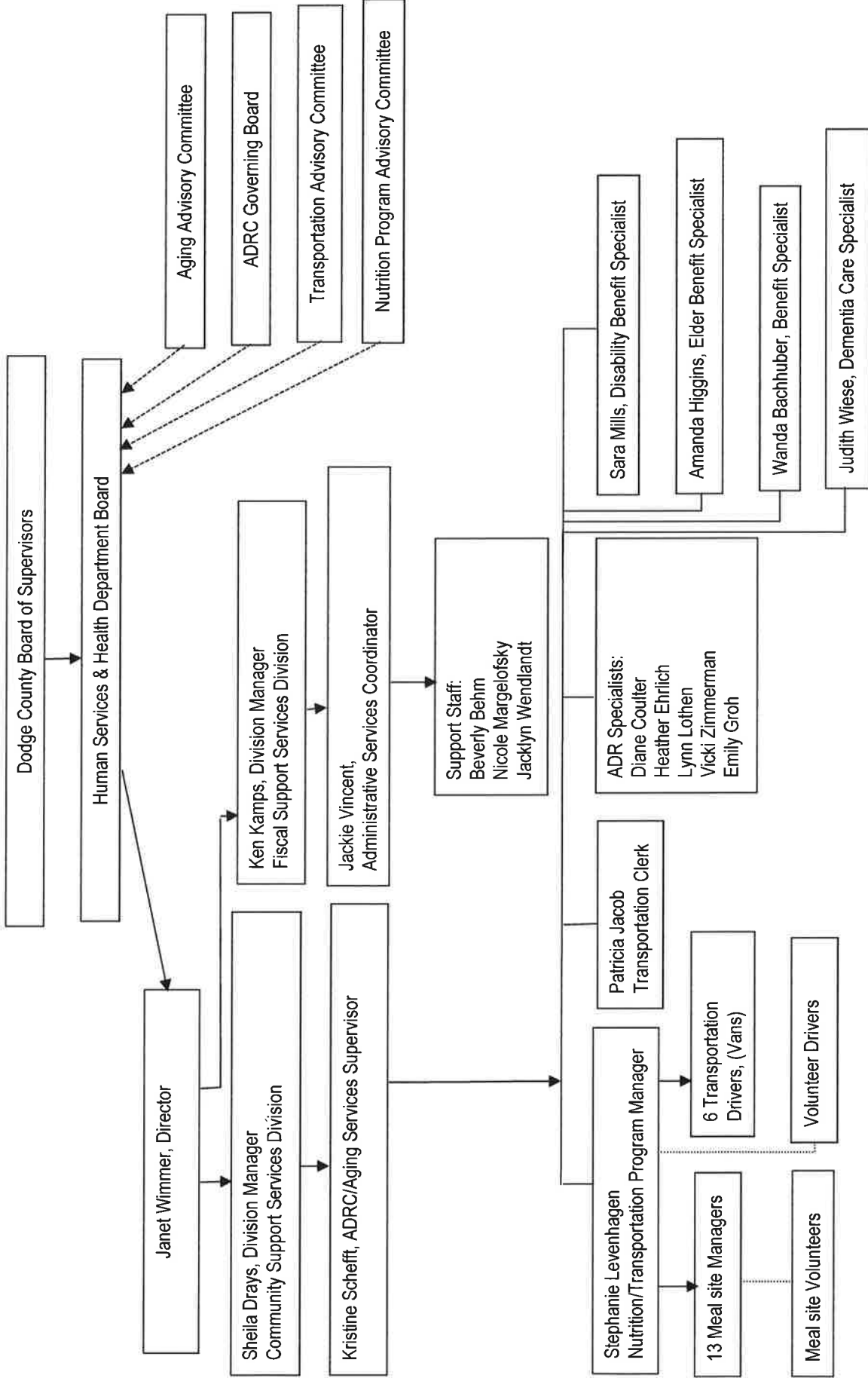
Helpful Telephone Numbers:

1-800-924-6407 or 1-920-386-3580

Email: hsagingunit@co.dodge.wi.us

Website: <http://www.co.dodge.wi.us/humanservices/aging.html>

3. Organization and Structure of the County Aging Unit 3-B Organizational Chart of the Aging Unit



3. Organization and Structure of the County Aging Unit 3-C Aging Unit Coordination With ADRCs

On May 1, 2008, Dodge County Human Services & Health Department began operation of an Aging and Disability Resource Center (ADRC) under a contract with the State of Wisconsin. Dodge County organizationally integrated existing Aging Programs within the ADRC to better serve elders and adults with disabilities by coordinating service delivery and by providing convenient access to multiple programs. The Dodge County ADRC and Aging Programs only serve residents of Dodge County but occasionally find themselves working with consumers from other counties who either have just moved from or are moving to Dodge County. They are co-located to more efficiently and effectively provide information, assistance, and referral to elderly people and people with disabilities seeking private or publicly funded services to meet their long term care needs.

This collaboration between the ADRC and the Aging programs is seen in many different aspects. One is by sharing referrals between the Information and Assistance staff and the Aging staff. This collaboration is not only a benefit to the staff, but more importantly it is a benefit to the consumer. It results in them not having to tell their story over and over again and leads to timelier processing of their information to get them the services they need more quickly.

The ADRC and Aging staff work together to provide marketing efforts at various local events such as the county fair, Women's Resource Fair, Hillside's Diabetic Fair, the Senior Expo and the Aging Veterans Seminar. They have also provided promotion of available services at the local high schools as it pertains to youth transitioning and at county libraries during their various community programs.

The two staffs work together to offer Pro Bono legal information to consumers who are 60 years and older. It gives the consumer a chance to meet with a private attorney from the Dodge County Bar Association who can answer questions about and guide them through tough issues such as Wills, Power of Attorney, or other legal matters.

The ADRC and Aging Unit have started producing a quarterly newsletter which is full of helpful, timely information as it pertains to the elderly and disabled populations. They have received overwhelmingly positive feedback about the newsletter.

This year the unit joined forces with Adult Protective Services and the Sheriff's office to bring Project Lifesaver into Dodge County. This is a program used to provide timely response to incidents of adults who wander due to Alzheimer's or other related conditions and disorders. Project Lifesaver works by providing these at risk individuals with a small transmitter that can be worn on the wrist or ankle. The transmitter sends out a signal that can then be detected with special equipment that law enforcement uses. The program is designed so that first responders are better able to locate these individuals to save lives and reduce the potential for injury.

These staff are very familiar with the numerous ADRC and Aging programs. Since they are all one team it allows them to utilize each other as a resource which then enables them to more efficiently and effectively serve the consumer and to offer them more choices.

3. Organization and Structure of the County Aging Unit
3-D Statutory Requirements for the Structure of the Aging Unit

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

Organization: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. An agency of county/tribal government with the primary purpose of administering programs for older individuals of the county/tribe.	
2. A unit, within a county/tribal department with the primary purpose of administering programs for older individuals of the county/tribe.	X
3. A private nonprofit corporation, as defined in s. 181.0103 (17).	
Organization of the Commission on Aging: The law permits one of three options. Which of the following permissible options has the county chosen?	Check One
1. For an aging unit that is described in (1) or (2) above, organized as a committee of the county board of supervisors/tribal council, composed of supervisors and, advised by an advisory committee, appointed by the county board/tribal council. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.	X
2. For an aging unit that is described in (1) or (2) above, composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
3. For an aging unit that is described in (3) above, the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.	
Full-Time Aging Director: The law requires that the aging unit have a full-time director as described below. Does the county have a full-time aging director as required by law?	Yes

**3. Organization and Structure of the County Aging Unit
3-E Membership of the Policy-Making Body**

Chapter 46.82 of the Wisconsin Statutes sets certain legal requirements for aging units.

“Members of a county/tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms.” In the case of county board/tribal council members, the requirement is 3 consecutive 2-year terms.

Official Name of the County Aging Unit’s Policy-Making Body (list below)			
Dodge County Human Services and Health Department Board			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Glenn Stousland	YES	YES	1997
Lois Augustson	NO	NO	2002
Mary Bobholz	NO	YES	2012
Phillip Gohr	YES	YES	2012
Clem Hoelzel	YES	YES	2008
David Godshall	NO	NO	2006
Gilbert Falkenthal	YES	NO	2006
James Houchin	NO	YES	2014
Mark Roesch	NO	YES	2014

**3. Organization and Structure of the County Aging Unit
3-F Membership of the Advisory Committee**

If the aging unit has an advisory committee, listed below are the members of the advisory committee.

Chapter 46.82 of the Wisconsin Statutes requires that the membership of the aging advisory committee (where applicable) must consist of at least 50% older people, and individuals who are elected to office may not constitute 50% or more of the membership.

Official Name of the County Aging Unit's Advisory Committee (list below)			
Name	Age 60 and Older	Elected Official	Year First Term Began
Chairperson: Clem Hoelzel	YES	YES	2013
Phillip Gohr – Vice Chairperson	YES	YES	2012
Jan Duffy	NO	NO	2011
William Hoekstra	YES	NO	2013
Mary Ann Miller - Secretary	YES	YES	2013
Vacant			

**3. Organization and Structure of the County Aging Unit
3-G Staff of the Aging Unit**

Listed below are the people employed by the County Aging Unit. Include additional pages as needed.

<p>Name: Kristine Schefft Job Title: Aging Services/ADRC Supervisor Telephone Number/email Address: 920-386-3582 kschefft@co.dodge.wi.us</p>
<p>Brief Description of Duties: Under the general direction of Division Manager, supervises, coordinates, and manages the Aging and Disability Resource Center and the Aging unit. Develops and monitors programs designed to meet the needs of elderly. Responsible for day to day operations of all ADRC functions and contract compliance.</p>
<p>Name: Stephanie Levenhagen Job Title: Nutrition and Transportation Programs Manager Telephone Number/email Address: 920-386-3583 slevenhagen@co.dodge.wi.us</p>
<p>Brief Description of Duties: Under the general direction of Human Services Supervisor, plans and administers nutrition program. Trains, coordinates and supervises meal site staff in county wide-nutrition program for residents age 60 and over. Solicits bids for food stuffs, supplies, and facilities.</p>
<p>Name: Amanda Higgins Job Title: Elder Benefit Specialist II Telephone Number/email Address: 920-386-3584 ahiggins@co.dodge.wi.us</p>
<p>Brief Description of Duties: Under the general direction of Human Services Supervisor, provides broad access to benefits, entitlements, and legal rights to persons 60 years of age and older, regardless of financial status. Acts as personal advocate for elderly on matters and problems pertaining to services, insurance supplements, and other public or private benefit programs. Lead person for Information & Assistance for the aging unit.</p>
<p>Name: Wanda Bachhuber Job Title: Benefit Specialist I Telephone Number/email Address/email Address: 920-386-3259 wbachhuber@co.dodge.wi.us</p>
<p>Brief Description of Duties: Assists elderly with public and private benefit programs, Medicare Part D issues, and any other benefit issues. Provides outreach, in home assessments, public presentations and case management for the AFSCSP and NFCSP in Dodge County.</p>
<p>Name: Jackie Wendlandt Job Title: Typist II Telephone Number/email Address: 920-386-3580 jwendlandt@co.dodge.wi.us</p>
<p>Brief Description of Duties: Answers all phone calls and walk-in consumers coming into the Aging Unit, provides information and assistance when possible and refers caller to appropriate staff or unit. Does the filing, typing and correspondence for the Aging Unit Programs. Records the minutes of meetings and does the data entries for new client</p>

and/or services provided. Maintains records and documentation for program staff and volunteers. SAMS data entry.

Name: Pat Jacob

Job Title: Transportation Clerk

Telephone Number/email Address: 920-386-3581 pjacob@co.dodge.wi.us

Brief Description of Duties: Coordinates, schedules and dispatches transportation for elderly and disabled county residents and others utilizing the Dodge County transportation program. Works with over 20 volunteers and 7 staff drivers. Takes care of all last minute changes, driver cancellations and rider no shows.

Name: Beverly Behm

Job Title: Typist I

Telephone Number/email Address: 920-386-3832 bbehm@co.dodge.wi.us

Brief Description of Duties: Takes incoming calls, does data entries for nutrition and transportation services. Is backup Information and Assistance person in absence of the Typist II. Works with clients and volunteers in aging programs as necessary.

Name: Judith Wiese

Job Title: Dementia Care Specialist II

Telephone Number/email Address: 920-386-4308 jwiese@co.dodge.wi.us

Brief Description of Duties: Under the general direction of Human Services Supervisor – ADRC/Aging Services, promotes the services of the ADRC; provides dementia specific services to adults with dementia and their caregivers; provides training and oversight of volunteers in the LEEPS program; and provides dementia specific training to the Department and other county agencies.

4. Context

The current and future older person is one who is more active and more technologically savvy. They are a population that you see wanting to stay in touch with their friends and families more so than ever before and having the means to do so. But there is also another facet as it pertains to the aging population and that would be with the caregivers. Adults who are now having to care for their aging parents. These folks, along with their issues, concerns, and struggles, are oftentimes overlooked. This plan is written to address and create some opportunities for both of these populations.

The needs that have been identified the most over the years deal with the issues faced by those living in a rural county like Dodge County. Issues such as transportation to meal sites and to social opportunities like eating out or going to meetings to discuss issues with others who are in similar situations. There is also a need for more education regarding health related issues. This necessitates more health literacy opportunities and opportunities for Dementia caregivers to talk with others facing similar situations.

