

**LONG TERM SUPPORT COMMITTEE MEETING  
TUESDAY, JANUARY 4, 2011--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 November 2, 2010 Meeting \*
4. Citizen Participation
5. Financial/Statistical Information:
  - A. Human Services \*
  - B. Developmental Disabilities (will bring to meeting)
  - C.
6. Old Business:
  - A. Increase in CBRF capitation percentage
  - B. Aging and Disability Resource Center Update
7. New Business:
  - A. Approval of Policy #614 Fiscal Agent procedures \*
  - B. Approval of Use of COP Funds While Institutionalized
8. Committee Member Comments
9. Next Meeting – March 1, 2011
10. Adjourn

\* Denotes Attachment

In the event a committee member is unable to attend, please contact Jennifer Thompson (Rock County LTS) at 741-3684.

Long Term Support Update

1) **LTS Staff:**

\*LTS Supervisor, Tom Hermans has retired effective 12/29/10. It is not anticipated LTS will fill this position with the anticipation of Managed Care coming to Rock County in 2012.

\*LTS-LTE intake position will be filled by Donna Hanson again in January 2011. This position was approved by the union through December 2011.

\*LTS-LTE assessment position will be filled by Lou Cheplak again in January 2011. This position was also approved by the union through December 2011.

2) LTS submitted its response to the Waiver review which occurred September 20-24. We have not heard from the State yet regarding our response.

3) **Cases with Funding**

Program	Total Individuals Served 11/30/10	Number Currently Open 12/29/10	Average Daily Census 2010	CBRF % as of 11/30/10	Waiting List as of 12/29/10
COP Assessments	238	NA	NA	NA	NA
COP Plans	211	NA	NA	NA	NA
COP Services	173	138	110		44
COP-W –	124	99	106	39%	
CIP-II – 295 Slots	328	273	239	29%	24
NH Diversion	15	9	NA	NA	1
CRI	27	21	NA	NA	7
AFCSP	30	7	NA	NA	17
BCA/Tax Levy	73	25	NA	NA	47

5. **Significant Proportion report**

	Required	Actual
Mentally Ill	6.6%	22.9 %
Physically Disabled	6.6%	20.6 %
Elderly	57%	56.1 %

Key:9

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

ROCK COUNTY HUMAN SERVICES DEPARTMENT  
LONG TERM SUPPORT BUDGET STATUS REPORT

01/01/10 - 11/30/10

Month:

11

LTS PURCHASED

	MENTAL & HEALTH	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Respite	0	11	11	22
Supportive Home Care	(200)	31,608	35,954	67,362
Housing Assistance	(50)	902	0	852
Adaptive Equipment	0	1,925	3,567	5,492
Adult Family Home	0	1,224	16,148	17,372
Home Delivered Meals	0	0	3,728	3,728
Protective Payment/Guardianship	480	80	320	880
Community Based Residential	39	5,306	314	5,659
<b>TOTAL LTS</b>	<b>269</b>	<b>41,056</b>	<b>60,042</b>	<b>101,367</b>

Alzheimers Family Caregiver

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	1,500	5,935	7,435
Respite	0	5,784	5,784
Supportive Home Care	11,639	0	11,639
Adaptive Equipment	0	275	275
Outreach	0	3,000	3,000
Home Delivered Meals	0	1,008	1,008
Community Based Residential Facility	0	23,846	23,846
<b>TOTAL Alzheimers Family Caregiver</b>	<b>13,139</b>	<b>39,848</b>	<b>52,987</b>

Community Relocation Initiative (CRI)

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	0	4,070	4,070
Supportive Home Care	0	77,445	77,445
Spec. Transportation	0	381	381
Adaptive Equipment	0	5,934	5,934
Adult Family Home	0	18,575	18,575
Home Delivered Meals	0	1,283	1,283
Community Based Residential Facility	13,329	90,950	104,279
<b>TOTAL CRI</b>	<b>13,329</b>	<b>198,638</b>	<b>211,967</b>

**Nursing Home Diversion (NHD)**

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

PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
1,431	17,890	19,321
385	1,238	1,623
2,939	0	2,939
0	122,746	122,746
<b>4,755</b>	<b>141,874</b>	<b>146,629</b>

**Community Options Program (COP)**

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

MENTAL HEALTH	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
12,485	0	385	12,870
0	60	0	60
44,994	(329)	41,897	86,562
45,615	1,356	269	47,240
6,190	0	62	6,252
681	20,043	0	20,724
1,282	6,389	621	8,292
161,178	11,175	5,282	177,635
4,505	47	238	4,790
820	0	100	920
5,040	1,440	3,520	10,000
190,267	33,503	224,110	447,880
468	0	0	468
14,559	26,676		41,235
<b>488,084</b>	<b>100,360</b>	<b>276,484</b>	<b>864,928</b>

