

1 RESOLUTION NO. _____
2

3 **Abolish the Position of *Counselor I, II, or III – AODA* and**
4 **Create the Position of *Psychiatric Therapist II – Outpatient***
5

6 TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN,
7

8 **WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed
9 staffing needs at the Dodge County Human Services and Health Department; and,
10

11 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
12 recommends that the Dodge County Board of Supervisors abolish the following position in the
13 Human Services and Health Department, effective October 24, 2018:
14

15 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
16

17 **WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board
18 also recommends that the Dodge County Board of Supervisors create the following position in the
19 Human Services and Health Department, effective October 24, 2018:
20

21 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
22

23 **WHEREAS**, job descriptions for each of the *Counselor I, II, or III - AODA* positions have
24 been marked for identification as Exhibits “A”, “B”, and “C”, respectively, and have been attached
25 hereto; and,
26

27 **WHEREAS**, a job description for the proposed position of *Psychiatric Therapist II -*
28 *Outpatient* has been marked for identification as Exhibit “D” and has been attached hereto; and,
29

30 **WHEREAS**, there are funds in the 2018 Budget of the Human Services and Health
31 Department to fund the proposed position of *Psychiatric Therapist II – Outpatient* during the period
32 of time commencing on October 24, 2018, and ending on December 31, 2018, both inclusive;
33

34 **SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of
35 Supervisors hereby abolishes the following position in the Human Services and Health Department,
36 effective October 24, 2018:
37

38 One vacant, funded, full-time, benefited position of *Counselor I, II, or III - AODA*; and,
39

40 **BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby
41 creates the following position in the Human Services and Health Department, effective October 24,
42 2018:
43

44 One new, full-time, benefited position of *Psychiatric Therapist II - Outpatient*; and,
45

1 **BE IT FINALLY RESOLVED**, that funds in the 2018 Budget of the Human Services and
2 Health Department shall be used to fund the position of *Psychiatric Therapist II - Outpatient* during
3 the period of time commencing on October 24, 2018, and ending on December 31, 2018, both
4 inclusive.

All of which is respectfully submitted this 23rd day of October, 2018.

Dodge County Human Services and Health Board:

Mary J. Bobholz

Lois Augustson

Becky Glewen

Stephanie Justmann

Kira Sheahan-Malloy

Mark E. Roesch

David Godshall

Jennifer Keyes

Timothy J. Kemmel

FISCAL NOTE:

The revenue/expenditure is contained in the current year budget: X Yes No N/A.

Budget Impact: \$20,811 (Net Surplus). Finance Committee review date: October 2, 2018. Chair initials: _____.

Vote Required: Majority of Members present.

Resolution Summary: A Resolution to abolish the position of *Counselor I, II, or III – AODA* and create the position of *Psychiatric Therapist II – Outpatient*.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

JOB TITLE:	Counselor III - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Seven (7)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and five (5) years directly related experience and ten (10) C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to 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
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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.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Counselor I - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Five (5)	REVISED:	11/15/10; 3/20/13; 7/06/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, or and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and no experience.

WORKING CONDITIONS

Office and field working environment. Potential to 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.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Psychiatric Therapist II-Outpatient	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services & Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	July 7, 1998
LABOR GRADE:	Dodge County Nine (9)	REVISED:	11/15/10; 3/18/14

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides/coordinates services, through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment and social planning using developed skills and methodology. Plans and carries out prevention/rehabilitative treatment programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides individual, family or group therapy to assigned clients, scheduling client appointments as required.
2. Provides psycho-social assessments, including impressions of mental status and diagnosis.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Refers clients to appropriate agency staff or other agencies for evaluation and diagnosis.
6. Monitors client's progress on ongoing basis.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Suggests need for new programs or services to meet unfulfilled client needs to administration's attention.
14. Provides consultative services to other agency staff on an as needed basis.
15. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
16. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
17. Prepares articles/presentations for various media sources.
18. Participates in staff trainings as deemed appropriate by supervisor.
19. Maintains required and related paperwork in an accurate and timely manner.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of psycho-social assessments/diagnosis and appropriate courses of treatment.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Knowledge of individual/group therapy and crisis intervention techniques.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of professional ethics/conduct codes.
 Ability to communicate effectively.
 Ability to work with multi-problem clients and their families.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Master's degree in social work, psychology, counseling, or related field, and 3000 hours of supervised clinical experience, and/or Medical Assistance Certified for billing. Wisconsin State Certified or certifiable as Licensed Clinical Social Worker or Wisconsin State Professional Counselor or Wisconsin State Marriage & Family Therapist. Wisconsin State Substance Abuse Counselor Certification is of additional benefit.