Dodge County's aging network and long-term care system is very supportive of older persons in the county. They are a very active, well knit group who meet regularly through various venues to discuss the needs and concerns of the elderly and to devise ways to try and meet those needs. One fine example is the Dementia Concerns Coalition. They are a group who meets regularly to discuss the issues faced with those who have Dementia and the issues of their caregivers and then to brainstorm ways to help address these areas of concern. The Aging staff works very closely with the local Managed Care Organizations to make sure that those who are eligible are receiving the services they so desperately need and to collaborate on the tougher cases to make sure all concerns are being met.

The aging unit is well known in the community. The entire staff is looked upon as a valuable resource and as a sounding board to hear the general populations concerns, frustrations and ideas. The unit participates in many different events and organizations such as the Dementia Concerns Coalition, the Senior Expo, the Dodge County Fair, the Women's Expo and many, many other events. By doing this they are getting out into the public to make the public aware of the programs they offer but to also put a face with a name. This is very important to the elderly population as they want to know with whom they are working. It makes them more likely to be honest with the staff person and be upfront about all of their issues and concerns.

The aging unit is also an integral component in the ADRC. Without the Aging Program and staff, the ADRC could not exist. These two staff's meet regularly to discuss problem cases and to brainstorm looking for more ways to better serve the consumer. They discuss their different marketing opportunities and events so the entire staff is aware and can help promote the event and provide promotional material. The two staffs are dependent upon each other to serve the consumers more effectively and efficiently by being aware of all of the available resources and being able to give that information to those who need it.

The critical issues, trends and challenges as previously mentioned are getting services to rural elderly residents and their families and caregivers and being able to do it timely and efficiently. It is a struggle but is vital in keeping these people connected to resources and to give them the support they so desperately need in order to not become depressed, overburdened and possibly financially devastated which then may lead to them needing more costly services.

The Aging staff have strong relationships and collaborations with many different organizations, businesses and other county units and departments. They collaborate with organizations such as the Interagency group. They are a group of local organizations that meet every other month to discuss and share information about the resources they have to offer and to learn what others have to offer. It keeps them up to date on any changes in these different organizations. They meet regularly with the Dementia Concerns Coalition to discuss issues around this disease and resources for those affected by it. They have staff who participate on the Beaver Dam Steering Committee Meeting which brings groups together from all parts of the county to discuss relevant, timely, topics and to share resources.

They also collaborate with businesses such as the local hospitals, home health agencies and clinics, nursing homes and CBRF's. They know the staff at these businesses and to whom they can refer people inquiring about those types of services. The Aging staff have built a rapport with these businesses to the point that, for example, they know who they can call at 4:30 on a Friday afternoon to obtain services for someone in their home over the weekend to keep them safe until further services can be obtained or until the person can be placed in another living arrangement.

They work closely with the local Managed Care Organizations; Care Wisconsin and ContinuUs. They have regularly scheduled meetings with them to discuss consumer related issues and concerns and to make sure the consumer is receiving the services they need in a timely manner.

But they also have a close relationship with the other units within Human Services. They work hand in hand with Adult Protective Services (APS) and in fact are the portal to their services. All APS referrals first go through the ADRC in case there are other services that could be offered. There is daily communication between these two staffs.

They also work very closely, every day, with the Economic Support staff. Helping those who need services such as Food Share and Medicaid. They will help the applicant complete their application and gather the required verification and will help ensure that it is all submitted timely and accurately and then will monitor the application process.

They work very closely with the staff in mental health to be aware of and offer those programs as needed.

As noted above, the Aging staff are integral members in many different organizations, groups and within Dodge County Human Services itself. They are the go to people

when someone needs a resource whether its information that a county worker has questions about or if it is a resource needed for an elderly consumer. But they are also the eyes and ears and heart of the community. They know all of the available resources, all of the contacts for those resources and they also know what obstacles, issues and concerns the county elderly population, their families, and their caregivers face every day.

5. Public Involvement in the Development of the County Aging Plan

Public involvement in the development of the Dodge County Aging Plan will begin with several, scheduled public hearings. They are as follows:

Tuesday, August 25, 2015, from 11:15 a.m. to 11:45 a.m. in the Mueller Apartment Building Senior Dining Center, 1121 Highland Avenue, Watertown, WI 53098.

Wednesday, August 26, 2015, from 9:30 a.m. to 10:00 a.m. in the Henry Dodge Office Building, 199 County Road DF, Room G46, Juneau, WI 53039.

Thursday, August 27, 2015, from 9:15 a.m. to 9:45 a.m. at the Waupun Senior Center, 301 East Main Street, Waupun, WI 53963.

The public hearings will be held for the purpose of receiving comment for Dodge County's proposed plan for spending the grant allocations for senior citizen programs. Those persons unable to attend the hearing and wishing to submit comments in advance may do so by mailing their comments prior to the hearing to:

Kris Schefft
ADRC/Aging Services Supervisor
199 County Road DF, 3rd Floor
Juneau, WI 53039

The application will be available for public inspection prior to the hearing at the above address.

Persons with disabilities which require special accommodations wishing to attend the hearing should contact the person listed above prior to August 21, 2015. The locations of the hearings are accessible to persons with disabilities.

Those attending will be asked to sign in and record will be kept of attendees. A one page, plan summary will be handed out to all participants and a copy of the full plan will be available for review at each hearing.

Along with the public hearings a survey will also be created and distributed to the community to get their input on what they view as issues for the elderly in the community. Surveys will be given out at the upcoming Stepping On classes, the local nursing homes, the dining centers, and to the local veterans using a distribution list from the County Veterans Office. Surveys will also be handed out at the County Fair where those who complete the survey will have their name entered for a drawing to receive a free Emergency Preparedness Kit.

6. Goals for the Plan Period

6-A. Involvement of Older People in Aging-Related Program Development and Planning

Aging program staff will begin involving older people in program development and planning by recruiting and using one volunteer for each of the Stepping On and Senior's Out Speaking Programs. The volunteers will use tools to gather information from program participants and then report back to aging staff. This information will then be used to develop and/or enhance aging related programs utilizing program participants input and will be based around the needs of older people.

- In order to educate seniors about Medicare programs, by June 30, 2016 staff will recruit, and train one volunteer to help run the Seniors Out Speaking (SOS) programs.
- By December 31, 2016 staff will have one trained volunteer for SOS in order to provide information to 8 seniors.
- In order to expand SOS program's staff will schedule two more programs including one new site for SOS outreach. This will be accomplished by collaboration with two community partners by June 30, 2017.
- In order to educate seniors about Medicare programs we will have two trained SOS volunteers and provided outreach to 20 seniors for calendar year 2017 by December 31, 2017.
- In order to educate seniors about Medicare programs The SOS volunteers will hold bi-monthly Medicare Minutes presentation in two different locations, with materials provided by SHIP TA center by December 31, 2018

Attainable:

This goal will be attained by using several different methods and tools. Surveys will be given out at all of the Stepping On classes and at the "Senior's Out Speaking" events. Survey's will also be given out at meal sites, the county fair, and any other marketing opportunities the Aging and ADRC staff have during the months of August 1, 2016 – January 2, 2017.

The ADRC Governing Board and the Aging Advisory Committee will also be given surveys and will be instrumental in providing input pertaining to program changes or enhancements.

Ultimately the goal is attainable as it has the backing and support of the staff and of Dodge County Human Services. There will be a commitment of staff time for training and program implementation.

Relevant:

By utilizing older people to help run these classes and programs they will be able to give a perspective as to if there are any issues that need to be addressed such as locations – is the class scheduled in a location that is too far to walk. But they will also have a better rapport with class and program participants who will be more candid and more likely to discuss their issues and concerns with someone who is their same age.

Also, with the upcoming changes to the Older Americans Act Title IIID we will be prepared by October 1, 2016 to have stronger evidence based programs in place that will meet the highest-level criteria and these programs will be stronger due to the input of those who will be using them.

Time-bound:

From January 2, 2016 – June 30, 2016 this time will be used to obtain volunteers. Then from July 1, 2016 – September 30, 2016 classes and programs will begin to be scheduled for the months of October 1, 2016 – June 30, 2017. Statistics regarding participation and feedback will be gathered at each class and program and any other marketing opportunity during these nine months. July 1 – December 30, 2017 statistics will be tallied and changes will be made to existing programs or new programs will be created, based on the feedback from participants. January 1 – October 30, 2018 enhanced or newly created classes and programs will be scheduled. November 1 – December 30, 2018 statistics will be reviewed from enhanced or new classes and programs and participant numbers tracked to determine their success.

6-B. The Elder Nutrition Program

Dodge County's Elder Nutrition Program goal will be two fold. With the first part of the goal being to offer a grocery delivery program. The second part of the goal will be to offer a program working with a local restaurant to provide a menu for elderly program participants. These goals will help strengthen and improve our Elderly Nutrition Program by making it available to more of our county residents whose needs would otherwise go unmet.

These programs will be created also as a means to meet the Mission Statement of the WI Nutrition Program by fostering, encouraging, and promoting choice to increase the nutritional and social well-being of older adults throughout Dodge County.

County Plan on Aging: 2016-2018 – Template 6-1-15

- In order to start development of the grocery delivery program, Aging staff will contact (insert number) grocery stores to see if they are interested in collaborating by June 30, 2016.
- In order to finalize development of the grocery delivery program, a standardized grocery list will be established and system of rides for the consumer to the grocery store by December 31, 2016.
- In order to... Aging staff will contact potential consumers, and seek out no less than two volunteers to help with delivery of groceries by December 31, 2016.
- In order to start up the grocery delivery program and continue to operate with changes being made based on consumer and grocery store personnel input, staff will advertise the program and to serve 10 participants by March 31, 2017.
- In order to grow the grocery delivery program by November 31 evaluation of the program with input from consumers to see their satisfaction by November 31, 2016(?).
- In order to have grocers in two different rural areas with no less than ten participants in each area we will review the November 2017 survey results and make initial changes by March 31, 2018.
- In order to grow the program Aging staff will evaluate number of participants and their satisfaction by November 2018, and develop either restructure or continuation of program.

Measurable:

This goal will be measured on a weekly basis by looking at the number of participants in the program including grocers and by rating the grocers and participants satisfaction of with how well the program is operating. The Nutrition Program Manager will be in regular contact with the grocer, making sure the program is running smoothly and working out any issues as they come up.

Attainable:

This goal will be attainable by utilizing, current Aging Program staff, current transportation van drivers, volunteers, and local grocers to serve elderly county residents who are in need of a nutritious meal but to whom we are not fiscally able to deliver a daily meal. Volunteers will be utilized to obtain the grocery lists from participants, deliver the groceries or to take participants to the grocery store weekly, bi weekly or as needed.

Relevant:

With Dodge County being a rural county it's not always fiscally possible to provide home delivered meals to every elderly resident who needs it, every day. This goal of providing grocery deliveries would allow us the opportunity to provide a weekly, bi-weekly, or as needed, delivery of groceries to those who are able to cook but can't leave their home and it would be more cost effective and more attractive and viable to the consumer. It would remove the stigma of "charity" and "aging" that is often associated with the congregate meal sites and it would make participants feel more valued. It also addresses the rural problem of transporting elderly people or making them find a ride to the dining centers every day.

Time-bound:

2016 will be the planning year. Aging Program staff will solicit grocers to participate in the program. They will also solicit for volunteers and program participants. The beginning of 2017 the programs would be open first to current home delivered meal participants giving the staff a chance to work out any issues. For the remainder of the 2017 the program would be open to any elderly person who is interested – staying within our cost containment measures. At the end of 2017 staff would solicit for more program participation. They would also ask for feedback that will be used to enhance and solidify the program for future years. 2018 would see full program implementation again staying within our budget.

Second Goal – Offering a restaurant program:

- In order to establish a restaurant program, staff will seek input from elderly county residents, their caregivers and the general public by April 30, 2016 to see if they would be interested in alternate dining sites.
- In order to begin the program, one restaurants will be chosen by December 31, 2016.
- In order to serve offer customers an alternative to mealsite dining the program will begin with serving five participants at one restaurant by end of March, 2017.
- In order to expand, Aging staff will collaborate with one more restaurants by December 31, 2017.
- In order to ascertain if we are meeting the needs of the community, we will survey participants and non-participants for feedback by March 1, 2018.
- In order to achieve serving 20 participants by the end of 2018, will increase advertising of program.

Measurable:

This goal will be measured on a weekly basis by looking at the number of participants in the program including participating restaurants and by rating the restaurant owners and participants satisfaction of with how well the program is operating. The Nutrition Program Manager will be in regular contact with the restaurant owner, making sure the program is running smoothly and working out any issues as they come up.

From January 2, 2016 – April 30, 2016 marketing materials will be created and sent out to local restaurant owners to find out who would be interested in participating in the program. Input regarding the program will also be sought from elderly county residents through the use of surveys which will be given out at any outreach effort provided by Aging and/or ADRC staff.

Attainable:

This goal will be attainable by utilizing, current Aging Program staff, the Nutrition Program Manager, and local restaurant owners who have a desire to serve elderly county residents who are in need of a nutritious meal and would like the opportunity to do so by eating out at a local restaurant.

Relevant:

It would address the issue heard time and time again that participants don't want to have to decide and call a day in advance of when that they want to attend a congregate meal. It would also address the issue of the participants being able to go out to eat with others and might give them the opportunity to become more social which will be good for their overall well-being.

Time-bound:

2016 will be the planning year. Aging Program staff will solicit restaurant owners and participants to take part in the program. The beginning of 2017 the program would be open first to current home delivered meal participants giving the staff a chance to work out any issues. For the remainder of the 2017 the program would be open to any elderly person who is interested – staying within our predetermined, cost containment measures. At the end of 2017 staff would solicit for more program participation. They would also ask for feedback that will be used to enhance and solidify the program for future years. 2018 would see full program implementation again staying within our budget.

