

# Health and Human Services Committee Agenda

Thursday, November 19, 2015, 5:00 pm

Wood County Annex & Health Center - Classroom

1600 North Chestnut Ave, Marshfield

- 1) Call to order
- 2) Declaration of Quorum
- 3) Public Comments
- 4) Correspondence
- 5) **Consent Agenda:**
  - a) Meeting minutes:  
Health and Human Services Committee, October 22, 2015
  - b) Narratives:  
Department Head/Supervisor Monthly Reports/Narratives: Edgewater Haven, Veterans Service Officer (CVSO), Health Department, and Human Services  
Other Narratives/Reports/Informational Material/Resolutions: Health Department, Edgewater Haven, Veteran Services, and Human Services credit cards detail, Edgewater Haven marketing report, Edgewater Haven caseload statistics, Edgewater Haven Physical/Occupational Therapy (PT/OT) report, CVSO supporting documents/educational material
  - c) Vouchers: Vouchers from Edgewater Haven, Health Department, Human Services, Norwood Health Center, and Veterans Service

**Consent agenda items will be acted upon by the Health and Human Services Committee in one motion without discussion unless a Committee member requests an item(s) be removed for discussion and separate consideration.**
- 6) Discussion and consideration of item(s) removed from consent agenda
- 7) Financial Statements: Edgewater Haven, Human Services, and Norwood Health Center
- 8) Human Services update on Fiscal Services Work Plan
- 9) Human Services report and recommendations for the TBI unit
- 10) Edgewater Haven Policy Review: Conflict of Interest; Standards of Conduct; Fraud, Waste, and Abuse
- 11) Health Department presentation on Health Care Coalitions
- 12) Schedule 2016 Committee Meetings
- 13) Legislative issue updates
- 14) Future agenda items
- 15) Next meeting(s):
  - December 17, 2015, 5:00 pm, Edgewater Haven, Conf Room 110/Admin Bldg – Port Edwards
- 16) Closed session pursuant to 19.85(1)(c) Wis. Stats. to discuss annual evaluations of Health Department Director, Edgewater Haven Administrator, Human Services Director, and Veterans Service Officer.
- 17) Return to open session
- 18) Adjourn

## HEALTH AND HUMAN SERVICES COMMITTEE

**DATE:** October 22, 2015

**PLACE:** Edgewater Haven, Conference Room 110/Admin Building – Port Edwards

**PRESENT:** Donna Rozar, Mike Feirer, Marion Hokamp, Jessica Vicente, Tom Buttke, Doug Machon, Lori Slattery-Smith, R.N.,

**EXCUSED:** Jeffrey Koszczuk, D.O., Peter Hendler

**ALSO PRESENT:** Kathy Roetter, Jo Timmerman, Jordan Bruce, Brandon Vruwink, Stephanie Gudmunson, Chris Hanten (Human Services); Sue Kunferman, Kathy Alft (Health Department); Amy Slattery (Edgewater Haven); Rock Larson (Veteran Services); Joe Zurfluh, Bill Clendenning (County Board Supervisors); Lance Pliml (County Board Chair) arrived during agenda item 11; Jonathon Anderson (Daily Tribune)

**1) Call to Order**

Meeting called to order at 5:00 p.m. by Chair Rozar.

**2) Quorum**

The Chair declared a quorum present.

**3) Public Comments**

- n/a

**4) Correspondence**

- WCHSA Fall Conference December 3-4, 2015 in Stevens Point, if interested in attending contact Kathy Roetter by November 10
- NALBOH Newsbrief
- Human Services 2014 Annual Report

**5) Consent Agenda**

Motion (Buttke/Vicente) to approve the consent agenda as amended. All ayes. Motion carried.

**6) Discussion and consideration of items removed from consent agenda**

n/a

**7) Financial Statements – Edgewater Haven, Human Services, Norwood Health Center  
Quarterly Reports – Veteran Services, Health Department**

Financial statements and quarterly reports were reviewed with specific questions answered by appropriate Department Heads.

**8) Human Services - update on Fiscal Services Work Plan**

Committee members received documented progress notes and barriers associated with cash receipts process recommendations, monthly close process recommendations, billing process recommendations, and communication recommendations. Jo Timmerman highlighted big project updates and described the status of policy development.

**9) Human Services report and recommendations for the TBI unit**

Jordan Bruce distributed a progress report of the Pathway's Unit to Committee members, including up-to-date admissions data. Committee members commended Jordan for his proactive approach towards utilization of the Pathway's Unit.

**10) Human Services "Professional Ladder" for Professional and Social Workers**

Kathy Roetter shared how implementation of a "professional ladder" for career advancement has been a major focus of the Wood County Human Services Department and described the concept of the model. She and Chris Hanten responded to questions regarding how this model will integrate within criteria established by the Carlson-Dettman study. Motion (Buttke/Vicente) to support the "Professional Ladder" as presented, and forward the document to the Executive Committee for their review and approval. All ayes. Motion carried.

**11) Human Services six month report on the Administration of the North Central Regionalization of the Food Share and Employment Training Program (FSET)**

Brandon Vruwink presented enrollment rates of FSET and actual vs projected caseload numbers. The North Central Region leads FSET enrollment statewide. Brandon shared progress to-date with the program, described partnerships, and engagement strategies. Visit [www.myfset.net](http://www.myfset.net) for additional information.

**12) Edgewater Haven update on state survey results**

Amy Slattery shared recent survey results. There were citations but none with fines, and all with plans of correction. A complaint, which was later withdrawn, had been received by the state prior to the scheduled survey. The State, however, needed to follow-up with that complaint which was not substantiated. The complaint was filed by a family member who was removed from the facility because of behavior.

**13) Health Department out-of-state travel request to attend the Focused Community Strategies Open House in Atlanta GA October 22-23, 2015 with all expenses paid with grant funds**

Sue Kunferman shared conference details and learning objectives. Motion (Buttke/Hokamp) to authorize DaNita Carlson's attendance to the Focused Community Strategies Open House in Atlanta, GA with all expenses paid with grant funds. All ayes. Motion carried.

**14) Legislative Issue Updates**

Department Heads provided updates regarding issues pertaining to their Departments.

**15) Items for Future Agenda**

The Chair noted items for future agendas.

**16) Next Meeting(s)**

- November 19, 2015, 5:00 pm, Wood County Annex & Health Center – Classroom; Marshfield

**17) Adjourn**

Chair Rozar declared the meeting adjourned at 7:03 p.m.

Minutes taken by Kathy Alft and reviewed by Marion Hokamp, secretary.

Minutes subject to Committee approval

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Marion Hokamp, secretary  
Health and Human Services Committee

November 2015  
Health and Human Services Committee  
Edgewater Haven  
Amy Slattery

In the month of October we had 14 admissions and 8 readmissions. No admissions to our Behavior Wing as we were full most of the month. Current census on the Behavior Wing is 7 residents. Census comparison to last year October:

October 2014 - 69 average census with 10 Rehab  
October 2015 - 62 average census with 7 Rehab

The 500 wing boiler project is completed in time and under budget just in time for the winter heating season.

The Regional Director of DHS, Jessica Radtke, was looking for facilities to have the Quarterly Communications meeting. I volunteered Edgewater Haven as a site for one of the meetings to be held early next year.

The staff at Edgewater Haven threw a Halloween party for residents, staff, and the community on Halloween from 2-4 pm. The turnout was great; we had many people from the community. There were games, prizes, cookies, cupcakes, and candy; all donated by staff. Residents had a great time handing out candy to the children that participated.

#### MARKETING-NOVEMBER 2015

Edgewater is sponsoring a Memory Café at McMillan Memorial Library on November 6<sup>th</sup> for family and friends of those experiencing memory loss.

We also continue to sponsor an American Heroes Café that will meet once a month at the Lowell Senior Center.

Edgewater staff will begin visiting area referral sources Mondays, Wednesdays and Fridays to share our information and meet with potential referrals as needed.

Edgewater continues our monthly ad in the Aging and Disability Resource Center Kitchen Table.

We have renewed our ad in St. Luke's Lutheran Church Guidebook.

Edgewater will attend the quarterly I-Team meeting with Crisis Intervention/Protective services related to our secured unit and availability.

Edgewater employees coordinated a very successful Halloween Party for our residents, families and the community. They look forward to doing it again next year.

Staff met with Navihealth/Advocare to discuss our services, their assessment process and how best to meet our resident/their customer's needs.

5B

## Edgewater Credit Card Statement - October 2015

Date	Description	Nursing 54201	Laundry 54212	Dietary 54213	Maint. 54215	Therapy 54216	Activities 54218	Soc Serv 54219	Admin 54219	Donation Acct
10/14/2015	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.75	\$ -
10/18/2015	Hotel-Conference-Arendt	-	-	99.00	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5.75</b>	<b>\$ -</b>
<b>Total Usage October 2015</b>		<b>\$ 104.75</b>								

**CVSO Report to the Wood County Health and Human Services Committee**

**Meeting Date:** November 19, 2015

Caseload activity for September: 11 new veterans and 194 veteran's files edited. The regular detailed caseload activity report is attached. Note: new software has changed how we track activity files edited is computed differently than last year.