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.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

JOB TITLE:	Counselor II - AODA	FLSA STATUS:	Non Exempt
DEPARTMENT:	Human Services and Health	REPORTS TO:	Human Services Supervisor
LOCATION:	Henry Dodge Office Building	DATE:	August 14, 2000
LABOR GRADE:	Dodge County Six (6)	REVISED:	11/15/10; 3/20/13; 7/6/16

OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, provides and coordinates services through evaluation, treatment, and rehabilitation of clients and their families. Undertakes diagnostic studies, and initiates appropriate treatment using developed skills and methodology. Plans and carries out prevention and rehabilitation treatment program in alcohol and drug day treatment programs as well as individual outpatient counseling sessions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides alcohol and other drug abuse assessments utilizing standardized formats.
2. Provides individual or group therapy to assigned clients.
3. Provides telephone/TDD crisis intervention services.
4. Provides interventions for family members and significant supports of persons receiving/needing treatment.
5. Provides community outreach to increase awareness of available agency resources.
6. Refers clients for appropriate services based on comprehensive treatment plan or routine intake.
7. Develops and reviews comprehensive treatment plan for clients based on evaluations, diagnosis, and agency guidelines in accordance with State statutes.
8. Functions as member of multi-disciplinary team for case planning and review.
9. Evaluates client's progress, referring for additional evaluation or alternate treatment, if indicated.
10. Arranges for client transportation when client is unable to self-initiate the process, in accordance with agency procedure.
11. Facilitates for clients receiving treatment, financial aid/other assistance, requests for information, completing appropriate forms, writing clinical summaries, and assisting medical records personnel in releasing appropriate records.
12. Advocates on behalf of clients to assure client needs are met appropriately and in timely fashion, through meeting with service providers/administration to explain client needs and to facilitate service delivery.
13. Meets with other community agencies/organizations to assist them in providing relevant programs/services for clients or to develop programs to meet other community needs.
14. Provides education programs to schools, self-help groups, and other community organizations with a primary emphasis on prevention education.
15. Serves as contact person to other treatment agencies or organizations.
16. Gathers and provides to administration such information as may be deemed useful for ongoing program evaluation and planning.
17. Participates in staff trainings as deemed appropriate by supervisor.
18. Maintains required and related paperwork in an accurate and timely manner.
19. Regular attendance and punctuality required.
20. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of individual/group counseling techniques and theories.
 Knowledge of pharmacology/psychopharmacology.
 Knowledge of assessment & treatment planning.
 Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 37, 51, 55, and 75.
 Knowledge of counselor ethics/conduct.
 Skill in working with chronic alcohol and other drug abuse cases and special populations.
 Ability to work with chemically dependent individuals/families.
 Ability to communicate effectively.
 Must meet requirements of Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree and WI State Substance Abuse Counselor Certification (SAC or CSAC) and two (2) years directly related experience and 5 C.E.U.'s.

WORKING CONDITIONS

Office and field working environment. Potential to 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.

Exhibit "B"

COMMUNITY SUPPORT SERVICES DIVISION
FROM JULY TO AUGUST STATISTICS NARRATIVE
FOR THE OCTOBER 2018
HUMAN SERVICES & HEALTH BOARD MEETING

AGING AND DISABILITY RESOURCE CENTER

KRIS SCHEFFT – SUPERVISOR

CALL STATISTICS

- Recorded Contacts increased from 602 in July to 603 in August ↑
- Providing Information and Assistance increased from 317 in July to 325 in August ↑
- Administering Long Term Care Functional Screens decreased from 59 in July to 40 in August ↓
- Providing all other services increased from 234 in July to 249 in August ↑
- Referring for all other services decreased from 2 in July to 1 in August ↓