6-C. Services in Support of Caregivers

By 2018 Dodge County will have a rural caregiver, mobile support group. This will be done utilizing volunteers and locations that are of no cost. It will also be done through a coordination with the local Dementia Concerns Coalition to help fund the wage expense of CNA's employed during meeting times. It also provides social activity and stimulation for the person suffering with Dementia.

Measurable:

- In order to determine the need and venues to support a mobile support group a plan will be in place to start this program by August 31, 2016.
- In order to host bi-monthly meetings 2 volunteers will be recruited /trained, 2 CNAs will be hired and one venue secured for holding the mobile support group. Bi monthly meetings will be held- serving 5 participants by December 31, 2016.
- In order to help the community know about this service, Aging staff will create and distribute informational flyers to local 6 physicians and clinics by December 31, 2017.
- In order to grow this program, 4 support groups will be held serving at least 8 participants per meeting by December 31, 2017.
- In order to increase caregiver participation by December 31, 2018 the mobile support group will meet bi-monthly (total of 6 meetings) in one rural sites, serving 10 participants per month.

Attainable:

This goal is attainable as it uses current staff for program solicitation and building. It utilizes volunteers as has been an overall theme with our entire plan. It is cost effective as it will utilize locations already being used such as senior centers, churches, nursing homes, or other locations that are at no cost. Participants can utilize the local transportation program, if necessary, to get the person they are caring for to the meetings. Realizing there may be a budget involved there may need to be a cap put on the number of participants. But that won't be known until surveys are done and the need and interest in the program is determined.

Relevant:

Living in a rural area such as Dodge County makes the already difficult task of caregiving even more of a struggle. There are fewer and fewer rural caregiver support groups available. It is noted that 46% of caregivers will provide 20 hours of care per

week for 8 years and that 2/3 of the caregivers also have work outside of the home. This program will provide a safe environment for the elderly people during the meeting times and it will also provide a means for the caregiver to discuss issues and concerns and learn about resources with others in the same situation. It is known that caregivers feel isolation, resentment, guilt, anger and have financial difficulties. Caregivers suffer from high levels of stress, burnout, insomnia, and are more likely to use psychotropic drugs. Providing these services will coincide with the 2016 -2018 Aging Plan's overall theme of getting services to rural residents and using volunteers as a cost containment measure.

Time-bound:

The first quarter of 2016 will be used to create and distribute information and surveys regarding the program. April through August 2016 will be used to compile surveys and find out who and how many residents are interested and where they are located and then to organize the groups and facilities. Implementation would begin September 1, 2016 and would be open to a limited number of participants which will be decided upon depending on the information from the surveys. During this time program participation will be tracked. Then in May and June 2017 local physicians will be sent information regarding caregivers and their needs and will publicize the programs. July through December 2017 the program will continue to be monitored and tracked and will continue to use surveys to solicit feedback for possible program improvement. Then January through March 2018 staff will reach out to the communities for other possible locations for the meetings. They will also reach out to see if there are other interested program participants. April through December 2018 the programs would be open to any elderly resident or their caregiver, being sure to stay within any program budget.

6-D. Services to People With Dementia

Dodge County's Dementia Care Specialist plans to implement an early awareness and engagement plan for persons with dementia (PWD), their caregivers and the community at large. This will include education and resource components and social engagement opportunities. Our plan is to enhance the lives of the PWD and their caregivers while preparing the general community in advance for inevitable encounters with dementia.

6-D. services for people w/dementia

Measurable:

- In order to meet the needs of individuals with dementia and their caregivers, we will establish a SPARKS program by June 30, 2016.

- In order to offer services for people with dementia and their caregivers, the Dementia Care Specialist will coordinate a calendar with at least three sessions in conjunction with the SPARKS program by December 31, 2017.
- In order to sustain the SPARKS program staff will assess costs ascribed to volunteers and agencies, and develop a budget by June 30, 2017.
- In order to expand the SPARKS program staff will look for a second site in the county to partner with to establish this program by December 31, 2017.
- In order to offer services for people with dementia and their caregivers the SPARKS group will meet bi-monthly, supporting 6 caregivers and 6 individuals per session by the end of December 31, 2018.

Attainable:

This goal is attainable as it uses current staff for program solicitation and building. It is cost effective as it will utilize locations already being used such as senior centers, churches, nursing homes, or other locations that are at no cost. Participants can utilize the local transportation program, if necessary, to get the person they are caring for to the meetings. Realizing there may be a budget involved there may need to be a cap put on the number of participants. But that won't be known until surveys are done and the need and interest in the program is determined.

Relevant:

Many persons with dementia are not able to take part in activities that they enjoyed before they developed the condition. They feel restrained by the disease and are not confident enough to go out into their local community. In a study that was conducted by the Alzheimer's Society, they found that two of the most common activities that people with dementia do still choose to participate in are socializing and eating out. This study also found that one third of those with dementia would like more care, support and services in order to be able to do more things in their community, including more opportunities to participate and help to attend activities.

By offering a program like SPARK! this would give those with dementia an opportunity to participate in an activity that is friendly and inviting and will allow them to feel more confident in venturing out into their community.

Timebound:

Between Jan 2016 and December 2018 staff will implement this plan, and revise as needed depending on successes.

6-E. Healthy Aging

Health Literacy: Dodge County recognizes its aging population and the increasing health needs of seniors. We also recognize the complexity of our healthcare systems and the ability to understand and successfully navigate these systems is challenging for most of us. While Dodge County does have many adults with college educations, there is also a large population of seniors who left school to help with the family business or farm. Or, whose greatest goal was to get a job after high school and start raising a family. This does not preclude the ability to understand healthcare, but it can hinder. Between not wanting to spend their hard earned money on healthcare, and not understanding some of the details in their care plans, we are seeing a group of seniors with low health literacy. Our goal is to increase this literacy through both education and simplification techniques to be used by ADRC staff and providers. We will apply this by assisting our clients in understanding their plans of care from physicians, as well as options counseling and understanding basics of Medicare and medical assistance health insurance.

- In order to better understand the health literacy needs of the community 10 staff will receive training by the end of 2016 either from WI Health Literacy or similar entity by December 31, 2016.
- In order to educate area physicians and 3 clinics, staff will create a marketing tool of "tear off" note pads listing services will be given to local health care providers by June 30, 2017.
- By December 31 of 2017, 75% of ADR Specialist and APS staff will have been trained and implemented changes in their verbal interaction with customers in order to understand health literacy and apply to their interactions with aging populations.
- In order to provide the community with a better understanding of health literacy needs presentations will be done with two clinics or groups in relation to the aging populations by December 31, 2017.

- In order to continue to educate the community on health literacy staff will have completed 4 additional outreach events, and posted information on our website relating to improving health literacy by June 30, 2018.
- In order to continue educational events, staff will find one additional community partner by December 31, 2018.

Measurable:

Currently the Aging Unit offers Medicare 101 Workshops to those turning 65. While this is a good starting place for seniors, the staff would also benefit from understanding more completely how Medicare works, and how the Medicare Savings Plans also provide benefits to low income seniors. Staff can, through their intake process with seniors, ask if they understand their health plans, and help promote both Medicare education and evidenced based classes.

In addition, getting local healthcare providers to appreciate the need of the whole patient is key. We propose to build relationships with the area clinics and hospitals to not only increase evidence based classes, but health literacy education for both staff and community members. This can include senior centers, presentations at churches, social groups, or senior apartment complexes.

Attainable:

Specific steps include: Aging staff will attend Medicare 101 presented by EBS

The staff will contract with the Health Literacy Wisconsin speaker Steve Sparks for a training opportunity in Dodge County which will include community partners.

Staff will develop “tear off” note pads listing services that the Aging staff can assist with, and they will promote these to be used by area clinics as a tool to get seniors to call for assistance.

Relevant:

Today’s seniors are more active than ever, but poor health impacts a person’s quality of life and is expensive to the individual and the health care systems. Information provided through the Wisconsin Health Literacy group reminds us that 80% of older adults have at least one chronic condition and those over 65 had a 50% lower health literacy. Low health literacy means higher healthcare costs for everyone. The group similarly found that those who use English as a second language are also at risk for lower health literacy

Time-bound:

Between Jan 2, 2016 and June 30, 2016 will reach out to Wisconsin Health Literacy and begin to develop an education plan. This time will also be used to gather information

from evidence based classes centered on the needs of the participants; in particular from the Stepping On class participants and from the local pharmacists.

June 30, 2016 and Jan 2, 2017: Health Literacy training will be offered, and goals will be refined from there in regard to implementing what was learned. The staff will continue to work on marketing to and educating health care agencies and promoting evidence based classes..

Jan 2, 2017 and June 30, 2017: From information learned in the past year, two additional evidence based classes will be added. Collaboration will be done with other counties, and the task of looking for volunteers to increase the capability to offer additional classes will continue. Aging staff will create the tear off pad, and will seek buy in from 2 clinics who will offer to begin using these.

Jan 2-Dec 31 2018: Continue with trainings, and reevaluate for effectiveness. There should be 6 evidence based classes offered throughout the year. Aging staff will all have basic training for Medicare. Staff will maintain relationships with hospitals and clinics, and investigate if health literacy materials should be made available in Spanish.

6-F. Local Priorities

Dodge County's local priorities are going to be focused in the world of technology. The County has a general website where the ADRC and Aging Department is listed along with their programs and other useful information. But there have been numerous comments and complaints from consumers that the information is only available at this site and that it is hard to find and maneuver through for the elderly population. The ADRC also has a Facebook account which until this time has been very under-utilized. The staff would look to enhancing the use of this tool to communicate things such as outreach events, classes, and timely information. The ADRC and Aging staff would also like to enhance their website and make it more easily accessible to the general public and work out a system to edit it on a regular basis.

Measureable:

- In order to make the ADRC website more user friendly, ADRC staff will meet with the county's IT department by June 30, 2016 to share ideas and work through protocol to work together.
- By December 31, 2016 a lead staff will be able to put information such as goals from the Aging plan on the website and Facebook page in order to keep information updated in a timely manner. In addition an online survey will be created to gather data on how to effectively change the website.

- In order to keep information in an easily accessible format the updated website will be fully functional including a monthly calendar including ADRC events (classes, support groups, Pro Bono attorney hours, Memory screens, outreach events, etc.) by December 31,2017.
- In order to keep the website meaningful, lead staff will develop protocol on how information gets added, time frame on when requests needed, length of time posted, and other items that may occur by June 30, 2018.
- In order to keep the web page and Facebook page meaningful, by December 31, 2018 a survey on website function will be completed, analyzed and changes made to reflect these needs.

Attainable:

This is attainable by utilizing current support staff to create the webpage; using input from the ADRC and Aging staff. The current support staff will also be utilized to maintain the ADRC Facebook account, updating it as necessary to keep the information useful and timely.

Relevant:

This is relevant in the fact that we are moving into a more technological time where everyone is utilizing the internet and Facebook on a daily basis. As is widely known, the internet plays an increasingly central role in connecting Americans to news and information, government services, health resources, and opportunities for social support. A study that was done by Pew Research Center found that six in ten seniors (defined as age 65 or older) now go online and 77% of older adults have a cell phone. This study went on to find that despite some of the unique challenges facing the older adult population when it comes to technology, most seniors who become internet users make visiting the digital world a regular occurrence. And among those who use the internet, 71% go online every day or almost every day.

Therefore, by creating and maintaining a webpage and Facebook account Dodge County will be on the cutting edge of the technologically advancing world. The County will be able to get more timely information out to seniors and disabled people than ever before leading this to be an immeasurable resource for those populations and their families and caregivers.

Time-bound:

2016 will be the planning and creating year. Then by 2017 the newly created webpage will be fully functional and the ADRC Facebook account will be utilized and updated on a regular basis providing timely, useful information. The end of 2017 will be used to

gather data by sending out surveys to the general population and users of the webpage and Facebook. This data will be collected and reviewed for any possible changes that could be made in either area. The by 2018 both venues should be fully functional with as many updates and enhancements made utilizing feedback from users and the general public. However there will be a need for ongoing updating especially in the area of events, classes and outreach opportunities.

7. Coordination Between Titles III and VI

Not Applicable as Dodge County does not have a local, federally recognized tribe.

8. Budget

Please see attachment.

9. Compliance With Federal and State Laws and Regulations

9. Compliance With Federal and State Laws and Regulations

On behalf of the county, we certify

(Give the full name of the county aging unit)

has reviewed the appendix to the county plan entitled Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018. We assure that the activities identified in this plan will be carried out to the best of the ability of the tribe in compliance with the federal and state laws and regulations listed in the Assurances of Compliance with Federal and State Laws and Regulations for 2016-2018.


Signature and Title of the Chairperson of the Commission on Aging 9/2/15
Date


Signature and Title of the Authorized County Board Representative 9-2-15
Date

10. Assurances

The applicant certifies compliance with the following regulations:

1. Legal Authority of the Applicant

- The applicant must possess legal authority to apply for the grant.
- A resolution, motion or similar action must be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein.
- This resolution, motion or similar action must direct and authorize the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

2. Outreach, Training, Coordination, & Public Information

- The applicant must assure that outreach activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider trains and uses elderly persons and other volunteers and paid personnel as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that each service provider coordinates with other service providers, including senior centers and the nutrition program, in the planning and service area as required by the Bureau of Aging and Disability Resources designated area agency on aging.
- The applicant must assure that public information activities are conducted to ensure the participation of eligible older persons in all funded services as required by the Bureau of Aging and Disability Resources designated area agency on aging.

3. Preference for Older People With Greatest Social and Economic Need

The applicant must assure that all service providers follow priorities set by the Bureau of Aging and Disability Resources designated area agency on aging for serving older people with greatest social and economic need.

