

State of Wisconsin

SENATE CHAIR
Alberta Darling

317 East, State Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-5830



ASSEMBLY CHAIR
John Nygren

309 East, State Capitol
P.O. Box 8593
Madison, WI 53708-8953
Phone: (608) 266-2343

Joint Committee on Finance

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Alberta Darling
Representative John Nygren

Date: October 7, 2015

Re: s. 16.515/16.505(2), Stats. Request

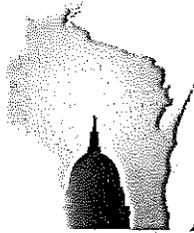
Attached is a copy of a request from the Department of Administration, received October 7, 2015, pursuant to s. 16.515/16.505(2), Stats., on behalf of the Department of Veterans Affairs.

Please review the material and notify **Senator Darling** or **Representative Nygren** no later than **Monday, October 26, 2015**, if you have any concerns about the request or if you would like the Committee to meet formally to consider it.

Also, please contact us if you need further information.

Attachments

AD:JN:jm



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

SCOTT A. NEITZEL
SECRETARY

Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842

Date: October 7, 2015

To: The Honorable Alberta Darling, Co-Chair
Joint Committee on Finance

The Honorable John Nygren, Co-Chair
Joint Committee on Finance

From: Scott A. Neitzel, Secretary
Department of Administration

RECEIVED
OCT 07 2015

St. Finance

Subject: s. 16.515/16.505(2) Request(s)

Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2015-16</u>		<u>2016-17</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DVA 20.485(6)(k)	Funds received from other state agencies		8.0*		8.0*

* Project positions ending 9/29/2017.

As provided in s. 16.505(2), the request(s) will be approved on October 28, 2015, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Kirsten Grinde at 266-1353, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

Date: October 2, 2015
To: Michael Heifetz
From: Christopher McElgunn
Subject: Section 16.505 Request

Attached is a s. 16.505 request analysis for your approval and processing. Listed below is a summary of each item:

DOA RECOMMENDATION:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2015-16</u>		<u>2016-17</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DVA 20.485(6)(k)	Funds received from other state agencies		8.0*		8.0*

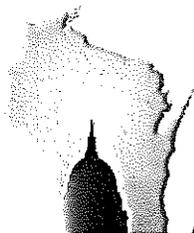
* Project position ending 09/29/17.

AGENCY REQUEST:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2015-16</u>		<u>2016-17</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DVA 20.485(6)(k)	Funds received from other state agencies		8.0*		8.0*

* Project position ending 09/29/17.

MH APPROVAL 10-05-15 (FORWARD TO MARY HAMELE)



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

SCOTT A. NEITZEL
SECRETARY

Office of the Secretary
Post Office Box 7864
Madison, WI 53707-7864
Voice (608) 266-1741
Fax (608) 267-3842

Date: October 2, 2015

To: Scott A. Neitzel, Secretary
Department of Administration

From: Christopher McElgunn
Executive Policy and Budget Analyst

Subject: Request under s. 16.505 from the Department of Veterans Affairs for the creation of program revenue-funded positions.

Request:

The Department of Veterans Affairs requests the creation of 8.0 FTE program revenue positions to meet requirements of the Veterans Outreach and Recovery Program grant. Position authority is requested through September 29, 2017.

Revenue Source for Appropriation:

The positions would be funded from the department's funds received from other state agencies appropriation under s. 20.485(6)(k). The revenue source for the positions is two federal grants awarded to the Department of Health Services. The Department of Veterans Affairs partnered with the Department of Health Services in submitting the grant applications and is an identified subgrantee. Funds will be received through an interagency agreement and will provide sufficient funding to support the requested positions and all related expenses. The appropriation under s. 20.485(6)(k) is a program revenue-service, continuing, all moneys received appropriation, and any expenditure authority adjustments will be handled administratively.

Background:

The Department of Health Services has collaborated with the Department of Veterans Affairs to create the Veterans Outreach and Recovery Program. This comprehensive coordinated outreach, treatment and recovery support program, for veterans who are homeless and have a behavioral health disorder, will supplement existing treatment and homeless programs in northern Wisconsin. Northern Wisconsin includes the majority (62 percent) of Wisconsin's homeless veteran population, estimated in 2014 to number 760 veterans. Among these veterans, it is estimated 50 percent will have a mental health need and 70 percent will have substance abuse issues.

Scott A. Neitzel, Secretary

Page 2

October 2, 2015

The Department of Health Services has received two grant awards from the Substance Abuse and Mental Health Services Administration to support the Veterans Outreach and Recovery Program. The initial grant will run from October 2014 through September 2017. The second grant will run from October 2015 through September 2017 and will serve to enhance the availability of provided services by expanding coverage to additional counties. The combined grant awards total \$2.4 million in federal funding.

