

NOTICE OF PUBLIC HEARING

WINNEBAGO COUNTY

Public hearing will be held for public input into the 2025 budget planning process of the Winnebago County Department of Human Services. The Department offers financial assistance and social services to citizens in Winnebago County and serves individuals who have a developmental disability, mental illness or chemical dependency. Hearing will be held at the following time and location:

Monday June 3, 2024

3:00 to 4:00 p.m.

**Oshkosh Human Services Building
220 Washington Street Oshkosh, WI 54901
Lower Level Room 033**

Join Teams Meeting using this link:

https://teams.microsoft.com/l/meetup-join/19:meeting_YWY4ZDYzNmItMmYxNy00NGMwLTk2OGMtMDAwZTk2NmQ3YWUy@thread.v2/0?context=%7B%22Tid%22:%22ccb3a056-d9cd-4691-9d4e-b5d2ccbabd8b%22,%22Oid%22:%22fccae0e7-087a-40f0-8e2f-acb6c80ea82a%22%7D

Meeting ID: 268 873 659 645

Passcode: qQ8dxr

Dial-in by phone

[+1 312-549-8313,149872692#](tel:+13125498313149872692) United States, Chicago

Phone conference ID: 149 872 692#

Arrangements to accommodate special needs may be made by calling the department at (920) 236-1185.

Any and all persons interested in said public hearing will be given an opportunity to be heard at said time and place.

Winnebago County
Department of Human Services

WINNEBAGO COUNTY
DEPARTMENT OF
HUMAN SERVICES
PROGRAMS

ADMINISTRATIVE DIVISION PROGRAMS

<i>PROGRAM</i>	<i>DESCRIPTION</i>
Billing and Claims Administration	Process claims related to Medicaid, Medicare, and private insurance for billable services provided by department staff; prepare monthly statements for fee-based programs; reconcile payments with claims and statements; complete provider credentialing to facilitate billing and initiate and manage insurance contracts.
Budget Development and Oversight	Coordinate with department management to prepare a proposed budget to present to Human Services Board and County Executive; finalize all budget documents in accordance with County Finance Department direction; prepare budget transfers as needed with required support documentation; monitor execution of the adopted budget on a monthly basis.
Client Services	Provides reception duties for the department; performs client intake and collects required paperwork; schedules appointments; refers clients to the appropriate division/team; responds to client inquiries regarding departmental services; performs a financial assessment for billable services; collects client fees and completes related receipting; tracks and distributes gas cards, food cards, etc. to clients; enter client lab results.
Contract Administration	Prepare, organize, execute, and administer Human Services contracts, agreements, and memoranda of understanding; ensure compliance with subrecipient and audit requirements per laws, statutes, and best practices.
Data Analysis and Special Projects	Maintain department's electronic health record system (Luna); retrieves data from Luna to meet reporting requirements such as State PPS reporting, annual reports, and grant reports; ensures accuracy of reporting; maintains software inventory and ensures required security for access; develops and manages special projects at the direction of County and department management.
Financial Accounting and Reporting	Prepare journal entries and vouchers as needed; process accounts payable and receivable; participate in month- and year-end closing processes; reconcile Pcard transactions; participate in annual financial audit with external auditors; communicate with provider auditors as required; provide monthly financial reports including year-end projections to Human Services Board; complete monthly review of financial statements; complete financial analyses to assist in decision making and create greater efficiencies; review internal controls on an ongoing basis; develop and maintain financial policies and procedures.
Fleet and Facilities Management	Develop and manage a fleet maintenance schedule; responsible for facilities maintenance including building safety and security.
General Administration	Manage the day to day operations of the department; represent the department at various community meetings and events; investigate and respond to client complaints and issues; lead strategic planning efforts; ensure HIPAA compliance including the provision of required staff training; respond to requests for information from elected officials, media, community

	groups, etc.; prepare, post and distribute Human Services board meeting agendas and minutes; complete workplace accident and investigations; provide Notary Public services as needed; complete clerical services to support department staff; provide purchasing services to department staff; develop and maintain administrative policies and procedures.
Grant Reporting and Administration	Creates grant budgets and applications; submits monthly financial reports to draw down grant payments; monitors for grant contract and Uniform Grant Guidelines compliance; enters and tracks information in grant management software program; completes final grant reports and reconciliations; compiles and provides single audit information.
Imaging / Scanning	Scan all items that need to be retained in accordance with prescribed retention requirements including client related documents, contracts, agreements, etc.; manages destruction of documents in accordance with records retention policies; completes audits of imaged documents.
Personnel Actions	Coordinate departmental personnel actions including hiring, terminations, transfers; responsible for staff communications including the publication of a weekly staff newsletter; provide conflict management; responsible for new employee orientation and onboarding; oversees departmental staff interactions including discipline and evaluations.
Records Requests	In compliance with release of information protocols, provides copies of agency records to authorized persons per applicable laws, statutes and best practices; redacts information from records as required to comply with laws, statutes and best practices.