AGING, TRANSPORTATION, AND NUTRITION

AMY EWERTD – SUPERVISOR

DINING MEAL DONATIONS

- Congregate donations increased from \$17.06 in July to \$25.48 in August ↑
- Home delivered donations increased from \$24.62 in July to \$27.27 in August ↑

DINING MEAL PARTICIPANTS

- Congregate participants decreased from 61 in July to 47 in August ↓
- Home delivered participants increased from 125 in July to 128 in August ↑

VOLUNTEER DRIVER STATISTICS

- Total trip miles increased from 19,153 in July to 22,225 in August ↑
- Total hours of service increased from 866 in July to 1016 in August ↑
- Total cash donations received increased from \$2,229.02 in July to \$3,073.13 in August ↑

ADULT PROTECTIVE SERVICES / LONG TERM SUPPORT

PAULA BECKER – SUPERVISOR

CASELOAD/WORKLOAD STATISTICS

- Total caseload increased from 292 in July to 300 in August ↑
- Referrals increased from 27 in July to 40 in August ↑
- Court hearings increased from 7 in July to 8 in August ↑
- Annual Protective Placement reviews decreased from 33 in July to 17 in August ↓
- Supportive Home Care reviews increased from 20 in July to 35 in August ↑
- Total Supportive Home Care cases increased from 122 in July to 130 in August ↑
- Total Home and Financial Manager cases increased from 36 in July to 40 in August ↑

ECONOMIC SUPPORT

AMY BERANEK – SUPERVISOR

CASELOAD/WORKLOAD STATISTICS

- FoodShare caseloads increased from 3446 in July to 3477 in August ↑
- Medicaid Total caseload remained steady at 2367 →
- BadgerCare Total caseload decreased from 4742 in July to 4711 in August ↓
- Total gross recipients decreased from 13,090 in July to 13,077 in August ↓
(This is the number of county residents receiving assistance, which includes those handled by other counties in the consortia)
- Total cases decreased from 7466 in July to 7445 in August ↓
- FoodShare expenditures decreased from \$677,569 in July to \$675,797 in August ↓
- Child Care expenditures increased from \$135,050 in July to \$142,004 in August ↑

PUBLIC HEALTH

ABBY SAUER – SUPERVISOR / PUBLIC HEALTH OFFICER

CASELOAD/WORKLOAD STATISTICS

- Programs for Children decreased from 69 in July to 58 in August ↓
- Programs for Children and Families decreased from 990 in July to 988 in August ↓
- Programs for Women decreased from 21 in July to 18 in August ↓
- Programs for ALL Residents increased from 76 in July to 145 in August ↑

Dining Center Comments

August

1	Randolph	Baby potatoes instead of baked potato
1	Mayville	Baked potatoes were over done and dry
1	Reeseville	Really liked the pork cutlet
2	Hustisford	Big hot dogs!
3	Randolph	bananas were perfect!
3	Hustisford	Very little gravy
3	Lomira	Potatoes were dark tan in color
3	Reeseville	Most of the participants did not like the spices on the swedish meatballs
6	Randolph	Baby potatoes were burnt
6	Horicon	2 pcs short of chicken
6	Reeseville	Ok meal
7	Fox Lake	Spaghetti was under temp-reheated in microwave-noodles were very hard and chewy
7	Randolph	Banana Cake instead of Applesauce. Potatoes were brown
7	Lomira	Sherbet was soft
7	Reeseville	Everything was tasty
8	Fox Lake	Potatoes were very brown and crusty on the bottom. Did not taste good.
8	Horicon	Mashed potatoes were brown
8	Lomira	Potatoes were dark tan in color
8	Reeseville	Good!
9	Fox Lake	Squash was burnt to the pan.
9	Lomira	Squash was burnt on sides. Milk was warm.
9	Reeseville	Good!
9	Watertown	French bread instead of Rolls
10	Horicon	Short on lettuce (Driver didn't get any) Dinner rolls were sent frozen.
10	Reeseville	Everyone liked the chicken on lettuce.
10	Watertown	Wheat buns instead of bread
13	Reeseville	Good meal
14	Randolph	Apples instead of pineapple
14	Reeseville	Some liked the dressing on the American Potato Salad, but some didn't
15	Fox Lake	Substituted Cole slaw for hot carrots
15	Lomira	Mashed potatoes were brown
15	Reeseville	Good meal

