

**LONG TERM SUPPORT COMMITTEE MEETING  
TUESDAY, JULY 3, 2012 -- 1:00 P.M.**



**ROCK COUNTY JOB CENTER  
1900 CENTER AVENUE  
ROOM D/E  
JANESVILLE, WI 53546**

**AGENDA**

1. Call to Order and Welcome
2. Approval of Agenda
3. Approval of Minutes of May 1, 2012 Meeting\*
4. Citizen Participation
5. Financial/Statistical Information:
  - A. Human Services\*
    - a. LTS Updates & Budget Status
    - b. CLTS Waiver Program
  - B. Developmental Disabilities\*
6. Old Business:
  - A. ADRC Update
  - B. Success stories
7. New Business
  - A. Approval of Amended Cost Share Policy
8. Committee Member Comments
9. Next Meeting dates –  
September 4  
November 6
10. Adjourn

\* Denotes Attachment

Committee Members unable to attend, please contact Jennifer Thompson (Rock County LTS) at 741-3684

Long Term Support Update

1) LTS Staff:

-Jacob Dunn resigned from LTS May 29, 2012 and Yvonne Campbell will retire on June 29, 2012. Ms. Campbell has worked for the county for over 30 years. Both positions are on hold to fill until the county decides when it will open the ADRC.

-Effective July 9, 2012, there will be a new phone/intake worker, Diane Jones. Ms. Jones has assisted LTS on a limited-term basis in the past and is familiar with this position and the division as a whole.

2) The first LTS update has been submitted to County Administration for the County Board updates page.

3) Due to the waitlist status, LTS staff continue to tap into the COP High Cost funds for purchases over \$1000. YTD we have received approval for funding for 9 clients.

4) Cases with Funding

Program	Total Individuals Served 2012	Number Currently Open 6/20/12	Average Daily Census 4/2012	CBRF % as of 4/30/12	Waiting List as of 6/20/12
COP Assessments	134	NA	NA	NA	NA
COP Plans	111	NA	NA	NA	NA
COP Services	128	109	106	60%	44
COP-W	148	133	133	38.1%	136
CIP-II	302	273	265	33.2%	
NH Diversion	6	5	NA	NA	NA
CRI	17	15	NA	NA	4
AFCSP	24	12	NA	NA	10
BCA/Tax Levy	37	23	NA	NA	42

4) Significant Proportion report (5/31/12):

	<u>Required</u>	<u>Actual</u>
Mentally Ill	6.6%	20.5 %
Physically Disabled	6.6%	21.8 %
Elderly	57%	57.6 %

Key:

COP= Community Options Program (100% State General Purpose Revenues)

COP-W = Community Options Program – Waiver (Medical Assistance Waiver program using State GPR to draw down Federal Revenues, unlimited slots as long as you have State or local match)

CIP-II = Community Integration Program (Medical Assistance Waiver program using State GPR to draw down Federal Revenues)

NHD = Nursing Home Diversion Program (Medical Assistance Waiver program using State GPR to draw down Federal Revenues- specifically for those in imminent risk of moving to an institution.)

CRI = Community Relocation Initiative (Medical Assistance Waiver program using State GPR to draw down Federal Revenues- specifically to move individuals out of nursing homes.)

AFCSP= Alzheimer's Family Caregiver Support Program (100% State Revenues, local annual cap of \$2,000 per person)

BCA/Tax Levy = Basic County Allocation and Tax Levy to designate services that are eligible for limited BCA and interchangeable with tax levy used for match and overmatch.