**Activities:**

1. Completed as of November 11, 2015:
  - a. October 17 – Member of Senator Baldwin's Service Academy Selection committee.
  - b. October 19 – Southern Wood County Homeless Initiative meeting.
  - c. October 28 – Tomah VA Hospital Mental Health Stakeholders meeting.
  - d. November 5- Homeless Stand Down Wisconsin Rapids.
  - e. November 6 – River Cities Clubhouse 2 year anniversary celebration
  - f. November 10 – CVSO quarterly meeting with the new Acting Director of Tomah VAMC
  - g. November 10 – UWSP Veterans Club at the UWSP DUC Laird Center (Coffee Culture)
  - h. November 11 – Veterans Day
2. Near Future:
  - a. November 12 – Meeting with Finance Director on documentation & procedures for 2015 calendar year and 2015/2016 state fiscal year grant overlap and reporting requirements.
  - b. November 13 – CVSO leadership meets with Wisconsin Counties Association to discuss options and how to effect positive changes in WDVA grant to counties for improvement of services.
  - c. November 18 - Mid-State Technical College Community Partner Workshop.
  - d. November 20 – Wisconsin Department of Veterans Affairs Board Meeting at Union Grove Veterans Home.

**Office updates:**

1. Wood County veteran hiring initiative: We continue waiting for new HR director.
2. Veterans Stand Down. Approximately 95 veterans were seen at the stand down. Many private local, county, state and federal providers were available to provide immediate and long term resources to improve the lives of these homeless and at risk veterans and their families. We were informed that the Centralia Center will no longer be available for this event in the future. The Rapids Mall has expressed that it could support this event and we are looking at another local option.
3. Tomah Veterans Affairs Medical Center has a new Temporary Acting Director during her first days on the job she has visited our Stand Down and scheduled a meeting with the CVSO's in the hospital's area of operation.

**Caseload Activity by Person**

Oct 1- 31 2015

Federal	NEW				Follow Up				Reopen			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Power of attorney	5		4	1								
Compensation			4	1	8	3	3	3				
Pension	1				2							
Burial Benefits							3					
DIC			2									
Medical Care	2		2	2	2			1				
Life Insurance												
Misc.	12	11	15	16	1	1		5				
GI BILL (EDUCATION)	1											
Grave Marker		1	1									
Home loan												
Vocational Rehab.	1	1				1						
Request for Records	1	4	14	6			1					
Home Visit		1										
State												
Certificate of eligibility												
Personal Loan Program												
Substance Aid Grant												
Health Care Aid Grant												
King Veterans Home												
Vet Ed Grant												
Wis GI Bill												
State Cemetery												
Vet Assist Center												
Property tax credit												
Retraining Grant						1						

2015 Oct Totals	23	18	42	26	13	6	7	9	0	0	0	0
2014 Oct Totals	16	24	54	86	34	4	23	34	3	2	0	0

Federal	Amended				Information			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Power of attorney								
Compensation	1					4		2
Pension					1			3
Burial Benefits					1		2	1
DIC						1	1	
Medical Care					1	4	5	6
Life Insurance					1			
Misc.					1	4	1	
GI BILL (EDUCATION)					1	2	3	
Grave Marker								
Home loan								
Vocational Rehab.								
Request for Records								
State								
Certificate of eligibility								
Personal Loan Program								
Substance Aid Grant								
Health Care Aid Grant								
King Veterans Home								
Vet Ed Grant						1		
Wis GI Bill								
State Cemetery								
Vet Assist Center						1	1	
Property tax credit								1
Retraining Grant								

2015 Oct Totals	1	0	0	0	6	17	13	13
2014 Oct Totals	5	1	0	0	5	25	8	46
2015 Overall Oct total	194							
2014 Overall Oct total	370							

Files Reviewed

## ***Health Department Report November 19, 2015***

### **ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN**

- I attended the American Public Health Association meeting in Chicago and attended a number of excellent sessions. We purchased the recorded versions so other staff who work in certain program areas can review the information from the really valuable breakouts. I learned that there is a federal law that requires the Department of Motor Vehicles to share data with other government agencies if it contributes to their core purpose. St. Louis has taken advantage of this law and received nearly 200,000 records that allowed them to calculate body mass indexes for about 175,000 individuals. They geocoded the results and mapped the data to look at areas where individuals have normal weight, are overweight, or obese. They used other data sources in conjunction and based on scientific evidence had to increase the weight listed on drivers licenses by 5.6% for women and 1.9% for men. This helped to create more accurate maps and data could be reviewed down to the neighborhood level.
- We are beginning a series of program evaluations whereby the management team will meet with staff from each program area to review everything they are working on and determine whether the activities fit with our new strategic plan, our community health improvement plan, and our overall mission and vision. We recognize that staff are extremely stretched and one way of increasing our capacity is by scaling down on what we do. We want to assure that we are focusing on the most important activities that are evidence-based.
- We completed an active shooter training and drill. We worked with the Wisconsin Rapids Police Department on the drill where officers came into our office acting as active shooters using air guns that shot pellets and made a noise like a real gun firing. The drill allowed us to use the skills we learned in the training to protect ourselves during a deadly situation with an active shooter.

### **HEALTH PROMOTION AND CHRONIC DISEASE REPORT**

#### **Oral Health Program – Wendy Ruesch, RDH, CDHC**

The initial oral screening and fluoride varnish for all Wood County Head Start Centers has been completed. The sealant program for North Wood County elementary students is in progress. Linda Wolosek is temporarily assisting with the program while the Oral Health Screener is on medical leave. I spoke again with Family Health Services to receive updates about Marshfield Clinic Dental Center coming to Wisconsin Rapids in 2017. I provided oral health education to the Circle of Moms breastfeeding support group in Marshfield. I also spoke about oral health on the WFHR Radio Morning Show.

#### **Tuberculosis Update – Jean Rosekrans**

We continue to monitor 1 case of latent tuberculosis infection.

#### **Communicable Disease Update – Jean Rosekrans**

- During the month of October there were 24 cases of chlamydia, 1 case of gonorrhea and 4 suspect cases of hepatitis C investigated in Wood County.
- During the month of October Wood County had 3 confirmed cases of Lyme disease and 2 confirmed cases of ehrlichiosis/anaplasmosis.
- In October there was 1 case of blastomycosis investigated that was found to be connected to the outbreak from the Little Wolf River in Waupaca County.
- The numbers of enteric illness cases are declining. During the month of October there was 1 case of cryptosporidium and 1 case of giardia investigated. Norovirus is currently the predominate gastropathogen detected in Wisconsin.
- The *Recommendations for the Prevention and Control of Gastroenteritis Outbreaks* and the *Reporting, Prevention and Control of Acute Respiratory Illness Outbreak Guidelines* were mailed to all Wood County long term care facilities. Overall, influenza activity in Wisconsin is still sporadic.
- An email was sent to all Wood County Infection Control Practitioners with a refresher/update on Perinatal Hepatitis B prevention and post-delivery monitoring.
- As of Oct. 30<sup>th</sup> the WI Division of Public Health reported 17 confirmed mumps cases associated with outbreaks at two University of Wisconsin campuses (Whitewater and Platteville).

#### **3-O Day Board – Alecia Pluess**

I have started registering students from surrounding areas for 3-O Day, which will be held at the Hotel Mead on December 1<sup>st</sup>. Thus far, 230 students are registered. Final details will be discussed with Hotel Mead in the coming weeks.



#### Immunization Program – Alecia Pluess

Two clerical staff attended the Vaccine for Children training session offered by the Wisconsin Immunization Program in October, which is a mandatory annual training for back-up vaccine coordinators. Flu vaccine is being administered to eligible clients through the Vaccine for Children program, and employees are being vaccinated with purchased vaccine.

#### Living Well – Alecia Pluess

I began instructing a six-week class entitled *Living Well with Chronic Conditions* at Grace Lutheran Church in Wisconsin Rapids. There are 10 registered participants.

#### Quality Improvement – Tyler Zastava

Work continues on several quality improvement projects within the department. Two main projects at this time are improving the immunization clinic flow at the Marshfield office and making both Wisconsin Rapids and Marshfield waiting rooms more welcoming.

#### Emergency Preparedness – Tyler Zastava

A mass sheltering tabletop exercise was completed in September. The exercise went very well and it's clear that all the planning, training, and exercising is paying off. All staff will be trained and then drilled on the department's new active shooter/armed intruder policy and procedure this November. The policy follows the ALICE model, which stands for: Alert, Lockdown, Inform, Counter and Evacuate. The Wisconsin Rapids Police Department will be leading the drill.

### **COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH**

#### Healthy People Wood County

On October 8<sup>th</sup> a key stakeholder forum was held in Pittsville as part of the next iteration of the Community Health Needs Assessment for Wood County. Over 1600 surveys were also completed by community residents to help determine the health priorities for the next three year plan.

#### Healthy Growth and Development Team

The team will be collaborating at our meeting this week to determine our next steps with the Youth Risk Behavior Survey results. Team members are also taking part in the newest discussions about the next community plan. We continue to implement the steps of the American Dental Association grant in partnership with Marshfield Clinic. We are excited to start the packet give-a-ways and the Lunch and Learns with the Pediatrics department later this month. Additionally, the Pediatric providers are contemplating making oral health their own quality improvement measure. This would be a fantastic success for the grant. Finally, work is being done with the University of Wisconsin Eau Claire nursing students to assess oral health in our community and to plan a provider breakfast/Lunch and Learn. Plans will be made and the project will be complete in December so the team can move forward with the breakfast in order to facilitate networking and teamwork among oral health providers throughout Wood County.

#### Chronic Disease Prevention and Management Team

Six Wood County school food service staff met with the Wood County Farm to School staff on Oct. 7<sup>th</sup> in Pittsville to discuss Farm to School projects for the year. Projects include educational presentations to students, procurement of new local foods and harvest and freezing of student grown winter squash from the Pittsville school garden. On October 22<sup>nd</sup> many schools held apple crunch events to celebrate National Food Day. Over 6,500 students and staff in Wood County schools participated in the event this year, consuming 1,800 pounds of apples. Many of the schools had a surprise visit from Ms. Apple, a local Wood County celebrity. The purpose of National Food Day is to bring awareness to the foods we eat and to celebrate healthy, locally grown foods found in our own community. National Food Day occurs each year in October, which is also National Farm to School Month. A Harvest of the Month family newsletter was distributed to all elementary students in Wood County, featuring recipes, tips and interesting facts on pumpkins.