4. Advisory Role to Service Providers of Older Persons

The applicant must assure that each service provider utilizes procedures for obtaining the views of participants about the services they receive.

5. Contributions for Services

- The applicant shall assure that agencies providing services supported with Older Americans Act and state aging funds shall give older adults a free and voluntary opportunity to contribute to the costs of services consistent with the Older Americans Act regulations.
- Each older recipient shall determine what he/she is able to contribute toward the cost of the service. No older adult shall be denied a service because he/she will not or cannot contribute to the cost of such service.
- The applicant shall provide that the methods of receiving contributions from individuals by the agencies providing services under the county/tribal plan shall be handled in a manner that assures the confidentiality of the individual's contributions.
- The applicant must assure that each service provider establishes appropriate procedures to safeguard and account for all contributions.
- The applicant must assure that each service provider considers and reports the contributions made by older people as program income. All program income must be used to expand the size or scope of the funded program that generated the income. Nutrition service providers must use all contributions to expand the nutrition services. Program income must be spent within the contract period that it is generated.

6. Confidentiality

- The applicant shall ensure that no information about, or obtained from an individual and in possession of an agency providing services to such individual under the county/tribal or area plan, shall be disclosed in a form identifiable with the individual, unless the individual provides his/her written informed consent to such disclosure.
- Lists of older adults compiled in establishing and maintaining information and referral sources shall be used solely for the purpose of providing social services and only with the informed consent of each person on the list.
- In order that the privacy of each participant in aging programs is in no way abridged, the confidentiality of all participant data gathered and

maintained by the State Agency, the Area Agency, the county or tribal aging agency, and any other agency, organization, or individual providing services under the State, area, county, or tribal plan, shall be safeguarded by specific policies.

- Each participant from whom personal information is obtained shall be made aware of his or her rights to:
 - (a) Have full access to any information about one's self which is being kept on file;
 - (b) Be informed about the uses made of the information about him or her, including the identity of all persons and agencies involved and any known consequences for providing such data; and,
 - (c) Be able to contest the accuracy, completeness, pertinence, and necessity of information being retained about one's self and be assured that such information, when incorrect, will be corrected or amended on request.
- All information gathered and maintained on participants under the area, county or tribal plan shall be accurate, complete, and timely and shall be legitimately necessary for determining an individual's need and/or eligibility for services and other benefits.
- No information about, or obtained from, an individual participant shall be disclosed in any form identifiable with the individual to any person outside the agency or program involved without the informed consent of the participant or his/her legal representative, except:
 - (a) By court order; or,
 - (b) When securing client-requested services, benefits, or rights.
- The lists of older persons receiving services under any programs funded through the State Agency shall be used solely for the purpose of providing said services, and can only be released with the informed consent of each individual on the list.
- All paid and volunteer staff members providing services or conducting other activities under the area plan shall be informed of and agree to:
 - (a) Their responsibility to maintain the confidentiality of any client-related information learned through the execution of their duties. Such information shall not be discussed except in a professional setting as required for the delivery of service or the conduct of other essential activities under the area plan; and,
 - (b) All policies and procedures adopted by the State and Area Agency to safeguard confidentiality of participant information, including those delineated in these rules.

- Appropriate precautions shall be taken to protect the safety of all files, microfiche, computer tapes and records in any location which contain sensitive information on individuals receiving services under the State or area plan. This includes but is not limited to assuring registration forms containing personal information are stored in a secure, locked drawer when not in use.

7. Records and Reports

- The applicant shall keep records and make reports in such form and requiring such information as may be required by the Bureau of Aging and Disability Resources and in accordance with guidelines issued solely by the Bureau of Aging and Disability Resources and the Administration on Aging.
- The applicant shall maintain accounts and documents which will enable an accurate review to be made at any time of the status of all funds which it has been granted by the Bureau of Aging and Disability Resources through its designated area agency on aging. This includes both the disposition of all monies received and the nature of all charges claimed against such funds.

8. Licensure and Standards Requirements

- The applicant shall assure that where state or local public jurisdiction requires licensure for the provision of services, agencies providing services under the county/tribal or area plan shall be licensed or shall meet the requirements for licensure.
- The applicant is cognizant of and must agree to operate the program fully in conformance with all applicable state and local standards, including the fire, health, safety and sanitation standards, prescribed in law or regulation.

9. Civil Rights

- The applicant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with that act, no person shall on the basis of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity under this plan.
- All grants, sub-grants, contracts or other agents receiving funds under this plan are subject to compliance with the regulation stated in 9 above.

- The applicant shall develop and continue to maintain written procedures which specify how the agency will conduct the activities under its plan to assure compliance with Title VI of the Civil Rights Act.
- The applicant shall comply with Title VI of the Civil Rights Act (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the service funded by the grant.
- All recipients of funds through the county/tribal or area plan shall operate each program or activity so that, when viewed in its entirety, the program or activity is accessible to and usable by handicapped adults as required in the Architectural Barriers Act of 1968.

10. Uniform Relocation Assistance and Real Property Acquisition Act of 1970

The applicant shall comply with requirements of the provisions of the Uniform Relocation and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of federal and federally assisted programs.

11. Political Activity of Employees

The applicant shall comply with the provisions of the Hatch Act (5 U.S.C. Sections 7321-7326), which limit the political activity of employees who work in federally funded programs. [Information about the Hatch Act is available from the U.S. Office of Special Counsel at <http://www.osc.gov/>]

12. Fair Labor Standards Act

The applicant shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (Title 29, United States Code, Section 201-219), as they apply to hospital and educational institution employees of state and local governments.

13. Private Gain

The applicant shall establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be motivated by a desire for private gain for themselves or others (particularly those with whom they have family, business or other ties).

14. Assessment and Examination of Records

- The applicant shall give the Federal agencies, State agencies and the Bureau of Aging and Disability Resources authorized Area Agencies on Aging access to and the right to examine all records, books, papers or documents related to the grant.

- The applicant must agree to cooperate and assist in any efforts undertaken by the grantor agency, or the Administration on aging, to evaluate the effectiveness, feasibility, and costs of the project.
- The applicant must agree to conduct regular on-site assessments of each service provider receiving funds through a contract with the applicant under the county or tribal plan.

15. Maintenance of Non-Federal Funding

- The applicant assures that the aging unit, and each service provider, shall not use Older Americans Act or state aging funds to supplant other federal, state or local funds.
- The applicant must assure that each service provider must continue or initiate efforts to obtain funds from private sources and other public organizations for each service funded under the county or tribal plan.

16. Regulations of Grantor Agency

The applicant shall comply with all requirements imposed by the Department of Health and Family Services, Division of Supportive Living, Bureau of Aging and Disability Resources concerning special requirements of federal and state law, program and fiscal requirements, and other administrative requirements.

17. Older Americans Act

The applicant shall comply with all requirements of the Older Americans Act (PL 89-73).

18. Federal Regulations

The applicant shall comply with all federal regulations (45 CFR 1321) governing Older Americans Act funds and programs.

19. Wisconsin Elders Act

The aging unit must comply with the provisions of the Wisconsin Elders Act.

Wisconsin Statutes Chapter 46.82 Aging unit.

“Aging unit” means an aging unit director and necessary personnel, directed by a county or tribal commission on aging and organized as one of the following:

- (1) An agency of county or tribal government with the primary purpose of administering programs of services for older individuals of the county or tribe.
- (2) A unit, within a county department under s. 46.215, 46.22
- (3) or 46.23, with the primary purpose of administering programs of and services for older individuals of the county

County Plan on Aging: 2016-2018 – Template 6-1-15

- (4) A private corporation that is organized under ch. 181 and
- (5) that is a nonprofit corporation, as defined in s. 181.0103 (17).

Aging Unit; Creation. A county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals that are funded under 42 USC 3001 to 3057n, 42 USC 5001 and 42 USC 5011 (b). If this is done, the county board or boards of supervisors or tribal governing body shall establish by resolution a county or tribal aging unit to provide the services required under this section. If a county board of supervisors or a tribal governing body chooses, or the county boards of supervisors of 2 or more contiguous counties choose, not to administer the programs for older individuals, the department shall direct the area agency on aging that serves the relevant area to contract with a private, nonprofit corporation to provide for the county, tribe or counties the services required under this section.

Aging Unit; Powers and Duties. In accordance with state statutes, rules promulgated by the department and relevant provisions of 42 USC 3001 to 3057n and as directed by the county or tribal commission on aging, an aging unit:

(a) Duties. Shall do all of the following:

1. Work to ensure that all older individuals, regardless of income, have access to information, services and opportunities available through the county or tribal aging unit and have the opportunity to contribute to the cost of services and that the services and resources of the county or tribal aging unit are designed to reach those in greatest social and economic need.
2. Plan for, receive and administer federal, state and county, city, town or village funds allocated under the state and area plan on aging to the county or tribal aging unit and any gifts, grants or payments received by the county or tribal aging unit, for the purposes for which allocated or made.
3. Provide a visible and accessible point of contact for individuals to obtain accurate and comprehensive information about public and private resources available in the community which can meet the needs of older individuals.
4. As specified under s. 46.81, provide older individuals with services of benefit specialists or appropriate referrals for assistance.
5. Organize and administer congregate programs, which shall include a nutrition program and may include one or more senior centers or adult day care or respite care programs, that enable older individuals and their families to secure a variety of services, including nutrition, daytime care, educational or volunteer opportunities, job skills preparation and information on health promotion, consumer affairs and civic participation.
6. Work to secure a countywide or tribal transportation system that makes community programs and opportunities accessible to, and meets the basic needs of, older individuals.

7. Work to ensure that programs and services for older individuals are available to homebound, disabled and non-English speaking persons, and to racial, ethnic and religious minorities.
8. Identify and publicize gaps in services needed by older individuals and provide leadership in developing services and programs, including recruitment and training of volunteers, that address those needs.
9. Work cooperatively with other organizations to enable their services to function effectively for older individuals.
10. Actively incorporate and promote the participation of older individuals in the preparation of a county or tribal comprehensive plan for aging resources that identifies needs, goals, activities and county or tribal resources for older individuals.
11. Provide information to the public about the aging experience and about resources for and within the aging population.
12. Assist in representing needs, views and concerns of older individuals in local decision making and assist older individuals in expressing their views to elected officials and providers of services.
13. If designated under s. 46.27 (3) (b) 6., administer the long-term support community options program.
14. If the department is so requested by the county board of supervisors, administer the pilot projects for home and community-based long-term support services under s. 46.271.
15. If designated under s. 46.90 (2), administer the elder abuse reporting system under s. 46.90.
16. If designated under s. 46.87 (3) (c), administer the Alzheimer's disease family and caregiver support program under s. 46.87.
17. If designated by the county or in accordance with a contract with the department, operate the specialized transportation assistance program for a county under s. 85.21.
18. Advocate on behalf of older individuals to assist in enabling them to meet their basic needs.
19. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.283 (1) (a) 1., apply to the department to operate a resource center under s. 46.283 and, if the department contracts with the county under s. 46.283 (2), operate the resource center.
20. If an aging unit under sub. (1) (a) 1. or 2. and if authorized under s. 46.284 (1) (a) 1., apply to the department to operate a care management organization under s. 46.284 and, if the department contracts with the county under s. 46.284 (2), operate the care management organization and, if appropriate, place funds in a risk reserve.

(b) Powers. May perform any other general functions necessary to administer services for older individuals.

(4) Commission On Aging.

(a) Appointment.

1. Except as provided under sub. 2., the county board of supervisors in a county that has established a single-county aging unit, the county boards of supervisors in counties

that have established a multicounty aging unit or the elected tribal governing body of a federally recognized American Indian tribe or band that has established a tribal aging unit shall, before qualification under this section, appoint a governing and policy-making body to be known as the commission on aging.

2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall appoint, subject to confirmation by the county board of supervisors, the commission on aging. A member of a commission on aging appointed under this subdivision may be removed by the county executive or county administrator for cause.

(b) Composition.

A commission on aging, appointed under par. (a) shall be one of the following:

1. For an aging unit that is described in sub. (1) (a) 1. or 2., organized as a committee of the county board of supervisors, composed of supervisors and, beginning January 1, 1993, advised by an advisory committee, appointed by the county board. Older individuals shall constitute at least 50% of the membership of the advisory committee and individuals who are elected to any office may not constitute 50% or more of the membership of the advisory committee.

2. For an aging unit that is described in sub. (1) (a) 1. or 2., composed of individuals of recognized ability and demonstrated interest in services for older individuals. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

3. For an aging unit that is described in sub. (1) (a) 3., the board of directors of the private, nonprofit corporation. Older individuals shall constitute at least 50% of the membership of this commission and individuals who are elected to any office may not constitute 50% or more of the membership of this commission.

(c) Terms.

Members of a county or tribal commission on aging shall serve for terms of 3 years, so arranged that, as nearly as practicable, the terms of one-third of the members shall expire each year, and no member may serve more than 2 consecutive 3-year terms. Vacancies shall be filled in the same manner as the original appointments. A county or tribal commission on aging member appointed under par. (a) 1. may be removed from office for cause by a two-thirds vote of each county board of supervisors or tribal governing body participating in the appointment, on due notice in writing and hearing of the charges against the member.

(c) Powers and duties.

A county or tribal commission on aging appointed under sub. (4) (a) shall, in addition to any other powers or duties established by state law, plan and develop administrative and program policies, in accordance with state law and within limits established by the department of health and family services, if any, for programs in the county or for the

County Plan on Aging: 2016-2018 – Template 6-1-15

tribe or band that are funded by the federal or state government for administration by the aging unit. Policy decisions not reserved by statute for the department of health and family services may be delegated by the secretary to the county or tribal commission on aging. The county or tribal commission on aging shall direct the aging unit with respect to the powers and duties of the aging unit under sub. (3).

