



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding the Clinical Services Intake Worker. This position was started with Dodge County as a Limited Term Employment opportunity on June 27th, 2016 to increase efficiencies within the Clinical Services Unit. The Intake Worker position has allowed non-billable clinic functions to be moved from direct service providers to support staff. This position is able to respond promptly to all requests for services and can verify at the time of scheduling insurance benefits so that consumers are linked with covered providers. Additionally, the Intake Worker inputs all billable services from contracted crisis providers and has been cross-trained to provide back-up coverage for both the front desk and fiscal units.

As this position was created as a Limited Term Employment position in 2016, we have sufficient funds within our 2017 budget to support this position and we are in a position to fund this position within our 2018 budget process.

◆ **ADMINISTRATION**
(920) 386-3501
FAX: (920) 386-4011

◆ **AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM**
(920) 386-3580
NUTRITION
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TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

◆ **ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE**
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◆ **ALCOHOL & DRUG ABUSE**
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COMMUNITY SERVICES**
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FAX: (920) 386-3812

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

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

◆ **PUBLIC HEALTH**
(920) 386-3670
FAX: (920) 386-4011

RESOLUTION NO. _____

Create One Position of *Clinical Services Intake Worker*

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 Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Clinical Services Intake Worker*;

WHEREAS, a job description for the proposed position of *Clinical Services Intake Worker* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Clinical Services Intake Worker* during calendar year 2018;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Clinical Services Intake Worker*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Clinical Services Intake Worker*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Clinical Services Intake Worker	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Clinical Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	TBD	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the Clinical Services Supervisor, gathers information on the initial presentation of mental health, substance abuse, and other concerns as related to requests for outpatient clinical services. Conducts on-site phone and walk-in intakes. Schedules intakes and other appointments as needed for Clinical Services staff. Assists with referrals, enrollments and financial benefit assignments for clients in all outpatient programs. Completes verification of insurance/income eligibility requirements. Provides back-up coverage for both the fiscal and front desk units. Assists crisis workers with the coordination of placements and linkage for ongoing services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages all requests for agency services, completes referral information and schedules intake appointments.
2. Completes walk-in intakes for initiation of outpatient services.
3. Enters agency referrals, enrollments, and benefit assignments for designated outpatient and contracted programs.
4. Completes required agency forms and paperwork in an accurate and timely manner for documentation and billing purposes.
5. Enters all intake and financial information from contracted providers into multiple tracking systems.
6. Gathers necessary and accurate PPS data for state reporting.
7. Verifies insurance/income eligibility requirements upon initial intake using identified agency-approved guidelines.
8. Assists crisis workers as needed with follow-up and linkage for ongoing services.
9. Links consumers with services within other units of the Human Services and Health Department, and other County Departments as needed.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Provides assistance and/or linkage to assistance for clients in need of financial aid, requests for information, and help completing appropriate forms.
12. Provides back-up coverage for both the front desk/fiscal unit when staff are out of the office.
13. Completes regular patient satisfaction surveys by phone, in-person or by mail.
14. Regular attendance and punctuality required.
15. Performs related duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of individuals with mental health/AODA needs.
 Working knowledge of local and state-wide community agencies and their programs.
 Ability to work cooperatively with and communicate effectively with others, including other units within the Department.
 Ability to multi-task, be highly organized and complete work assignments efficiently according to agency expectations.
 Ability to professionally respond to all contacts with consumers courteously and respectfully.
 Maintain confidentiality and adhere to all agency policies and procedures.
 Ability to respond to clients in crisis effectively and calmly.

EDUCATION AND EXPERIENCE

High School Diploma or GED equivalent. Associate Degree preferred with a minimum of 3 years experience working in an office setting. Experience working in a mental health/substance abuse clinic preferred. Proficiency in keyboarding necessary. Equivalent combination of education and experience which provides the necessary knowledge and skills may be considered.

WORKING CONDITIONS

Potential of working in adverse interpersonal situations.

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

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

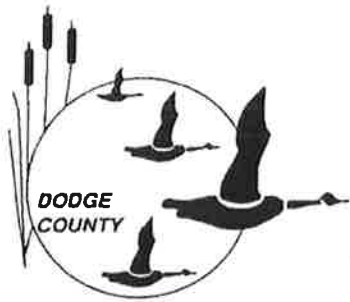
FOR HUMAN RESOURCE USE

ANALYST(S):

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.



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding creating a Child Protective Services Social Worker position. This position will be responsible for conducting child abuse investigations as well as maintaining cases when it is determined they require on-going child protective service interventions such as filing a CHIPS petition with the court (Child In Need of Protection and Services), monitoring safety, and ensuring court ordered services are followed through with to establish permanency for the child as quickly as possible. In the last 3 years we have had a 25% increase in children in out of home placements. We have also seen a 35% increase in cases where interventions are necessary due to drug use of a parent. It is important to note that over time CPS cases have become more complex, which puts significant strain on resources including a worker's time. Child Protective Services Ongoing Workers are currently averaging 17-19 families per worker. Best practice and industry standards indicate the average caseload should be 10-12 families.

The fiscal impact for hiring a Child Protective Services Social Worker for the 2018 budget is \$61,401. We intend to have sufficient funding within the 2018 budget by reallocating funds previously allocated to agencies providing Coordinated Service Teams (CST) through county levy dollars. With the addition of Child Welfare staff, we believe that we will be able to provide care coordination duties previously conducted by these agencies. Additionally, it is important to note that the increase in child welfare cases and out of home placements is a statewide problem. Because of this, the Dodge County Human Services and Health Board along with the County Board signed a resolution in November 2016 asking the State to increase funding to counties in an effort to continue to meet the ever-growing need. We fully anticipate getting additional funding through the State budget process, however, our future allocation is unknown at this time.

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♦ **PUBLIC HEALTH**
(920) 386-3670
FAX: (920) 386-4011

Create the Position of *Social Worker I, II, or Senior – Child Protective Services*

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 Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Worker I, II, or Senior – Child Protective Services*;

WHEREAS, job descriptions for the proposed position of *Social Worker I, II, or Senior – Child Protective Services* have been marked for identification as Exhibits “A”, “B” and “C”, respectively, and have been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Worker I, II, or Senior – Child Protective Services* during calendar year 2018;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Worker I, II, or Senior – Child Protective Services*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Worker I, II, or Senior – Child Protective Services*.

JOB TITLE:	Social Worker I - Child Protective Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	August 7, 1998
LABOR GRADE:	Dodge County Six (6)	REVISED:	3/13/03; 4/28/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWiSACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWiSACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08. Consideration may be given to completion of this certification during orientation period.

WORKING CONDITIONS

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

JOB TITLE:	Social Worker II - Child Protective Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	August 7, 1998
LABOR GRADE:	Dodge County Seven (7)	REVISED:	3/13/03; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWiSACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWiSACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work and possess a social worker certification as defined under Wisconsin State Statute 457.08, two (2) years related work experience and ten (10) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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.

JOB TITLE:	Senior Social Worker - Child Protective Services	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	August 7, 1998
LABOR GRADE:	Dodge County Eight (8)	REVISED:	3/13/03; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, performs social studies of persons and families in need of social service, and makes recommendations for administrative decision. Assesses client psychosocial needs and develops treatment plans; advocates for client rights; and provides direct services.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs duties in accordance with Chapter 48, DSP memos, DSP standards, and County policies.
2. Promotes the safety and well-being of children in his/her own home whenever possible, or in another safe and stable placement.
3. Investigates reports of physical, emotional, or sexual abuse or neglect, and provides crisis intervention services.
4. Identifies, assesses and analyzes safety and needs, including present and impending danger threats; protective capacities of parents; service needs; and appropriate community services to assist the family/child.
5. Performs forensic interviews as needed
6. Collects, organizes, interprets, and evaluates psychosocial information on each client.
7. Prepares and reviews risk/safety/family assessments and case plans to control for and enhance the safety of children.
8. Provides case planning/management services, including maintaining collateral contact and information.
9. Explains scope of agency's services and discusses client's rights and responsibilities in relations to his/her use of such services.
10. Provides consent decree, informal dispositional services/supervision, and voluntary high-risk case management and services.
11. Prepares court reports, petitions, revisions and extensions, and testifies in juvenile court proceedings.
12. Encourages families to cooperate with conditions of court orders, warns them of consequences and initiates appropriate court actions.
13. Monitors/revises and enforces court orders.
14. Provides custody intake services, including placement of children in non-secure facilities.
15. Provides home study services to requesting agencies regarding possible placement of children.
16. Coordinates plans with family, guardian, and community contacts, in cooperation with available local and state agencies.
17. Provides emergency juvenile court intake as needed (custody decision) and participates in agency on-call system.
18. Provides alternative care placement/services in foster care, group homes, and residential care centers.
19. Identifies client's need for preventative, remedial, or rehabilitative services and availability of existing services.
20. Initiates/monitors social services and alternative care payroll, including supplemental and exceptional care payments.
21. Works to reunify families as soon as issues and safety can be successfully resolved.
22. Prepares for, attends, and present permanency plans at administrative reviews, permanency hearings, and permanency roundtables.
23. Plans with supervisor for individual or group social services and for consultation, referrals, or other action.
24. Provides referral, consultation and coordination services to other agencies.
25. Provides individual/family counseling on a crisis intervention basis incidental to direct client contact.
26. Completes required agency/eWiSACWIS forms and paperwork, including out-of-home placements.
27. Prepares and maintains accurate and timely case records, correspondence, reports, and current computer database (eWiSACWIS) information on active cases.
28. Educates the public regarding mandated reporting and child abuse/neglect standards.
29. Regular attendance and punctuality required.
30. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Child Protective Services System.
- Knowledge of principles/methods of social work and their application.
- Knowledge of philosophy, history, and development of social welfare programs.
- Knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
- Knowledge of social problems and their effect on behavior.
- Knowledge of living conditions, values, and behaviors of ethnic and sub-cultural groups served.
- Knowledge of government and public welfare's role in providing services.
- Knowledge of community agencies and their programs.
- Knowledge of current social and economic problems and how they affect families/individuals.
- Knowledge of law, regulations, and practices pertaining to federal and state public welfare programs.
- Knowledge of welfare and health resources and how resources may be made available to people in need.
- Knowledge of agency policies and procedures.
- Knowledge of juvenile justice system (i.e. Chapter 48).
- Knowledge and ability to work in a variety of computer systems.
- Ability to assess client needs, determine realistic goals for client, and follow through with appropriate approaches.
- Ability to work cooperatively with and communicate effectively with others.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Bachelor's degree in social work or related field, seven (7) years related work experience, eight (8) graduate credits in Social Work from an accredited college/ university, and twenty (20) days in-service training related to specific job responsibilities OR Master's Degree in Social Work, four (4) years related work experience, and ten (10) days in-service training related to specific job responsibilities.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