The River Riders Bike Share program is nearing the end of its first season. Pick up for the bikes and racks takes place in November with the help of workers from the Huber program. Surveys will also be distributed to the four host sites in November or early December. The plan is for committee members to meet one-on-one with the bike share sites and gather feedback as to what worked and what areas of the program can be improved on. We will also discuss future plans for the bike share sites for next spring. On October 12<sup>th</sup>, several bike share committee members presented as a panel on the bike share program for an Upper Midwest Planning Conference in Madison.

The presentation was a great success with positive feedback and several inquiries for more information on the program! There will be another panel presentation on November 6<sup>th</sup> in Appleton for the Wisconsin Bike Summit.

#### Mental Health / Alcohol and Other Drug Abuse Team

The coalition chair, DaNita Carlson, attended the Focused Community Strategies training in Atlanta. We met with Mental Health America to discuss a plan for increasing the suicide prevention work done in Wood County and work continues on *Making Your Worksite Mental Health Friendly*, writing case studies to enhance future worksite grant opportunities. Work continues with Healthy People Nekoosa. They are now reorganizing their group and have a plan for better including the community into their coalition. A presentation was done to the Cranberry Clergy about the Healthy People Wood County Mental Health and Alcohol and Other Drug Abuse coalitions. In addition, presentations were done with Aspirus Riverview Foundation and the Sunrise and Noon Rotaries on the Cranberry Oxford House, which is the new women's recovery home in our community scheduled to open December 1<sup>st</sup>. The 2015 Mental Health Conference was a huge success. Evaluations are being compiled and plans for next year are underway. The team is working with Human Services to schedule Trauma Informed Care trainings for their staff and the community. We met with an Appleton representative who works specifically on community transformation initiatives, and also met with South Wood County representatives who would like to be involved in the HPWC community transformation efforts. Work continues with Wisconsin Initiative for Stigma Elimination on stigma reduction activities.

Meetings were held with Dave Wille to discuss incorporating e-cigs into Marshfield's smoke free air policy. The team is currently in the process of assessing the common council in Marshfield. In addition, a meeting was held with the Marshfield Mayor to determine his support, along with a meeting with Rep. Krug to discuss youth tobacco free/nicotine free/e-cig efforts.

#### ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

##### Licensed Establishment Changes and New Businesses

The new Blu Play Café is open in Wisconsin Rapids. It includes indoor slides for children and was licensed to serve food. Domino's has a new building on 8<sup>th</sup> Street in Wisconsin Rapids. I Spoon Sushi opened in Wisconsin Rapids at the previous site of the Hong Kong Buffet.

##### Consultation and Food Safety training

Environmental Health staff provided food safety training for Riverview Hospital food preparation staff. An onsite visit with the Mobile Food Pantry was done to review their operations for food safety. The Mobile Food Pantry provides food at no cost for those in need. A meeting was held with Wisconsin Rapids City and Park officials, our department and the Department of Health Services regarding the status of Mead Pool. Winter damage to the pool caused a failure of the circulation system. A corrective action plan for the pool was developed. The pool may open in 2016 if the items on the corrective action plan are addressed.

##### West Nile Virus

The season for reporting dead birds for West Nile Virus has ended. We submitted 3 birds for testing. None tested positive for West Nile Virus.

##### School Food Service Inspections

The first of two inspections are now being done with the 39 school food service programs in the county. This first inspection focuses on food processing and service.

##### Department of Agriculture, Trade and Consumer Protection (DATCP) agent meeting

The annual DATCP agent meeting was held in Merrill. The meeting covered the upcoming merger of the Department of Health Services and Department of Agriculture's licensing and inspection programs. Staff re-assignments, workgroups and timelines were discussed. There will be statutory changes as well as code changes that will be effective July 2016. Training topics included cheese identification to determine applicable food safety rules, food packaging issues, sushi processing, and new campground rules.

##### Presentations

Greg co-presented at the Adult Protective Services Conference on the handling of hoarding cases. The monthly radio show focused on lead poisoning prevention and prevalence in Wood County. Environmental Health Staff provided information on bed bugs, cockroaches, lead, groundwater safety and radon at the Wood County Employee health fairs.

## **FAMILY HEALTH AND INJURY PREVENTION REPORT**

### **Fetal Infant Mortality Review (FIMR) – Leah Meidl**

We will be scheduling meeting dates for 2016 soon. Our last meeting went well, with good attendance. However, for 2016 we would like to attempt to recruit a few new members, specifically some from the Obstetrics/Gynecology Departments.

### **Caring Hands – Erica Sherman**

Training entitled *Using a Trauma Lens with the Pyramid Model* was provided at Mid-State Technical College in Wisconsin Rapids on November 2<sup>nd</sup>. Kathie Snitker-Magin from Wisconsin Alliance for Infant Mental Health presented to an audience of about 40 individuals, mainly childcare providers. The same presentation will be given in Marshfield at the Streitel Center on November 17<sup>th</sup>.

### **Safe Kids – Tyler Zastava**

Two Wood County Health Department staff, Ashley Tremmel and Mai Thao, are attending child passenger safety technician training in November to help support the car seat program within the department and for the Safe Kids Coalition. Work is being done to pilot a bike helmet purchase program through elementary schools so that families can buy bike helmets at a reduced cost. Grant funding is being sought to build a third life jacket loaner board to be placed at the Nepco Lake boat landing.

### **Child Death Review – Tyler Zastava**

A four year report of all child death review cases has been compiled to provide the team a clear picture of local trends. A recommendation was made at the October meeting to run a pregnancy test on all female suicides 25 years and younger. *"Beneath the Bruise: Recognizing the Subtle Signs of Abuse"* training will be offered as part of a collaboration with the Wood, Portage and Marathon County Child Death Review Teams and their partners. The training will be held on December 3, 2015 in Marshfield and will be featuring Dr. Lynn Sheets, from Children's Hospital of WI.

### **Wood County Teen Driving Coalition – Tyler Zastava**

The Wood County Teen Driving Coalition is planning the second annual teen driving summit for December 8, 2015. The summit will again be held in the Pittsville school auditorium. Every district is encouraged to bring up to 15 students to the summit, in which each school will develop a teen driving plan to be implemented in April of 2016. The teens will engage in many interactive, hands on activities throughout the day. Mini-grants will be offered to the schools to help support their plans.

### **Wood County Breastfeeding Coalition – Amber France**

The Wood County Breastfeeding Coalition hosted a Family Fun Day at Altenburg's in Wisconsin Rapids. The coalition provided face painting and family photos by a professional photographer. Seventy four families participated in the family photos. The Wood County Circle of Moms Breastfeeding Support Group and Wood County Breastfeeding Support Group Facebook page continue see an increase in the number of participants. These groups have allowed us to help fill the gaps in lactation support services to the community. The peer groups allow 24/7 support and information until community resources are available.

## **WOMEN, INFANTS AND CHILDREN (WIC) REPORTS – AMBER FRANCE, MS, IBCLC**

The Wood County WIC Program continues to work on outreach to increase caseload, and develop a strategy to get current participants active to count towards the contracted caseload.

### **Caseload for 2015 (Contracted caseload 1327)**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active	1300	1269	1273	1227	1223	1271	1278	1270	1306	1305		
Participating	1462	1439	1400	1373	1357	1405	1415	1428	1452	1456		

# HEALTH DEPARTMENT CREDIT CARD SUMMARY

9/21/2015 - 10/20/2015

Due Date 11/19/2015

Date Paid 11/4/2015

Amount Due \$ 4,255.04

## PUBLIC HEALTH - VISA CHARGES

Vendor	Description	PH	GRANT	Amount
NALBOH	Annual Dues	√		\$ 300.00
Olympia Resort	Conference	√		\$ 140.00
Dominoes	Strategic Plan		NACCHO	\$ 14.13
Little Caesars	Strategic Plan		NACCHO	\$ 31.65
Wal Mart	Strategic Plan		NACCHO	\$ 96.80
Wal Mart	FIMR Meeting	√		\$ 9.96
Scotty's	FIMR Meeting	√		\$ 66.48
Cribs for Kids	Cribs		MCH	\$ 540.61
Wal Mart	Office Supplies	√		\$ 10.99
Wal Mart	Prog Supplies		PHEP	\$ 2.97
Wal Mart	Car Seats		AAA	\$ 179.92
Amazon	Safety Glasses		PHEP	\$ 34.50
USPS	Postage-Comm Needs	√		\$ 300.90
Wal Mart	Clinic Supp	√		\$ 42.98
Kwik Trip	Meeting Supp	√		\$ 9.46
				\$ 1,781.35

### Grants:

BRACE	Building Resilience Against Climate Effects
EP	Emergency Preparedness
IMM	Immunization
LEAD	Childhood Lead
MCH	Maternal Child Health
PHHS	Prevention Funds
SGK	Susan G Koman
SHP	Security Health Plan
TOB	Marathon County Tobacco Coalition
TRANS	Transform WI
WQI	Accreditation Infrastructure
WWWVP	WI Well Woman

## CONSOLIDATED GRANT - VISA CHARGES

Vendor	Description	GRANT	Amount
			\$ -

## WIC - VISA CHARGES

Vendor	Description	PROGRAM	Amount
J2 Catering	Lunch Meeting	Admin	\$ 89.00
Re-Think It	Prog Supplies	FF	\$ 372.34
Party City	Prog Supplies	FF	\$ 593.18
Herberger's	Prog Supplies	FF	\$ 115.02
WI WIC Assoc.	Conf	NE	\$ 250.00
Creative Designs	WIC Shirts	Admin	\$ 270.08
Kids Love Stickers	Prog Supplies	CS	\$ 168.20
			\$ 1,857.82

