

APPENDIX B
NEW OR EXPANDED POSITION REQUEST

I. GENERAL INFORMATION

Department: Department of Social Services

Date: 05/26/2021

Position Requested: Social Work
(If unsure of classification, indicate "To be determined")

FT PT FTE _____ %
Number of Positions: 2

Division Position Will Be Assigned To: Children's Support Services
(Indicate NA if not applicable)

Projected Start Date of Position: 01/01/2022

Priority Number of This Position: _____
If you are requesting more than one position, prioritize all your requests and indicate the priority number of position.

II. FULL EXPLANATION OF NEED FOR POSITION

A. Is this position request compatible with the County's mission statement?

Yes, it supports the health and safety of children and families.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

Mission Statement: We strengthen individuals and families by coordinating and providing resources that promote safety and maximize independence to build a strong and healthy community.

The Children's Long Term Support (CLTS) program provides Medicaid funded services for children who have substantial limitations in their daily activities and need support and services to remain safely in their home and community. A child's eligibility is based on his or her functional limitations, which includes a physical, developmental or emotional limitation that restricts a child's ability to carry out daily living activities, such as dressing, eating, communicating or mobility. The CLTS program is a voluntary program, funded by the federal and state government. The CLTS program can help pay for supplies, services and supports above and beyond what private health insurance or Medicaid covers. CLTS services and supports are implemented based upon the goals and outcomes that the child and family identify with their social worker. Examples of services and supports that the CLTS program can fund include: home modifications such as a fence for safety or wheel chair ramp, caregiving services such as respite or supportive home care, and adaptive aids such as a service animal or an adaptive bicycle.

In Marathon County, the CLTS program is vital to the support of families, many of which without the assistance would be unable to provide for the care of their children safely.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. **plus attach relevant supporting data**. If more than one position of the same classification is being requested, also justify the number requested.

In January 2021, the Wisconsin Department of Health Services (DHS) implemented state-level budget and enrollment administration for the CLTS program, which promotes statewide consistency in access, enrollment, and service planning by funding services at the state level for all enrollments. State-level budgeting ensures waiver program service funding for all enrollments. Through the state budget, DHS has been awarded funds to eliminate the waiting list for children eligible for the CLTS program. DHS will monitor Marathon County's compliance with achieving continuous enrollment for the CLTS program.

Additionally, in October 2021, our agency/the State of Wisconsin is required to comply with the Family First Prevention Services Act (FFPSA). Per the National Conference of State Legislatures, the purpose of

the FFPSA is to “provide enhanced support to children and families and prevent foster care placements through the provision of mental health and substance abuse prevention and treatment services, in-home parent skill-based programs and kinship navigator services.” Funding will be shifted to prevention and services to help keep children safe and supported at home, or in the least restrictive, most family-like, placement possible. The requested social work position/s will support children remaining in their parental home by providing case management services to assist families in accessing a variety of services including but not limited to respite, supportive home care, adaptive aids, daily living skills training and therapeutic services. Additionally, the position/s will support children who are in out of home care transition to lesser restrictive settings and return home more quickly which is a major goal of FFPSA.

Currently, at Marathon County Department of Social Services, there are 14 FTE social workers providing case management to 306 children enrolled in the CLTS program. For calendar years 2018-2020, DSS data indicates that there was an average of 112 new CLTS applications received per year. Of those applications, an average of 80 children (71%) per year were found eligible for CLTS and were added to the waitlist. Based on this data, in order to maintain a no-waitlist/continuous enrollment status, up to 2 FTE social workers will be needed for calendar year 2022. The request is to fill the FTE positions in 2022, based on the evaluated service need.

The caseload blend is a factor in the evaluation of the number of positions needed. Approximately, 33% of the children are projected to be eligible for both CLTS and Comprehensive Community Services (CCS) based on diagnostic and behavioral information, necessitating additional case management time and a corresponding smaller case ratio.

- D. What benefit will the position provide to the County? How does the position improve/enhance customer service and/or address community needs?