(5) Aging Unit Director; Appointment. A full-time aging unit director shall be appointed on the basis of recognized and demonstrated interest in and knowledge of problems of older individuals, with due regard to training, experience, executive and administrative ability and general qualification and fitness for the performance of his or her duties, by one of the following:

(a) 1. For an aging unit that is described in sub. (1) (a) 1., except as provided in subd. 2., a county or tribal commission on aging shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors or the tribal governing body that participated in the appointment of the county or tribal commission on aging. 2. In any county that has a county executive or county administrator and that has established a single-county aging unit, the county executive or county administrator shall make the appointment, subject to the approval of and to the personnel policies and procedures established by each county board of supervisors that participated in the appointment of the county commission on aging.

(b) For an aging unit that is described in sub. (1) (a) 2., the director of the county department under s. 46.215, 46.22 or 46.23 of which the aging unit is a part shall make the appointment, subject to the personnel policies and procedures established by the county board of supervisors.

(d) For an aging unit that is described in sub. (1) (a) 3., the commission on aging under sub. (4) (b) 3. shall make the appointment, subject to ch. 181.

11. Appendices

Capital Newspapers Proof of Publication Affidavit

Ad #: 2348833 Price: \$67.37 Ad ID: Public Hearing 8/25, 8/26 & 8/27

RECEIVED

Retain this portion for your records.

Please do not remit payment until you receive your advertising invoice.

AUG 20 2015

Mail to:

Dodge County Human Services & Health
Melanie MacDonald
199 County Road DF
Juneau, WI 53039

STATE OF WISCONSIN }
Dodge County }

POAC

Pat Reifsnider

being duly sworn, doth depose and say that
he (she) is an authorized representative of
Capital Newspapers, publishers of

Daily Citizen

a newspaper, in the city of Beaver Dam, in said County and State,
and that an advertisement of which the annexed is a true
copy, taken from said paper, was published therein on
August 17th, 2015

LISA ANN CHRISTENSEN
Notary Public
State of Wisconsin

Shawn Mc...

(Signed) _____
(Title) Principal Clerk

Subscribed and sworn to before me on

STANIS
Justin Clum...
Notary Public, Wisconsin

My Commission expires February 25th, 2018

February 5 2019

NOTICE OF PUBLIC HEARING
The Dodge County Plan on Aging 2016 - 2018 is scheduled for three public hearings as follows:
Tuesday, August 25, 2015, from 11:15 a.m. to 11:45 a.m. in the Greater Appleton Building Senior Center, 1127 Highland Avenue, Appleton, WI 54911
Wednesday, August 26, 2015, from 9:30 a.m. to 10:00 a.m. in the County Dodge Office Building, 199 County Road DF, Room 649, Juneau, WI 53039
Thursday, August 27, 2015, from 9:15 a.m. to 9:45 a.m. at the Wisconsin Senior Center, 301 East Main Street, Waupun, WI 53085
This public hearing will be held for the purpose of receiving comment for Dodge County's proposed plan for spending the grant allocations for senior citizen programs. Those persons wishing to attend the hearing and wishing to submit comments in advance may do so by sending their comments prior to the hearing to:
Alyse Schell
Aging Services Supervisor
199 County Road DF, 3rd Floor
Juneau, WI 53039
The application will be available for public inspection prior to the hearing at the above address.
Persons with disabilities which require special accommodations wishing to attend the hearing should contact the person listed above prior to August 21, 2015. The location of the hearings are accessible to persons with disabilities.
Please give me a call at 920-288-3893 if you have any questions.
Alyse Schell
Aging Services Supervisor
POB: Dodge Office Bldg 70048
92044232 WNAZLP

HUMAN SERVICES & HEALTH DEPARTMENT
199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512
920-386-3500

Janet A. Wimmer, Director

◆ ADMINISTRATION
(920) 386-3801
FAX: (920) 386-4011

◆ AGING & DISABILITY
RESOURCE CENTER (ADRC)
& ADRS PROGRAM
(920) 386-3680
REVISION
(920) 386-3680
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

◆ ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE
(920) 386-3730
FAX: (920) 386-3245

◆ ALCOHOL & DRUG ABUSE
(920) 386-4094
FAX: (920) 386-3812

◆ CHILD WELFARE &
JUVENILE JUSTICE
(920) 386-3760
FAX: (920) 386-3833

◆ COMMUNITY SUPPORT
PROGRAM & COMPREHENSIVE
COMMUNITY SERVICES
(920) 386-4094
FAX: (920) 386-3812

◆ ECONOMIC SUPPORT
(920) 386-3760
FAX: (920) 386-4012

◆ MENTAL HEALTH
(920) 386-4094
FAX: (920) 386-3812

◆ PUBLIC HEALTH
(920) 386-3870
FAX: (920) 386-4011

NOTICE OF PUBLIC HEARING

The Dodge County Plan on Aging 2016 - 2018 is scheduled for three public hearings as follows:

Tuesday, August 25, 2015, from 11:15 a.m. to 11:45 a.m. in the Mueller Apartment Building Senior Dining Center, 1121 Highland Avenue, Watertown, WI 53098.

Wednesday, August 26, 2015, from 9:30 a.m. to 10:00 a.m. in the Henry Dodge Office Building, 199 County Road DF, Room G46, Juneau, WI 53039.

Thursday, August 27, 2015, from 9:15 a.m. to 9:45 a.m. at the Waupun Senior Center, 301 East Main Street, Waupun, WI 53963.

The public hearings will be held for the purpose of receiving comment for Dodge County's proposed plan for spending the grant allocations for senior citizen programs. Those persons unable to attend the hearing and wishing to submit comments in advance may do so by mailing their comments prior to the hearing to:

Kris Scheffl
ADRC/Aging Services Supervisor
199 County Road DF, 3rd Floor
Juneau, WI 53039

The application will be available for public inspection prior to the hearing at the above address.

Persons with disabilities which require special accommodations wishing to attend the hearing should contact the person listed above prior to August 21, 2015. The locations of the hearings are accessible to persons with disabilities.

Please give me a call at 920-386-3580 if you have any questions.

Sincerely,

Kris Scheffl
ADRC/Aging Services Supervisor

AGING ADVISORY COMMITTEE

Wednesday, August 12, 2015

Clem Hoelzel called the Aging Advisory Committee meeting to order at 9:06 a.m.

Roll Call

Jan Duffy, Phillip Gohr, William Hoekstra, Clem Hoelzel, MaryAnn Miller

Also Present

Sheila Drays, Stephanie Levenhagen, Kris Schefft, Jackie Wendlandt

Action on Minutes of the June 10, 2015 meeting

MaryAnn Miller motioned and Phillip Gohr seconded to approve the minutes of the June 10, 2015 Aging Advisory Committee meeting. The motion carried.

Public Forum

None

Election of Chairperson

MaryAnn Miller nominates Clem Hoelzel as Chairperson of the Aging Advisory Committee. Unanimous ballot cast to elect Clem Hoelzel as Chairperson of the Aging Advisory Committee. Motion carried.

Election of Vice-Chairperson

MaryAnn Miller nominates Phillip Gohr as Vice-Chairperson of the Aging Advisory Committee. Unanimous ballot cast to elect Phillip Gohr as Vice-Chairperson of the Aging Advisory Committee. Motion carried.

Election of Secretary

Phillip Gohr nominates MaryAnn Miller as Secretary of the Aging Advisory Committee. Unanimous ballot cast to elect MaryAnn Miller as Secretary of the Aging Advisory Committee. Motion carried.

Review of 2016-2018 Aging Unit Plan (signature needed from chairperson)

Sheila Drays review the items as written in the *Executive Summary and Six Goals of the 2016-2018 Aging Unit Plan*. Sheila Drays stated that a draft of the Aging Plan was submitted a couple days ago to allow time for feedback from the State. Discussion followed.

Aging Services Report

Stephanie Levenhagen reviewed the items as written in the *ADRC/Aging Services Supervisor's Report 2015* handout provided to members of the Aging Advisory Committee. Discussion followed.

GWAAR Report. Fraud Alert - Information & Updates on Regional Issues

No GWAAR Report. Stephanie Levenhagen reviewed the items as written in the *June 2015 and July 2015 Fraud Alerts*. Brief discussion followed.

Your Benefit News

Stephanie Levenhagen reviewed the items as written in the *Your Benefit News* handouts provided to members of the Aging Advisory Committee. Discussion followed.

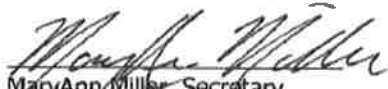
Next Meeting

The next meeting of the Aging Advisory Committee will be held on **Wednesday, October 14, 2015**, at **8:30 a.m.** at **199 County Road DF** in **room G046** on the **ground floor** of the Henry Dodge Office Building immediately following the Nutrition Program Advisory Council meeting.

Adjournment

Phillip Gohr motioned and MaryAnn Miller seconded to adjourn this meeting of the Aging Advisory Committee at 9:24 a.m. The motion carried.

Respectfully Submitted,


MaryAnn Miller, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

DODGE COUNTY HUMAN SERVICES & HEALTH BOARD MINUTES

The Dodge County Human Services & Health Board met on Wednesday, September 2, 2015 in the Human Services Admin Room #G52 of the Henry Dodge Office Building.

The meeting was called to order at 7:00 p.m. by Glenn Stousland, Chairman.

ROLL CALL: PRESENT: Glenn Stousland, Chairman, Mary Bobholz, Gilbert Falkenthal, Phillip Gohr, James Houchin, David Godshall, Lois Augustson and Clem Hoelzel.

NOT PRESENT: Mark Roesch

ALSO PRESENT: STAFF: Janet Wimmer, Director, Alyssa Schultz, Sheila Drays, Ken Kamps, and Jim Mielke, County Administrator.

OTHERS: Kay Marose, Neil Whitting, Janet Carlson, Mary Kay Westmayer, Mary Waffle.

Certification of Public Notice: Jackie Vincent certified public notice.

Consideration to Deviate from the Agenda if Needed:

A motion was made by Phillip Gohr to approve deviation from the agenda if needed. The motion was seconded by Clem Hoelzel. Motion carried.

Approval of Minutes of the August 5, 2015 meeting:

A motion was made by Mary Bobholz to approve the minutes of the July 8, 2015 meeting as presented. The motion was seconded by David Godshall. Motion carried.

Public Forum: None

Board Action:

- A. Motion was made by Clem Hoelzel to consider and discuss the Aging Plan. This motion was seconded by Lois Augustson. Motion carried. Discussion regarding the Aging Plan was held.
- B. Motion was made by Clem Hoelzel to consider and discuss Feil's Supper Club Bid. This motion was seconded by Phillip Gohr. Motion carried.
- C. Motion was made by Phillip Gohr to consider and discuss Appointments to ADRC Governing Board. The motion was seconded by Clem Hoelzel. Motion carried. Discussion was held regarding the following being appointed to the ADRC Governing Board: Jeffrey Duchac – Chairperson, Shirley, Kitchen – Vice Chairperson, Judy Braun – Secretary and Judy Patenaude – reappointed. Beth Ingalls-Laisses – resigned.

Director's Report:

Janet spoke regarding the Operational Review draft from Baker Tilly and said she is pleased with the work they did as well as the information provided to us. The idea would be to move forward with their recommendations, prioritized starting high importance first, medium second and low last. Jim and Janet explained however, that this is just a draft and this report will first go to the Oversight Committee, where questions can be asked, or information can be given back to Baker Tilly. Heather from Baker Tilly will then be present at the full County Board for a final presentation in October.

HUMAN SERVICES & HEALTH BOARD MINUTES
September 2, 2015 – Page 2

Division Reports:

The Board members reviewed and discussed the following informational items:

- **Fiscal & Support Services Division:**
 - A review of July, 2015 expenditures & revenue was given by Ken Kamps.
 - Regarding 2015 budget amendments, Ken said when it's impossible to say for sure, but he would estimate an \$800,000 deficit at the end of 2015, if things would continue as they have been. However, Janet stated there has been a lot of effort to find deductions and align the budget with actual day to day costs, as not to end up with that kind of deficit at the end of the year. When asked if job positions may be cut to stay within budget, Janet stated that at this point Jim has said that is not something being looked at. Some positions have not been refilled as people have left, but staff are not being let go.
- **Community Support Services Division:**
 - **Aging/Nutrition/Transportation/ADRC Items:** ADRC Call Activities 2014 – 2015 report, July senior dining center comments & dining statistics, most recent Volunteer Drivers 2015 Report.
 - **Economic Support Items:** Economic Support caseload statistics.
 - **Long Term Support Items:** Adult Protective Services/Long Term Support and 2014 & 2015 Adult Services Activities report.
 - **Public Health Items:** Public Health Program Statistics 2015.
 - Jody stated that Unity will once again be letting DCHS roster bill for flu shots
- **Clinical & Family Services Division:**
 - **Child Welfare Items:** Kinship Care Expenditure Report for July, Child and Adolescent Services data and 2015 Children's Monthly Out-of-Home Placement Costs.
 - **Mental Health Items:** Clinical Services Program Statistics 2015.

Next Meeting Date: October 6, 2015 @ 7:00 p.m.

A motion was made by Phillip Gohr to adjourn the August meeting. The motion was seconded by James Houchin. Motion carried. The meeting was adjourned at 7:50 p.m.