### Programs:

ADMIN	WIC Program Administration
BF	WIC Breastfeeding
CS	WIC Client Services
FF	WIC Fit Families
FMNP	WIC Farmers Market Nutrition Program
NE	WIC Nutrition Education
PC	WIC Peer Counseling

## HEALTHY SMILES - VISA CHARGES

Vendor	Description	PROGRAM	Amount
			\$ -

FV	Healthy Smiles Fluoride Varnish
SEAL	Healthy Smiles Sealants

## COALITION ACCOUNTS - VISA CHARGES

Vendor	Description	Coalition Name	Amount
Amazon.com	Prog Supplies	BF	\$ 94.26
Wal Mart	Circle of Moms mtg	BF	\$ 15.94
Kickstarter Fed Up	Video	CD HPWC	\$ 47.00
Amazon.com	Prog Supplies	MH HPWC	\$ 94.40
UW Cont Ed	Conf Reg	MH HPWC	\$ 100.00
Hotel Mead	Presenter Rooms	MH HPWC	\$ 247.32
			\$ 598.92

### Coalition Names:

SWCBF	South Wood County Breastfeeding Coalition
SK	South Wood County Safe Kids Coalition
HPWC	Healthy People Wood County
CD	HPWC - Chronic Disease Prevention
HG&D	HPWC - Healthy Growth & Development
MH	HPWC - Mental Health

## HO-CHUNK VISA CHARGES

Vendor	Description	Amount
e-fax	Monthly Charge	\$ 16.95
		\$ 16.95

## **WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT November 10, 2015**

### **Director's Report by Kathy Roetter**

At the end of October, biannual All Staff Meetings were held in Wisconsin Rapids and Marshfield. The meetings were well attended and included a review of the findings of the department's trauma informed assessment, which assisted the department in identifying strengths and areas for improvement. The findings provide us with a base line and will be used by the Core team in planning further trauma informed activities across the Department. In addition to the trauma informed care component of the meeting, there was an educational presentation on "Connectedness" which is the department's second strategic initiative. Jordon Bruce provided an update on what is new at Norwood at the Wood County Annex and Health Center, and the Director provided an update on key national, state and local issues. The evaluation by staff of the meeting and topics presented are very positive.

During the last month, there was an unusual event that led our Department to take eight children into custody for their safety all on the same day. Taking that many children into custody creates significant stress on resources and staff. Many of the children ended up staying in the Department most of the day, which necessitated staff going those extra steps to ensure children had their needs met. All staff in the department pulled together to help watch and provide food for the children, while other staff attended to finding relatives or foster care so that children could be adequately taken care of. The Staff did an amazing job and their actions clearly demonstrated our mission and values as an organization.

Last month, I reported on the team Wood County sent to the 2015 Child Welfare and the Courts: Moving Toward A Trauma-Informed Wisconsin. So, at the Wood County Criminal Justice Task Force Committee meeting, Emily Nolan-Plutchak, Public Defender and I reported off on the conference to the committee members and made a recommendation to form a Subcommittee to explore trauma informed practices here in Wood County. The committee members fully supported this recommendation and identified key stakeholders (law enforcement, probation and parole, human services, district attorney, private attorneys, etc.) to be include on the subcommittee. Emily and I will co-facilitate the subcommittee and we have tentatively planned to have our first meeting in December.

On November 6<sup>th</sup>, the department heads from Edgewater, Highway and Human Services met with the Finance Director and Deputy Director to discuss the draft document on internal controls related to Wood County accounting. There was a significant amount of feedback provided regarding the content and language in the document. Finance will be drafting a revised document for further review. Amy and I discussed the plan to bring the revised draft to the December Health & Human Services Committee.

### **Division of Community Resources Report by Brandon Vruwink**

All Community Resources: I am proud to report that the Division of Community Resources hosted a booth at the Veterans Stand Down which was held on Thursday November 5<sup>th</sup> at the Centralia Center. We had a number of staff working the booth and explaining the available services to Veterans. One of the key services that we offer exclusively to Veterans is the coordination of the Disabled American Veterans (DAV) transportation service. While we are serving a number of veterans in Wood County, this outreach effort afforded us an opportunity to share information with

Veterans that may not have been aware of the service. The DAV transportation program is a collaborative effort with the VA's Tomah branch. The service provides free transportation to Veterans that are in need of transportation to their medical appointments at the various VA hospitals and clinics throughout Wisconsin. The support of our local Veterans office and in particular Rock Larson has made this collaborative effort successful for Wood County Veterans.

Transportation: The Wisconsin State Patrol completed annual inspections of our busses on October 22<sup>nd</sup>. All of the busses made it through inspection without any requirement for repairs. In the past we have always had at least one bus that has required corrective repair. The inspection process is an additional quality check that helps us ensure that vehicles are in safe operating condition for our customers. We have sold three of our busses on the Wisconsin Surplus auction website. The proceeds from the sales will be placed in our capital trust account and will be available for future purchase and repair needs.

Income Maintenance: Open enrollment for the Affordable Care Act began on November 1<sup>st</sup> and will conclude on January 31<sup>st</sup>. The Marketplace will process applications for applicants that are eligible for coverage under the Affordable Care Act and refer the applicants that meet eligibility for BadgerCare to our Income Maintenance Team. This generates a significant increase in workload for Income Maintenance staff. We expect the workload increase to last at least through the end of March. I would like to thank all of our Income Maintenance staff for their continued commitment to meeting the needs of our residents.

### **Family Services Update by Chris Hanten**

Did you know that 2% of all of Wisconsin's child protective services reports were received by Wood County Human Services Department this year? According to the U.S. Census Bureau, Wood County has approximately 1% of the total state population, and a lower child population than the average for the state as a whole. In 2012, the estimated child population in Wood County by the U.S. Census Bureau was 16,744. Through 09/30/15, we have received 1180 reports of child abuse or neglect. 399 of these reports (34%) met the definition of abuse or neglect. These numbers does not take into account telephone calls, police reports, or walk in customers that do not result in a child abuse or neglect referral. After receiving all the information related to a possible abuse or neglect allegation, all documentation requirements under the Wisconsin Access Standards must be followed. Each report can take up to an hour to enter into the eWiSACWIS database. Two access social workers, Jo Ann Wormet and Trisha Tetzlaff, answer calls related to abuse and neglect, delinquency, truancy, requests for community services, and other family and child related issues. They are required to know many different resources and computer systems as well as provide information and referral and social work interventions to walk in clients and upset or angry callers. They provide consistency and knowledge to our clients, consumers, employees, and community partners.

On October 7, 2015, a juvenile was ordered to Lincoln Hills Correctional Facility. We had requested a waiver of this juvenile to the adult system as we felt that juvenile services had been exhausted. The Assistant District Attorney was not in agreement with this recommendation and the youth was ordered to juvenile corrections. With this new placement, we currently have three youth placed in juvenile corrections.

### **Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen**

Personnel update: Adam Anderson has joined Human Services as the new Legal Services/Adult Protective Services Coordinator. Adam's first day was 11/2/15.

Crisis Intervention: The Crisis Intervention Program is beginning to look at what changes will be necessary in order to meet new requirements set forth by the 2015 Wisconsin Act 55 mandate that before an emergency detention can be approved, a crisis assessment on the individual by a mental health professional must occur. This law will take effect July 1, 2016. While Crisis Intervention staff are currently involved in approving all emergency detentions, a formal assessment has not been previously required. This new mandate will significantly increase the amount of time involved on the part of our Crisis Intervention staff for every emergency detention that occurs in Wood County. Currently we are working on an analysis of how this will impact our current system and what will be needed to ensure the Crisis Intervention program is able to effectively meet the needs of the community.

Children's Long-Term Support Waiver: In July 2014, the Centers for Medicare and Medicaid Services (CMS) directed states to provide coverage of autism treatment services as a regular statewide Medicaid benefit through BadgerCare Plus, EBD Medicaid, and the Katie Beckett Program. As a result, beginning in early 2016, a new Forward Health behavioral treatment benefit will be available for children currently receiving autism treatment services under the Children's Long-Term Support Waiver Program; children who have been diagnosed and are waiting for autism treatment services; and children who receive health care coverage through BadgerCare Plus; EBD Medicaid; or the Katie Beckett Program and who have a need for behavioral treatment.

The new behavioral treatment benefit will be funded as a regular Forward Health benefit (like a physician service or a well-child screening) instead of through the Children's Long-Term Support Waiver Program. The Children's Long-Term Support Waiver Program will continue to provide support services to meet children's assessed needs. This information and additional information about this change can be found on the Department of Health Services web page: <https://www.dhs.wisconsin.gov/clts/waiver/autism/index.htm>

If a child has autism as well as non-autism disability components, those needs will continue to be met through the Waiver program. Wood County currently has seven children receiving autism services through the Waiver program and one child on the waiting list. As of November 9<sup>th</sup>, no more children will be added to the waitlist for autism only services. Most of the seven children currently on the Waiver will continue to be on the Waiver for non-autism related needs. The transition for coverage of the autism related services will occur between May and October of 2016 depending on when the child's six month service review is scheduled to occur.

#### **Support Services Update by Jan Pelot**

Facilities update: Fire inspections for 2015 at Marshfield City Hall and 12<sup>th</sup> Street locations have been completed with No Violations Found according to the Wisconsin Administrative Code.

#### **Fiscal Services Update by Jo Timmerman**

Norwood: Business Office staff continued to refine processes for billing of physician charges at Norwood. A meeting occurred between Fiscal staff, nursing, and Medical Records on November 4<sup>th</sup> to further define the flow and timing of billing documentation.