The increased position hours will benefit children with disabilities, and their families, by providing case management services, which will assist the families in accessing supports and services to support their children remaining in their home and community. Services include, but are not limited to respite care, supportive home care, adaptive aids, daily living skills training and therapeutic services.

- E. Indicate any alternatives to creating this position that were considered and why you still chose to request the position?

Elimination of the waiting list and maintaining a continuous enrollment status is required by DHS. Case management is a required and essential service, which needs to be provided by a specialized case manager/social worker. Contracting out the case management function is not in the county’s best interest due to cost and the decreased opportunity for service collaboration for children and families who have higher needs that the county must provide for such as Child Protective Services (CPS) and Youth Justice (YJ).

- F. What will be the effect if the proposed position is not created?

Marathon County will not be in compliance with the directive of the Department of Health Services.

Children with disabilities and their families may not have access to supports and services to assist the child with remaining safely in their home and community, or children may not be able to transition to a community setting from a high-cost/restrictive placement.

- F. What criteria will you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

In CLTS, we monitor the safety of children compared to abuse/neglect reports and strive to eliminate out of home care for this population. DHS implemented a state-level budget for all CLTS enrollments.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty.

The specific duties will be providing ongoing case management services to children with disabilities.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

The CLTS program partners with agencies such as the ADRC of Central Wisconsin, the Health Department, and Birth to Three, and others for complimentary services. CLTS is a separate and discreet program for children. Therefore, there are no other county departments that can meet this need.

- C. If the work is currently being done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

The CLTS case management is provided by DSS and will continue. The current staff capacity is not sufficient to maintain a no-waitlist/continuous enrollment status.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, furniture, and equipment; travel; and other applicable costs.)

The total estimated position cost (see attached worksheet) for two social workers at mid-point is **\$206,990 annually- based on 2021 expenditures**. The actual costs of the positions will need to reflect 2022 wages and benefits. Also note that the current estimate is higher than the actual cost is likely to be, as social workers are not generally hired at the control point wage, which was utilized for this estimate, and this also assumes family benefit coverage, when single coverage may apply. Included in the costs are anticipated mileage and training of \$8,000. Startup costs for the position can be funded through the CLTS administrative allocation, Children's CCOP risk reserve and Department of Health Services funded basic county allocation.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$0 % of total costs: 0%

Amount of any outside funding: \$206,990 % of total costs: 100%

Source of outside funding: Billable Case Management and DHS Allocation

Length of outside funding: Continuing

Likelihood of funding renewal: High

Would this outside funding be used to offset the levy if not used for this position? No

- C. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Yes, a portion of agency management, support and overhead will be allocated to this funding source as well to assist in drawing down additional revenues. Child Protective Services and Youth Justice expenditures are likely to decrease as CLTS supports children returning to the community from higher level placements.

- D. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how?

Yes, the CLTS program assists children in remaining in their homes and in our community instead of being placed in high-cost out-of-home placements outside of our community. The county is financially responsible for the cost of out-of-home placements ordered by the court.

- E. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

No.

V. COMMITTEE OF JURISDICTION

What is the recommendation of the committee of jurisdiction?

The Social Services Board will review the position at their June meeting.

NOTE: An updated or new Position Description Questionnaire (PDQ) may be necessary to complete the job evaluation process.

Signature of Supervisor/Manager Completing Request

Date

Vicki Tylka

5/26/2021

Department Head Signature

Date

Children's Long Term Support /Comprehensive Community Services

Social Worker

CLTS = 50% / CCS = 50%

For Calendar Year 2021

100% FTE

Item	2021 Proposed Rates	Mid-Point
Salary		\$65,116
Health - Family	\$1,963	\$23,556
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$4,037
FICA Medicare Rate	1.45%	\$944
Unemployment Insurance	0.10%	\$65
Retirement - Employer	6.75%	\$4,395
Worker's Comp - SW Municipal	0.98%	\$638
PEHP	\$21	\$546
Total Estimated Cost		\$99,495
One SW Position Requested		\$99,495
Staff Travel and Training Costs		\$4,000
Total Costs - One SW Position		\$103,495
Revenues - CLTS Case Management	\$ 51,390	
Revenues - CCS Case Management*	\$ 34,768	\$86,158
Expenses in Excess of Revenues		\$17,337
Excess Expense to be Covered By CLTS Admin Allocation, BCA, or CCOP		\$17,337
Tax Levy		\$0