BEHAVIORAL HEALTH DIVISION PROGRAMS

Alternatives to Incarceration	Programming that supports individuals who have encountered the court process at varying levels will receive assessments and then linkage to unmet needs. Individuals that have had law enforcement contact without a charge are also able to receive these services to prevent future contact with the law. Services are also provided within the Winnebago County Jail to offer treatment and linkage to needed services when reentering the community.
Community Support Program (CSP)	Provides a team approach to assist adults with a severe and persistent mental illness with the needed resources and support to ensure they can maintain in the community. This includes support for group home placements and adult family homes when necessary.
Comprehensive Community Services (CCS)/Coordinated Services Team (CST)	A team of formal and informal supports work together to support individuals across the lifespan struggling with mental health or substance use concerns by wrapping around them to establish their life goals. The CCS program contracts with outside providers as well to ensure that a robust team can be in place.
Crisis Intervention	Specialized staff that provide psychiatric emergency care that includes 24/7 assessments and safety planning. Psychiatric hospitalizations and the 16 bed crisis stabilization center are included in this.
Drop-In Center	The State Street Center is a drop-in center for individuals that have mental health and substance use concerns. The program provides support and resources in a non-clinical voluntary setting.
Mental Health Services	A licensed clinician evaluates, diagnoses, and treats an individual or group in need of mental health services. This includes medication prescriptions and administration.
Substance Use Services	A licensed substance use counselor evaluates, diagnosis, treats, and refers individuals or groups in need of services for addiction. This includes residential treatment and sober living as well as the Intoxicated Driver Program for individuals charged for operating a motor vehicle while intoxicated.
Targeted Case Management	A set of services provided to a target population that need some support to maintain their status in the community.

CHILD WELFARE DIVISION PROGRAMS

Child Protective Services (CPS) Access	Receive and document child abuse, neglect, and services reports from mandated reporters and the community.
Child Protective Services (CPS) Initial Assessment	Assess the safety of children in families who have been referred for child abuse and neglect. Work with these families to enhance their skills and provide safe and supportive care for their children. Some children are removed from the home to ensure their safety. Complete all required court work, and follow all state required timelines and state required documentation.
Child Protective Services (CPS) Ongoing	Provide assessment, case management, report writing, court work, and referral services for families identified in Initial Assessment as needing support and services to address ongoing safety issues for children as well as risk factors relating to the possibility of future harm to children. Services are provided to children out of the home and in the home. Complete all required court work for Termination of Parental Rights (TPR) when it is determined to be the most appropriate option for safety and permanence for children.
Home Consultant	Provide supervised visitation and hands-on training, education, and support to parents and caregivers involved with Child Protective Services (CPS) and/or Youth Justice, to facilitate growth and healing to keep children and youth from further risk of harm.
Juvenile Intake	Review and process all court referrals for Youth Justice and Child Protective Services (CPS). Provide services to victims of youth community offenses, coordinate volunteer services to repay the community, and assist youth to pay for damages caused for Youth Justice youth who go through the court process. Provide resources, support, and services, prior to court action. After hours on-call services are provided 24/7/365 to assess for community and child safety related to Youth Justice and Child Protective Services (CPS). The Family Mobile Team provides immediate de-escalation assistance to families in the community in order to keep children and youth in their home and reduce the need for removal.
Placement Resource	Recruitment, training, licensing, funding, and support for kinship homes with relatives and for foster homes for children placed by Child Protective Services (CPS) or Youth Justice. Kinship providers and foster parents provide temporary care for children who cannot remain with their family or caregiver for a variety of reasons. All foster home and kinship home requirements are determined and dictated by the Department of Children and Families. Make referrals to all out of home placements, including respite homes, foster homes licensed by child placing agencies, group homes, residential care centers, and out of state placements. Complete searches to locate relatives and family, reach out to family/relatives, conduct blended perspective meetings in order to engage relatives for placement and support.