On November 10<sup>th</sup> our new state Medicaid auditor, David Medley, will be onsite to conduct the 2014 desk review of the Crossroads and Pathways units. Once completed Norwood will receive its finalized rate for 2014 TBI services, which then becomes the interim rate for 2015. As in prior years, adjustments will occur once that rate is determined.

Beginning November 12<sup>th</sup> a Fiscal staff member will be out on FMLA for approximately two to three weeks

Community: 2016 contracts are being drafted and reviewed for disbursement to our service vendors in all areas.

The IDC-10 coding conversion is nearly completed for the psychiatrists' services. We have billed with the new codes and received payments. There were a few denials; staff is working through the coding glitches for resubmission of those charges.

On October 20<sup>th</sup>, Jo Timmerman and Mary Schlagenhaft attended the Northern Region Financial Managers' meeting in Rhinelander. One issue resonated across all the counties in attendance in that all were experiencing extremely high alternate placement costs in 2015 and are expecting the same for 2016. All counties were reporting very large budget deficits in this area of service provision.

#### **Norwood at Wood County Annex and Health Center Update by Jordon Bruce**

Locum coverage is currently meeting the needs of the Admissions unit since our switch over on October 16<sup>th</sup>. We are providing Psychiatrist services seven days a week, which is a nice change. We are currently working on coordinating the next schedule of Locum providers which will run from mid-January thru the end of April.

Kathy Roetter and Jordon Bruce are continuing to work with Merritt Hawkins on securing permanent providers. So far, we have received leads on three providers; however these have not worked out. We have interviewed Psychologist and Nurse Practitioner candidates and are hoping to have these positions filled by the end of November.

The admissions unit cap has been lifted but we have yet to exceed that magic number of 12. Jordon will be reaching out to the Human Services Directors of the counties we contract with to let them know that our cap has been lifted to hopefully increase the utilization.

The Crossroads unit is at its maximum capacity of 16 residents. We have been performing bed management to identify individuals that are ready to "step down" to a lesser restrictive setting before being discharged back into the community. We are able to use up to four of the beds on the TBI unit that currently sit empty.

In late October, Norwood celebrated achieving a 5-star rating by Center's for Medicare and Medicaid Services on its Crossroads Unit and also being selected by US News and World Report as one of the country's top Nursing Homes in 2015. Marshfield's Mayor Chris Meyer, State Assembly Representative Bob Kulp, along with various Health & Human Services Committee members were among those in attendance. We are very proud of the staff and their hard work that they do to make our unit such a success. They are a valuable resource for Wood County, caring for our uniquely complex clientele.

#### **Norwood Maintenance Department**



Work has begun on Phase I of the Fire Alarm System upgrade. All of the existing devices on the living units have been replaced with addressable devices and work has begun on adding devices to areas required by current codes. The project remains on schedule. Phase II is budgeted for CY 2016.

Projects completed in October include replacing cement slabs and benches near the main entrance. Also, the rock was removed from landscaped areas in front of the facility and replaced with fresh mulch and some new foliage. Much needed signage was installed to replace the handicap, visitors', and Doctors' parking signs.

A start date has been set for November 9<sup>th</sup> to replace the rubber membrane roof on the dining room. A warm fall has been working in our favor for this project as well as saving on heating costs.

#### **Norwood Dietary Department**

Congregate meal program served 5,658 meals. The total served as of 10/31/15 was 53,308. Total revenues as of 10/31/2015 were \$229,187.73.

#### **October 2015 Referrals for TBI Unit**

Date	From	Patient	Status	Additional Info
10/2/2015	St. Joe's	79 male	denied	Not appropriate; looking for LTC- no therapy & Humana(Medicare)
10/9/2015	St. Vincent-Green Bay	34 female	declined	Insurance denied- United Healthcare
10/13/2015	Sacred Health-Milwaukee	25 male	declined	Insurance denied- United Healthcare
10/15/2015	Froedtert-Milwaukee	47 male	declined	Pt was discharged to jail 10/20, United Healthcare MA HMO denied- stated no TBI benefits.
10/22/2015	Specialty Hospital Milwaukee	49 male	declined	CVA-looking for LTC
10/28/2015	Columbia St. Mary's	52 male	pending	Will d/c to Aspirius - Wausau for bone flap & plan to come to Pathways after stay in Aspirius
10/29/2015	UW Madison	63 male	declined	looking for regular SNF rehab/cardiac

# CREDIT CARD SUMMARY- HUMAN SERVICES DEPARTMENT

Statement Date 10/16/2015  
 Amount Due \$670.91  
 Due Date 11/11/2015  
 Date Received 10/24/2015  
 Date Paid 10/28/2015  
 VOUCHER # 4015-5401

WALMART  
 9/19/2015  
 \$5,965.80  
 TOTAL BOTH CARDS  
 11/18/2015  
 10/27/2015  
 11/4/2015  
 4015-5481 & 4015-5482

Object	Description	Program Amount	CBRF-AIRPORT	ADMIN	AODA	CCS	NHC ADMIN	NHC-NURSING	NHC-SNF-CMI	NHC-INPATIENT	NHC-DIETARY	NHC-MAINT	CSP	C/LEGAL	OPC	FSP	DCF-CW	ESS /ESS PPACA	WAIVER	YOUTH AIDS
243	BUILDING REPAIRS	0.00																		
252	OTHER-START UP COST	0.00																		
250	OTHER PURCHASES-WAIVERS	868.41																	868.41	
260	OTHER PURCHASES	937.65					937.65													
270	OTHER PURCHASES	15.00					15.00													
273	CLUBHOUSE	0.00																		
290	STATE PASS THROUGH FUNDS	0.00																		
290	CW PASS THROUGH FUNDS	0.00																		
292	CLIENT SERVICES	0.00																		
311	OFFICE SUPPLIES	0.00																		
313	POSTAGE	0.00																		
324	ADVERTISING	0.00																		
328	SUBSCRIPTIONS	0.00																		
329	SUBSCRIPTIONS	0.00																		
331	MEETINGS / TRAVEL	1,650.00		230.00	75.00	302.50			440.00				302.50	75.00	150.00	75.00				
332	MEALS/LODGING	0.00																		
333	MEALS/LODGING	489.00				64.50							64.50			164.00	-60.00	174.00		82.00
338	PERSONNEL DEVELOPMENT	100.00					100.00													
341	PROGRAM SUPPLIES	335.68				12.59		131.17		36.88	142.45		12.59							
344	FOOD	722.14	722.14																	
344	FOOD	0.00																		
343	LINENS/CBRF	0.00																		
348	PROGRAM SUPPLIES	0.00																		
348	HOUSEKEEPING/KITCHEN SUPPLIES	148.77	148.77																	
348	HOUSEKEEPING/KITCHEN SUPPLIES	0.00																		
349	GRANT EXPENSE	0.00																		
399	MISC EXPENSES	0.00																		
391	CANTEEN	0.00																		
390	EQUIPMENT < 500	0.00																		
700	ELDER ABUSE FUNDED EXPENSES	0.00																		
819	CI	1,570.06										1,570.06								
822	OUTLAY	0.00																		
829	CAPITAL IMPROVEMENT	0.00																		
TOTAL		6,836.71	870.91	230.00	75.00	379.59	1,052.65	131.17	440.00	36.88	142.45	1,570.06	379.59	75.00	150.00	239.00	-60.00	174.00	868.41	82.00
		\$ -																		
	SUB-TOTAL	\$ 6,836.71																		
	US BANK CHARGES IN GREY																			