The four defined program goals are:

- Establish a network that makes treatment options more accessible to veterans;
- Identify homeless veterans and define gaps in treatment;
- Provide information on housing and behavioral health treatment services to all homeless veterans contacted; and
- Ensure 90 percent of the enrolled participants are connected to housing and/or behavioral health services at follow-up.

The Veterans Outreach and Recovery Program utilizes a coordinated, community resource-based, approach to address the needs of homeless veterans with behavioral health needs in a large rural and underserved part of the state. A local contact, who is a veteran, will be established as a human services program coordinator, in each of the identified northern regions where veterans have difficulties accessing adequate housing and treatment. The human services program coordinators will work with a veterans program specialist to establish key local contacts including county homeless, behavioral health and veterans groups to encourage referrals of veterans to be screened for potential enrollment in the program. Supported by a Department of Health Services clinical coordinator, the human services program coordinators will then engage with homeless veterans to ensure they have stable housing and connect them to proper treatment. Once treatment is established, the coordinators will follow up to verify that treatment for each veteran is continual and effective, providing the appropriate recovery supports to be successful.

Annually, the positions will make approximately 229 outreach, screening and referral contacts, and provide recovery support to an estimated 75 Veterans Outreach and Recovery Program enrolled veterans. Over its course, the program will provide outreach to approximately 687 consumers and enroll an estimated 151 consumers in comprehensive recovery supports and treatment.

Analysis:

As a partner with the Department of Health Services, the Department of Veterans Affairs will administer the program and will assume responsibility for directly supporting the Veterans Outreach and Recovery Program grant objectives.

Through an interagency agreement, the Department of Veterans Affairs will be specifically accountable for:

- Hiring six human services program coordinators to provide case management and establish local contacts in the northern regions to encourage referrals of veterans to be screened for behavioral health needs and enrolled in the program;
- Hiring an operations program associate to provide recordkeeping, communication and administrative assistance to program staff;
- Hiring a veterans program specialist to increase access to mainstream Social Security Administration benefit programs for eligible adults who are homeless or at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder; in addition, this position will facilitate collaboration among key state and local stakeholders, oversee data analysis, assist in program development and coordinate with human services program coordinators to provide essential services to enrolled veterans; and
- Collecting and entering data into the state's Homeless Management Information System, and evaluating this information as it relates to the three main program goals.

This request is for position authority to hire human services program coordinators, an operations program associate and a veterans program specialist to provide services and oversee the Department of Veterans Affairs' grant obligations. Creation of these project positions will fulfill the requirements of the federal grant received by the Department of Health Services. If the request is denied, the Department of Veterans Affairs will be unable to complete its grant obligations, thus denying veterans of needed services.

Recommendation:

Approve the request. The Veterans Outreach and Recovery Program is a progressive collaboration between state agencies that will enhance the availability of mental health and substance abuse assistance for veterans in a rural part of the state, where access to services is a significant challenge.

Date: July 17, 2015
To: Michael Heifetz, State Budget Director
From: James Parker, Administrator, Office of Budget, Finance and Facilities
Subject: s. 16.505 Request for increased project position authority in s. 20.485 (6)(k) Funds Received from Other State Agencies.

Request:

Under the provision of s.16.505, the Wisconsin Department of Veterans Affairs (WDVA) is requesting creation and approval of 3.0 FTE Program Revenue, three-year project positions and 5.0 FTE Program Revenue, two-year project positions.

Approval of these positions and expenditure authority will support two Federally Funded grants awarded to the Wisconsin Department of Health Services (WDHS) for Outreach and Recovery activities in the area of mental health illness and substance use disorders to veterans. The WDHS will act as the "pass through agency" to the WDVA for both the Veterans Grants and to provide some oversight. The program will be administered by the WDVA and the positions will be directly supervised by the WDVA Bureau Director for Veterans Programs and Services.

Program Background:

The WDHS in collaboration with the WDVA, were awarded a 3-year grant for \$1.2 million and a 2-year enhancement grant (which enables WDVA to expand its coverage to an additional 3 counties) for an additional \$1.2 million from the United States Department of Health and Human Services to establish Outreach and Recovery Services for veterans located in the northern regions of Wisconsin. The 8.0 FTE requested positions will conduct outreach efforts for chronically homeless rural area veterans by connecting them with mental health and substance abuse services. Services may also include stable housing, employment assistance, medical and treatment services and follow-up.

The WDHS has already received approval for 0.6 FTE for a Clinical Coordinator position through a s.16.54 request in December 2014. In a separate request they will ask for approval for an additional 0.4 that is connected with the enhancement grant. The 1.0 Clinical Coordinator position will be housed at the WDHS. The position will provide ongoing mentoring, technical assistance, support and clinical oversight to the outreach and recovery specialists. Another role of the clinical coordinator is the development and implementation of a training program for the assistance of the outreach and recovery specialists. The position will also be responsible for facilitating connections to treatment when barriers occur.