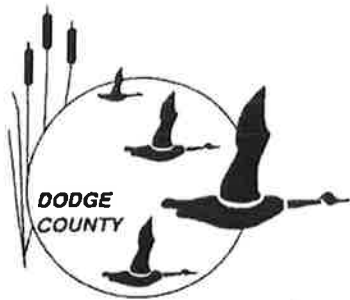
FOR HUMAN RESOURCE USE

ANALYST(S):

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



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding creating a Community Education Coordinator. This position is being created to help fulfill both the ADRC Contract and our three year Aging Plan within the GWAAR (Aging) grant. The role of this position will be to offer full use of Facebook and Webpage to advertise and inform the community of opportunities here in the ADRC. This position will also be the lead for Evidence based classes facilitating, coordinating teachers, guest experts; advertising; scheduling, working with volunteers and to be the main contact for WIHA (Wisconsin Institute for Healthy Aging). The third major responsibility of this position will be to collaborate with our community partners and start a Falls Prevention Coalition.

This fiscal impact for this position is unknown at this time. It is important to note that the ADRC is not currently supported by county levy dollars. We have sufficient funds within our contract with the State to fund this position. I am hope that by the time of the Human Services Board meeting we will be able to present you with the final version of this resolution with the fiscal impact included.

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

◆ **AGING & DISABILITY
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& AGING PROGRAM**
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NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

◆ **ADULT PROTECTIVE SERVICES
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FAX: (920) 386-3245

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▶ **PUBLIC HEALTH**
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FAX: (920) 386-4011

Create One Part-Time Position of *Community Education Coordinator*

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 Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective September 1, 2017:

One new, 20 hours per week, part-time, benefited (prorated) position of *Community Education Coordinator*; and,

WHEREAS, a job description for the proposed position of *Community Education Coordinator* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there are funds in the 2017 Budget of the Human Services and Health Department to fund the proposed position of *Community Education Coordinator* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective September 1, 2017:

BE IT FINALLY RESOLVED, that funds in the 2017 Budget of the Human Services and Health Department shall be used to fund the position of *Community Education Coordinator* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive.

One new, 20 hours per week, part-time, benefited (prorated) position of *Community Education Coordinator*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? **Yes**

Fiscal Impact on the adopted 2017 Budget:
\$ _____ (Net Surplus or _____)

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.

David Frohling, Chairman
Dodge County Finance Committee

Vote Required: Majority of Members present.

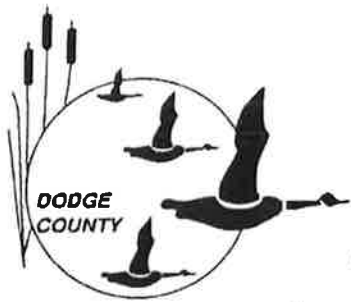
Resolution Summary: A Resolution to create one part-time position of *Community Education Coordinator*.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Community Education Coordinator	FLSA STATUS:	TBD
DEPARTMENT:	Human Services and Health	REPORTS TO:	ADRC/Aging Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	DRAFT
LABOR GRADE:	TBD	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information, connections to resources, and education to suit the needs of the community.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Provide prompt, accurate and friendly response to educational requests and inquiries. 2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations. 3. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance. 4. Provide meaningful and appropriate educational opportunities for the public. 5. Edit and keep ADRC website and social media accounts up to date to maintain accuracy and proper marketing. 6. Establish and coordinate a "Falls Prevention" Coalition with community buy in. 7. Market ADRC services and provide community education. 8. Provide the community with evidenced based programs such as Stepping On, Powerful Tools for Caregivers, Living Well with Chronic Conditions, etc. 9. Collect and maintain data from educational programs. 10. Establish long lasting relationships in the Community and implement effective marketing for programs and events. 11. Link at-risk individuals with prevention and early intervention services 12. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports. 13. Perform time reporting per Medicaid and DHS guidelines. 14. Attend training and staff meetings as required. 15. Regular attendance and punctuality required. 16. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Working knowledge of community resources and how to access services.			
Working knowledge of current social and economic problems and how they affect families/individuals.			
Working knowledge and ability to use social media to market and share ADRC events.			
Ability to utilize Dodge County's website design company to edit and update the ADRC pages on the website.			
Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.			
Ability to organize and plan work effectively.			
Ability to assist clients in effective person planning and self-advocacy.			
Ability to work with and communicate effectively with others.			
Must possess a valid driver's license and have access to an insured and reliable vehicle.			
Must meet requirements of Dodge County Driver Qualification Policy.			
EDUCATION AND EXPERIENCE			
A Bachelor's of Arts or Science degree, preferably in a health or human services related field or community education, and at least one (1) year of experience working with the target populations of the ADRC. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.			
WORKING CONDITIONS			
Office and field working environment. Potential of work in adverse interpersonal situations.			
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.



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF • JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding creating two Counselor I, II, or III – Children with Disabilities positions. The Children's Long Term Support Program is a Medicaid Waiver program which supports children with Physical and Cognitive Disabilities, and Mental Health concerns who meet functional eligibility through the State developed Functional Screen assessment. We currently employ two CLTS Counselors who serve 100 children and we have a waitlist of 64 children. It is important to note that current caseload exceeds best practice and the industry standard of no more than 30 cases per worker.

Governor Walker's budget for the 2017-2019 cycle includes funding to remove all children off waitlists throughout the state. This funding opportunity is to provide service provisions to children. The State recently informed us that the expectation from the state is to eliminate all waitlists within one year of the state budget approval. They have also recently indicated that they intend to give counties administrative dollars to help counties offset costs during the first 3-6 months of the transition period. We are unaware of dollar amounts the state intends to distribute. Additionally, we are able to bill Medical Assistance for case management services that our Counselors provide.

The cost of hiring two additional CLTS Counselors is \$131,520. It is important to note that in 2016, our two CLTS Counselors billed out \$164,785 in case management services. We anticipate this same revenue capacity with the two additional positions. We also intend to train these two new positions in the CCS model of service. This will also result in generating revenue for the department through that program, however, we do not have a sense of the dollar amount which could be recouped at this time. I do, however, believe that the revenue generated from Medical Assistance dollars will more than fund these positions based on historical data.

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

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

Create Two Positions of *Counselor I, II, or III – Children with Disabilities*

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 Committee recommends that the Dodge County Board of Supervisors create the following positions in the Human Services and Health Department, effective January 1, 2018:

Two new, full-time, benefited positions of *Counselor I, II, or III – Children with Disabilities*; and,

WHEREAS, job descriptions for the proposed positions of *Counselor I, II, or III – Children with Disabilities*, have been marked for identification as Exhibits “A”, “B” and “C”, respectively, and have been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Counselor I, II, or III – Children with Disabilities* during calendar year 2018;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County Human Services and Health Department, effective January 1, 2018:

Two new, full-time, benefited positions of *Counselor I, II, or III – Children with Disabilities*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create two positions of *Counselor I, II, or III – Children with Disabilities*.

JOB TITLE:	Counselor I – Children with Disabilities	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	November 22, 1999
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/30/10; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures.
2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities.
3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated.
4. Maintains client and collateral contact as required by program mandates.
5. Maintains ongoing case record according to department/program policies and procedures.
6. Advocates on behalf of client.
7. Provides consultative services to other agency/department staff as needed regarding client/program issues.
8. Meets with supervisor to advise him/her of caseload status and related programs/services.
9. Brings problematic/crisis issues to immediate attention of supervisor.
10. Meets with community agencies/organizations to ensure quality of programs/services for clients.
11. Facilitates positive working relationship with other agencies/department staff.
12. Attends client and other staffings as appropriate.
13. Serves as contact person to other treatment agencies or organizations as needed.
14. Gathers/provides information required for ongoing program evaluation and planning.
15. Keeps receptionist and supervisor informed as to whereabouts during working hours.
16. Evaluates new client referrals as assigned.
17. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.
- Working knowledge of financial and statistical record keeping methods.
- Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.
- Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.
- Ability to maintain confidentiality.
- Ability to communicate effectively with clients, staff, service providers and volunteers.
- Ability to develop, organize and implement a variety of programs.
- Ability to understand and carry out instructions.
- Ability to meet and work with the public.
- Ability to work independently as well as cooperatively with co-workers.
- Basic computer skills and familiarity with peripherals.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Associate degree and two (2) years directly related experience **OR** Bachelor's degree and no experience.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
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.