**County of Wood**  
**Report Claims for: Edgewater Haven Nursing Home October 2015**

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5C

12150759 - 12150840

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
12150759	BRIGGS CORPORATION	NURSING SUPPLIES	10/07/15	\$131.02
12150760 **	COMPLETE CONTROL	PARTIAL PMNT-500 WING BOILER	10/05/15	\$40,000.00
12150761	GANNETT WISCONSIN MEDIA	NEWSPAPER SUBSCRIPTION	10/15/15	\$16.89
12150762	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	10/07/15	\$29.15
12150763	HIBU INC	ADVERTISING	10/03/15	\$65.00
12150764	HOME DEPOT CREDIT SERV (Edgewater)	MAINTENANCE SUPPLIES	10/02/15	\$146.22
12150765	JOERNS HEALTHCARE	CONTROL BOX KITS	10/05/15	\$485.79
12150766	KONE INC	ELEVATOR MAINT CONTRACT	10/01/15	\$306.86
12150767	MCMaster-CARR SUPPLY CO	MAINTENANCE SUPPLIES	10/15/15	\$214.07
12150768	PROFESSIONAL MEDICAL	NURSING SUPPLIES	10/16/15	\$736.16
12150769	REINHART FOOD SERVICE	FOOD & SUPPLIES	09/30/15	\$10,764.43
12150770	REINHART FOOD SERV CHEMICAL DIV	LAUNDRY SUPPLIES	10/02/15	\$634.49
12150771	WI DEPT OF JUSTICE	CRIMINAL RECORD CHECKS	09/30/15	\$30.00
12150772	WI COALITION OF PERSON DIRECTED	ANNUAL DONATION	10/19/15	\$100.00
12150773	ACCURATE IMAGING INC	PORTABLE X-RAY	09/01/15	\$525.73
12150774	BSG MAINTENANCE INC	CONTRACT HOUSEKEEPING	10/26/15	\$11,449.35
12150775 **	COMPLETE CONTROL	FINAL PMNT ON 500 WING BOILER	10/14/15	\$5,525.00
12150776	ERON & GEE/HERMAN'S PLUMBING &	CAMERA ROOF DRAINS	10/21/15	\$1,150.85
12150777	FIRST CHOICE FIRE PROTECTION LLC	ANNUAL MNTC & CERTIFICATION	10/23/15	\$127.00
12150778	GAPPA SECURITY SOLUTIONS	MAINTENANCE SUPPLIES	10/09/15	\$18.80
12150779	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	10/14/15	\$131.04
12150780	GRAINGER (Edgewater)	SEAL KIT	10/08/15	\$183.60
12150781	GREENFIELD REHABILITATION AGENCY	MONTHLY THERAPY FOR RESIDENT	09/30/15	\$42,682.22
12150782	LAKELAND CHEMICAL SPECIALITES	CHEMICAL TREATMENT	10/14/15	\$534.29
12150783	MCKESSON MEDICAL	NURSING SUPPLIES	10/22/15	\$1,210.45
12150784	MCMaster-CARR SUPPLY CO	TOOLS & REPAIR FAUCETS	10/26/15	\$166.02
12150785	MCMaster-CARR SUPPLY CO	BALL BEARINGS	10/07/15	\$44.76
12150786	MED-PASS INC	NURSING SUPPLIES	10/07/15	\$209.83
12150787	POWER PAC INC	LAWN MOWER DECK SUPPLIES	10/23/15	\$118.75
12150788	PURCHASE POWER	POSTAGE-POSTAGE METER	10/31/15	\$251.00
12150789	RADTKE PETER	REFUND OF OVERPAYMENT	10/27/15	\$1,066.31
12150790	REINHART FOOD SERVICE	FOOD & SUPPLIES	10/09/15	\$1,400.22
12150791	RON'S REFRIGERATION & AC INC	REPAIR KITCHEN AIR CONDITIONER	10/12/15	\$3,426.25
12150792	PEETERS LISA	MILEAGE REIMBURSEMENT	10/20/15	\$103.50
12150793	SARAZIN SHARI	MUSIC FOR RESIDENTS	10/31/15	\$85.00
12150794	ST MICHAELS HOSPITAL	LAB & X-RAY'S	10/12/15	\$78.28
12150795	GUIDE BOOK PUBLISHING	PUBLIC RELATIONS ADVERTISING	10/22/15	\$430.00
12150796	WOOD TRUST	MULTIPLE DEPT EXPENSES	10/15/15	\$615.11
12150797	ABILITY NETWORK INC	MONTHLY USAGE CHARGE	10/19/15	\$76.00
12150798	ACCURATE IMAGING INC	PORTABLE X-RAY	10/31/15	\$282.94
12150799	ACE HARDWARE	SOLAR SALT & ICE MELT	10/23/15	\$916.37
12150800	ALLIANT ENERGY/ WP&L	ELECTRIC BILL	10/31/15	\$6,342.67
12150801	APOLLO CORPORATION	NURSING SUPPLIES	10/15/15	\$103.48
12150802	BALTUS OIL COMPANY	GASOLINE	10/31/15	\$42.64
12150803	CHARTER COMMUNICATIONS- MILWAUKEE	MONTHLY CABLE FOR RESIDENTS	10/31/15	\$1,197.52
12150804	CLASEN DR RICHARD MD	MEDICAL DIRECTORS FEE	10/31/15	\$1,000.00
12150805	COMPLETE CONTROL	EQUIPMENT REPAIRS	10/29/15	\$371.00
12150806	CREST HEALTH CARE	CALL CORDS	10/30/15	\$72.45
12150807	DIERKS WAUKESHA	FOOD & SUPPLIES	10/31/15	\$2,174.92
12150808	DIRECT SUPPLY	MAINTENANCE SUPPLIES	10/30/15	\$1,462.00
12150809	ASPIRUS DOCTOR'S CLINIC INC	MEDICAL PROCEDURES	10/31/15	\$43.35
12150810	ASPIRUS DOCTOR'S CLINIC INC	MEDICAL PROCEDURES	10/31/15	\$308.05
12150811	EARTHGRAINS COMPANY THE	BAKERY	10/31/15	\$568.97
12150812	EATING WELL ETC	CONTRACT DIETICIAN	10/29/15	\$693.75
12150813	FARMER BROTHERS COFFEE	COFFEE & SUPPLIES	10/31/15	\$554.20
12150814	FOREFRONT TELECARE INC	PSYCHIATRY FOR RESIDENTS	10/31/15	\$499.00

## Report Claims for: Edgewater Haven Nursing Home October 2015

12150759 - 12150840

12150815	GREENFIELD REHABILITATION AGENCY	MONTHLY THERAPY FOR RESIDENT	10/31/15	\$25,896.08
12150816	IGA	DIETARY SUPPLIES	10/31/15	\$139.24
12150817	LABEL TAPE SYSTEMS	WHITE LABELS & INK RIBBON	10/22/15	\$302.20
12150818	LB MEDWASTE INC	MEDICAL WASTE DISPOSAL	10/31/15	\$74.48
12150819	MARSHFIELD CLINIC	LAB & X-RAY'S	10/31/15	\$366.93
12150820	MATRIXCARE SDS-12-2905	MATRIX QRT MAINTENANCE	10/23/15	\$4,333.62
12150821	MEDLINE INDUSTRIES	NURSING SUPPLIES	10/08/15	\$2,915.89
12150822	MEDLINE INDUSTRIES	NURSING SUPPLIES	10/29/15	\$2,109.61
12150823	MID-STATE TECHNICAL COLLEGE	CPR CARDS FOR CLASS	10/27/15	\$40.00
12150824	MSM DISTRIBUTION	HOUSEKEEPING SUPPLIES	10/15/15	\$1,625.93
12150825	NEKOOSA FLORAL & GIFTS	FUNERAL FLOWERS	10/31/15	\$224.91
12150826	OPTUM360	ICD-10-CM BOOK	10/21/15	\$122.92
12150827	PIGGY WIGGLY SUPERMARKET	DIETARY SUPPLIES	10/14/15	\$3.58
12150828	POWER PAC INC	BALL JOINT	10/29/15	\$31.00
12150829	PROFESSIONAL MEDICAL	NURSING SUPPLIES	10/22/15	\$98.77
12150830	REINHART FOOD SERVICE	FOOD & SUPPLIES	10/31/15	\$15,476.90
12150831	REINHART FOOD SERV CHEMICAL DIV	LAUNDRY SUPPLIES	10/16/15	\$404.63
12150832	RIVER CITY CAB	LAB RUNS	10/31/15	\$35.00
12150833	SMS RESPIRATORY SERVICES	OXYGEN & SUPPLIES	10/31/15	\$1,306.32
12150834	STEWART SERVICE LLC	PEST CONTROL	10/28/15	\$75.00
12150835	TOTAL COMPUTER SYSTEMS LTD	DATA PROCESSING FEE	10/31/15	\$96.00
12150836	WE ENERGIES	GAS BILL	10/31/15	\$1,402.47
12150837	WE ENERGIES	GAS BILL	10/31/15	\$1,705.93
12150838	WHEELS OF INDEPENDENCE INC	CAB RIDES FOR RESIDENTS	10/31/15	\$315.00
12150839	WI DEPT OF HEALTH & SOC SERV	MONTHLY BED ASSESSMENT	10/31/15	\$15,300.00
12150840	JELLISH WAYNE	MUSIC FOR RESIDENTS	10/31/15	\$65.00
				<u><u>\$216,370.16</u></u>

Operational outlay	\$ 170,845.16
Capital outlay	<u>45,525.00</u>
	\$ 216,370.16

Donna Rozar

Peter Hendler

Michael Feirer

Doug Machon

Marion Hokamp

Lori Slattery-Smith

Jeffrey Koszczuk

Jessica Vicente

Tom Buttke

Agenda Item 5c Consent - Veterans Vouchers

11/11/2015 9:54:33 AM

County of Wood

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Report of Claims for

November 2015

For the range of vouchers: 31150037 31150038

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
31150037	WOODTRUST BANK NA	October Visa Bill	11/10/2015	35.00	P
31150038	LARSON ROCK	Travel for October 2015	11/10/2015	239.75	
Grand Total:				\$274.75	

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Committee Chair

Committee Member

Committee Member

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Committee Member

Committee Member

Committee Member

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Committee Member

Committee Member

Committee Member

## VETERANS SERVICE OFFICE

**WoodTrust Bank**

**Visa charges for October 2015**



Date Posted 11/10/15

Check Date 11/10/15

Vendor	Description	Program	Funding	Total
NVLSP Store	Webinar	Recent CAVC Updates	CVSO Grant	\$35.00
TOTAL				\$35.00