16	Beaver Dam	Meat in casserole was tough to chew
16	Horicon	One meal short of casserole, lettuce temp was 56 degrees, Apple slices instead of watermelon
16	Lomira	Received Apples instead of watermelon.
16	Reeseville	Generous portions of casserole. Watermelon was sweet and juicy!
16	Mayville	Apples instead of watermelon
16	Watertown	Received Iceberg lettuce instead of Spinach
17	Randolph	Very short veggies
17	Horicon	3-4 servings short of vegetable
20	Reeseville	Potatoes had hard spots and black spots
21	Reeseville	Carrots were hard in the middle
22	Randolph	substituted au gratin potatoes for sour cream and chive and wax beans for mixed veggie
22	Horicon	Sub Peaches for cantaloupe
22	Reeseville	Canatoupe was hard
23	Randolph	Good color for meal
23	Lomira	Broccoli was a bit mushy, but the carrots were a good texture
23	Reeseville	Crust of the Chocolate Raspberry torte was hard and crunchy
24	Randolph	They all liked the meal-Roasted turkey, mashed pot, corn
24	Lomira	Mashed potatoes were brown
27	Randolph	Good comments on meal
28	Randolph	broccoli was overcooked
29	Randolph	Meal was well received
29	Beaver Dam	Short 1 dessert (ice cream) and 1 piece of chicken. Short 3 servings of potatoes. Temps were low
29	Horicon	Chicken was not as good as usual
30	Reeseville	Diced pears in place of apricots
30	Watertown	Short 4 meatballs
31	Beaver Dam	Short 3 cookies
31	Reeseville	Barely enough mashed potatoes

CLINICAL AND FAMILY SERVICES DIVISION
AUGUST STATISTICS NARRATIVE
FOR THE OCTOBER 2018
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 17 (from 78 to 61) ↓

ONGOING CASELOAD DATA

- Number of families being served decreased by 4 (from 94 to 90) ↓
- Number of children being served decreased by 8 (from 212 to 204) ↓
- Number of children in out-of-home care decreased by 4 (from 84 to 80) ↓
- Termination of Parental Rights (TPR) and guardianship cases in progress stayed the same at 6 →

CHILD AND ADOLESCENT SERVICES UNIT

AMY BOOHER – SUPERVISOR

JUVENILE JUSTICE CASELOAD STATISTICS

- Total caseload decreased by 2 (from 137 to 135) ↓

BIRTH TO THREE PROGRAM DATA

- Number of referrals decreased by 3 (from 22 to 19) ↓
- Number of admissions increased by 4 (from 16 to 20) ↑
- Number of discharges stayed the same at 5 →
- Total number of children served increased by 6 (from 106 to 112) ↑

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

- Total number of children served increased by 19 (from 110 to 129) ↑
- Total number of new referrals this month is 8; total for the calendar year is 81
- Number of families dually enrolled in both CLTS and CCS decreased by 4 (from 20 to 16) ↓
- Wait list for CLTS and Family Support programs decreased by 6 (from 36 to 30) ↓

CLINICAL SERVICES UNIT

SARA GASKA – CLINICAL SUPERVISOR
KIM KUNZ – COMMUNITY PROGRAMS SUPERVISOR

OUTPATIENT MENTAL HEALTH SERVICES DATA

- Admissions decreased by 2 (from 38 to 36) ↓
- Discharges increased by 54 (from 48 to 102) ↑
- End of month total client census decreased by 65 (from 972 to 907) ↓
- End of month psychiatry census (for all programs) decreased by 6 (from 799 to 793) ↓
- End of month therapy census decreased by 56 (from 424 to 368) ↓
- Average caseload size for MH therapists decreased by 8 (from 61 to 53) ↓