JOB TITLE:	Counselor II – Children with Disabilities	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	November 22, 1999
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/30/10; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures.
2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities.
3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated.
4. Maintains client and collateral contact as required by program mandates.
5. Maintains ongoing case record according to department/program policies and procedures.
6. Advocates on behalf of client.
7. Provides consultative services to other agency/department staff as needed regarding client/program issues.
8. Meets with supervisor to advise him/her of caseload status and related programs/services.
9. Brings problematic/crisis issues to immediate attention of supervisor.
10. Meets with community agencies/organizations to ensure quality of programs/services for clients.
11. Facilitates positive working relationship with other agencies/department staff.
12. Attends client and other staffings as appropriate.
13. Serves as contact person to other treatment agencies or organizations as needed.
14. Gathers/provides information required for ongoing program evaluation and planning.
15. Keeps receptionist and supervisor informed as to whereabouts during working hours.
16. Evaluates new client referrals as assigned.
17. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.
- Working knowledge of financial and statistical record keeping methods.
- Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.
- Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.
- Ability to maintain confidentiality.
- Ability to communicate effectively with clients, staff, service providers and volunteers.
- Ability to develop, organize and implement a variety of programs.
- Ability to understand and carry out instructions.
- Ability to meet and work with the public.
- Ability to work independently as well as cooperatively with co-workers.
- Basic computer skills and familiarity with peripherals.
- Must meet requirements of Dodge County Driver Qualification Program.

EDUCATION AND EXPERIENCE

Associate degree and four (4) years directly related experience and five (5) additional C.E.U.'s **OR** Bachelor's degree and two (2) years directly related experience and five (5) additional C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.

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

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

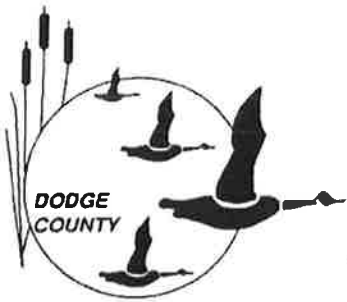
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*)

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

JOB TITLE:	Counselor III – Children with Disabilities	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Office Building	DATE:	November 22, 1999
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/30/10; 3/20/13
OVERALL PURPOSE/SUMMARY			
Under the general direction of Human Services Supervisor, provides coordination and monitoring of all services, treatment, and programs designed to meet the needs of Dodge County's children with developmental disabilities, physical disabilities and mental health disabilities.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Develop individual service plan for client based on client needs, assessments, evaluations and department policies/procedures. 2. Refers clients for appropriate community resources based on assessment, case plan and client needs/abilities. 3. Ensures ongoing assessment of client's physical, mental and social needs/abilities and refers for additional services as indicated. 4. Maintains client and collateral contact as required by program mandates. 5. Maintains ongoing case record according to department/program policies and procedures. 6. Advocates on behalf of client. 7. Provides consultative services to other agency/department staff as needed regarding client/program issues. 8. Meets with supervisor to advise him/her of caseload status and related programs/services. 9. Brings problematic/crisis issues to immediate attention of supervisor. 10. Meets with community agencies/organizations to ensure quality of programs/services for clients. 11. Facilitates positive working relationship with other agencies/department staff. 12. Attends client and other staffings as appropriate. 13. Serves as contact person to other treatment agencies or organizations as needed. 14. Gathers/provides information required for ongoing program evaluation and planning. 15. Keeps receptionist and supervisor informed as to whereabouts during working hours. 16. Evaluates new client referrals as assigned. 17. Regular attendance and punctuality required. 19. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Thorough knowledge of Federal, State, and local laws, codes, and regulations concerning operations of programs/services associated with developmental and other eligible disabilities.			
Working knowledge of financial and statistical record keeping methods.			
Knowledge of the abilities and needs of persons with developmental and other eligible disabilities.			
Ability to maintain effective working relationships with department/community agencies/organizations providing resources/services.			
Ability to maintain confidentiality.			
Ability to communicate effectively with clients, staff, service providers and volunteers.			
Ability to develop, organize and implement a variety of programs.			
Ability to understand and carry out instructions.			
Ability to meet and work with the public.			
Ability to work independently as well as cooperatively with co-workers.			
Basic computer skills and familiarity with peripherals.			
Must meet requirements of Dodge County Driver Qualification Program.			
EDUCATION AND EXPERIENCE			
Associate degree and seven (7) years directly related experience and five (5) additional CEU's, <u>OR</u> Bachelor's degree and five (5) years directly related experience and five (5) additional CEU's			
WORKING CONDITIONS			
Office and field working environment. Potential of work in adverse interpersonal situations.			
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



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding creating a Social Service Aide position. We currently employ one Social Services Aide at the department. This position is responsible for supervised visitations between parents and children who are currently in out of home placements. Another job responsibility is to provide parenting skills training. In the last 3 years we have had a 25% increase in children in out of home placements. The number of children in care as a direct result of drug addiction by a parent has risen 35% in the same amount of time. We currently have 70 children in out of home placements, provide 60-70 hours of supervised visits per week, and serve 20 families with parent skills training. Child Protective Services On-Going Standards of care indicate that it is best practice to provide a certain number of supervised visits per week for children in out of home care depending on their age. For example, for children age newborn to 5 years old, standards indicate best practice is to provide 3-5 supervised visits per week. We currently have 30 children that fall under this category. Unfortunately, due to workload constraints, we are only able to provide once weekly supervised visits for these families. Additionally, we currently have a waitlist of 10 families awaiting parenting skills training. Without this training, it is impossible for us to return children to their families of origin.

The fiscal impact for hiring a Social Services Aide for the 2018 budget is \$37,386. We intend to have sufficient funding within the budget by reallocating funding previously allocated to agencies providing Coordinated Service team (CST) county levy dollars. With the addition of Child Welfare staff, we believe that we will be able to provide care coordination duties previously conducted by these agencies.

♦ **ADMINISTRATION**
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FAX: (920) 386-4011

♦ **AGING & DISABILITY
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RESOLUTION NO. _____

Create the Position of *Social Services Aide I, II, or III – Resource Services*

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 Committee recommends that the Dodge County Board of Supervisors create the following positions in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Services Aide I, II, or III – Resource Services*; and,

WHEREAS, job descriptions for the proposed position of *Social Services Aide I, II, or III – Resource Services*, have been marked for identification as Exhibits “A”, “B” and “C”, respectively, and have been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Social Services Aide I, II, or III – Resource Services* during calendar year 2018;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Social Services Aide I, II, or III – Resource Services*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Social Services Aide I, II, or III – Resource Services*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$13.07 - \$17.93

JOB TITLE:	Social Services Aide I (Resource Services) – Juvenile Restitution and Independent Living Skills Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor Resource Services
LOCATION:	Office Building	DATE:	January 4, 2000
LABOR GRADE:	Dodge County Two (2)	REVISED:	7/28/00; 4/22/05; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs outreach type tasks related to client needs, performs duties related to the coordination and provision of services to youth in the Juvenile Restitution Program and the Independent Living Skills Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Complies with all state laws relative to juveniles and juvenile court procedures.
2. Supervises and assists juvenile offenders in their efforts to make monetary restitution or provide community service.
3. Develops, maintains, and evaluates all work sites, and develops project support within the community.
4. Ensures that all juveniles meet the criteria for involvement in the program and that the offenders are aware of the concept and purpose of the restitution program and the conditions for involvement in the program.
5. Finalizes, records, and updates the terms of all restitution agreements.
6. Accurately accounts for payments received and disbursed under restitution agreements.
7. Provides for the physical safety of all youth at various work site locations, including classroom activities.
8. Develops, coordinates, and completes the Independent Living Skills Program requirement in compliance with a state grant for Dodge County youth, ages 15 to 21, who are in out-of-home care settings.
9. Plans topics and makes arrangements to conduct/facilitate the 10- to 15-week Independent Living Class.
10. Assesses youth to determine what areas he or she needs assistance with regarding independent living skills.
11. Works one-on-one with Independent Living youth on finding housing and employment, gaining shopping and money management skills, understanding medical/BadgerCare information, learning about educational options, etc.
12. Completes accurate and timely paperwork.
13. Regular attendance and punctuality required.
14. Performs other duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of juvenile/adolescent-related problems, programs, resources, and laws.
 Knowledge of the community, community businesses, and employment opportunities and needs.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and the general public.
 Demonstrated proficiency in verbal and written communications.
 Ability to work with and relate to adolescents and their problems as well as people from diverse backgrounds and value systems in a supportive, non-judgmental manner.
 Ability to establish and maintain accurate, timely and complete records relating to the Juvenile Restitution Program and the Independent Living Skills Program.
 Ability to work independently and maintain client confidentiality.
 Ability to understand and follow verbal or written instructions.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and one (1) year experience providing necessary knowledge, skills, and abilities, including knowledge of the community and its resources. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Office and field working conditions.

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

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

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.

Exhibit "A"

JOB TITLE:	Social Services Aide II (Resource Services) – Juvenile Restitution and Independent Living Skills Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor Resource Services
LOCATION:	Office Building	DATE:	January 4, 2000
LABOR GRADE:	Dodge County Three (3)	REVISED:	7/28/00; 4/22/05; 3/20/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Services Supervisor, performs outreach type tasks related to client needs. performs duties related to the coordination and provision of services to youth in the Juvenile Restitution Program and the Independent Living Skills Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Complies with all state laws relative to juveniles and juvenile court procedures.
2. Supervises and assists juvenile offenders in their efforts to make monetary restitution or provide community service.
3. Develops, maintains, and evaluates all work sites, and develops project support within the community.
4. Ensures that all juveniles meet the criteria for involvement in the program and that the offenders are aware of the concept and purpose of the restitution program and the conditions for involvement in the program.
5. Finalizes, records, and updates the terms of all restitution agreements.
6. Accurately accounts for payments received and disbursed under restitution agreements.
7. Provides for the physical safety of all youth at various work site locations, including classroom activities.
8. Develops, coordinates, and completes the Independent Living Skills Program requirement in compliance with a state grant for Dodge County youth, ages 15 to 21, who are in out-of-home care settings.
9. Plans topics and makes arrangements to conduct/facilitate the 10- to 15-week Independent Living Class.
10. Assesses youth to determine what areas he or she needs assistance with regarding independent living skills.
11. Works one-on-one with Independent Living youth on finding housing and employment, gaining shopping and money management skills, understanding medical/BadgerCare information, learning about educational options, etc.
12. Completes accurate and timely paperwork.
13. Regular attendance and punctuality required.
13. Performs other duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of juvenile/adolescent-related problems, programs, resources, and laws.
 Knowledge of the community, community businesses, and employment opportunities and needs.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and the general public.
 Demonstrated proficiency in verbal and written communications.
 Ability to work with and relate to adolescents and their problems as well as people from diverse backgrounds and value systems in a supportive, non-judgmental manner.
 Ability to establish and maintain accurate, timely and complete records relating to the Juvenile Restitution Program and the Independent Living Skills Program.
 Ability to work independently and maintain client confidentiality.
 Ability to understand and follow verbal or written instructions.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and two (2) years of related work experience and a total of fifty (50) credit hours of job related in-service training. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Office and field working conditions.