If you have any questions or need additional information please contact me at 608-266-1843. Thank you for your prompt assistance with this matter.

CC: Mike Trepanier
Kathy Marschman
Kenneth Grant
Jana Steinmetz

Attachments:
Grant Contract Award #1H79SM061659-01
Grant Contract Award #1H79SM062433-01
Position Descriptions



CABHI-States
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Grant Number: 1H79SM061658-01
FAIN: SM061658

Program Director:
Kay Cram

Project Title: Wisconsin Veterans Outreach and Recovery Program

Grantee Address	Business Address
WISCONSIN DEPARTMENT OF HEALTH SERVICES 1 West Wilson St. Room 851 Madison, WI 537033445	Wisconsin Department of Health Services Director 1 West Wilson St. Room 850 Madison, WI 537077851

Budget Period: 09/30/2014 – 09/29/2017
Project Period: 09/30/2014 – 09/29/2017

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,200,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to WISCONSIN DEPARTMENT OF HEALTH SERVICES in support of the above referenced project. This award is pursuant to the authority of Sections 509 and 520A of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez
Grants Management Officer
Division of Grants Management

See additional information below

Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW,
Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79SM061658-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:
Additional Costs

SECTION IV – SM Special Terms and Conditions – 1H79SM061658-01

REMARKS:

This award reflects approval of the budget submitted on April 14, 2014 as part of the application.

SPECIAL TERMS OF AWARD:

1. This award reflects multi-year funding for a total of three 12 month incremental periods within a three year/36 month project period in the amount of \$1,200,000. The first 12 month period, the grantee organization may expend \$400,000.

Funding for each of the subsequent 12 month period(s) are restricted and the grantee organization may not expend more than \$400,000 during that time as follows:

9/30/2014 - 9/29/2015: \$400,000

9/30/2015 - 9/29/2016: \$400,000

9/30/2016 - 9/29/2017: \$400,000

2. This award reflects joint funding from SAMHSA's Center for Substance Abuse Treatment (CSAT) and Center for Mental Health Services (CMHS). Although CSAT and CMHS funds are jointly funding a spectrum of infrastructure, treatment and recovery support services, each source of funding must be separately accounted for in a formal accounting system.

Based on the type of funding received:

CSAT and CMHS funds may be used for infrastructure development, evaluation, screening and assessment, and treatment and recovery support of individuals diagnosed with **co-occurring substance use and mental disorders**.

- o Only CMHS funds can be used to pay for treatment and recovery support services for individuals who have a serious mental illness.
- o Only CSAT funds can be used to pay for treatment and recovery support services for individuals who have a substance use disorder.

Grantees may use:

DISPARITY IMPACT STATEMENT (DIS):

By November 30, 2014, you must:

Submit an electronic copy of a disparity impact statement to the Government Project Officer (GPO) and Grants Management Specialist (GMS) as identified under Contacts on this notice of award. The disparity impact statement should be consistent with information in your application regarding access, *service use and outcomes for the program and include three components as described below. Questions about the disparity impact statement should be directed to your GPO. Examples of disparity impact statements can be found on the SAMHSA website at <http://beta.samhsa.gov/grants/grants-management/disparity-impact-statement>.

*Service use is inclusive of treatment services, prevention services as well as outreach, engagement, training and/or technical assistance activities.

The disparity impact statement, in response to the Special Condition of Award, consists of three components:

1. Proposed number of individuals to be served by subpopulations in the grant implementation area should be provided in a table that covers the entire grant period. The disparate population(s) should be identified in a narrative that includes a description of the population and rationale for how the determination was made.
2. A quality improvement plan for how you will use your program (GPRA) data on access, use and outcomes to monitor and manage program outcomes by race, ethnicity and LGBT status, when possible. The quality improvement plan should include strategies for how processes and/or programmatic adjustments will support efforts to reduce disparities for the identified sub-populations.
3. The quality improvement plan should include methods for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:
 - a. Diverse cultural health beliefs and practices;
 - b. Preferred languages; and
 - c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

REVISED BUDGET:

By October 31 2014, you must:

Grantee must plan to send a minimum of two people including the project director and evaluator to a grantee meeting in Year 2 of the grant project.