11/10/15

REPORT OF CLAIMS FOR

Health – November 2015**5c**

For the Range of Vouchers: 15150384 to 15150434

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
15150384	AGSOURCE COMMERCIAL TESTING	EH Lab Fees	10/05/15	\$60.00	P
15150385	HEALTH CARE EDUCATION & TRAI	Conf Reg (JR/DG)	10/15/15	\$70.00	P
15150386	MILWAUKEE CHILD WELFARE PART	Conf Reg (ES)	10/15/15	\$40.00	P
15150387	ABR EMPLOYMENT SERVICES	Temp Employee	10/15/15	\$55.44	P
15150388	BLEY KALLISTA	Conf Reg Reimb (APHA)	10/26/15	\$265.00	P
15150389	FULL MOON MUSIC	Presentation (MH Conf)	10/11/15	\$250.00	P
15150390	HEINZEN PRINTING	Parent Nwsltr Month 1	10/21/15	\$257.00	P
15150391	LANGUAGE LINE SERVICES	WIC/PH Interpreter	09/30/15	\$175.85	P
15150392	MARSHFIELD CLINIC	RECIN Connect Fee	09/30/15	\$62.49	P
15150393	NACCHO	Member Dues 2016	09/17/15	\$270.00	P
15150394	GREAT EXPECTATIONS	Meeting - HPWC/CHIP	10/08/15	\$587.05	P
15150395	MCKESSON GENERAL MEDICAL CO	Clinic Supplies	10/20/15	\$338.63	P
15150396	NEDD AMANDA	Mileage - Oct	10/29/15	\$142.89	P
15150397	PORTAGE COUNTY TREASURER	Fit Fam/May & June	10/12/15	\$1,580.39	P
15150398	ASPIRUS RIVERVIEW HOSPITAL & C	RENT - All Prog	11/03/15	\$8,128.59	P
15150399	UW - GREEN BAY	Conf Reg (KA)	11/03/15	\$85.00	P
15150400	EVENFLO COMPANY INC	Car Seats (AAA)	10/23/15	\$1,254.82	P
15150401	VALLEY SCALE SERVICE INC	Scale Calib-Mfld	10/22/15	\$288.40	P
15150402	WOODTRUST BANK NA	ALL PROG Credit Card	10/20/15	\$4,255.04	P
15150403	ALFT KATHLEEN	MILEAGE	11/03/15	\$75.85	P
15150404	CARLSON DANITA	MILEAGE/EXPENSES	11/03/15	\$1,037.33	P
15150405	CARLSON KATHRYN	MILEAGE/MEALS	11/03/15	\$430.00	P
15150406	EGGLESTON NANCY	MILEAGE/MEALS	11/03/15	\$314.75	P
15150407	ELLIOTT VALERIE	MILEAGE	11/03/15	\$169.63	P
15150408	FRANCE AMBER	MILEAGE	11/03/15	\$42.55	P
15150409	HILLER DANIELLE	MILEAGE/MEALS	11/03/15	\$262.15	P
15150410	GARSKI DANIELLE R	MILEAGE	11/03/15	\$38.64	P
15150411	KOLODZIEJ GREG	MILEAGE/MEALS	11/03/15	\$263.48	P
15150412	KRUBSACK SARAH	MILEAGE	11/03/15	\$174.80	P
15150413	KUNFERMAN SUSAN	MILEAGE/MEALS	11/03/15	\$506.50	P
15150414	LARSON MEGAN	MILEAGE	11/03/15	\$47.15	P
15150415	MANCL BETSY	MILEAGE	11/03/15	\$85.10	P
15150416	MEIDL LEAH	MILEAGE/EXP	11/03/15	\$338.98	P
15150417	PLUESS ALECIA	MILEAGE	11/03/15	\$43.13	P
15150418	RAUTER EGGE KRISTIE	MILEAGE	11/03/15	\$254.15	P
15150419	ROLTGEN ANGELA	MILEAGE	11/03/15	\$170.16	P
15150420	ROSEKRANS JEAN	MILEAGE	11/03/15	\$42.55	P

11/10/15

REPORT OF CLAIMS FOR

Health – November 2015**5c**

For the Range of Vouchers: 15150384 to 15150434

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
15150421	RUESCH WENDY	MILEAGE	11/03/15	\$607.20	P
15150422	SHERMAN ERICA	MILEAGE	11/03/15	\$288.65	P
15150423	TREMMELE ASHLEY	MILEAGE	11/03/15	\$53.36	P
15150424	ZASTAVA TYLER	MILEAGE	11/03/15	\$292.68	P
15150425	AGSOURCE COMMERCIAL TESTING	EH Lab Fees	11/05/15	\$240.00	
15150426	DISABILITY RIGHTS WISCONSIN	MH Conf Speaker	10/30/15	\$800.00	
15150427	IVISIONMOBILE	Texting Service	11/01/15	\$125.03	
15150428	LANGUAGE LINE SERVICES	WIC/PH Interpreter	10/31/15	\$138.53	
15150429	MARSHFIELD CLINIC RESEARCH FO	HG&D Prog Supp	11/03/15	\$138.00	
15150430	MARSHFIELD CLINIC RESEARCH FO	AmericCorps Wages (ML)	10/30/15	\$7,000.00	
15150431	MMG EMPLOYER SOLUTIONS	MH Conf Speaker	11/04/15	\$260.00	
15150432	NAMI FOX VALLEY	MH Conf Speaker	11/06/15	\$307.10	
15150433	PERSINGER WILLIAM	MH Conf Spkr Mileage	11/03/15	\$176.26	
15150434	SALEWSKI SARAH	OCT MILEAGE	11/10/15	\$110.09	

Grand Total:	<u><u>\$33,000.39</u></u>
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P = Prepaid Voucher

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 Donna Rozar, Chair

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 Michael Feirer, Vice-Chair

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 Marion Hokamp, Secretary

---

 Peter Hendler

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 Doug Machon

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 Tom Buttke

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 Jessica Vicente

---

 Lori Slattery-Smith, RN

---

 Jeffrey Koszczuk, DO

BF Breastfeeding  
 EH Environmental Health  
 EP Emergency Preparedness  
 HPWC Healthy People Wood County  
 HS Healthy Smiles  
 IMM Immunization  
 LEAD Childhood Lead  
 MCH Maternal/Child Health

PH Public Health  
 PHHS Preventive Health/Health Services  
 PNCC Prenatal Care Coordination  
 SGK Susan G Komen Grant  
 TRANS Transform WI Grant  
 WCBFC Wood County Breastfeeding Coalition  
 WIC Women, Infant, Children  
 WIQI Accreditation Infrastructure Grant  
 WWWP WI Well Woman's Program



**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR: NOVEMBER 2015 MEETING**

**For the Range of Vouchers: 40155289 to 40155758**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155289-5290	INNOVATIVE SERVICES	VOCATIONAL SERVICES	08/31/15	\$21,599.25
40155291	LOCUMTENENS.COM	DR. RAO PSYCHIATRY SERVICES	09/30/15	\$1,489.52
40155292	PROFESSIONAL SERVICES GROUP INC	CONTRACTED YOUTH SERVICES	09/30/15	\$10,647.31
40155293	SHOPKO STORES OPERATING CO LLC	FSET EMPLOY. RELATED CLOTHING	09/30/15	\$600.61
40155294	WEBER WENDY OR PAUL	FOSTER HOME	09/30/15	\$29.33
40155295	WIRTH MANDA	FOSTER HOME	09/30/15	\$675.33
40155296	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$232.00
40155297	CITY OF WISCONSIN RAPIDS	RESTITUTION	09/30/15	\$75.00
40155298-5302	RESTITUTION VICTIMS	RESTITUTION	09/30/15	\$231.36
40155303	BAILEY ROGER	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$113.85
40155304	BOYLES STELLA	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$278.30
40155305	BROWNELL MARY	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$180.55
40155306	ELZINGA JULIE	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$59.23
40155307	FLORYANCE WILLIAM	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$828.00
40155308	GOLDAMER JACK	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$829.73
40155309	KARNATZ RONALD	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$321.43
40155310	KRINGS MELVIN	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$125.93
40155311	NYGAARD DUANE	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$158.70
40155312	OSTROWSKI EDWARD	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$89.13
40155313	REIN DOLORES	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$26.45
40155314	REIN THOMAS C	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$175.38
40155315	REVLING RONALD	VOLUNTEER DRIVER REIMBURSEMENT	09/30/15	\$316.25
40155316	SCHULZ SHELDON	VOLUNTEER DRIVER REIMBURSEMENT	10/13/15	\$460.40
40155317	SHAW PAMELA	VOLUNTEER DRIVER REIMBURSEMENT	10/13/15	\$163.30
40155318	SMITS GERALD	VOLUNTEER DRIVER REIMB	10/13/15	\$203.55
40155319	TESSEN ROGER	VOLUNTEER DRIVER REIMBURSEMENT	10/13/15	\$237.48
40155320	WEIS GRACE	VOLUNTEER DRIVER REIMB	10/13/15	\$569.83
40155321	INTOXIMETERS	INTOXIMETERS - MOUTH PIECE	10/13/15	\$46.00
40155322	WETA	WETA TRAINING	10/13/15	\$300.00
40155323	UTECHT HEATHER	REIMBURSE FOR CLIENT PURCHASES	10/13/15	\$9.54
40155324	CESA 5 PORTAGE PROJECT WORKSHO	PT BIRTH TO THREE SERVICES	09/30/15	\$3,675.54
40155325	NORTHWEST PASSAGE	ASSESSMENT	09/30/15	\$6,120.00
40155326	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$225.00