Prepared by Jennifer Thompson 6/20/12

ROCK COUNTY HUMAN SERVICES DEPARTMENT  
LONG TERM SUPPORT BUDGET STATUS REPORT

01/01/12 - 4/30/12

LTS PURCHASED

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Supportive Home Care	10,013	8,973	18,986
Housing/Energy Assistance	0	448	448
Adaptive Equipment	624	438	1,062
Adult Family Home	1,054	4,916	5,970
Home Delivered Meals	424	424	848
Community Based Residential		5,386	5,386
<b>TOTAL LTS</b>	<b>12,115</b>	<b>20,585</b>	<b>32,700</b>

Alzheimers Family Caregiver

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	0	4,975	4,975
Respite	0	2,028	2,028
Supportive Home Care	4,763	0	4,763
Spec. Transportation	0	342	342
Outreach	0	807	807
Community Based Residential Facility	0	20,000	20,000
<b>TOTAL Alzheimers Family Caregiver</b>	<b>4,763</b>	<b>28,152</b>	<b>32,915</b>

Community Relocation Initiative (CRI)

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	0	935	935
Supportive Home Care	0	8,974	8,974
Spec. Transportation	0	37	37
Adaptive Equipment	0	8,346	8,346
Community Based Residential Facility	6,281	98,595	104,876
<b>TOTAL CRI</b>	<b>6,281</b>	<b>116,887</b>	<b>123,168</b>

**Nursing Home Diversion (NHD)**

Respite  
 Supportive Home Care  
 Home Delivered Meals  
 Community Based Residential Facility  
**TOTAL NHD**

PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
0	7,052	7,052
1,067	2,644	3,711
664	0	664
0	2,080	2,080
<b>1,731</b>	<b>11,776</b>	<b>13,507</b>

**Community Options Program (COP)**

Adult Day Care  
 Supportive Home Care  
 Housing/Energy Assistance  
 Specialized Transportation  
 Prevocational Services  
 Adaptive Equipment  
 Adult Family Home  
 Home Delivered Meals  
 Recreation/Alternative Activities  
 Community Based Residential Facility  
 Supported Employment  
**TOTAL COP**

MENTAL HEALTH	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
6,535	0	0	6,535
10,645	258	652	11,555
10,801	603	85	11,489
3,302	0	0	3,302
0	4,732	0	4,732
251	0	0	251
66,140	344	1,489	67,973
1,764	144	20	1,928
295	50	0	345
144,633	10,188	62,632	217,453
4,608	6,999	0	11,607
<b>248,974</b>	<b>23,318</b>	<b>64,878</b>	<b>337,170</b>

**COP WAIVER**

Adult Day Care  
Respite Care  
Supportive Home Care  
Specialized Transportation  
Adaptive Equipment  
Adult Family Homes  
Home Delivered Meals  
Community Based Residential  
Counseling/Therapeutic Resources  
Financial Management Services  
**TOTAL COP WAIVER**

PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
4,675	18,345	23,020
4,039	1,566	5,605
202,053	150,566	352,619
838	2,860	3,698
30,943	6,985	37,928
9,320	38,793	48,113
18,704	19,348	38,052
13,623	297,437	311,060
410	0	410
240	861	1,101
<b>284,845</b>	<b>536,761</b>	<b>821,606</b>

**CIP-II**

Adult Day Care  
Respite  
Supportive Home Care  
Specialized Transportation  
Adaptive Equipment  
Adult Family Home  
Home Delivered Meals  
Community Based Residential Facility  
Counseling/therapeutic Resource  
Financial Management Services  
Day Center Services  
**TOTAL CIP-II**

PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
16,520	15,350	31,870
12,707	10,518	23,225
271,992	278,508	550,500
3,653	1,493	5,146
36,389	33,106	69,495
36,570	84,119	120,689
40,575	51,258	91,833
85,955	399,838	485,793
4,420	820	5,240
1,300	432	1,732
2,965	0	2,965
<b>513,046</b>	<b>875,442</b>	<b>1,388,488</b>