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.

JOB TITLE:	Social Services Aide III (Resource Services) – Juvenile Restitution and Independent Living Skills Programs	FLSA STATUS:	Non-exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor Resource Services
LOCATION:	Office Building	DATE:	January 4, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	7/28/00, 4/22/05, 3/20/13

OVERALL PURPOSE/SUMMARY
 Under the general direction of the Human Services Supervisor, performs outreach type tasks related to client needs. performs duties related to the coordination and provision of services to youth in the Juvenile Restitution Program and the Independent Living Skills Program.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Complies with all state laws relative to juveniles and juvenile court procedures.
 2. Supervises and assists juvenile offenders in their efforts to make monetary restitution or provide community service.
 3. Develops, maintains, and evaluates all work sites, and develops project support within the community.
 4. Ensures that all juveniles meet the criteria for involvement in the program and that the offenders are aware of the concept and purpose of the restitution program and the conditions for involvement in the program.
 5. Finalizes, records, and updates the terms of all restitution agreements.
 6. Accurately accounts for payments received and disbursed under restitution agreements.
 7. Provides for the physical safety of all youth at various work site locations, including classroom activities.
 8. Develops, coordinates, and completes the Independent Living Skills Program requirement in compliance with a state grant for Dodge County youth, ages 15 to 21, who are in out-of-home care settings.
 9. Plans topics and makes arrangements to conduct/facilitate the 10- to 15-week Independent Living Class.
 10. Assesses youth to determine what areas he or she needs assistance with regarding independent living skills.
 11. Works one-on-one with Independent Living youth on finding housing and employment, gaining shopping and money management skills, understanding medical/BadgerCare information, learning about educational options, etc.
 12. Completes accurate and timely paperwork.
 13. Regular attendance and punctuality required.
 14. Performs other duties as required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of juvenile/adolescent-related problems, programs, resources, and laws.
 Knowledge of the community, community businesses, and employment opportunities and needs.
 Ability to establish and maintain effective working relationships with clients, families, community agencies, co-workers, and the general public.
 Demonstrated proficiency in verbal and written communications.
 Ability to work with and relate to adolescents and their problems as well as people from diverse backgrounds and value systems in a supportive, non-judgmental manner.
 Ability to establish and maintain accurate, timely and complete records relating to the Juvenile Restitution Program and the Independent Living Skills Program.
 Ability to work independently and maintain client confidentiality.
 Ability to understand and follow verbal or written instructions.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE
 High school diploma or GED equivalent and three (3) years of related work experience and a total of one hundred (100) credit hours of job related in-service training. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

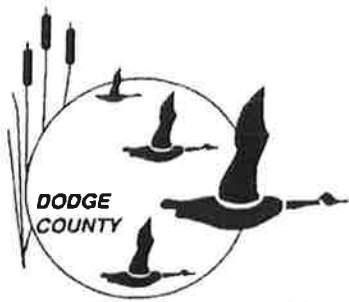
WORKING CONDITIONS
 Office and field working conditions.

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.



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding Abolishing the Medical Billing Specialist Position and creating an Account Clerk III position. The Medical Billing Specialist position was approved by the County Board on 7/19/2016 and recruitment started on 8/2/2016. Despite interviewing for this position, we have not found a successful candidate. As a result, we are requesting to abolish that position and create an Account Clerk III position. The Account Clerk III position will be able to carry out the job functions that the department requires at this time. It is anticipated some of these job duties will include medical billing, collections, process of payments, back-up for financial intakes, and data entry for the CCS and Crisis Programs. In 2016, we paid \$27,246.42 in overtime and comp time to our fiscal staff. Year to date, we have paid \$32,591.46 in overtime and comp time within the fiscal department to fulfill the role of medical billing and collections. After this position is filled, we anticipate no need for overtime costs. Additionally, we are exploring the possibility of billing Medical Assistance through the CCS Program to offset some of the cost for this position.

The Medical Billing Specialist position was budgeted for in 2017. The Account Clerk III position is a one pay grade below the Medical Billing Specialist position and the 2018 budget will be built with these staff costs. The 2017 fiscal impact on this position is \$38,780 (Net Surplus).

♦ **ADMINISTRATION**
(920) 386-3501
FAX: (920) 386-4011

♦ **AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM**
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

♦ **ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE**
(920) 386-3750
FAX: (920) 386-3245

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

♦ **CHILD WELFARE &
JUVENILE JUSTICE**
(920) 386-3750
FAX: (920) 386-3533

♦ **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) 386-3670
FAX: (920) 386-4011

**Resolution to Abolish the Position of *Medical Billing Specialist*
And Create the Position of *Account Clerk III***

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 abolish the following position in the Human Services and Health Department, effective September 1, 2017:

One vacant, funded, full-time, benefited position of *Medical Billing Specialist*; and,

WHEREAS, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective September 1, 2017:

One new, full-time, benefited position of *Account Clerk III*; and,

WHEREAS, a job description for the position of *Medical Billing Specialist* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Account Clerk III* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are funds in the 2017 Budget of the Human Services and Health Department to fund the proposed position of *Account Clerk III* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes the following position in the Human Services and Health Department, effective September 1, 2017:

One vacant, funded, full-time, benefited position of *Medical Billing Specialist*; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Human Services and Health Department, effective September 1, 2017:

One new, full-time, benefited position of *Account Clerk III*; and,

BE IT FINALLY RESOLVED, that funds in the 2017 Budget of the Human Services and Health Department shall be used to fund the position of *Account Clerk III* during the period of time commencing on September 1, 2017, and ending on December 31, 2017, both inclusive.

All of which is respectfully submitted this 15th day of August, 2017.

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2017 Budget? **Yes.**

Fiscal Impact on the adopted 2017 Budget:
\$38,780 (Net Surplus)

Fiscal Impact reviewed by the Dodge County Finance Committee on August 8, 2017.

David Frohling, Chairman
Dodge County Finance Committee

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Medical Billing Specialist* and create the position of *Account Clerk III*.

DODGE COUNTY JOB DESCRIPTION

Wage Rate: \$18.96 - \$26.00

JOB TITLE:	Medical Billing Specialist	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	HS Supervisor - Fiscal & Support
LOCATION:	Henry Dodge Office Building	DATE:	7/19/2016
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/10/16

OVERALL PURPOSE/SUMMARY

The Medical Billing Specialist will be the team leader for the Clinical Services billing team. This position will maintain an advanced level of medical billing practices, organize and schedule the monthly billing cycles and be responsible for generating accurate and timely bills for all clinical services. This position will be proficient in medical coding and insurance/Medical Assistance/Medicare billing and working with the billing software package.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Organize, schedule and maintain monthly electronic billing process.
2. Perform all month end procedures with billing software (processing for a period and submission and resubmission of claims, creating batches, working with held claims, claims for group services, voids and adjustments).
3. Determine and perform month end close in software system, work with associated postings and other financial work.
4. Provides oversight, trains and reviews the work of Account Clerk III(s) in Clinical Services billing. Monitors progress, checks quality and completeness of work, and informs supervisor on regular basis of status of their work.
5. Primary responsible staff member for processing payments received from insurance companies/Medicaid/Medicare and self-pa.
6. Set up and maintain new insurance companies in the billing software package (including medical coding and rate information).
7. Provide problem resolution related to billing process; collaborate with others in problem resolution including department management and other departments.
8. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
9. Ensure appropriate prior authorizations are obtained as necessary, are documented in billing software system and resolve associated problems.
10. Work with other payments and adjustments; prepare statements as necessary for other programs.
11. Review aging of accounts and work with Corporation Counsel as necessary for tax intercept collection.
12. Prepare monthly reports for Division managers and others.
13. Maintains client financial files.
14. Enter cash log and deposit finalization weekly.
15. Monitor client closings and associated financial work.
16. Prepare statements for old inpatient accounts; prepare Birth to Three statements and send both to consumers monthly.
17. Balance credit card receipts (Minicipay) weekly and send reports to treasurer.
18. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
19. Backup for financial interviews with clients.
20. Perform backup to reception and switchboard duties and may handle overflow calls.
21. Regular attendance and punctuality required.
22. Perform related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of Accounting/Billing procedures.
- Advanced knowledge of Medical Billing codes, terminology and processes.
- Knowledge of office methods and procedures.
- Proficient skills in working accurately with statistical and financial data.
- Excellent inter-personal skills.
- Excellent problem resolution skills.
- Ability to prioritize tasks and manage high volume workload.
- Ability to consistently apply established policies and procedures.
- Ability to proficiently operate calculator, computer, copy machine, and other office equipment.
- Ability to assist in computer applications and develop and modify spreadsheets
- Ability to understand and effectively carryout instructions.
- Ability to communicate effectively.
- Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, with minimum of one to two (1-2) years training/education in finance, accounting, medical billing or related field, minimum of five (5) years of experience in medical billing. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal office environment