Shelter Care	<p>Shelter Care is a short-term, non-secure residential care setting for children and youth (ages 10-17) in need of temporary care and supervision. It is an 8-bed facility open 24/7/365. The staff provide for the youth's basic needs as well as provide enrichment programming to strengthen their competencies. As a facility licensed through the Department of Children and Families, all licensing rules and regulations are followed related to the facility, staffing, basic needs, and programming.</p>
Youth Justice	<p>Provide assessment, supervision services, monitoring, and court work for youth in response to a referral by law enforcement for committing offenses in the community, a referral by schools for truancy, and/or a referral by other community members. The electronic monitoring program provides intensive supervision services and tracks the location of high-risk youth. Provide resources, support, and services throughout the time the youth is on supervision. Work with the youth and family to enhance their skills, build healthy connections, and make safe, appropriate choices.</p>

ECONOMIC SUPPORT DIVISION PROGRAMS

Call Center	Staff a call center for East Central Income Maintenance Partnership consortium with eight different counties. This is the primary way for consumers to communicate about their Economic Support benefits. Economic Support workers answer basic questions about the case, conduct interviews for renewals and applications, process documents attached to the case. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.
Caretaker Supplement	A program specifically available to children when all parents in the home receive SSI. Applications, renewals, and case maintenance is done by Economic Support workers to ensure that the cash payments going to those children is accurate, timely, and appropriate. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.
Child Care Assistance	Process applications and maintain caseloads for Wisconsin Shares subsidy program for low income working families. Includes updating changes, completing renewals, entering authorizations for accurate payments to the daycare. It also includes certification of in-home providers. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.
Customer/Lobby Services	Provide in-person help with trained Admin staff and Economic Support workers. Accept premium payments for health care. Issue FoodShare temporary cards. House and distribute mail for homeless customers. Answer basic questions about their benefits. Schedule/conduct appointments. Provide space, phone, printer, and computer for customers to update their case. Receive documents and scan them to the case. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings.
FoodShare	Process applications and maintain cases which involves updating changes and completing renewals for the FoodShare (Federal SNAP) Program. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.
Medical Assistance/HealthCare	Process applications and maintain caseloads for Badger Care and Medicaid, including Long Term Care/Waiver and Nursing Home assistance. Complete renewals and update changes. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.
Program Integrity	For all programs—FoodShare, HealthCare, ChildCare, CTS—this includes any fraud work-overpayments, discrepancies, fair hearings, determining if an investigation is needed and requesting that as well as updating the case with the results. Monitor work for accuracy and timeliness. Attend county, state, and consortium meetings and trainings as required.

LONG TERM SUPPORT DIVISION PROGRAMS

Aging and Disability Resource Center	Provide accurate, unbiased information on all aspects of life related to aging or living with a disability; and serves as the access point for publicly funded long term care by determining financial and functional eligibility. Provide resources and support to keep people in their homes as they age. Assist with accessing dementia services and supports. Provide benefits counseling and coordination to assure people have the correct benefits.
Birth to Three	Supporting families in promoting growth and development of their children so they are ready for school. Provide early intervention to decrease long term needs.
Caregiver Support Programs	Support for caregivers of older adults, older adults caring for others, and those with memory loss. Provides access to support groups, counseling, respite, and home care.
Children's Long Term Support	Home and Community-based services that provide Medicaid funding for children with substantial functional needs. This includes service coordination, which involves an assessment and plan development, determining eligibility for and authorizing services. Authorize services and supports to keep children with disabilities successful in community settings.
Community Support	Provides personal care and homemaker services for frail and elderly. Ensure vulnerable adults, aged 18+ are aware of and have access to Adult Protective Services. Petition for court related intervention for situation where a vulnerable adult is at risk of abuse or exploitation. Provide evidence based prevention classes to decrease risks of injuries and illnesses and keep seniors more independent.
Homeless Housing Coordination	Assist people at risk of homelessness to secure stable housing. Provide housing support, collaborate with community partners to evaluate needs and develop housing resources. Provides direct assistance and advocacy to people experiencing housing instability.
Nutrition	Provide meal sites and serve & deliver, without interruption, well-balanced meals to seniors who request them in our service area, and to those who have the greatest economic or social need. Provide proper nutrition and nutrition counseling to those in need.
Older Adult Services	Evidence-based health promotion/disease prevention programs. Assist with Power of Attorney or Guardianships as needed. Refer to volunteer drivers. Investigate and provide intervention for older adults who have been abused or need protective services. Provide evidence-based prevention classes.
Outreach	Presentations to off-site groups or organizations on topics related to current services and programs. Marketing and promoting ADRC and Older Adult Programs.
Transportation	Transit service for older adults and people with disabilities.