*If employee possesses a Master's Degree, the Case Management Revenue can be increased; 10% fee for billing assessed by NCHC for CCS billing

Annual Estimated Revenues after Year One = \$129,236

Marathon County DSS
Administrative Support Unit – Restructure Request
July 2021

Current State:

We currently have two (2) vacancies on a two (2) person team. One (1) FTE Social Service Specialist position is vacant as of mid-July due to a retirement. The second .5 FTE Social Service Specialist position is vacant, effective June, due to an internal promotion. The positions are essential for the work of our department covering duties which include General Access to our services, Child Care Assistance, and key duties supporting the work of our Social Work Section.

In addition, we have one (1) vacant FTE Administrative Assistant position that has been held vacant, and have evaluated this position which performs front desk and reception duties.

Recommendation:

Evaluating our current and future business needs, and considering efficiencies we have gained in administrative processes, we request the following actions to support a restructure:

Abolish the 1.0 FTE Administrative Assistant position

Expand the .5 FTE Social Service Specialist to 1.0 FTE Social Service Specialist position

Financial Impact:

With the changes in wages of 1.5 FTE positions to 1.0 FTE at a different classification – and with the matching sources we have for each of the positions – we will save levy by doing this and increase our efficiencies. The levy savings is \$21,796 annually. The financial worksheet is attached.

\$6,987	Current Levy Usage for PT Social Service Specialist
\$22,848	Projected Levy Usage for FT Social Service Specialist
\$15,861	Net Levy Usage increase for FT SSS
\$37,657	Projected Levy Usage for FT Admin Assistant
(\$21,796)	Net Levy decrease to eliminate FT Admin Assistant and increase Soc Serv Spec from 50% to 100%

Administrative Assistant For Calendar Year 2021		
100% FTE - Administrative Assistant		
Item	2021 Rates	Mid-Point
Salary		\$33,054
Health - Family	\$1,963	\$20,588
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$2,049
FICA Medicare Rate	1.45%	\$479
Unemployment Insurance	0.10%	\$32
Retirement - Employer	6.75%	\$2,231
Worker's Comp	0.15%	\$50
PEHP	\$21	\$546
Total Estimated Cost		\$59,773
Revenues - AMSO	37%	\$22,116
Tax Levy		\$37,657

Social Service Specialist		
For Calendar Year 2021		
100% FTE - Social Service Specialist		
Item	2021 Rates	Mid-Point
Salary		\$39,840
Health - Family	\$1,963	\$20,588
Dental - Family	\$62	\$744
FICA Retirement Rate	6.20%	\$2,470
FICA Medicare Rate	1.45%	\$578
Unemployment Insurance	0.10%	\$39
Retirement - Employer	6.75%	\$2,689
Worker's Comp	0.05%	\$20
PEHP	\$21	\$546
Total Estimated Cost		\$67,514
Revenues - CLTS Admin	\$ 14,178	\$44,666
Revenues - Kinship Assessment	\$ 12,828	
Revenues - Child Care	\$ 4,242	
Revenues - AMSO	\$ 13,419	
Tax Levy		\$22,848

Social Service Specialist		
For Calendar Year 2021		
50% FTE - Social Service Specialist		
Item	2021 Rates	PayBud
Salary		\$19,920
Health - Family	\$0	\$0
Dental - Family	\$0	\$0
FICA Retirement Rate	6.20%	\$1,235
FICA Medicare Rate	1.45%	\$289
Unemployment Insurance	0.10%	\$20
Retirement - Employer	0.00%	\$0
Worker's Comp	0.05%	\$10
PEHP	\$21	\$546
Total Estimated Cost		\$22,020
Revenues - CLTS Admin	\$ 4,624	\$15,033
Revenues - Kinship Assessment	\$ 4,184	
Revenues - Child Care	\$ 2,121	
Revenues - AMSO	\$ 4,104	
Tax Levy		\$6,987