STANDARD TERMS OF AWARD:

<http://beta.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions> (**Cooperative Agreement**)

Key Staff are listed below:

Kay Cram, Project Director @ 5% level of effort

REPORTING REQUIREMENTS:



CABHI-States-Enhancement
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Mental Health Services

Grant Number: 1H79SM062433-01
FAIN: SM062433

Program Director:
Kay Cram

Project Title: Wisconsin Veterans Outreach and Recovery Program (VORP)

Grantee Address	Business Address
WISCONSIN DEPARTMENT OF HEALTH SERVICES Department of Health Services 1 W. Wilson Street Room 850 Madison, WI 537033445	Director Division of MH and SA Services 1 W. Wilson St. Room 850 Madison, WI 537077851

Budget Period: 09/30/2015 – 09/29/2016
Project Period: 09/30/2015 – 09/29/2017

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$600,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to WISCONSIN DEPARTMENT OF HEALTH SERVICES in support of the above referenced project. This award is pursuant to the authority of Section 509 & 520A of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,

Eileen Bermudez
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 1H79SM062433-01

Award Calculation (U.S. Dollars)

Salaries and Wages	\$24,000
Fringe Benefits	\$10,841
Personnel Costs (Subtotal)	\$34,841
Supplies	\$3,660
Consortium/Contractual Cost	\$544,772
Travel Costs	\$14,862
Other	\$677
Direct Cost	\$598,812
Indirect Cost	\$1,188
Approved Budget	\$600,000
Federal Share	\$600,000
Cumulative Prior Awards for this Budget Period	\$0
AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$600,000

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$600,000
2	\$600,000

*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.243
 EIN: 1396006469C4
 Document Number: 15SM62433A
 Fiscal Year: 2015

IC	CAN	Amount
SM	C96J340	\$306,000
TI	C96N528	\$294,000

IC	CAN	2015	2016
SM	C96J340	\$306,000	\$600,000
TI	C96N528	\$294,000	

SM Administrative Data:

PCC: CABHI-ST / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM062433-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning

fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79SM062433-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income: Additional Costs

SECTION IV – SM Special Terms and Conditions – 1H79SM062433-01

REMARKS:

As a reminder all SAMHSA official notifications will be electronically mailed to your organization's Business Official address as identified in the HHS Checklist, Part C.

This award reflects approval of the budget submitted on April 8, 2015 as part of the application.

SPECIAL TERM(s) of AWARD:

DOMA

On June 26, 2013, in United States v. Windsor, the Supreme Court held that section 3 of the Defense of Marriage Act (DOMA), which prohibited federal recognition of same-sex spouses/marriages, was unconstitutional. As a result of that decision, SAMHSA is no longer prohibited from recognizing same sex marriages. Consistent with HHS policy and the purposes of SAMHSA programs, same-sex spouses/marriages are to be recognized in the CABHI-States-Enhancement grant program. This means that, as a recipient of SAMHSA funding CABHI-States-Enhancement grant program, you are required to treat as valid the marriages of same-sex couples whose marriage was legal when entered into. This applies regardless of whether the couple now lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage. Any same-sex marriage legally entered into in one of the 50 states, the District of Columbia, a U.S. territory or a foreign country will be recognized. However, this does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under state law as something other than a marriage.

Disparity Impact Statement (DIS)

By November 30, 2015, you must:

Submit an electronic copy of a disparity impact statement to the Government Project Officer (GPO) and Grants Management Specialist (GMS) as identified under Contacts on this notice of award. The disparity impact statement should be consistent with information in your application

- Only CMHS funds can be used to pay for mental health treatment and recovery support services for individuals who have only a serious mental illness.
 - Only CSAT funds can be used to pay for treatment and recovery support services for individuals who have only a substance use disorder.
- Grantees may use:
 - **up to 25% of the total grant award (which may consists of both CSAT and CMHS funds)** for infrastructure development/improvements at the state level; **up to 20% of this amount** may be used for data collection and performance measurement, and performance assessment

2. When completing the Federal Financial Reports (FFR/SF-425) in the Remarks Section (box #12), the grantee must **track and report the use of funds separately** based on the expenditures reported in their formal accounting system.

SPECIAL CONDITIONS OF AWARD:

MARGINAL OR INADEQUATE

By October 30, 2015, you must:

Submit the requested information electronically to the grants management specialist and government project officer:

The application submitted received a marginal rating for Section A: Progress to Date and Section C: Implementation Plan and Staffing.

For Section A: Progress to Date, reviewers noted the applicant organization only discusses progress in infrastructure development. It primarily focuses on obstacles it has encountered in implementing the project.

For Section C: Implementation Plan and Staffing, reviewers noted the applicant organization presents a plan for implementation that is heavily reliant upon state legislation being passed. There is no discussion of the potential for this legislation being passed or a timeline for its passing, and no alternative plan is presented for what would occur if it does not pass. The applicant organization does not specifically discuss the role of the Supported Employment Specialist. In addition, it does not provide substantive detail about how it will build upon its statewide plan to ensure sustained partnerships across public health and housing systems that will result in short- and long-term strategies to support the population of focus. Furthermore, it does not provide sufficient information on how it will ensure that any efforts to enhance or expand outreach, behavioral health treatment and case management provided by the project meet the required activities specified in the RFA. It also does not clearly describe the availability of permanent housing for the individuals enrolled as a result of this project or how it will increase access to recovery support services. It does not explicitly describe how new and/or improved existing policies will be developed to create a seamless coordination and delivery of services across multiple systems. Finally, the applicant organization does not address how it will increase the number of staff trained on medical documentation needs for individuals seeking mainstream benefits.