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

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

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.99 - \$23.31

JOB TITLE:	Account Clerk III	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	HS Supervisor -Fiscal & Support
LOCATION:	Henry Dodge Office Building	DATE:	November 18, 1997
LABOR GRADE:	Dodge County Four (4)	REVISED:	4/1/05, 3/22/13, 5/10/16

OVERALL PURPOSE/SUMMARY
 Under the general direction of Human Services Fiscal Supervisor, responsible for performing billing and accounting functions for outpatient areas as assigned.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Receipt incoming cash/checks and code to appropriate accounts. Prepare and reconcile deposits as assigned.
 2. Perform electronic medical billing for clinical services.
 3. Assist with all month-end procedures, backups, and accounts receivable reports.
 4. Run forms for Medicare, Medical Assistance, insurance and self-pay; sort, proof and submit to appropriate sources.
 5. Conduct financial interviews and updates with client/potential client; enter and maintain benefit assignment in billing software.
 6. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
 7. Contact insurance companies to clarify claim denial when payment should have been received.
 8. Perform follow up work on client accounts.
 9. Determine necessity for Medical Assistance and Insurance prior authorization requests and follow up appropriately.
 10. Research Forward Health eligibility for scheduled patients and calculate co-pays that are applicable. Create receipt for each of those co-pays, alert the front desk that collection of money is needed.
 11. Send collection letters to consumers not making payments on services received.
 12. Review and process monthly expense statements for staff.
 13. Process credit card allocations online for department staff credit cards.
 14. Prepare payment and adjustment sheet for payments received and enter data.
 15. File appropriate forms and invoices.
 16. Prepare and maintain spreadsheets as assigned.
 17. Financial accounting duties as assigned.
 18. Complete monthly case management billing for Birth to Three program.
 19. Prepare Birth to Three statements to send to consumers monthly.
 20. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
 21. Perform backup to reception and switchboard duties and may handle overflow calls.
 22. Regular attendance and punctuality required.
 23. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of Accounting/Billing procedures.
 Knowledge of office methods and procedures.
 Proficient skills in working accurately with financial and statistical data.
 Excellent inter-personal skills.
 Skill in dealing with general public and co-workers.
 Ability to consistently apply established policies and procedures.
 Ability to proficiently operate calculator, personal computer equipment, copy machine, and other office equipment.
 Ability to assist in computer applications and develop and modify spreadsheet applications.
 Ability to understand and effectively carryout instructions.
 Ability to communicate effectively.
 Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE
 High school diploma or GED equivalent, with minimum of one (1) year training/education in finance, accounting, statistical reporting, medical billing or related field, minimum of three (3) years of experience preferably in billing, accounts receivable/payable, and computer application.
 Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS
 Normal office environment

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.

Exhibit "B"



HUMAN SERVICES & HEALTH DEPARTMENT

199 COUNTY ROAD DF ♦ JUNEAU, WISCONSIN 53039-9512

920-386-3500

Becky Bell, Director

TO: Human Services Board and County Board Supervisors
FROM: Becky Bell
DATE: July 24th, 2017

This memo is being written to explain the resolution before you tonight regarding the Account Clerk III position. This position was started with Dodge County as a Limited Term Employment opportunity on June 28th, 2016. This position has filled a void within the department and created efficiencies. This position's primary role is to ensure that all programs and program staff such as our psychiatrists, AODA counselors, and therapists are credentialed through all insurance companies we contract with. Prior to the creation of this Limited Term Employment position, Dodge County Human Services had not been credentialing providers with insurance companies on a consistent basis. As a result, our agency was not being reimbursed for services provided in the building. This position has completed all those necessary documents and, as a result, our reimbursement rates through insurance companies has significantly grown. Without someone within this position, it is feared that Dodge County will once again lose track of credentialing efforts and again place us in a position where we are not being paid for services rendered. Additionally, this position also assists our fiscal staff with other financial tasks such as completing ability to pay documents and entering financial information into the electronic health record.

As this position was created as a Limited Term Employment position in 2016, we have sufficient funds within our 2017 budget to support this position. We are in a position to fund this position within our 2018 budget process.

◆ ADMINISTRATION
(920) 386-3501
FAX: (920) 386-4011

◆ AGING & DISABILITY
RESOURCE CENTER (ADRC)
& AGING PROGRAM
(920) 386-3580
NUTRITION
(920) 386-3580
TRANSPORTATION
(920) 386-3832
FAX: (920) 386-4015

◆ ADULT PROTECTIVE SERVICES
& SUPPORTIVE HOME CARE
(920) 386-3750
FAX: (920) 386-3245

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

◆ CHILD WELFARE &
JUVENILE JUSTICE
(920) 386-3750
FAX: (920) 386-3533

◆ 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) 386-3670
FAX: (920) 386-4011

RESOLUTION NO. _____

Create One Position of Account Clerk III

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 Committee recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Account Clerk III*;

WHEREAS, a job description for the proposed position of *Account Clerk III* has been marked for identification as Exhibit "A", and has been attached hereto; and,

WHEREAS, there is no fiscal impact on the 2017 Budget of the Dodge County Human Services and Health Department; and,

WHEREAS, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2018 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Account Clerk III* during calendar year 2018;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates the following position in the Dodge County Human Services and Health Department, effective January 1, 2018:

One new, full-time, benefited position of *Account Clerk III*.

All of which is respectfully submitted this 15th day of August, 2017.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Kira Sheahan-Malloy

Stephanie Justmann

Lois Augustson

Becky Glewen

Jennifer Keyes

Mark E. Roesch

David Godshall

Jeremy Bartsch

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to create one position of *Account Clerk III*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$16.99 - \$23.31

JOB TITLE:	Account Clerk III	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	HS Supervisor -Fiscal & Support
LOCATION:	Henry Dodge Office Building	DATE:	November 18, 1997
LABOR GRADE:	Dodge County Four (4)	REVISED:	4/1/05; 3/22/13; 5/10/16

OVERALL PURPOSE/SUMMARY
 Under the general direction of Human Services Fiscal Supervisor, responsible for performing billing and accounting functions for outpatient areas as assigned.

- PRINCIPAL DUTIES AND RESPONSIBILITIES**
1. Receipt incoming cash/checks and code to appropriate accounts. Prepare and reconcile deposits as assigned.
 2. Perform electronic medical billing for clinical services.
 3. Assist with all month-end procedures, backups, and accounts receivable reports.
 4. Run forms for Medicare, Medical Assistance, insurance and self-pay; sort, proof and submit to appropriate sources.
 5. Conduct financial interviews and updates with client/potential client; enter and maintain benefit assignment in billing software.
 6. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
 7. Contact insurance companies to clarify claim denial when payment should have been received.
 8. Perform follow up work on client accounts.
 9. Determine necessity for Medical Assistance and Insurance prior authorization requests and follow up appropriately.
 10. Research Forward Health eligibility for scheduled patients and calculate co-pays that are applicable. Create receipt for each of those co-pays, alert the front desk that collection of money is needed.
 11. Send collection letters to consumers not making payments on services received.
 12. Review and process monthly expense statements for staff.
 13. Process credit card allocations online for department staff credit cards.
 14. Prepare payment and adjustment sheet for payments received and enter data.
 15. File appropriate forms and invoices.
 16. Prepare and maintain spreadsheets as assigned.
 17. Financial accounting duties as assigned.
 18. Complete monthly case management billing for Birth to Three program.
 19. Prepare Birth to Three statements to send to consumers monthly.
 20. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
 21. Perform backup to reception and switchboard duties and may handle overflow calls.
 22. Regular attendance and punctuality required.
 23. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES
 Knowledge of Accounting/Billing procedures.
 Knowledge of office methods and procedures.
 Proficient skills in working accurately with financial and statistical data.
 Excellent inter-personal skills.
 Skill in dealing with general public and co-workers.
 Ability to consistently apply established policies and procedures.
 Ability to proficiently operate calculator, personal computer equipment, copy machine, and other office equipment.
 Ability to assist in computer applications and develop and modify spreadsheet applications.
 Ability to understand and effectively carryout instructions.
 Ability to communicate effectively.
 Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE
 High school diploma or GED equivalent, with minimum of one (1) year training/education in finance, accounting, statistical reporting, medical billing or related field, minimum of three (3) years of experience preferably in billing, accounts receivable/payable, and computer application. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS
 Normal office environment

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.