Lois Augustson, Secretary


Glenn Stousland, Chairman


Jackie L. Vincent, Recording Secretary

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DISCLAIMER: THE ABOVE MINUTES MAY BE APPROVED, AMENDED OR CORRECTED AT THE NEXT COMMITTEE MEETING.

RESOLUTION NO. _____

**RESOLUTION IN SUPPORT OF INCREASED FUNDING IN THE
CHILDREN AND FAMILY AIDS ALLOCATION**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS:

WHEREAS, the Wisconsin Department of Children and Families provides funding to counties through the Children and Family Aids allocation for the provision of child abuse and neglect services, including prevention, investigation, treatment, and out-of-home placement costs; and,

WHEREAS, base funding for child welfare services has not increased since the Wisconsin Department of Children and Families was created in 2009; and,

WHEREAS, over the past few years, the child welfare workload has increased in all counties across the state; and,

WHEREAS, counties are struggling to recruit and retain child welfare workers; and,

WHEREAS, the stress of increasing caseloads is taking its toll on CPS workers, causing many experienced child welfare workers to leave the profession; and,

WHEREAS, the total number of child protective services (CPS) referrals statewide has increased by 30 percent since 2007 – from 55,895 CPS referrals in 2007 to 72,698 CPS referrals in 2014; and the total number of CPS referrals in Dodge County has increased by 21 percent since 2011 – from 810 CPS referrals in 2011 to 978 CPS referrals in 2015; and,

WHEREAS, the total number of children in out-of-home care statewide has increased by eight percent since 2011 – from 7,653 children in out-of-home care in 2011 to 8,258 children in out-of-home care in 2015; and the total number of children in out-of-home care in Dodge County has increased by 64 percent since January 2014 – from 50 children in out-of-home care in January 2014 to 82 children in out-of-home care in September 2016; and,

WHEREAS, the total number of screened-in CPS reports statewide has increased by nine percent since 2011 – from 18,706 screened-in CPS reports in 2011 to 20,384 screened-in CPS reports in 2015; and the total number of screened-in CPS reports in Dodge County has increased by 21 percent since 2012 – from 278 screened-in CPS reports in 2012 to 337 screened-in CPS reports in 2015; and,

WHEREAS, the total number of Children in Need of Protection and Services (CHIPS) petitions filed with the court statewide has increased 12.5 percent from 2008 to 2015; and the total number of CHIPS petitions filed with the court in Dodge County has increased by 38% since 2012 – from 47 CHIPS petitions filed with the court in 2012 to 65 CHIPS petitions filed with the court in 2015; and,

WHEREAS, the leading cause of these increases is the use of heroin, opiates, and methamphetamines; and,

WHEREAS, it is critical that counties have the resources necessary to ensure the safety of children in all areas of the state; and,

WHEREAS, counties are struggling to identify resources to increase child welfare staff, especially given the significant overmatch counties already put into the human services system;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors does hereby request that the state of Wisconsin, in its 2017-2019 state biennial budget, increase funding to counties in the Children and Family Aids allocation to assist counties in serving the increasing number of children and families in the child welfare system; and,

BE IT FINALLY RESOLVED, that the Dodge County Clerk is hereby authorized and directed to transmit a copy of this Resolution to the Governor of the State of Wisconsin, all Wisconsin State Legislators with a constituency within Dodge County, and the Wisconsin Counties Association.

All of which is respectfully submitted this 15th day of November, 2016.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Michael Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Jeremy Bartsch

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors change one filled, funded, 0.8 full-time equivalent (FTE), benefited position of *R.N.–Public Health*, in the Dodge County Human Services and Health Department, to one full-time (1.0 FTE), benefited position of *R.N.–Public Health*, effective January 1, 2017; and,

WHEREAS, a job description for the position of *R.N.–Public Health* has been marked for identification as Exhibit “A”, and has been attached hereto. This job description applies to the filled, funded, 0.8 FTE, benefited position of *R.N.–Public Health* and to the proposed 1.0 FTE, benefited position of *R.N.–Public Health*; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Human Services and Health Department Budget sufficient to pay wages and fringe benefits for the proposed full-time, benefited position of *R.N.–Public Health*, during calendar year 2017;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby changes one filled, funded, 0.8 full-time equivalent, benefited position of *R.N.–Public Health*, in the Dodge County Human Services and Health Department, to one full-time, benefited position of *R.N.–Public Health*, effective January 1, 2017.

All of which is respectfully submitted this 15th day of November, 2016.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Michael Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Jeremy Bartsch

DODGE COUNTY JOB DESCRIPTION

2017 Wage Range: \$24.60 - \$33.74

JOB TITLE:	R.N. – Public Health	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	March 13, 1997
LABOR GRADE:	Dodge County Eight (8)	REVISED:	9/29/2016

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor-Public Health Officer, promotes/preserves health by integrating knowledge and skills relevant to both professional nursing practice and public health. Provides health education, advocacy, counseling, assessment, planning, prevention, intervention, evaluation, coordination of services, and direct nursing care encompassing services, programs, and institutions in differing settings.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides nursing assessment, planning, evaluation, and coordination of services to targeted high-risk populations in a variety of settings (i.e. clinics, homes, schools, day care centers, community centers, etc.).
2. Provides health education/counseling to individuals, families, and populations.
3. Acts as a liaison and works collaboratively with many professionals in health/human services field to determine need for services and to ensure provision/continuity of care and service as needed.
4. Provides community assessment and develops, implements, and evaluates plans to meet identified needs.
5. Administers vaccines and TB skins tests; and collects laboratory specimens according to agency policies.
6. Maintains accurate and timely documentation of interventions and other related activities.
7. Prepares intra-inter-agency reports as required.
8. Attends case conferences, staff meetings, in-services, committee meetings and provides feedback.
9. Provides orientation of staff and students.
10. Serves as a positive role model and liaison in community by communicating/interpreting Human Services and Health Department's philosophy, mission statement, goals, and objectives.
11. Provides for prevention/control of communicable disease including follow-up and education.
12. Reviews vital statistics (i.e. birth certificates, death certificates, etc.) to determine people at risk and to provide follow-up as indicated.
13. Participates in State and Federal programs including but not limited to; Prenatal Care Coordination, Chronic Disease Surveillance, Childhood Lead Poisoning Prevention, etc. to promote health and well-being of Dodge County residents.
14. Serves as consultant/advocate regarding various health and educational issues for County residents.
15. Responsible/accountable for knowing and using current professional nursing and public health practices.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of State/Federal programs such as Prenatal Care Coordination, Chronic Disease Surveillance, Lead Prevention and Screening Program, etc.

Knowledge of community assessment, organization, development, and resources.

Knowledge of and ability to effectively apply current nursing theory, behavioral/social sciences concepts and principles, leadership skills, tolerance, understanding and respect for special abilities and skills, and organizational skills.

Ability to work effectively with individuals/groups of varied age, gender, culture, socioeconomic background, lifestyles, and value systems in variety of settings.

Ability to consistently demonstrate safe, competent, professional nursing.

Ability to keep information confidential.

Ability to provide documents and reports in a timely manner.

Ability to explain and interpret public health laws, rules, and regulations.

Ability to interact effectively with patients, families, and general public.

Ability to exercise independent judgment and work collaboratively with others.

Ability to communicate effectively.

Must meet requirements of Dodge County Driver Qualification Program.

Regular attendance and punctuality required.

EDUCATION AND EXPERIENCE

Graduation from school of nursing and receipt of Certification in Public Health or four (4) year Bachelor's Degree (preferred) in nursing from accredited nursing program and current license as a Wisconsin Registered Nurse.

WORKING CONDITIONS

During times of direct nursing activities, must use preventive methods to avoid/prevent contracting and spreading communicable diseases. Frequent work in adverse interpersonal situations. Frequent time pressures. Frequent work under distractions.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, on August 18, 2015, the Dodge County Board of Supervisors adopted Resolution No. 15-29, and, thereby, among other things, authorized and directed the Dodge County Information Technology Committee (Committee) and the Dodge County Human Services and Health Board (Board) to purchase and implement a certified case management, electronic health records, and billing system, named myEvolv software solution, available from Netsmart Technologies, Inc., 4950 College Boulevard, Overland Park, Kansas (Netsmart); and,

WHEREAS, the Committee and the Board have considered the software needs of the Dodge County Human Services and Health Department and have determined that it is necessary to purchase additional features of the CareConnect module of the myEvolv software solution from Netsmart; and,

WHEREAS, the additional features are *CareConnect Labs, CareConnect Syndromic Surveillance, CareConnect Immunization, CareConnect Direct Messaging, and Professional Services* (additional features); and,

WHEREAS, the Dodge County Netsmart Project Implementation Team (Team) solicited a price quotation from Netsmart for the purchase of the additional features; and,

WHEREAS, the Team received a price quotation from Netsmart for the purchase of the additional features, in the amount of \$48,680; and,

WHEREAS, a copy of this price quotation is on file in the Office of the Dodge County Clerk, and may be viewed there during normal business hours; and,

WHEREAS, no funds have been budgeted in the 2016 Dodge County Budget to pay for the additional features; and,

WHEREAS, there are funds in the amount of \$48,680 in Business Unit 1390, Contingent Appropriation, Account No. .5931, General Contingency, available for transfer and sufficient to pay for the additional features; and,

WHEREAS, the Committee and the Board recommend that the Dodge County Board of Supervisors:

1. Approve and accept the price quotation from Netsmart for the purchase of the additional features, in the amount of \$48,680;
2. Authorize and direct the Committee and the Board to purchase the additional features from Netsmart, at a purchase price of \$48,680; and,

3. Authorize and direct the Dodge County Finance Director to transfer the sum of \$48,680 from Business Unit 1390, Contingent Appropriation, Account No. .5931, General Contingency, to Business Unit 4855, Unified Services Administration, Account No. .5818, Computer Equipment;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Approves and accepts the price quotation received from Netsmart Technologies, Inc., 4950 College Boulevard, Overland Park, Kansas (Netsmart), in the amount of \$48,680, for the purchase of the following additional features of the CareConnect module of the myEvolv software solution: *CareConnect Labs*; *CareConnect Syndromic Surveillance*; *CareConnect Immunization*; *CareConnect Direct Messaging*; and, *Professional Services* (additional features);
2. Authorizes and directs the Dodge County Information Technology Committee and the Dodge County Human Services and Health Board to purchase the additional features from Netsmart, at a purchase price of \$48,680; and,
3. Authorizes and directs the Dodge County Finance Director to transfer the sum of \$48,680 from Business Unit 1390, Contingent Appropriation, Account No. .5931, General Contingency, to Business Unit 4855, Unified Services Administration, Account No. .5818, Computer Equipment; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of invoices properly approved by the Dodge County Information Technology Director, in a total amount not to exceed \$48,680, representing the purchase of additional features from Netsmart, the County Clerk is authorized to issue orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 4855, Unified Services Administration, Account No. .5818, Computer Equipment.

All of which is respectfully submitted this 15th day of November, 2016.

Dodge County Information Technology Committee:

Donna Maly

Mary J. Bobholz

Jeffry Duchac

Janice K. Bobholz

Jeremy Bartsch

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Michael Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Jeremy Bartsch

FISCAL NOTE:

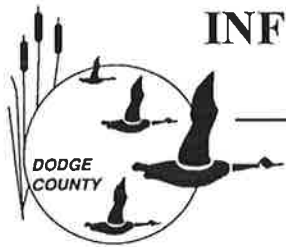
Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2016 Budget:

\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2016.

David Frohling, Chairman
Dodge County Finance Committee



INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 – 3940

MEMORANDUM

Date: October 18, 2016

To: Honorable Dodge County Board Supervisors

From: Rebecca Bell, Director of Human Services and Health
Ruth M. Otto, Director of Information Technology

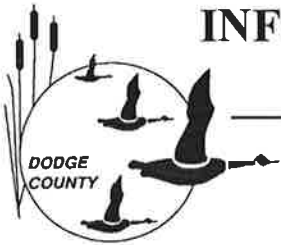
Re: Explanation of request for additional funds for NetSmart software project

On August 18, 2015, the County Board of Supervisors approved Resolution 15-29, providing the approval and funding to purchase the NetSmart MyEvolv software for the Human Services and Health department. This system is to take the place of the current TCM (The Clinical Manager) software as it was not HIPAA compliant or Meaningful Use capable.

Order Connect / CareConnect, a third party product, was purchased as a part of the NetSmart MyEvolv project to provide a subscription service to fulfill Meaningful Use data for Medicare. At the time of training it was noted by the Order Connect implementer that a portion of what was needed to be turned on for successful delivery of lab test results, was left off. It was discovered that Dodge County had not actually purchased that portion of the product, and it will, therefore, require an additional purchase by Dodge, to get that portion of the product that will allow laboratory test results to be returned electronically to the system. It appears that what Dodge purchased was the capability to manage prescriptions and to send lab test results out. The other discovery is the lack of system support to the Public Health department. The needs of the Public Health professionals in Human Services and Health are better served with the tools available in CareConnect.

The resolution before you is a request for the additional cost to add the following features to the CareConnect product in order to ensure the solution is in-line with Meaningful Use requirements for transitions of care.

- **CareConnect Labs**
CareConnect Labs empowers clients to electronically exchange lab orders/results seamlessly through their CareRecord.
- **CareConnect Syndromic Surveillance**
Surveillance electronically submits syndromic surveillance data to public health agencies in real-time which enables the tracking of chief presenting complaints from emergent care settings, allowing public health officials and providers to rapidly detect unusual outbreaks of illness.
- **CareConnect Immunization**
CareConnect Immunization connects to state immunization registries via a secure, HIPAA-compliant HL7 interface in states that authorize those connections, and to several other state



INFORMATION TECHNOLOGY DEPARTMENT

Ruth M. Otto, Director

127 East Oak Street, Juneau, WI 53039 • (920) 383 – 3940

immunization registries via state-specific connections. This connection enables facilities to manage vaccine supplies, assist in pandemic flu and emergency preparedness, and support links to other existing child health databases.