- # of clients on waitlist for adult psychiatric evaluation is 1, next available appt. is 11/27/18 (as of 9/18/18)
- # of clients on waitlist for child/adolescent psychiatric evaluation is 2, next available appt. is 11/20/18 (as of 9/18/18).
- Next available intake date for MH (non-emergency) is 10/1/18 (as of 9/18/18)

OUTPATIENT SUBSTANCE ABUSE SERVICES DATA

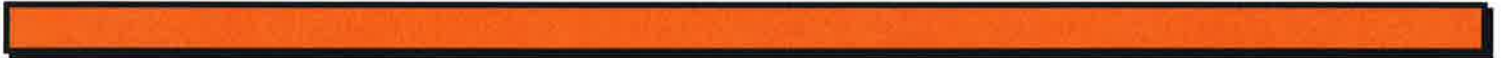
- Admissions increased by 10 (from 40 to 50) ↑
- Discharges decreased by 3 (from 39 to 36) ↓
- End of month total client census increased by 11 (from 176 to 187) ↑
- Average caseload size for SA counselors increased by 2 (from 32 to 34) ↑
- Number of Intoxicated Driver Assessments increased by 7 (from 26 to 33) ↑
- Next available intake date for AODA (non-emergency) is 10/2/18 (as of 9/18/18)

CRISIS RESPONSE SERVICES DATA

- Total hospitalization days decreased by 19 (from 130 to 111) ↓
- Of this total, number of county-funded days increased by 11 (from 24 to 35) ↑
- Number of Emergency Detentions (EDs) increased by 2 (from 11 to 13) ↑
- Number of crisis diversions decreased by 16 (from 113 to 97) ↓
- Number of protective custody cases stayed the same at 3 →
- Number of voluntary admissions decreased by 1 (from 5 to 4) ↓

COMMUNITY PROGRAMS DATA

- Community Support Program (CSP) end of month census increased by 1 (from 16 to 17) ↑
- Comprehensive Community Services (CCS) end of month census increased by 1 (from 144 to 145) ↑
- Targeted Case Management (TCM) enrollment increased by 3 (from 29 to 32) ↑



2018 Children's Monthly Out-of-Home Placement Costs (# of children / \$\$\$)

	Group Homes		Institutions		Foster Care		Kinship Care		Monthly Total	
January	5	29,426.76	11	109,688.55	43	45,624.33	40	9,504.65	99	194,244.29
February	7	49,515.38	10	110,292.70	39	43,729.07	40	9,392.50	96	212,929.65
March	7	34,189.58	9	114,487.34	45	48,029.31	39	8,667.80	100	205,374.03
April	6	30,827.04	11	122,286.60	45	48,515.37	36	8,806.00	98	210,435.01
May	4	11,827.64	12	134,114.39	45	61,032.43	37	9,496.97	98	216,471.43
June	2	6,920.70	9	103,044.90	47	58,085.26	36	8,091.99	94	176,142.85
July	2	9,177.96	11	124,972.26	46	56,444.51	38	8,890.45	97	199,485.18
August	4	10,638.09	11	134,192.39	47	54,014.26	43	9,658.20	105	208,502.94
September										
October										
November										
December										
Total 2018	37	182,523.15	84	953,079.13	357	415,474.54	307	72,508.56	788	1,623,585.38
Average 2018	4.6	22,815.39	10.5	119,134.89	44.6	51,934.32	38.4	9,063.57	98.5	202,948.17
Total 2017	81	388,532.97	121	1,244,529.42	482	570,425.12	482	110,900.56	1166	2,314,388.07
Average 2017	6.7	32,377.75	10.1	103,710.78	40.2	47,535.43	40.2	9,241.71	97.2	192,865.66

Number of placements are duplicated month-to-month.