Exhibit "A"

COMMUNITY SUPPORT SERVICES DIVISION
FROM MAY TO JUNE STATISTICS NARRATIVE
FOR THE AUGUST 2017
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER
AGING, TRANSPORTATION, AND NUTRITION

KRIS SCHEFFT – SUPERVISOR
STEPHANIE LEVENHAGEN - SUPERVISOR

CALL STATISTICS

- Recorded Contacts were up from 465 in May to 789 in June ↑
- Providing Information and Assistance went up from 320 in May to 409 in June ↑
- Administering Long Term Care Functional Screens went up from 23 in May to 31 in June ↑
- Providing all other services was up from 188 in May to 201 in June ↑
- Referring for all other services remained at 0 →

DINING MEAL DONATIONS

- Congregate donations went down from \$24.06 in May to \$19.12 in June ↓
- Home delivered donations went up from \$21.83 in May to \$31.69 in June ↑

DINING MEAL PARTICIPANTS

- Congregate participants went up from 75 in May to 78 in June ↑
- Home delivered participants went up from 93 in May to 94 in June ↑

VOLUNTEER DRIVER STATISTICS

- Total trip miles went up from 14,111 in May to 15,053 in June ↑
- Total hours of service went up from 665 in May to 706 in June ↑
- Total cash donations received went down from \$4,674.17 in May to \$3,941.93 in June ↓

ADULT PROTECTIVE SERVICES / LONG TERM SUPPORT

PAULA BECKER – SUPERVISOR

CASELOAD/WORKLOAD STATISTICS

- Total caseload went down from 273 to 268 ↓
- Referrals went down from 39 to 33 ↓
- Court hearings decreased from 12 to 6 ↓
- Annual Protective Placement Reviews remained steady at 23 to 23 →
- Supportive Home Care Reviews went down from 28 to 25 ↓
- Total Supportive Home Care cases went down from 125 to 120 ↓
- Total Home and Financial Manager Cases went up from 28 to 25 ↓

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads decreased from 3716 to 3679 ↓
- Medicaid Total caseload increased from 2209 to 2225 ↑
- BadgerCare Total caseload increased from 4731 to 4752 ↑
- Total gross recipients increased from 13,252 to 13,272 ↑
(This is the number of county residents receiving assistance which includes those handled by other counties in the consortia)

- Total net recipients – Due to changes in available state reports we can no longer provide this number.
- Total cases decreased from 7413 to 7410 ↓
- FoodShare expenditures increased from \$743,837 to \$751,716 ↑
- Child Care expenditures (Information not available at the time of publication)

CASELOAD/WORKLOAD STATISTICS

- Programs for Children went up from 66 in May to 77 in June ↑
- Programs for Children and Families went up from 1007 in May to 1071 in June ↑
- Programs for Women went down from 21 in May to 17 in June ↓
- Programs for ALL Residents went up from 133 in May to 89 in June ↓

DINING CENTER COMMENTS

June 2017

June	5	Bay Shore	The Salisbury Steak meal was well received!
	5	Lomira	The Mashed Potatoes were really nice today!
	6	Bay Shore	Participants said the Lasagna Casserole was good.
	7	Bay Shore	Some congregates commented the Wax Beans weren't cooked enough.
	7	Watertown	The Chocolate Cloud Torte crust was stuck to the bottom of the pan.
	9	Reeseville	The Liver was dry.
	12	Fox Lake	The Mashed Potatoes were brown in color.
	12	Randolph	The Roast Beef was tough and the Swiss Spinach was good.
	13	Horicon	One person commented the Baked Chicken was tough.
	13	Lomira	The Baked Chicken was great but the California Blend Vegetables were very mushy!
	13	Randolph	Everybody loved the Ice Cream Cup!
	14	Randolph	The meat portion seemed very small.
	15	Fox Lake	The Chili Casserole was burnt to the bottom of the pan and very dry.
	15	Hustisford	The Chili Casserole was quite dry. Needed more tomato juice.
	15	Lomira	The Chili Casserole was tasty!
	20	Bay Shore	Most liked the Meatloaf meal and many would have liked more Pearl Onions with the Peas.
	22	Randolph	There wasn't any sauce in the Hawaiian Meatballs and they were burned to bottom of pan and tasted burned and dry.
	27	Lomira	The Broccoli Cuts were nice and not mushy.

Dodge County Human Services and Health Department



Public Health Unit

June-August 2017

Upcoming Events

- July 6: Immunization Clinic 3-6 pm
- July 13: Immunization Clinic 1-4 pm
- July 13: AARP Driver Safety (Call 920-386-3581)
- Aug 3: Immunization Clinic 3-6 pm
- Aug 10: Immunization Clinic 1-4 pm
- Aug 16-20: Dodge County Fair



www.facebook.com/Dodge.Cty.PublicHealth



(920) 386-3670



Ground Floor
199 County Road DF
Juneau, WI 53039

Summer Safety

The Dodge County Human Services and Health Department– Public Health Unit wants to remind folks to take some steps to make this a safe summer!

- It is suggested to use sun screen with an SPF of at least 15 when you are outside. This is true even on cloudy days as the sun rays that cause sunburn are not blocked out by clouds. Sunglasses with UV protection are important as well!
- Summer is a great time of year to have picnics and parties with friends and families. It is important to keep this rule in mind: keep hot foods hot and cold foods cold! This is a good step towards reducing the chance of food borne illness. Food should not be left sitting out when people are finished eating. All foods should be reheated to at least 140 degrees.
- When boating, don't drink and drive. Alcohol is a factor in many boating accidents. Children 12 and under must wear life jackets. Adults must have life preservers in the boat; one per person. Know the location where you are boating and be aware for hazards both above and below the water surface.

Heat Related Illness



On average, 675 deaths from extreme heat events occur each year in the United States. Elderly individuals, those working or exercising outside, infants/children, homeless and people with a chronic medical condition are most vulnerable to severe heat.

- Stay cool: stay in air-conditioned buildings, do not rely on a fan as your primary cooling device, limit outdoor activity, check on at-risk friends, family and neighbors twice a day
- Stay hydrated: drink more than usual and don't wait until you're thirsty to drink, avoid alcohol or liquids containing high amounts of sugar
- Stay informed: check your local news for extreme heat warnings and safety tips

Heat Exhaustion

Symptoms

- Heavy sweating
- Weakness
- Skin cold, pale, and clammy
- Weak pulse
- Fainting and vomiting



What You Should Do

- Move to a cooler location.
- Lie down and loosen clothing.
- Apply cool, wet cloths to as much of the affected person as possible.
- Sip water.
- If there is vomiting and it continues, seek medical attention immediately.

Heat Stroke

Symptoms

- High body temperature (above 103°F)
- Hot, red, dry or moist skin
- Rapid and strong pulse
- Possible unconsciousness



What You Should Do

- Call 911 immediately– **this is a medical emergency**
- Move the person to a cooler environment
- Reduce the person's body temperature with cool cloths or even a bath.
- Do **NOT** give fluids.

Public Health Program Highlight: Vaccines for School Age Children

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law for 2016-2017. Please note that this is not a complete list of CDC recommended vaccines for all school age children. Children with private insurance and those on Medicaid should receive routine immunizations with their Primary Care Provider. Uninsured children and those on Medicaid without a medical home may qualify to receive immunizations at the Dodge County Public Health Department.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 years)	4 DTaP/DTP/DT ¹		3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{1,2}		4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷
Grades 6 through 12	4 DTaP/DTP/DT ¹	1 Tdap ³	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷

1. D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/TD vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
2. DTaP/DTP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles mumps and rubella) is also acceptable.
7. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Our Mission:

The mission of the Dodge County Public Health Unit is to promote healthy living, prevent disease and illness, and protect against injury and environmental concerns to those living in Dodge County no matter their age, education, or economic standing using prevention services, health education and working with other agencies and groups.

CLINICAL AND FAMILY SERVICES DIVISION

JUNE STATISTICS NARRATIVE

FOR THE AUGUST 2017

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 decreased by 18 (from 80 to 62) ↓

ONGOING CASELOAD DATA

- Number of families being served decreased by 3 (from 93 to 90) ↓
- Number of children being served decreased by 1 (from 201 to 200) ↓
- Number of children in out-of-home care decreased by 3 (from 73 to 70) ↓
- Termination of Parental Rights (TPR) and guardianship cases in progress decreased by 3 (from 7 to 4) ↓

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 19 (from 164 to 145) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals increased by 1 (from 8 to 9) ↑
- Number of admissions decreased by 3 (from 8 to 5) ↓
- Number of discharges decreased by 5 (from 17 to 12) ↓
- Total number of children served increased by 6 (from 114 to 120) ↑

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

- Total number of children served stayed the same at 90 →
- Total number of new referrals this month is 3; total for the calendar year is 14
- Number of families dually enrolled in both CLTS and CCS stayed the same at 9 →
- Wait list for CLTS and Family Support programs increased by 1 (from 57 to 58) ↑
- # of children removed from waiting list to date in 2017 is 18

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA **data from Netsmart vs. previously from TCM

- Admissions increased by 3 (from 43 to 46) ↑
- Discharges decreased by 9 (from 30 to 21) ↓
- End of month total client census increased by 101 (from 845 to 946) ↑
- End of month psychiatry census (for all programs) increased by 26 (from 510 to 536) ↑
- End of month therapy census increased by 48 (from 331 to 379) ↑
- Average caseload size for MH therapists decreased by 7 (from 83 to 76) ↓

- # of clients on waitlist for adult psychiatric evaluation is 0, next available appt. is 10/11/17 (as of 7/20/17)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 2, next available appt. is 9/6/17 (as of 7/20/17).
- Next available intake date for MH (non-emergency) is 8/7/17 (as of 7/20/17)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATAdata from Netsmart vs. previously from TCM**

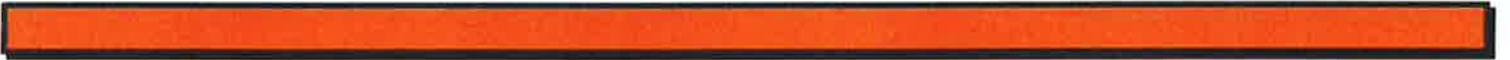
- Admissions decreased by 1 (from 26 to 25) ↓
- Discharges decreased by 7 (from 30 to 23) ↓
- End of month total client census increased by 75 (from 117 to 192) ↑
- Average caseload size for SA counselors increased by 19 (from 29 to 48) ↑
- Number of Intoxicated Driver Assessments decreased by 6 (from 38 to 32) ↓
- Next available intake date for AODA (non-emergency) is 8/18/17 (as of 7/20/17)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days decreased by 4 (from 143 to 139) ↓
- Of this total, number of county-funded days decreased by 9 (from 39 to 30) ↓
- Number of Emergency Detentions (EDs) decreased by 12 (from 17 to 5) ↓
- Number of crisis diversions increased by 21 (from 81 to 102) ↑
- Number of protective custody cases decreased by 3 (from 4 to 1) ↓
- Number of voluntary admissions decreased by 1 (from 8 to 7) ↓