- **CareConnect Direct Messaging**

CareConnect Direct Messaging enables care providers to communicate with a client's entire care team (in and outside of the agency) in a direct, secure and confidential exchange. This solution is in-line with Meaningful Use Stage 2 requirements of transitions of care.

The resolution requests \$48,680, the cost to purchase the software, subscription and implementation for the Human Services and Health department.



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Date: 10/06/16

Department: Human Services and Health Department

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Aging and Disability Resource Center (ADRC) State requirements indicate we need additional signage and changes to our ADRC Reception area. This will require expenditures not budgeted for but which can be applied against the ADRC grant amount we receive from the State. These changes are needed to insure compliacen with our ADRC Contractual obligations. In addition, we applied for and were awarded a Dementia Care Innovcations grant for 2016 and 2017 the added revenues and expeditures are included.

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5035	4235	560100	Aging and Dis. Resource Ctr	-7,110
5035	4235	560203	Dementia Innovations Grant	-41,400
5035	5299		Sundry Contractual Services	3,100
5035	5312		Office supplies/small equip	1,999
5035	5455	1	Dementia Innovations Grant	38,400
5035	5325		Registration Fees and Tuition	1,000
5035	5332		Automobile Allowance	1,000
5035	5335		Meals	300
5035	5336		Lodging	700
5035	5812		Furniture and Furnishings	2,011

Note the total Budget Adjustment must balance

Department Head Signature Berly Beal Date: 10-7-16

County Administrator Signature James Mueller Date: 10/7/16

Committee of Jurisdiction Chairman
 Signature _____ Date: _____

Finance Committee Chairman
 Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Date: 10/06/16

Department: Human Services and Health Department

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Modifications are needed for the Coordinated Services Team (CST) program as the State allocation was less than we originally budgeted for and expenditures are also somewhat different from budget.

Budget Adjustment				
-------------------	--	--	--	--

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5019	5299		Sundry Contractual Service	-33,000
5010	4525	04	Child Card Institutions	-19,664
5031	4234	528	CST Expansion	8,664
5031	5299		Sundry Contractual Service	44,000

Note the total Budget Adjustment must balance

Department Head Signature Beehy Bell Date: 10-7-16

County Administrator Signature James Mielke Date: 10/7/16

Committee of Jurisdiction Chairman _____ Date: _____

Finance Committee Chairman _____ Date: _____



Dodge County, Wisconsin
Finance Department
Intra-Department Fund Transfer Form
Effective Date: January 01, 2016

Date: 10/06/16

Department: Human Services and Health

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Liability Insurance increased due to Dr. Royle Eenigenburg. He is now an employee rather than a consultant

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4855	5514		Professional Liability Insurance	10,000

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4855	5249		Computer Maint & Repair	-10,000

Note the increases must balance with the decreases

Department Head Signature Berky Bell Date: 10-7-16

County Administrator Signature James Mielke Date: 10/7/16

Committee of Jurisdiction Chairman Signature _____ Date: _____

Finance Committee Chairman Signature _____ Date: _____



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form
 Effective January 1st, 2016

Date: 10/06/16

Department: Human Services and Health Department

For Finance Department use only	
Doc#	_____
Batch#	_____
GL Date:	_____

Description of Adjustment:

Our Department has been reviewing options for Mental Health out of home placements seeking less expensive alternatives to placements at Winnebago or Mendota. We have been utilizing FDL County acute unit for additional placements thus exceeding the amount budgeted for this specific account.

Budget Adjustment				
Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
4812	5291	426	Mendota	-13,000
4812	5291	430	St. Agnes Hospital	-20,000
4812	5291	425	Winnebago	-12,000
4812	5291	428	FDL Mental Health	45,000

Note the total Budget Adjustment must balance

Department Head Signature Berky Bell Date: 10-7-16

County Administrator Signature James Mieth Date: 10/7/16

Committee of Jurisdiction Chairman _____ Date: _____

Finance Committee Chairman _____ Date: _____

COMMUNITY SUPPORT SERVICES DIVISION
FROM AUGUST to SEPTEMBER STATISTICS NARRATIVE
FOR THE NOVEMBER 2016
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts were down from 447 in August to 404 in September ↓
- Providing Information and Assistance went down from 277 in August to 252 in September ↓
- Administering Long Term Care Functional Screens went up from 13 in August to 28 in September ↑
- Providing all other services was down from 97 in August to 90 in September ↓
- Referring for all other services was down from 2 in August to 0 in September ↓

DINING MEAL DONATIONS

- Congregate donations went down from \$27.27 in August to \$24.01 in September ↓
- Home delivered donations went up from \$30.77 in August to \$32.08 in September ↑

DINING MEAL PARTICIPANTS

- Congregate participants went down from 72 in August to 70 in September ↓
- Home delivered participants went up from 99 in August to 103 in September ↑

VOLUNTEER DRIVER STATISTICS

- Total trip miles went up from 11,832 in August to 13,638 in September ↑
- Total hours of service went up from 571 in August to 648 in September ↑
- Total cash donations received went down from \$3,198.01 in August to \$2,985.00 in September ↓

ADULT PROTECTIVE SERVICES / LONG TERM SUPPORT

DOREEN GOETSCH – SUPERVISOR

CASELOAD/WORKLOAD STATISTICS

- Total caseload increased from 259 in August to 263 in September ↑
- Referrals went down from 41 to 39 ↓
- Court hearings increased from 8 to 10 ↑
- Annual Protective Placement Reviews went down from 29 to 10 ↓
- Supportive Home Care Reviews went up from 7 to 11 ↑
- Total Supportive Home Care cases went up from 106 to 108 ↑
- Total Home and Financial Manager Cases went up from 21 to 26 ↑

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads decreased from 3885 to 3866 ↓
- Medicaid Total caseload decreased from 2184 to 2165 ↓
- BadgerCare Total caseload decreased from 4905 to 4875 ↓
- Total gross recipients decreased from 13,702 to 13,648 ↓
(This is the number of county residents receiving assistance which includes those handled by other counties in the consortia)
- Total net recipients went down from 11,932 to 11,870 ↓
(This is the number of county residents Dodge County staff work with)
- Total cases decreased from 7562 to 7507 ↓
- FoodShare expenditures decreased from \$804,345 in August to \$796,091 in September ↓
- Child Care expenditures decreased from \$162,883 in August to \$136,565 in September ↓

CASELOAD/WORKLOAD STATISTICS

- Programs for Children went up from 63 in August to 66 in September ↑
- Programs for Children and Families went down from 1219 in August to 1188 in September ↓
- Programs for Women down from 39 in August to 23 in September ↓
- Programs for ALL Residents went up from 114 in August to 190 in September ↑

DINING CENTER COMMENTS

September 2016

September	1	Bay Shore	The Beef Stew was like soup. 20% of the people thought the potatoes were mushy and tasted rotten.
	1	Fox Lake	The Beef Stew was more like vegetable soup with little meat. The Birthday Cake was as thin as a slice of bread.
	1	Randolph	The Winter Blend Vegetables were very mushy.
	6	Randolph	The Brat was delicious.
	7	Beaver Dam	100% of the participants enjoyed the Chicken and a Biscuit Casserole.
	9	Mayville	The Fish was very dry.
	12	Bay Shore	75% of the participants commented that the Pot Roast was a very good meal.
	12	Beaver Dam	Pot Roast was nice and tender.
	13	Bay Shore	A few people thought the Three Bean Salad beans were too hard.
	13	Randolph	The Chicken was tough.
	20	Bay Shore	About a third mentioned the Roast Turkey was a very good meal.
	20	Beaver Dam	The Turkey was dry and could have used gravy.
	21	Lowell	The AuGratin Potatoes had too much sauce on them.
	22	Bay Shore	All participants were very happy with the Lasagna Casserole. They enjoyed the good dressing and the Mixed Italian Salad.
	22	Beaver Dam	Many compliments on the Lasagna Casserole, they loved it.
	22	Lomira	The Lasagna Casserole and looked and smelled good today. The salad was great.
	22	Randolph	Everyone commented on the French Bread - it smelled so good.
	23	Fox Lake	The participants said this was three good meals in a row.
	23	Hustisford	An excellent meal of Salisbury Steak.
	28	Bay Shore	The Baked Chicken was good and very filling.

28	Beaver Dam	The Chicken was excellent.
28	Randolph	People commented they like Garlic Mashed Potatoes.
30	Beaver Dam	Everyone loved the Roast Pork Loin meal.
30	Randolph	The Roast Pork Loin was very tender.
30	Watertown	The Mashed Potatoes were very good. Not over cooked or brown.

FLAVORED TOBACCO: CANDY COATING ADDICTION

The tobacco industry shows clear patterns of designing flavored tobacco products to target youth.

FLAVORED PRODUCTS TARGET YOUTH

- Tobacco products like chew, cigars, little cigars, and snus come in more than 20 appealing flavors such as cherry, grape, peach, chocolate, and even “mellow.”
- These products come in the same sizes, shapes, and colors as other youth-oriented products like candy, lip balm, and mints.
- E-cigarettes also include candy flavors and their popularity among youth continues to rise.¹



YOUTH ARE HOOKED EARLY AND THE ADDICTION LASTS

- 2 out of 5 Wisconsin high school students have tried a tobacco product.²
- 1 in 8 Wisconsin high school students currently use a tobacco product. Over half of these students have tried to quit, but the addiction makes it hard.²
- The majority of Wisconsin adult tobacco users started using tobacco before age 18.³

Middle and high school youth are using flavored tobacco



7 out of 10 youth tobacco users report using at least one flavored product in the last 30 days.⁵

FLAVORED TOBACCO HAS SERIOUS HEALTH RISKS

- Nicotine exposure in adolescence causes long-lasting changes in brain development, which could have negative implications for learning, memory, attention, behavior problems, and future addiction.⁴
- Health officials recommend the public avoid and discontinue use of all tobacco products due to their addictive, cancer-causing contents.



HELP RAISE A TOBACCO-FREE GENERATION

Join local efforts to stop youth tobacco use and promote quitting.

1. Centers for Disease Control and Prevention. Tobacco Use Among Middle and High School Students—United States, 2011–2014. *Morbidity and Mortality Weekly Report*, 2015;64(14):381–5
2. WI High School Youth Tobacco Survey, 2016
3. WI Behavioral Risk Factor Surveillance System, 2014
4. Minnesota Department of Health, Health Advisory: Nicotine Risks for Children and Adolescents, June 10, 2015. http://www.health.state.mn.us/divs/hpcd/tpc/topics/nicotine_docs/2015nic_advisory.pdf
5. Centers for Disease Control and Prevention. Flavored Tobacco Product Use Among Middle and High School Students — United States, 2014. *Morbidity and Mortality Weekly Report*, 2015;64(38):1066–1070
6. Photo credits: Tobacco Free Utah: tobaccofreeutah.org/varproduct.html, accessed 6/20/2013

New Pathways to Tobacco Addiction

Evolving challenges require new approaches in tobacco prevention.

Addictive products tempt youth



More youth are trying smokeless.

Smokeless tobacco use among Wisconsin youth increased **67%** from 2012 to 2014.



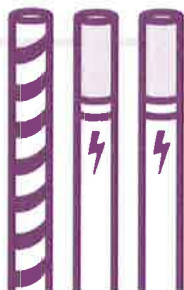
Addiction begins early.

More than **80%** of smokeless tobacco users first tried it before turning 21.



Hidden chemicals.

Candy-flavored cigars and cigarillos contain the same toxic and carcinogenic compounds found in cigarettes.



Youth fall for flavors.

Popular flavors like bubble gum, cotton candy and fruit punch are hooking kids.

1 out of 3 youth tried e-cigarettes because they tasted good.



Damaging consequences.

Nicotine slows brain development in adolescents. And two chemicals found in some e-cigarettes—diacetyl and 2,3-pentanedione—have been shown to cause irreparable lung disease.