SUMMARY

	ANNUAL BUDGET	MENTAL HEALTH	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	ALL TG'S	YTD BUDGET	VARIANCE
BCA PURCHASED	135,000		12,115	20,585	32,700	45,000	12,300
<b>TOTAL BCATA/TAX LEVY</b>	<b>135,000</b>	<b>0</b>	<b>12,115</b>	<b>20,585</b>	<b>32,700</b>	<b>45,000</b>	<b>12,300</b>
COP	985,925	248,974	23,318	64,878	337,170	328,642	(8,528)
COP CASE MANAGEMENT	8,991				89	2,997	2,908
COP PROVIDED ASSES/PLANS	77,765				25,922	25,922	(0)
COP ADMINISTRATION	74,886				24,962	24,962	0
<b>TOTAL COP</b>	<b>1,147,567</b>	<b>248,974</b>	<b>23,318</b>	<b>64,878</b>	<b>388,143</b>	<b>382,522</b>	<b>(5,621)</b>
COP-WAIVER	2,287,970		284,845	536,761	821,606	762,657	(58,949)
COP-WAIVER CASE MANAGEMENT	428,571				159,740	142,857	(16,883)
COP-WAIVER ADMINISTRATION	204,471				66,027	68,157	2,130
<b>TOTAL COP-WAIVER</b>	<b>2,921,012</b>	<b>0</b>	<b>284,845</b>	<b>536,761</b>	<b>1,047,373</b>	<b>973,671</b>	<b>(73,702)</b>
CIP-II	4,729,390		513,046	875,442	1,388,488	1,576,463	187,975
CIP-II CASE MANAGEMENT	992,340				355,677	330,780	(24,897)
CIP-II ADMINISTRATION	430,668				119,657	143,556	23,899
<b>TOTAL CIP-II</b>	<b>6,152,398</b>	<b>0</b>	<b>513,046</b>	<b>875,442</b>	<b>1,863,822</b>	<b>2,050,799</b>	<b>186,977</b>
ALZHEIMER'S	58,040	0	4,763	28,152	32,975	19,347	(13,628)
ALZHEIMER'S CASE MANAGEMENT	14,140		0	0	3,535	4,713	1,178
<b>GRAND TOTAL PURCHASED</b>	<b>10,428,157</b>						

**ROCK COUNTY HUMAN SERVICES DEPARTMENT**  
**LONG TERM SUPPORT PROGRAM WAITING LISTS**  
 June 25, 2012

Program	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
AFCSP2010	19	19	18	18	19	18	14	14	15	15	15	17	17
AFCSP2011	18	18	14	12	9	8	9	9	8	10	12	12	12
AFCSP2012	13	12	13	10	11	9							11
BCA2010	50	52	51	50	50	47	48	49	46	45	48	47	49
BCA 2011	47	46	45	44	45	46	46	46	43	42	40	42	44
BCA 2012	43	42	43	41	41	42							42
COP2010	65	67	70	67	51	53	32	36	35	40	44	45	50
COP2011	39	36	35	33	33	31	33	41	40	41	46	47	38
COP2012	41	40	45	44	45	48							44
WAIVER2010	144	153	126	125	87	80	52	57	33	30	35	32	80
WAIVER2011	30	29	28	29	26	25	23	17	17	27	22	26	25
WAIVER2012	37	34	57	77	123	144							79
TOTUNDUP2010	266	278	254	249	194	186	136	147	122	122	134	131	185
TOTUNDUP2011	123	121	117	112	113	106	108	112	108	117	118	124	115
TOTUNDUP2012	131	125	154	71	203	226							152

cc: Jennifer Thompson  
 Steve Hare  
 Jennifer Anselmi  
 LTS Committee

## Employee Retirement

Yvonne Campbell – Human Services – June 29, 2012

Mary Frat – Rock Haven – July 6, 2012

Judy Remer – Rock Haven – July 6, 2012

Debra Sather – Developmental Disabilities – July 13, 2012

Dave Sleeter – 911 Communications Center – July 15, 2012

Note: When you fill out the white, half sheet per diem please leave the bottom line open for the County Board Chair to sign off on. If you need the Committee Chair to sign off on a per diem, have them initial after your name or on the line for attending meeting lasting longer than 4 hours. New per diem sheets will be available for you shortly.

Any Supervisor who finds himself/herself near the Courthouse on a Friday around 2:00 P.M. may stop in and pick up their weekly packet.