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census increased by 4 (from 37 to 41) ↑
- Comprehensive Community Services (CCS) end of month census increased by 10 (from 95 to 105) ↑
- Targeted Case Management (TCM) enrollment increased by 5 (from 30 to 35) ↑

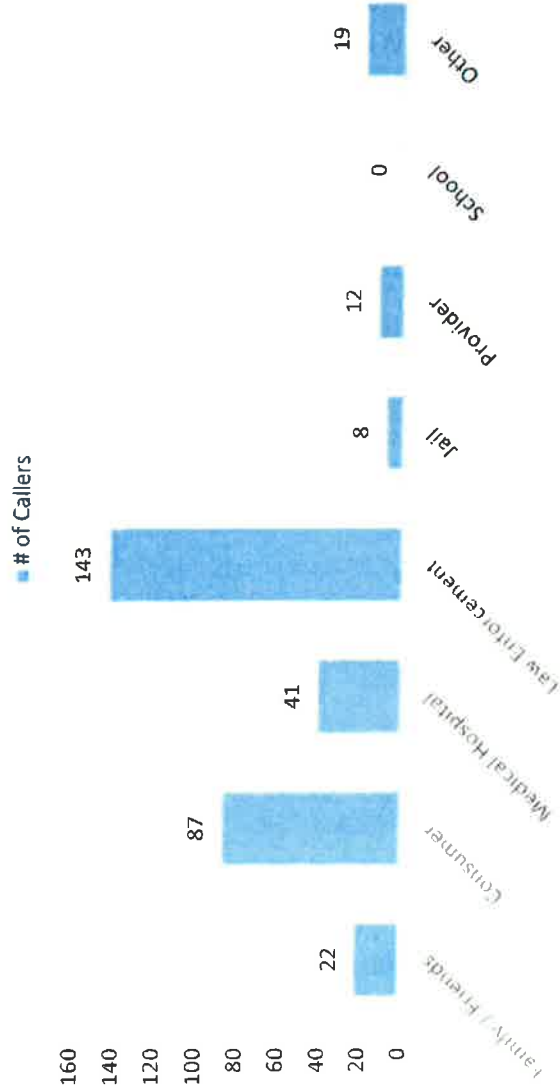




Dodge County
Data Report for April 1, 2017 to June 30, 2017

Total Calls— 332
Total Minors: 59
Total Adults: 269
Total Age Unknown: 4
Mobile Sent— 23
AODA related contacts— 44

of Callers April 1 - June 30, 2017

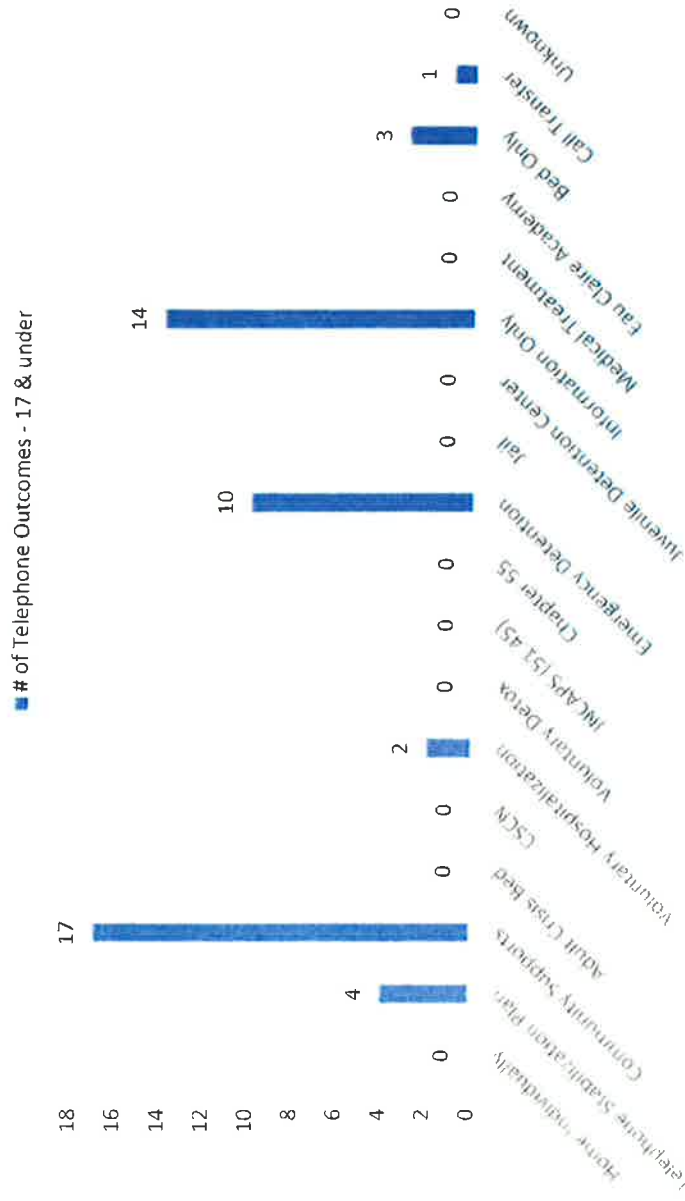


Caller	Total	Percent
Family / Friends	22	6.63%
Consumer	87	26.20%
Medical Hospital	41	12.35%
Law Enforcement	143	43.07%
Jail	8	2.41%
Provider	12	3.61%
School	0	0.00%
Other	19	5.72%
Totals	332	100%

Stabilization Calls (incoming and outgoing): 32

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

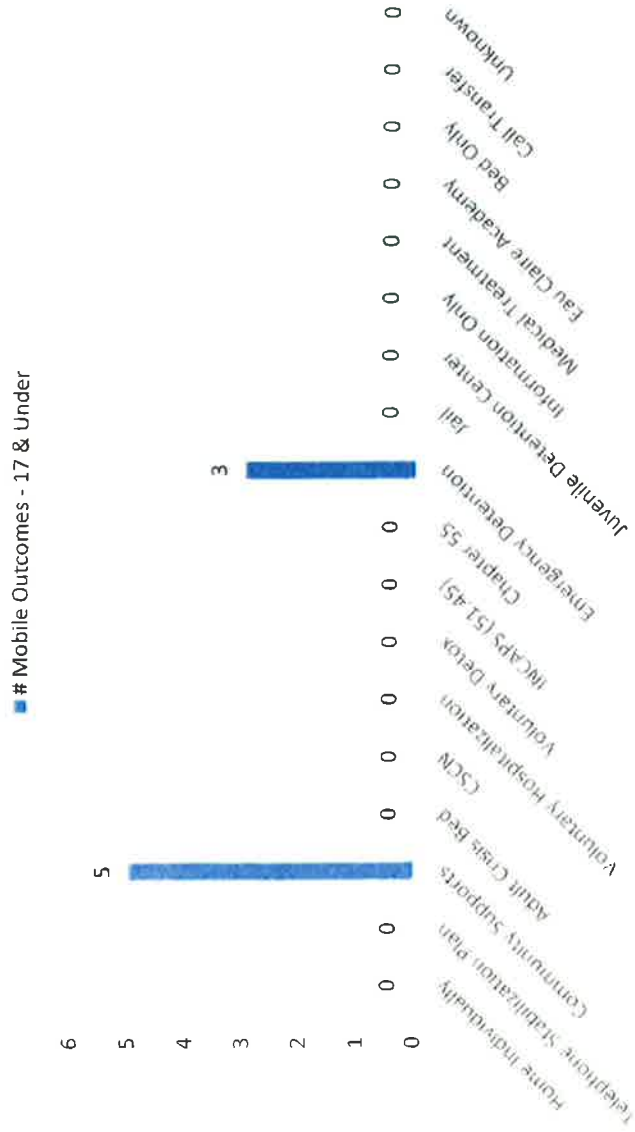
of Telephone Outcomes - Minors (17 & under)
April 1 - June 30, 2017



Telephone Outcome	Total	Percent
Home Individually	0	0.00%
Telephone Stabilization Plan	4	7.84%
Community Supports	17	33.33%
Adult Crisis Bed	0	0.00%
CSCN	0	0.00%
Voluntary Hospitalization	2	3.92%
Voluntary Detox	0	0.00%
INCAPS (51.45)	0	0.00%
Chapter 55	0	0.00%
Emergency Detention	10	19.61%
Jail	0	0.00%
Juvenile Detention Center	0	0.00%
Information Only	14	27.45%
Medical Treatment	0	0.00%
Eau Claire Academy	0	0.00%
Bed Location Only	3	5.88%
Call Transfer	1	1.96%
Unknown	0	0.00%
Totals	51	100%

Mobile Outcomes - Minors (17 & Under)