To ensure the grantee meets acceptable standards for these sections, you must submit the following information:

Section A: Progress to Date

VORP & VORP ENHANCEMENT GRANT

WDVA is looking for authorization for the following project positions under both grants.

VORP GRANT (3 year Grant, 2015-17)

1. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region 1: Chippewa Falls: Current Employee: Karla Peterson

2. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region II will become Region III: Appleton: Current Employee: Michael Crum

3. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region III will become Region IV: Green Bay: *Vacant Position*

VORP ENHANCEMENT GRANT (2 year Grant, 2016-17)

4. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region II: Wausau: *Vacant Position*

5. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region V: La Crosse: *Vacant Position*

6. Veterans Outreach & Recovery Program Specialist (Project Position)

Classification: Human Services Program Coordinator 15-00113 (\$20.50 per hour)

Region VI: Superior: *Vacant Position*

7. SSI/SSDI Outreach, Access & Recovery (SOAR) Specialist (Project Position)

Classification: TBD (Approximate: \$25.00 per hour)

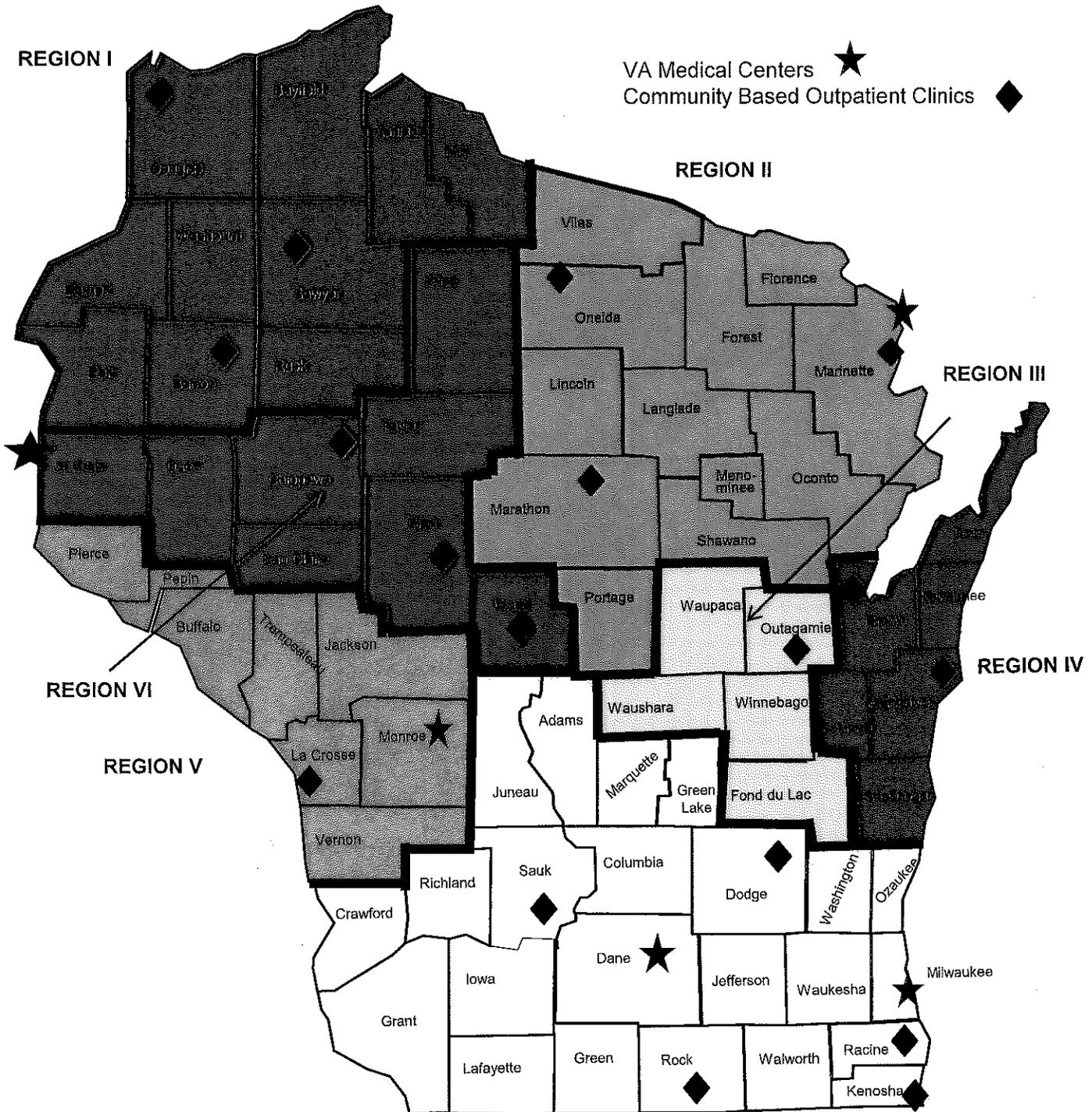
Location: Wausau: *Vacant Position*

8. Veterans Outreach & Recovery Program Operations Program Associate (Project Position)

Classification: Operations Program Associate 16470-02-11 (Approximate \$18.00 per hour)

Location: Madison: *Vacant Position*

VORP Coverage w/ Enhancement



Veteran Outreach and Recovery Specialist Position Description

Summary

Under the general supervision of the Veteran Outreach and Recovery Program (VORP) Supervisor, Bureau of Programs and Services and Division of Veterans. This position serves as department representative for veterans and stakeholder outreach coordination for homeless veterans in the rural regions of Wisconsin. This position liaises with several local community agencies, non-profit organizations and federal, state and local government offices and programs. This includes communications and meetings with organizations, businesses, stakeholders, and most importantly veterans.

This position will conduct outreach efforts to veterans who are chronically homeless rural veterans and ensure they have stable housing, connect them to proper treatment and follow up to ensure that the treatment is continual and effective, providing the appropriate recovery supports to be successful. This program will focus primarily on chronically homeless veterans with a behavioral health need and secondarily on other homeless veterans with a behavioral health need. The regional focus will be the Northern part of the state within designated areas.

This position represents the department to both veteran and non-veteran organizations; promoting veterans and veterans' benefits in order to maximize delivery to homeless veterans.

40% Development and Implementation of Rural Outreach

A1. Conduct initial intake and referrals of homeless veterans to determine services needed. If mental health is needed the Outreach and Recovery Specialist will work directly with the VA, county behavioral health systems or with the DHS clinical coordinator as needed for a timely assessment.