The Human Services-Long Term Support (LTS) division has received nine COP High Cost Funding awards in the last 6 months. These awards equate to over \$52,000 in additional funds for frail elders and physically disabled individuals in the community. Due to the lengthy wait list for current funds, LTS staff have pursued these additional dollars so that individuals do not have to wait for needed items or modifications. Awards have been granted for ramps, vehicle modifications, an electric wheelchair, a stair lift, and a bathroom remodel. LTS staff have done an excellent job submitting these requests on behalf of their clients; thereby obtaining necessary services that they would otherwise have to wait for.



Happy Birthday this month to Supervisors

June  
Bostwick - 6/28





ROCK COUNTY, WISCONSIN



Developmental Disabilities Board  
P.O. Box 2133  
Janesville, WI 53547-2133  
(608)757-5050  
Fax (608)758-8482

TO: Members of the Rock County Long Term Support Committee  
FROM: John Hanewall, Director  
Rock County Developmental Disabilities Board  
DATE: June 21, 2012  
RE: April 2012 COP Expenditures

The following are the COP expenditures and data as of April 2012:

CIP 1A/COP Match 2012 Budget		CIP 1B/COP Match 2012 Budget		COP 2012 Budget Amount
\$107,700	+	\$730,667	=	\$838,367

CIP 1A/COP Match as of April 2012: \$23,773  
Number of Consumers being served in CIP 1A/COP: 3

CIP 1B/COP Match as of April 2012: \$204,496  
Number of Consumers being served in CIP 1B/COP: 40

**Waiting List:**

Currently, there are **283** consumers on the COP waiting list. This reflects a decrease of 7 consumers from April 20, 2012.

Prepared by: Joanne Jones-Financial Supervisor  
Rock County DD Board

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
POLICY AND PROCEDURE MANUAL**

SECTION: 600 LONG TERM SUPPORT  
SUBJECT:  
TITLE: Cost Share Cases

POLICY/PROCEDURE NO. 601

1) Whenever a Long Term Support case involves a "Cost Share," and the client's portion of the cost share is being paid to a ~~Supportive Home Care Contractor, it is necessary to complete the Supportive Home Care/Chore Agreement (LTS-001) in such a way to clearly indicate the dollar amount that will be the client's responsibility. one of their contract providers, the following must be completed:~~

- Complete the **Rock County Human Services Department** Social Service Automatic Payment Authorization (LTS-011) in the following manner: by indicating the dollar amount—less the cost share.

In the "Amount" space . . . The total amount of the service package based on a five-week month minus the client's cost share.

- Send an email to the supervisor indicating the client name, the amount of cost share, and when it will begin.
- If the cost share is being sent directly to the Supportive Home Care agency, cComplete the Supportive Home Care Agreement by indicating:

The complete package of services being provided by the provider agency.

The complete work schedule of the package of services. Also indicate in this section the total dollar amount of the client's cost share. This statement will give documentation in writing to the client, the provider, as well as for our own files of the client's dollar obligation.

2) When the Department is going to be billing the client directly, the worker needs to complete the Human Services LTS Cost Share Billing Authorization (LTS-030).

- Indicate whether this authorization is an initial submission, a change or stop billing. Complete the name, address, effective date and amount of the monthly cost share. Check the appropriate program box and sign.
- When completed, send to the LTS account clerk and a copy to the LTS Division Manager. Accounting will bill the client the month after the month of service.
- Send an email to the supervisor indicating the client name, the amount of cost share, and when it will begin

At a minimum, every three months monitor and document in the participants file that monthly cost share payments have been paid. Participants may lose program eligibility if the cost share payment is not kept current. If the client misses a payment one month, the worker must have a conversation with the client explaining the cost share payment requirement as well as discussing their ability to pay—as there may be medical/remedial changes. The cost share must be paid in full the following month; if not, the worker must initiate closing Waiver services. The client can request a "payment plan" to catch up, however this must be approved by the supervisor and the entire cost share must be paid by the end of that calendar year.