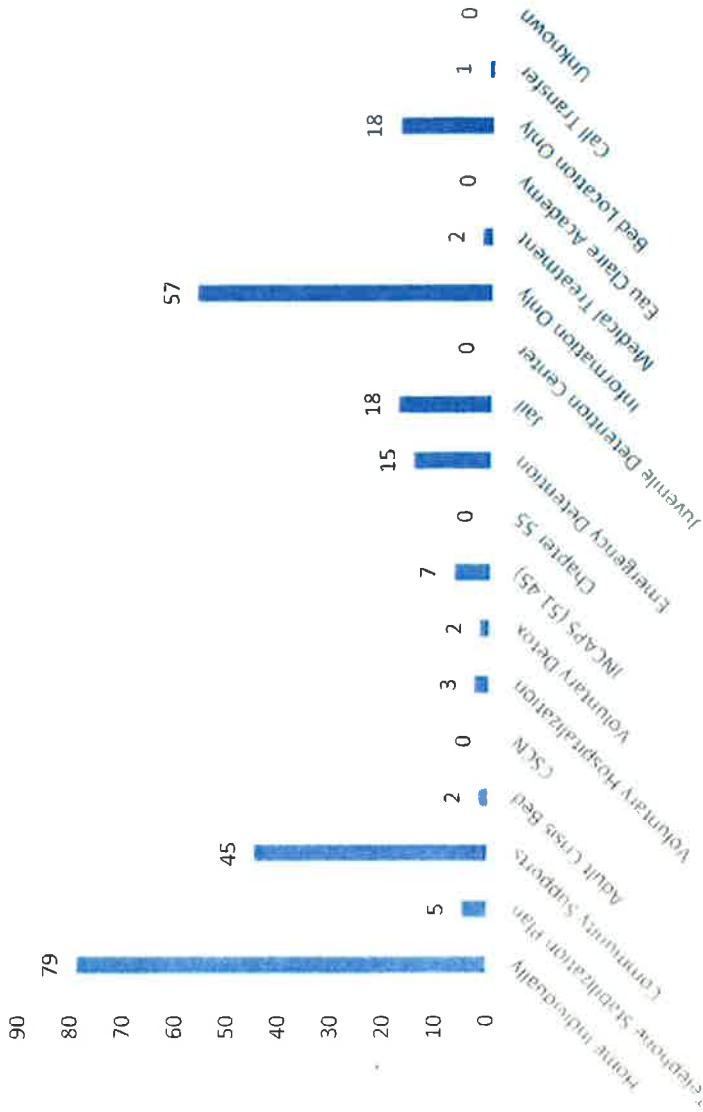
April 1 - June 30, 2017



Mobile Outcome	Total	Percent
Home Individually	0	0.00%
Telephone Stabilization Plan	0	0.00%
Community Supports	5	62.50%
Adult Crisis Bed	0	0.00%
CSCN	0	0.00%
Voluntary Hospitalization	0	0.00%
Voluntary Detox	0	0.00%
INCAPS (51.45)	0	0.00%
Chapter 55	0	0.00%
Emergency Detention	3	37.50%
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	8	100%

of Telephone Outcomes - 18 & over April 1 - June 30, 2017

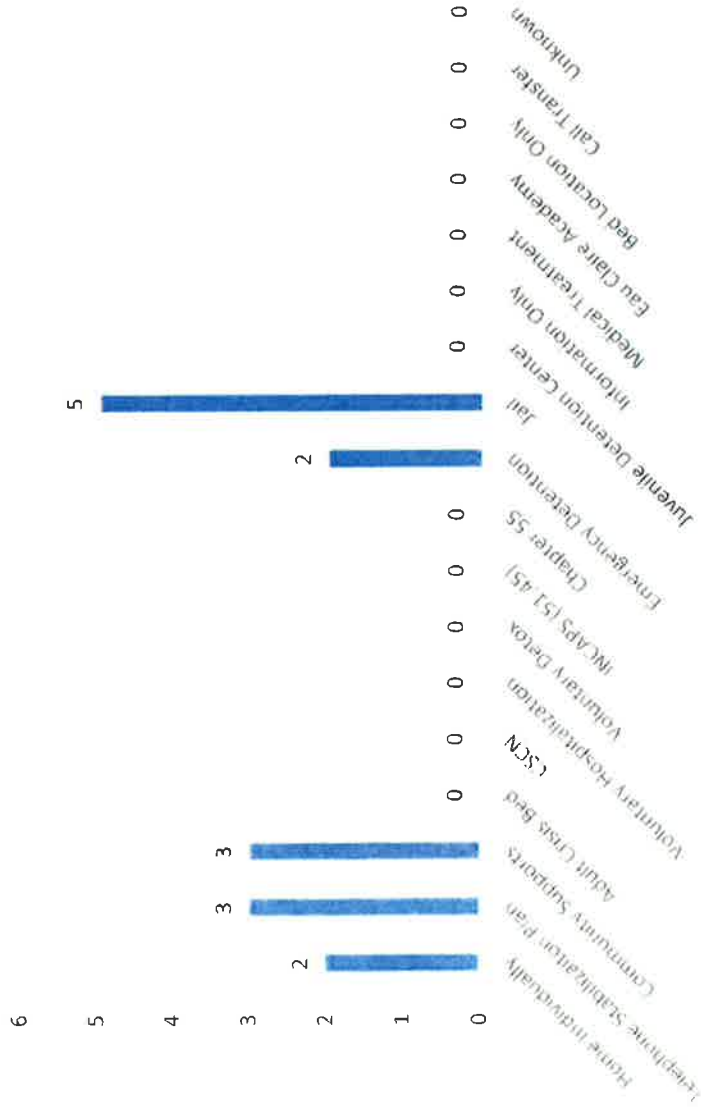
■ # of Telephone Outcomes - 18 & over



Telephone Outcome	Total	Percent
Home Individually	79	31.10%
Telephone Stabilization Plan	5	1.97%
Community Supports	45	17.72%
Adult Crisis Bed	2	0.79%
CSCN	0	0.00%
Voluntary Hospitalization	3	1.18%
Voluntary Detox	2	0.79%
INCAPS (51.45)	7	2.76%
Chapter 55	0	0.00%
Emergency Detention	15	5.91%
Jail	18	7.09%
Juvenile Detention Center	0	0.00%
Information Only	57	22.44%
Medical Treatment	2	0.79%
Eau Claire Academy	0	0.00%
Bed Location Only	18	7.09%
Call Transfer	1	0.39%
Unknown	0	0.00%
Totals	254	100%

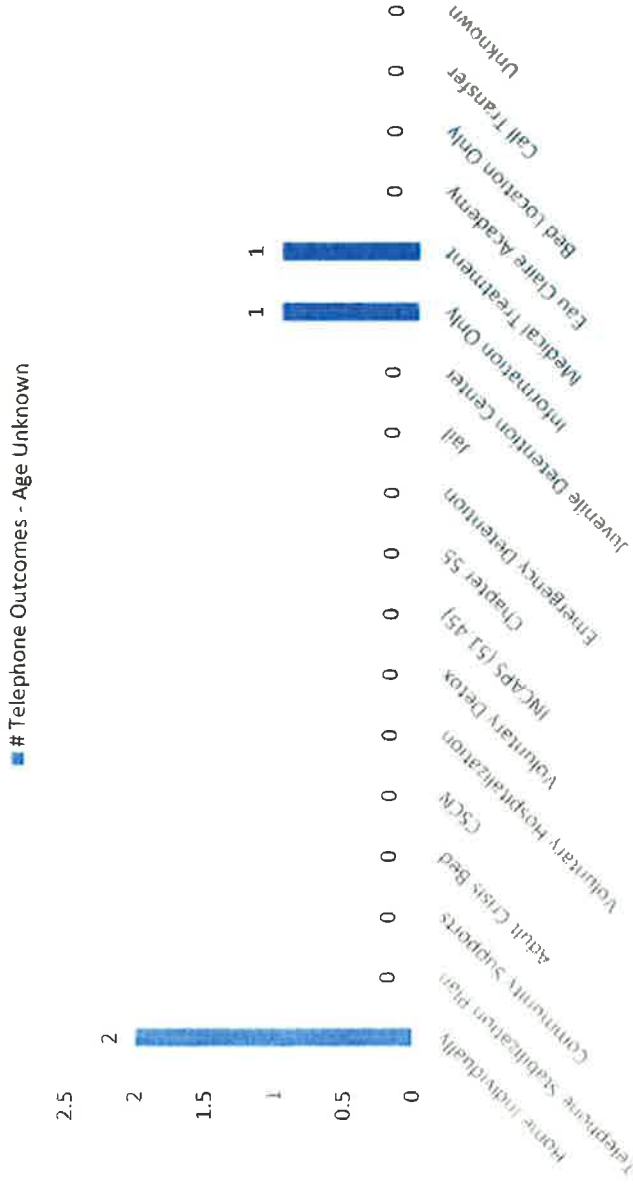
of Mobile Outcomes - 18 & Over April 1 - June 30, 2017

■ # of Mobile Outcomes - 18 & Over



Mobile Outcome	Total	Percent
Home Individually	2	13.33%
Telephone Stabilization Plan	3	20.00%
Community Supports	3	20.00%
Adult Crisis Bed	0	0.00%
CSCN	0	0.00%
Voluntary Hospitalization	0	0.00%
Voluntary Detox	0	0.00%
INCAPS (51.45)	0	0.00%
Chapter 55	0	0.00%
Emergency Detention	2	13.33%
Jail	5	33.33%
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	15	100%

Telephone Outcomes - Age Unknown April 1 - June 30, 2017



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

2017 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes	Institutions	Foster Care	FH Respite	Kinship Care	Monthly Total						
January	4	13,445.06	14	165,241.47	41	50,719.44	0	0.00	45	10,226.70	104	239,632.67
February	4	17,442.24	14	140,624.88	40	47,054.33	0	0.00	44	9,727.43	102	214,848.88
March	6	26,890.12	13	137,296.63	45	50,752.00	0	0.00	43	10,034.80	107	224,973.55
April	7	28,729.42	12	127,762.04	40	46,553.20	0	0.00	40	9,164.00	99	212,208.66
May	4	22,529.56	11	118,309.41	37	49,214.69	0	0.00	40	8,872.00	92	198,925.66
June	7	27,542.75	10	101,698.52	37	45,534.82	0	0.00	41	9,713.07	95	184,489.16
July												
August												
September												
October												
November												
December												
Total 2017	32	136,579.15	74	790,932.95	240	289,828.48	0	0.00	253	57,738.00	599	1,275,078.58
Average 2017	5.3	22,763.19	12.3	131,822.15	40	48,304.75	0	0.00	42.2	9,623.00	99.8	212,513.10
Total 2016	63	263,596.23	140	1,451,042.38	548	753,713.32	3	2,370.00	489	113,472.65	1254	2,584,194.58
Average 2016	5	21,966.35	12	120,920.20	46	62,809.44	0.2	197.50	41	9,456.05	104	215,349.55

^ = 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.