A2. The Outreach and Recovery Specialist will provide linkages to necessary services including housing and primary care services as well as coordination of these services.

A3. The Outreach and Recovery Specialist will be responsible to complete the program intake and enrollment documents with the veterans.

A4. The Outreach and Recovery Specialist will work with providers to connect the individual to an in-depth assessment so they can receive the necessary services.

A5. Provide direct, indirect and coordinated counseling and benefit application assistance for veterans and family members seeking benefits claims assistance.

40% B Liaison with other Federal and State Veterans' Benefits, Programs and Resources Providers

B1. Coordinate and work with all Veterans Service Organizations, County Veterans

Service Officers, Non-Profit Organizations, Law Enforcement and federal agencies and all other interested stakeholders

B2. Liaison with Federal VA Regional Office, Medical centers, Outpatient Clinics, Vet Centers to enhance communication and awareness with various law enforcement agencies throughout the grant area.

B3. Liaison between other non-profits that work with homeless veterans to ensure maximum outreach to homeless veterans as enhanced cooperation and relationship development.

B4. Receive and track feedback on HMIS and procedures of the WDVA to division program managers and other WDVA leadership.

B5. Outreach and Recovery Specialist will identify and network with providers in the service areas. They will make every effort to work to provide treatment choices for the veterans in the program.

20% Performance/ Special Assistance

C1. Provide direct, indirect and coordinated counseling and benefit application assistance for veterans and family members seeking benefits claims assistance.

C2. Ensure that program activities operate within the policies and procedures of DHS/DVA, State, Federal, and grant guidelines.

C3. Maintain records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the DHS/DVA.

C4. Complete intake-screening forms and enter data into the HMIS (Service Point) system.

C5. Prepare and deliver reports as assigned by the Program Director.

C6. Ensure all program documentation meets VAF/VAP and statutory requirements.

Wisconsin Department of Veterans Affairs Division of Veterans Services
Veterans Outreach and Recovery Specialist October 2014

Knowledge, Skills and Abilities

1. Knowledge of federal and state benefits available to veterans and their dependents
2. Ability to persuade, and inform a wide range of non-profits, county, governmental agencies, special interest groups and individuals about veterans benefits, programs and resources
3. Skill in developing and maintaining cooperative work relationships with federal, state, veteran service organizations, County Veterans Service Officers, and community-based organizations
4. Knowledge of the military and veterans

5. Skill in utilizing desktop computer specifically with Microsoft Word, Outlook, Excel and Power Point
6. Knowledge of internet and social media
7. Skill in problem-solving
8. Skill in negotiating among diverse perspectives
9. Knowledge of outreach and public communication principles, techniques, tools, and Strategies
10. Knowledge homelessness, mental health, and substance abuse disorders that affect veterans
11. Knowledge of case management