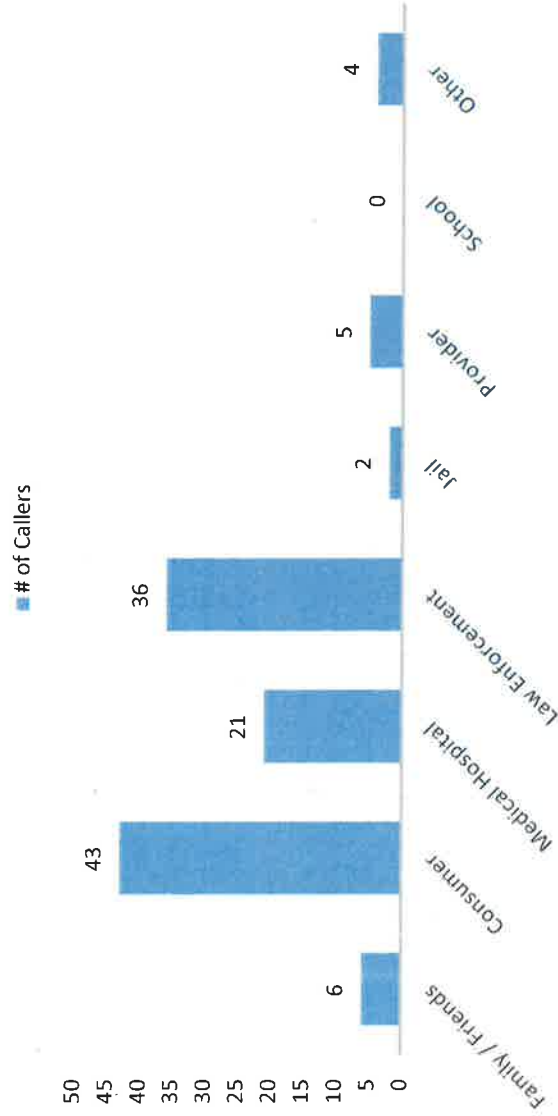


Dodge County
Data Report for August 1, 2018 to August 31, 2018

Total Calls— 117
Total Minors: 9
Total Adults: 106
Total Age Unknown: 2
Mobile Sent— 4
AODA related contacts— 19
Dementia Related contacts - 2

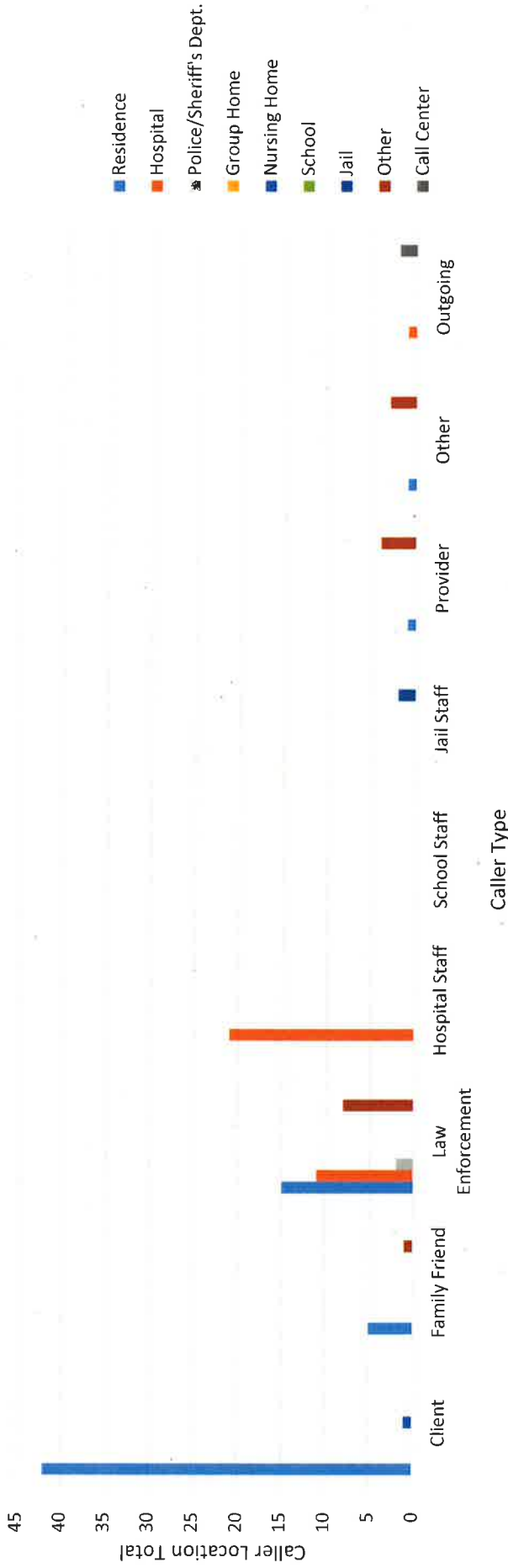
Caller	Total	Percent
Family / Friends	6	5.13%
Consumer	43	36.75%
Medical Hospital	21	17.95%
Law Enforcement	36	30.77%
Jail	2	1.71%
Provider	5	4.27%
School	0	0.00%
Other	4	3.42%
Totals	117	100%