CLINICAL AND FAMILY SERVICES DIVISION
SEPTEMBER STATISTICS NARRATIVE
FOR THE NOVEMBER 2016
HUMAN SERVICES & HEALTH BOARD MEETING

CHILD PROTECTIVE SERVICES UNITS

MARK BEBEL – INTAKE SUPERVISOR
LISA GRYCOWSKI – ONGOING SUPERVISOR

ACCESS REPORTS

- Total number of CPS Access and Services reports increased by 28 (from 68 to 96) ↑

ONGOING CASELOAD DATA

- Number of families being served decreased by 5 (from 90 to 85) ↓
- Number of children in out-of-home care decreased by 4 (from 77 to 73) ↓
- Termination of Parental Rights (TPR) and guardianship cases in progress stayed the same at 17 →

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload increased by 3 (from 143 to 146) ↑

BIRTH TO THREE PROGRAM DATA

- Number of referrals decreased by 1 (from 27 to 26) ↓
- Number of admissions decreased by 5 (from 17 to 12) ↓
- Number of discharges increased by 3 (from 6 to 9) ↑
- Total number of children served increased by 5 (from 127 to 132) ↑

CHILDRENS LONG TERM SUPPORT WAIVER (CLTS) and COMMUNITY OPTIONS PROGRAM (CCOP) DATA

- Enrollment in CLTS increased by 1 (from 76 to 77) ↑
- Number of families enrolled in CCOP (formerly Family Support) increased by 1 (from 16 to 17) ↑
- Number of families dually enrolled in both CLTS and CCOP decreased by 2 (from 8 to 6) ↓
- Wait list for CLTS and Family Support programs stayed the same at 74 →

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions decreased by 9 (from 43 to 34) ↓
- Discharges decreased by 24 (from 71 to 47) ↓
- End of month total client census decreased by 9 (from 793 to 784) ↓
- End of month psychiatry census (for all programs) stayed the same at 507 →
- End of month therapy census decreased by 14 (from 275 to 261) ↓

- Average caseload size for MH therapists decreased by 4 (from 69 to 65) ↓
- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 11/28/16 (as of 10/18/16)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 3, next available appt. is 1/18/17 as of 10/18/16 (new provider starts 1/3/17).
- Next available intake date for MH (non-emergency) is 12/21/16 (as of 10/18/16)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

- Admissions increased by 2 (from 24 to 26) ↑
- Discharges increased by 17 (from 27 to 44) ↑
- End of month total client census decreased by 17 (from 160 to 143) ↓
- Average caseload size for SA counselors decreased by 4 (from 32 to 28) ↓
- Number of Intoxicated Driver Assessments decreased by 15 (from 57 to 42) ↓
- Next available intake date for AODA (non-emergency) is 11/18/16 (as of 10/18/16)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days decreased by 106 (from 194 to 88) ↓
- Of this total, number of county-funded days decreased by 86 (from 140 to 54) ↓
- Number of Emergency Detentions (EDs) decreased by 5 (from 10 to 5) ↓
- Number of crisis diversions increased by 16 (from 69 to 85) ↑
- Number of protective custody cases decreased by 1 (from 5 to 4) ↓
- Number of voluntary admissions increased by 2 (from 7 to 9) ↑

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census stayed the same at 46 ⇒
- Comprehensive Community Services (CCS) end of month census increased by 2 (from 77 to 79) ↑
- Targeted Case Management (TCM) enrollment increased by 1 (from 36 to 37) ↑



2016 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		FH Respite		Kinship Care		Monthly Total	
January	5	23,843.01	7	71,201.76	56	76,149.64	2	1,960.00	43	9,871.23	113	183,025.64
February	6	20,844.33	8	79,441.04	40	58,967.48	1	410.00	43	9,496.00	109	169,158.85
March	6	34,077.15	9	92,122.80	44	72,465.28	0	0.00	43	9,923.61	102	208,588.84
April	6	28,674.96	11	95,355.70	43	71,797.25	0	0.00	44	9,976.00	104	205,803.91
May	5	27,485.67	11	114,768.08	46	68,889.90	0	0.00	43	10,731.37	105	221,875.02
June	7	27,981.12	12	110,589.25	45	62,659.08	0	0.00	42	9,233.61	106	210,463.06
July	6	27,832.59	12	129,714.63	48	60,573.68	0	0.00	38	8,816.00	104	226,936.90
August	5	20,472.48	14	139,340.38	50	61,725.57	0	0.00	38	8,598.97	107	230,137.40
September	3	12,489.12	14	189,423.40 [^]	44	58,828.10	0	0.00	37	8,297.86	98	269,038.48
October												
November												
December												
Total 2016	49	223,700.43	98	1,021,957.04	416	592,055.98	3	2,370.00	371	84,944.65	948	1,925,028.10
Total Revenues/ Adj. Expenses										179,911.00 thru Aug		1,745,117.10
Average 2016	5.4	24,855.60	10.9	113,550.77	46.2	65,784.00	0.3	263.33	41.2	9,438.29	105.3	213,892.00
Total 2015	49	197,756.22	71	686,587.86	439	501,998.72	39	18,546.50	589	133,576.98	1187	1,538,466.28
Average 2015	4.1	16,479.68	5.9	57,215.65	36.6	41,833.23	3.2	1,545.54	49.1	11,131.41	98.9	128,205.52

[^] = This number includes approx. \$40,000 in costs not previously billed for one child

Number of placements are duplicated month-to-month.

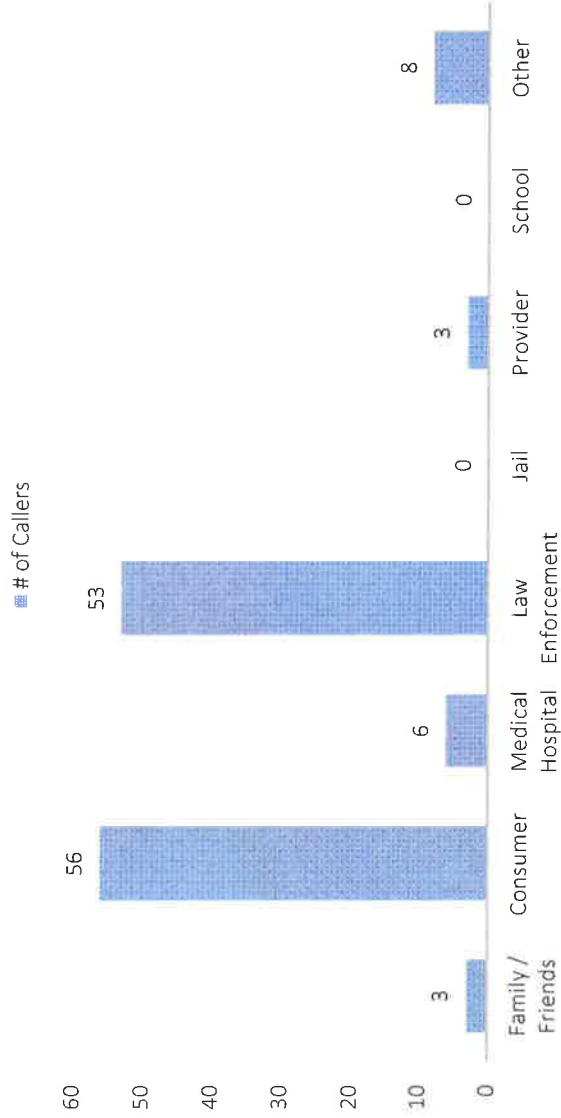
* Total revenues are primarily a combination of collections from Child Support owed and Social Security benefits, as well as Youth Aids funding.



Dodge County
Data Report for September 1, 2016 to September 30, 2016

Total Calls— 129
Mobile Sent— 4
AODA related contacts— 13

of Callers September 1-30, 2016

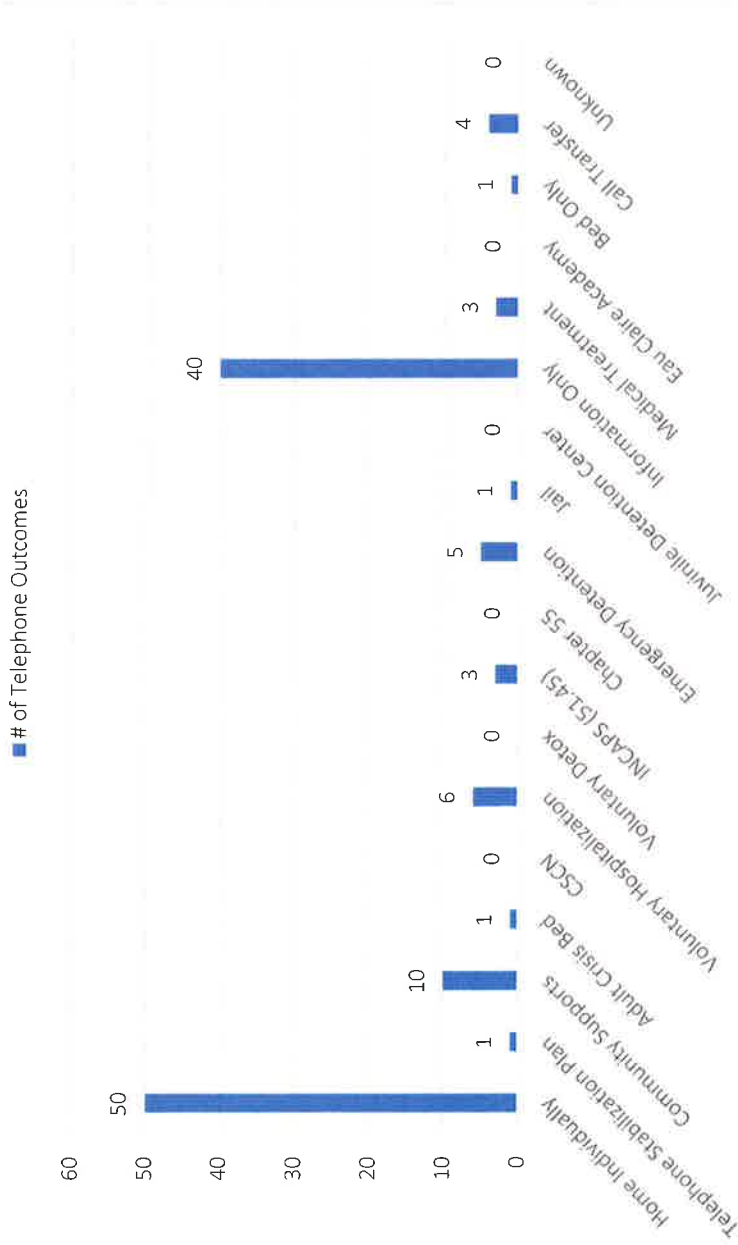


Caller	Total	Percent
Family / Friends	3	2.33%
Consumer	56	43.41%
Medical Hospital	6	4.65%
Law Enforcement	53	41.09%
Jail	0	0.00%
Provider	3	2.33%
School	0	0.00%
Other	8	6.20%
Totals	129	100%

Stabilization Calls (incoming and outgoing): 5

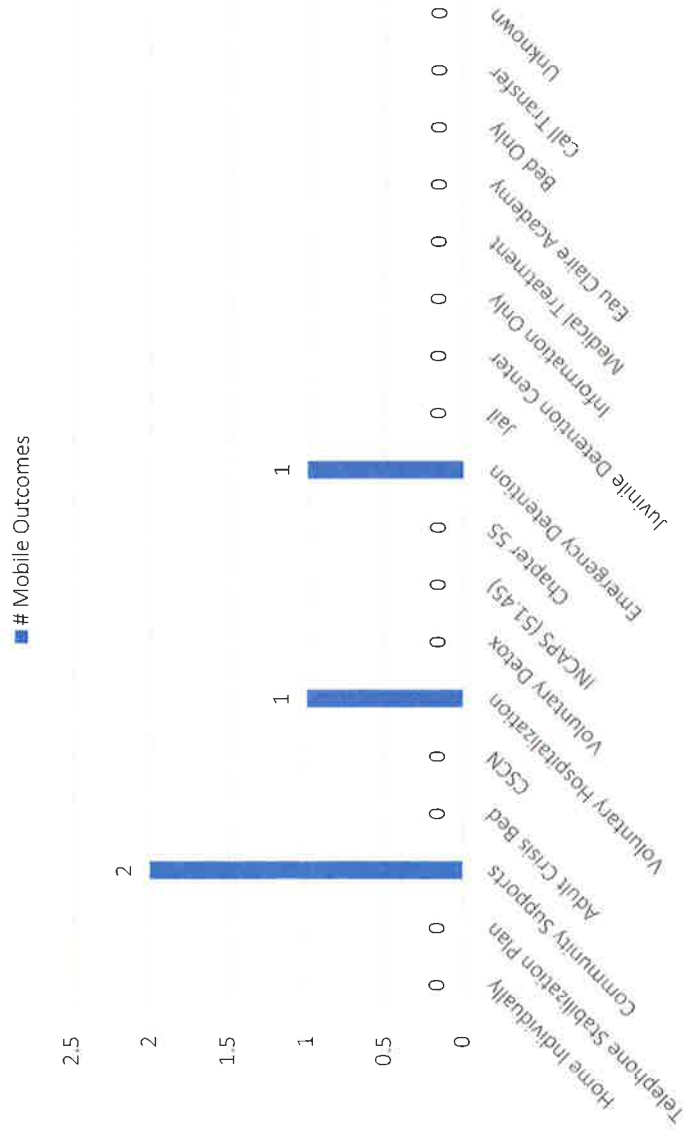
Note-Stabilization calls are created through a response plan following an initial contact resulting in a diversion with community supports.

of Telephone Outcomes September 1-30, 2016



Telephone Outcome	Total	Percent
Home Individually	50	40.00%
Telephone Stabilization Plan	1	0.80%
Community Supports	10	8.00%
Adult Crisis Bed	1	0.80%
CSCN	0	0.00%
Voluntary Hospitalization	6	4.80%
Voluntary Detox	0	0.00%
INCAPS (51.45)	3	2.40%
Chapter 55	0	0.00%
Emergency Detention	5	4.00%
Jail	1	0.80%
Juvenile Detention Center	0	0.00%
Information Only	40	32.00%
Medical Treatment	3	2.40%
Eau Claire Academy	0	0.00%
Bed Location Only	1	0.80%
Call Transfer	4	3.20%
Unknown	0	0.00%
Totals	125	100%

Mobile Outcomes September 1-30, 2016



Mobile Outcome	Total	Percent
Home Individually	0	0.00%
Telephone Stabilization Plan	0	0.00%
Community Supports	2	50.00%
Adult Crisis Bed	0	0.00%
CSCN	0	0.00%
Voluntary Hospitalization	1	25.00%
Voluntary Detox	0	0.00%
INCAPS (51.45)	0	0.00%
Chapter 55	0	0.00%
Emergency Detention	1	25.00%
Jail	0	0.00%
Juvenile Detention Center	0	0.00%
Information Only	0	0.00%
Medical Treatment	0	0.00%
Eau Claire Academy	0	0.00%
Bed Location Only	0	0.00%
Call Transfer	0	0.00%
Unknown	0	0.00%
Totals	4	100%