**COP WAIVER**

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	3,825	60,050	63,875
Respite Care	13,684	709	14,393
Supportive Home Care	411,126	393,784	804,910
Specialized Transportation	731	12,558	13,289
Daily Living Skills		2,786	2,786
Adaptive Equipment	24,300	20,713	45,013
Adult Family Homes	0	91,506	91,506
Home Delivered Meals	33,191	46,131	79,322
Community Based Residential	89,416	530,969	620,385
Counseling/Therapeutic Resources	1,034	378	1,412
Financial Management Services	480	1,958	2,438
Skilled Nursing	0	1,534	1,534
<b>TOTAL COP WAIVER</b>	<b>577,787</b>	<b>1,163,076</b>	<b>1,740,863</b>

**CIP-II**

	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	YTD EXPENSES
Adult Day Care	39,940	41,918	81,858
Respite	23,028	15,415	38,443
Supportive Home Care	636,187	724,399	1,360,586
Specialized Transportation	5,133	4,399	9,532
Adaptive Equipment	76,018	41,416	117,434
Adult Family Home	104,887	201,912	306,799
Home Delivered Meals	85,243	94,710	179,953
Community Based Residential Facility	211,017	893,568	1,104,585
Counseling/therapeutic Resource	14,073	2,300	16,373
Financial Management Services	2,478	1,648	4,126
<b>TOTAL CIP-II</b>	<b>1,198,004</b>	<b>2,021,685</b>	<b>3,219,689</b>

SUMMARY

	ANNUAL BUDGET	MENTAL HEALTH	PHYSICALLY & SENSORY DISABLED	ADULT AND ELDERLY	ALL TG'S	YTD BUDGET	VARIANCE
BCA PURCHASED	135,000	269	41,056	60,042	101,367	123,750	22,383
<b>TOTAL BCATAX LEVY</b>	<b>135,000</b>	<b>269</b>	<b>41,056</b>	<b>60,042</b>	<b>101,367</b>	<b>123,750</b>	<b>22,383</b>
COP	949,273	488,084	100,360	276,484	864,928	870,167	5,239
COP CASE MANAGEMENT	44,100				7,803	40,425	32,622
COP PROVIDED ASSESS/PLANS	78,551				72,005	72,005	0
COP ADMINISTRATION	75,643				69,339	69,339	0
<b>TOTAL COP</b>	<b>1,147,567</b>	<b>488,084</b>	<b>100,360</b>	<b>276,484</b>	<b>1,014,075</b>	<b>1,051,936</b>	<b>37,861</b>
COP-WAIVER	2,225,823		577,787	1,163,076	1,740,863	2,040,338	299,475
COP-WAIVER CASE MANAGEMENT	499,968				336,750	458,304	121,554
COP-WAIVER ADMINISTRATION	190,805				145,764	174,905	29,141
<b>TOTAL COP-WAIVER</b>	<b>2,916,596</b>	<b>0</b>	<b>577,787</b>	<b>1,163,076</b>	<b>2,223,377</b>	<b>2,673,546</b>	<b>450,169</b>
CIP-II	4,076,508		1,198,004	2,021,685	3,219,689	3,736,799	517,110
CIP-II CASE MANAGEMENT	1,121,022				840,702	1,027,604	186,902
CIP-II ADMINISTRATION	363,827				289,079	333,508	44,429
<b>TOTAL CIP-II</b>	<b>5,561,357</b>	<b>0</b>	<b>1,198,004</b>	<b>2,021,685</b>	<b>4,349,470</b>	<b>5,097,911</b>	<b>748,441</b>
ALZHEIMER'S	58,040	0	13,139	39,848	52,987	53,203	216
ALZHEIMER'S CASE MANAGEMENT	14,140		0	0	12,962	12,962	(0)
<b>GRAND TOTAL PURCHASED</b>	<b>9,832,700</b>						

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
LONG TERM SUPPORT PROGRAM WAITING LISTS**

December 27, 2010

Program	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Average
AFCSP2008	12	10	9	8	4	3	8	11	13	13	15	16	10
AFCSP2009	14	14	7	5	6	8	7	11	12	17	20	18	12
AFCSP2010	19	19	18	18	19	18	14	14	15	15	15	17	17
BCA2008	36	38	42	42	43	44	42	44	46	49	50	55	44
BCA2009	55	57	58	58	54	53	53	52	50	52	52	51	54
BCA2010	50	52	51	50	50	47	48	49	46	45	48	47	49
COP2008	42	44	30	31	43	35	41	32	32	38	48	45	38
COP2009	46	47	46	50	51	55	52	56	66	70	70	71	57
COP2010	65	67	70	67	51	53	32	36	35	40	44	45	50
WAIVER2008	134	145	77	39	35	42	27	21	28	35	44	33	55
WAIVER2009	41	53	42	52	50	60	73	96	120	141	159	129	85
WAIVER2010	144	153	126	125	87	80	52	57	33	30	35	32	80
TOTUNDUP2008	216	231	154	117	124	125	116	104	115	130	152	143	144
TOTUNDUP2009	151	167	150	163	161	172	182	211	244	272	291	259	202
TOTUNDUP2010	266	278	254	249	194	186	136	147	122	122	134	131	185