Special Requirement

- Occasional overnight and weekend travel may be required
- Require a person who is able to travel to various counties on daily or weekly basis
- Require a person who will work remotely from various locations
- A Valid Driver License

Requirements

- Must be a veteran
- Must be willing to work in all counties within their designated areas
- 4 year degree OR Equivalent 2 year degree with 2 years of case management experience, working in homelessness, mental health, community programs or with those that have substance abuse disorders

Professional designation

- None Required

OPERATIONS PROGRAM ASSOCIATE

Position Summary

Under the general supervision of the Programs and Services Bureau Director, this position provides administrative and special project assistance to Veterans Outreach and Recovery Program (VORP) staff. Functions include gathering information; maintaining record keeping systems; screening and evaluating materials; communicating issues between stakeholders and follow-up to questions/inquiries; drafting correspondence; maintaining office supplies and basic services; scheduling meetings; preparing agendas and taking formal notes; responding to information requests from Legal Counsel; and a variety of other administrative support activities. The incumbent establishes and maintains working relationships with staff from within the Wisconsin Department of Veterans Affairs (WDVA), in other state agencies and in federal agencies that work with WDVA.

Time % Goals and Worker Activities

35% A. Coordination of Budget Documentation and Provider Payments

- A1. Collect and compile provider information after referral from Outreach and Recovery Program Specialists.
- A2. Ensure proper payment for services is made to providers.
- A3. Track service type (i.e., substance abuse or mental health) for each payment.
- A4. Track expenditures submitted by program staff.
- A5. Notify program leadership if expenditures exceed established limits.

25% B. Provision of Assistance in Preparation of Materials for the Office of Legal Counsel

- B1. Gather data and prepare responses to Legal Counsel requests for program information.
- B2. Assist in the preparation, review and filing of Memoranda of Agreement.
- B3. Monitor and follow through on time-sensitive responses.

15% C. Provision of Administrative Support to VORP Staff

- C1. Compile materials for meetings or special reports.
- C2. Provide assistance to on-going program-related functions or special projects.
- C3. Compose, proof and edit general correspondence.
- C4. Maintain paper and/or electronic filing systems.
- C5. Handle all necessary arrangements for group/committee meetings.
- C6. Maintain appropriate records and purge in accordance with retention guidelines.
- C7. Maintain accurate databases on VORP grant programs and other projects as directed.
- C8. Perform filing, record keeping, ordering supplies, and other miscellaneous support functions.

10% D. Provision of Communications Services for VORP Program

- D1. Review, evaluate and prioritize incoming mail, and deliver to appropriate staff for action.
- D2. Respond to inquiries, phone calls or correspondence as appropriate.

- D3. Respond to requests for data, statistics, and reports.
- D4. Screen telephone calls, electronic mail requests, and walk-in visits.
- D5. Answer questions, determine appropriate referrals, and provide essential background information to program staff.
- D6. Facilitate communications between VORP staff in Central Office and at remote sites as it pertains to the overall VORP program.

5% E. Provision of Assistance in the Review and Implementation of Policies and Procedures

- E1. Review and interpret program policies and procedures to WDVA staff and others as needed.
- E2. Review reports received to determine if policies and procedures are being followed.
- E3. Advise program leadership of problems and possible solutions as they are noted.

10% F. Provision of Assistance for VORP's Efforts to Obtain Grants and other Funds

- F1. Assist with the evaluation of grant resources and determine those that meet program needs.
- F2. Create databases and graphics of relevant statistics.
- F3. Compile data on program usage.
- F4. Assist in the preparation of grant applications.

Knowledge, Skills and Abilities

1. Ability to work independently and as a team member
2. Skill in establishing priorities
3. Skill in making decisions
4. Skill in working with a wide variety of staff and Agency contacts
5. Knowledge of letter writing and formal correspondence techniques
6. Computer skills, including word processing, e-mail, internet, spread sheet and data processing
7. Skill in organization
8. Skill in editing and proofreading
9. Skill in maintaining and operating standard office equipment
10. Knowledge of recordkeeping best practices
11. Skill in verbal and written communication
12. Knowledge of VORP program activities
13. Ability to review and interpret statute, rule and policy
14. Skill in developing and maintaining working relationships
15. Skill in problem analysis and resolution
16. Ability to travel in performance of position's duties

Environmental Conditions: Work is performed under conditions normally found in a computerized office environment.