of Callers August 1 - August 31, 2018



Stabilization Calls (incoming and outgoing): 12

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



	Residence	Hospital	Police / Sheriff's Dept.	Group Home	Nursing Home	School	Jail	Other	Call Center	Totals	Percentage
Client	42	0	0	0	1	0	0	0	0	43	36.75%
Family Friend	5	0	0	0	0	0	0	1	0	6	5.13%
Law Enforcement	15	11	2	0	0	0	0	8	0	36	30.77%
Hospital Staff	0	21	0	0	0	0	0	0	0	21	17.95%
School Staff	0	0	0	0	0	0	0	0	0	0	0.00%
Jail Staff	0	0	0	0	0	0	2	0	0	2	1.71%
Provider	1	0	0	0	0	0	0	4	0	5	4.27%
Other	1	0	0	0	0	0	0	3	0	4	3.42%
Outgoing	0	0	0	0	0	0	0	0	0	0	0.00%
Totals	64	32	2	0	1	0	2	16	0	117	100%

NORTHWEST COUNSELING AND GUIDANCE CLINIC

PO Box 309
Siren, WI 54872

Dodge County Human Service & Health Department
Henry Dodge Office Building
199 County Rd DF 3rd Floor
Juneau, WI 53039

9/6/2018

Enclosed please find the **AUGUST** monthly billings for the following services from NWCGC:

Training/Supervision-1140	\$441.75
Mobile Service Usage-1171	\$374.10
Mobile Service Mileage-1172	\$34.30
Mobile Service Expense-1173	\$0.00
Phone Flat Rate- 1160	\$5,488.00
Mobile Flat Rate- 1170	\$1,960.75

TOTAL DUE **\$8,298.90**

If you have any questions, please call 715-349-7069.

Thank you,

Cortney H.
Out-Patient/County Billing Coordinator
Northwest Counseling & Guidance Clinic



Dodge County, Wisconsin
Finance Department
Unbudgeted/Excess Revenue Appropriation
Revenue and Expenditure Adjustment Form

Doc = BX
Ledger = BA

Effective January 1st, 2016

Date: 9/7/18

Department: Human Services & Health Department

Budget Year: 2018

Description of Adjustment:

Department of Health Services has issued a modification and is moving the remaining funds for 2017 to the 2018 contract year. When the 2018 budget was created this was unknown at the time.

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

Budget Adjustment

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5040	4235	560203	Dementia Innovation	-22,477
5040	5332		Automobile Allowance	2,000
5040	5399		Advertising	15,477
5040	5499		Cost Allocations	5,000

Note the total Budget Adjustment must balance

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
 Signature _____ Date: _____

Finance Committee Chairman
 Signature _____ Date: _____



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

Doc = BX
Ledger = BA

Date: 9/24/18

Department: Human Services & Health Department

Budget Year:

Description of Adjustment:

The Department of Children and Families has determined the amount of funds for the Kinship Care Program for 2018. The funding is less than originally budgeted for. This budget amendment is to update the 2018 budget.

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

Increase to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount

Decrease to Budget

Business Unit Number	Account Object Number	Subsidiary Number	Account Title	Amount
5028	4235	377	Kinship Care	12,515
5028	5793		Client Benefits	-12,515

Note the increases must balance with the decreases

Department Head Signature _____ Date: _____

County Administrator Signature _____ Date: _____

Committee of Jurisdiction Chairman
Signature _____ Date: _____

Finance Committee Chairman
Signature _____ Date: _____