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DEPARTMENT MANUAL**

SECTION: 600 LONG TERM SUPPORT  
TITLE: FISCAL AGENT PROCEDURES

NO: PP0614

**Purpose of Policy**

Establishment of Human Service Department policy to address provision of services to eligible Adult Community Service clients from Independent Contractors or other providers deemed to be an employee of one of our clients.

**Statement of Policy**

Rock County is establishing this policy to ensure that any client services provided from Long Term Support resources are provided through one of the Long Term Support contracted pool providers or through a contracted Fiscal Agent. Service funds will not be sent directly to a client or qualifying provider.

**Procedure**

When the RCHSD case manager is developing the Individual Service Plan (ISP) and determines that a service is needed but is not available through one of Rock County Long Term Support contracted pool providers or if client's preference is for a provider who is either deemed an independent contractor or would be deemed an employee of the client, the services must be arranged through the contracted Fiscal Agent. Examples would be a respite provider, chore service provider, or supportive home care provider.

The case manager will determine, with the client and provider, whether the provider is an independent contractor or would be an employee of the client. In the case of respite, if the service is provided in the provider's home, the provider may be considered an independent contractor; however, if the service is provided in the client's home, the provider may be an employee of the client.

1. Forms completion responsibility:
  - a. Any forms that the client would complete, the case manager will be responsible for obtaining.
  - b. Any forms that the independent contractor or employee would complete, the Fiscal Agent will be responsible for obtaining.
2. **The RCHSD case manager will complete form LTS-31** "Updated/New Client Information" (temporary form number) and send it to the fiscal agent.
3. The RCDHS case manager will have the provider complete form HFS-64 "Background Information Disclosure". The RCDHS case manager will send the form to the fiscal agent.
4. The RCHSD case manager will complete the HUMAN SERVICES LONG TERM SUPPORT PAYMENT AUTHORIZATION FORM LTS-011, the same as for any other service, except the vendor name will be the Fiscal Agent with the actual name of the provider of services in parentheses after Fiscal Agent on the vendor line.



**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DEPARTMENT MANUAL**

5. If a provider is an employee, the client will decide if they want to use their social security number for their Federal Employee Identification Number (FEIN) or if they want to apply for a separate FEIN on SS-4 form. The case manager will facilitate this with the client.
6. The Fiscal Agent will obtain the W-9, W-4, I-9 Independent Contractor Disclaimer Form, and Release of Liability Form from Provider and/or client.
7. The provider of service will submit top portion of form LTS-32 (temporary form number) to RCHSD case manager who will complete the following:
  - Initial the Grand Total amount.
  - Sign the Case Manager Approval field.
  - Enter the date approved.
  - Return to the Fiscal Agent.
8. Twice a month (15<sup>th</sup> and end) the Fiscal Agent will pay out the accumulated invoices.
9. Twice a month the Fiscal Agent will submit a master invoice with copies of individual invoices to RCHSD. The master invoice will be matched against the LTS-011 payment authorization form.
- 10. The Fiscal Agent will file all taxes and will send the provider a Misc 1099 form or W-2 depending upon the circumstances.**
11. Supportive Home Care (routine home care services)
  - a. The use of a Supportive Home Care worker paid through the Fiscal Agent may be done only after all attempts at using our contract providers have failed.
  - b. The Rock County Human Services Department will authorize wages of \$8.00/hour for an individual who currently does not have the required training. Those individuals not meeting the training requirements will be required to complete the required training, at their own expense, consistent with the standards applicable to Medicaid waiver funded Supportive Home Care and Non-institutional respite care found in Appendix N of the Medicaid Community Waivers Manual. The training must be completed within six months of their initial hire date. If the training requirement is not met, the worker will no longer be authorized for payment by the Department.
  - c. For individuals who already possess the necessary training credentials, and for those workers who obtain the necessary training within six months, the Rock County Human Services Department will authorize wages of \$8.50/hour.
  - d. Hours worked between 12:01 a.m. Saturday and 11:59 p.m. Sunday will include a shift differential of \$.50/hour

WRITTEN BY: LTS Management Team, 1/28/03  
REVISED: 8/21/03, 12/21/05, 9/27/07, 1/6/09, 12/29/10  
REVIEWED: Long Term Support Committee, 9/2/03, 1/3/06, 1/6/09, 1/4/11  
APPROVED: Executive Staff, 1/03; 9/9/03