SSI/SSDI OUTREACH, ACCESS AND RECOVERY (SOAR) SPECIALIST

Position Summary

This SSI/SSDI Outreach, Access and Recovery (SOAR) Specialist helps increase access to mainstream Social Security Administration (SSA) benefit programs such as SSI (Supplemental Security Income) and SSDI (Social Security Disability Insurance) for eligible adults who are homeless or at risk of homelessness and have a mental illness and/or a co-occurring substance use disorder. The incumbent establishes collaboration among key state and/or local stakeholders (e.g., SSA and Disability Determination Services (DDS); Department of Health Services and Department of Corrections leadership; community homeless, health and behavioral health providers, etc.). The SOAR Specialist works with social security applications for clients who are homeless or at risk of homelessness, or clients with mental illness. SOAR services are designed to improve access to and retention in services and to continue treatment gains, which may include vocational, educational and transportation services; independent living skills (e.g., budgeting and financial education, etc.); employment readiness, training, and placement; crisis care; medication management; self-help programs; discharge planning; psychosocial rehabilitation; and peer recovery support(s).

Time % Goals and Worker Activities

40% A. Provision of SSI/SSDI Outreach, Access and Recovery (SOAR) Services

- A1. Complete initial assessment/screening forms and obtain client signature on Appointment of Representation Form 1696.
- A2. Ensure any information released is in compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- A3. Work with medical providers to obtain complete medical records for clients.
- A4. Work with clients to complete a medical summary report.
- A5. Request that applicant's treating physician be allowed to conduct exam.
- A6. Arrange for physicians or psychiatrists to conduct assessments, including diagnosis and functioning.
- A7. Ensure collection of all existing medical and functional information that is relevant to the claim.
- A8. Use established protocol to review application for accuracy, completeness and clarity.
- A9. Communicate directly with assisting agencies about their information needs for particular applications.
- A10. Request that SSA and DDS assign claims representatives and disability examiners who specialize in applications from homeless people.

30% B. Performance of Administrative Functions

- B1. Maintain on-going client files, including care plans, correspondence and case notes.
- B2. Initiate and update client records on the Homeless Management Information System (HMIS).
- B3. Maintain records and statistics on clients for statistical purposes according to HIPAA and the confidentiality/privacy policy of WDVA/DHS.

- B4. Track key data elements (i.e., date of initial application, date of initial decision, outcome of initial decision, housing status at time of application, use of Form 1696).
- B5. Write correspondence in response to inquiries for technical information and prepare other types of written work products.
- B6. Ensure payment for representative and evaluation services.

20% C. Performance of Program Support Functions as Assigned

- C1. Assist in program development and quality assurance activities.
- C2. Attend required staff meetings, training programs, and community meetings.
- C3. Develop a strong profile within the homeless services community.
- C4. Help ensure that program activities operate within statute, rule, policy, and grant guidelines.
- C5. Assist with special projects and other duties.
- C6. Prepare and deliver reports.
- C7. Receive and track feedback on program procedures, and provide this information to program managers and other WDVA leadership.

10% D. Coordination with Case Managers to Provide Essential Services to Clients

- D1. Assist case managers to link with and retain clients in primary care, treatment and recovery, housing and other necessary services.
- D2. Coordinate with case managers to identify un-addressed client needs (e.g., benefits, education, housing, medical care, etc.).
- D3. Coordinate with case managers to provide outreach and treatment referral for both mental health and substance use disorders.
- D4. Provide on-going support and advocacy of the needs of clients.
- D5. Ensure case managers are aware of work incentives under SSI and SSDI.

Knowledge, Skills and Abilities

1. Knowledge of federal and state benefits available to veterans and their dependents
2. Knowledge of SSA policy/regulations; SSA claims processing including adjudication/authorization of claims, post-entitlement process, and continuing disability review process
3. Knowledge of SSI/SSDI Outreach, Access and Recovery protocols and program requirements
4. Skill in developing and maintaining working relationships
5. Knowledge of federal, state, local and community-based veterans' service organizations
6. Skill in computer use, including Microsoft Office Suite applications and the Homeless Management Information System (HMIS)
7. Skill in problem-solving
8. Skill in planning and organization
9. Knowledge of outreach and public communication principles, techniques, tools, and strategies
10. Knowledge of homelessness, mental health, and substance abuse disorders
11. Knowledge of case management
12. Knowledge of statutes and regulations related to client rights and privacy, including the Health Insurance Portability and Accountability Act (HIPAA)
13. Skill in verbal and written communication
14. Ability to analyze, interpret and apply complex laws, rules, regulations, policies, and written guidelines (e.g., Federal, State, County laws, etc.)
15. Ability to assist individuals in filing applications for assistance and/or social service programs
16. Ability to provide information/advice/guidance about program benefits, etc. to clients and the general public
17. Skill in working with persons from diverse backgrounds and circumstances
18. Skill in gathering pertinent data
19. Ability to analyze problems to identify significant factors
20. Ability to obtain authorization to operate a Wisconsin State Fleet Vehicle

Special Requirement

- Travel to various counties on daily or weekly basis
- Work remotely from various locations
- Work in all counties within assigned region