**COUNTY OF WOOD**  
HUMAN SERVICES DEPARTMENT, COMMUNITY  
REPORT OF CLAIMS FOR: NOVEMBER 2015 MEETING

**For the Range of Vouchers: 40155289 to 40155758**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155327-5330	KNUDSON JULIA	SEPT FOSTER CARE RESPITE	09/30/15	\$496.60
40155331-5332	DIEDRICK KATHY OR BOB	SEPT FOSTER CARE RESPITE	09/30/15	\$316.60
40155333-5334	KREMER VANESSA	SEPT FOSTER CARE RESPITE	09/30/15	\$413.00
40155335	WIRTH MANDA	SEPT FOSTER CARE RESPITE	09/30/15	\$151.00
40155336-5337	MATTHEWS JODI	FOSTER CARE TRANSPORTATION	09/30/15	\$112.71
40155338-5339	FAMILY & CHILDRENS CENTER	FOSTER CARE PLAN, PLACE,SUP	09/30/15	\$3,450.30
40155340	KOLB SHERYL	RESPITE DAY CARE	09/30/15	\$23.60
40155341	WIRTZ ZOE	KINSHIP RESPITE	09/30/15	\$138.00
40155342	CENTRAL WI COUNSELING ASSOC LLC	CCS CONTRACTED SERVICES	10/15/15	\$7,449.50
40155343	POSTMASTER - WISCONSIN RAPIDS	STAMPS	10/15/15	\$534.00
40155344	HANTEN CHRISTINE	REIMBURSEMENT SUPPLIES	10/15/15	\$20.24
40155345	RUNNING INC	TAXI PUNCH CARDS	10/15/15	\$1,035.00
40155346	CHILDREN'S HOSPITAL OF WI COMMUNITY SERV	FAMILY INTERACTION PROGRAM	09/30/15	\$4,128.75
40155347	ENTERPRISE RENT-A-CAR	RENTAL CAR	09/30/15	\$197.86
40155348-5349	FLEXSTAFF	CONTRACTED ENERGY STAFF	09/30/15	\$3,667.99
40155350	MID-STATE TECHNICAL COLLEGE	PATHWAYS PROJECT	09/30/15	\$14,295.28
40155351	MINISTRY HOME CARE	ELDER ABUSE HOME CARE	09/30/15	\$353.76
40155352	NEW REHAB COMPANY LLC	OT, PT, AND SLP B23 SERVICES	09/30/15	\$10,559.29
40155353	PHOENIX BEHAVIORAL HEALTH SERVICES	BEHAVIOR MODIFICATION SVCS	09/30/15	\$550.00
40155354	POSITIVE ALTERNATIVES	GROUP HOME	09/30/15	\$8,157.08
40155355	VOIANCE LANGUAGE SERVICES LLC	NIMC PHONE INTERPRETER SVCS	09/30/15	\$844.08
40155356	WIRTH MANDA	MEDICATION CO PAYMENT	09/30/15	\$10.00
40155357-5359	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$450.00
40155360-5361	FAMILY & CHILDRENS CENTER	FOSTER CARE PLAN PLACE SUP	09/30/15	\$3,339.00
40155362	KREMER VANESSA	FOSTER CARE TRANSPORTATION	09/30/15	\$69.00
40155363-5364	JENSEN ROSALYN	FOSTER CARE TRANSPORTATION	09/30/15	\$141.45
40155365	BAILEY ROGER	TRANSPORTATION FOR AGING	09/30/15	\$73.03
40155366	BROWNELL MARY	TRANSPORTATION FOR AGING	09/30/15	\$79.93
40155367	NYGAARD DUANE	TRANSPORTATION FOR AGING	09/30/15	\$108.68
40155368	OSTROWSKI EDWARD	TRANSPORTATION FOR AGING	09/30/15	\$137.43
40155369	SMITS GERALD	TRANSPORTATION FOR AGING	09/30/15	\$72.45
40155370	TESSEN ROGER	TRANSPORTATION FOR AGING	09/30/15	\$211.03
40155371	WEIS DONALD	TRANSPORTATION FOR AGING	09/30/15	\$7.48

**COUNTY OF WOOD**  
HUMAN SERVICES DEPARTMENT, COMMUNITY  
REPORT OF CLAIMS FOR: NOVEMBER 2015 MEETING

**For the Range of Vouchers: 40155289 to 40155758**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155372	ADVANCED DISPOSAL	REFUSE SERVICES	10/20/15	\$240.45
40155373	LOADTRAINING LLC	TRAINING-HOME STUDY 4 DVDS	10/20/15	\$799.00
40155374	PINEVIEW AUTO	REPAIR BUS # 245	10/20/15	\$231.68
40155375	POMP'S TIRE SERVICE INC - GREEN BAY	BUS #240 REPAIR	10/20/15	\$28.50
40155376	QUALITY PLUS PRINTING INC	LOGOS FOR BUSES	10/20/15	\$351.00
40155377	REDWOOD BIOTECH	LAB TESTING SUPPLIES	10/20/15	\$26.51
40155378	WELLS FARGO FINANCIAL LEASING	BAUERNFIEND COPIERS	10/20/15	\$2,866.51
40155379	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	10/20/15	\$150.50
40155380	ALTMAN MARY PAT	MEALS/PARKING REIMBURSEMENT	10/20/15	\$48.00
40155381	POSTMASTER - WISCONSIN RAPIDS	STAMPS FOR POSTAGE PD RET ENV	10/20/15	\$379.20
40155382	A TOUCH OF HOME - AFH	RESIDENTIAL SERVICES	09/30/15	\$1,714.98
40155383	BELLIN PSYCHIATRIC CENTER	IMD SERVICES	09/30/15	\$9,081.04
40155384	BROTOLOC HEALTH CARE SYSTEMS I	RESIDENTIAL SERVICES	09/30/15	\$5,869.27
40155385	DRAKE HOUSE THE - CBRF	RESIDENTIAL SERVICES	09/30/15	\$7,157.18
40155386	LE PHILLIPS CAREER DEV CENTER	SHELTERED EMPLOYMENT	09/30/15	\$182.00
40155387	LOCUMTENENS.COM	DR. RAO PYSCHIATRY SERVICES	09/30/15	\$1,489.53
40155388	REDWOOD BIOTECH	OUTPATIENT AODA PROG SUPPLIES	09/30/15	\$319.84
40155389	RIVER CITY ESTATES LLC	RESIDENTIAL SERVICES	09/30/15	\$5,129.40
40155390	SAUL DR JENNA	TELE-HEALTH SERVICES	09/30/15	\$4,275.00
40155391	TREMPEALEAU CO HEALTH CARE	RESIDENTIAL/IMD SERVICES	09/30/15	\$14,432.50
40155392	WOODLAND ENHANCED HEALTH SERVICES COMMISSION	LONG TERM CARE/NH SERVICES	09/30/15	\$4,923.90
40155393	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	08/31/15	\$32.64
40155394	HOUSE CALLS FINANCIAL MANAGEMENT	OCT APARTMENT RENT ASSISTANCE	10/22/15	\$150.00
40155395	CITY-WIDE RENTAL	OCTOBER APARTMENT RENT ASSIS.	10/22/15	\$150.00
40155396	MARSHFIELD PUBLIC TRANSPORT	CLIENT TRANSPORTATION	10/22/15	\$82.50
40155397	FRONTIER COMMUNICATIONS	TELEPHONE EXPENSE	10/27/15	\$168.19
40155398	KREBS BUSINESS MACHINES	FAX TONER	10/27/15	\$69.45
40155399-R	PORTAGE COUNTY HEALTH & HUMAN SER	CASE MANAGEMENT	09/30/15	\$292.14
40155400	SAWYER COUNTY HEALTH & HUMAN SERVICES	IM FRAUD CONTRACT- NIMC	10/27/15	\$2,785.50
40155401	WAL-MART COMMUNITY/RFCSLLC	CREDIT CARD CHARGES	10/27/15	\$870.91
40155402	WI DEPT OF JUSTICE	BACKGROUND CHECKS	10/27/15	\$10.00
40155403	YOUNG AT HEART LLC	RESIDENTIAL SERVICES	09/30/15	\$1,274.52
40155404-5409	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$966.10

**COUNTY OF WOOD**  
HUMAN SERVICES DEPARTMENT, COMMUNITY  
REPORT OF CLAIMS FOR: NOVEMBER 2015 MEETING

**For the Range of Vouchers: 40155289 to 40155758**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155410	CITY OF MARSHFIELD	MARSHFIELD CITY HALL RENT	11/01/15	\$4,698.45
40155411	SOMMER PROPERTY MANAGEMENT LLC	CCS/CSP MARSHFIELD RENT	11/01/15	\$7,701.14
40155412	VRUWINK BRANDON	HOTEL REIMBURSEMENT - TRAINING	10/29/15	\$82.00
40155413	BALTUS OIL COMPANY	VEHICLE EXPENSE	09/30/15	\$61.84
40155414-5415	CHARTER COMMUNICATIONS- MILWAUKEE	CABLE EXP	10/29/15	\$163.85
40155416	CINTAS CORPORATION	CLEANING SUPPLIES	10/29/15	\$157.67
40155417	CITY OF WAUSAU	BUS PASSES	10/29/15	\$760.00
40155418	DALCO	CLEANING SUPPLIES	10/29/15	\$69.87
40155419	SOLARUS	CABLE EXPENSE - RVC WR	10/29/15	\$106.04
40155420	UW EXTENSION	VRUWINK - TRAINING	10/29/15	\$800.00
40155421	WI DEPT OF JUSTICE	CRIMINAL BACKGROUND CHECKS	09/30/15	\$253.00
40155422-5423	KINSHIP CARE PROVIDER	KINSHIP CARE	10/29/15	\$1,171.73
40155424-5425	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	10/29/15	\$1,672.50
40155426	RIVER CITY CAB	FSET CAB VOUCHERS	11/04/15	\$2,175.00
40155445	DEWITT BRENDA	ALL STAFF MEETING EXPENSES	10/31/15	\$18.75
40155446	MARSHFIELD PUBLIC TRANSPORT	CLIENT TRANSPORTATION	10/31/15	\$137.50
40155447	WENTZEL KIRSTEN	REIMBURSE FOR EXPENSES	10/31/15	\$54.62
40155448	WOOD COUNTY HSD PETTY CASH	OCT 2015 PETTY CASH	10/31/15	\$20.68
40155449	AGING & DISABILITY RESOURCE CTR CENTRAL WI	MEALS ON WHEELS	09/30/15	\$315.00
40155450	BAUM'S MERCANTILE	VOLUNTEER DRIVER SAFETY MEETIN	10/31/15	\$150.00
40155451	BIG APPLE BAGELS	ALL STAFF MEETING EXPENSES	10/31/15	\$47.94
40155452	CLINICAL SERVICES	PSYCHOLOGICAL TESTING/SUP	09/30/15	\$3,685.00
40155453	CW SOLUTIONS LLC	FSET SUB CONTRACT	10/31/15	\$63,801.25
40155454	LOCUMTENENS.COM	DR. RAO PSYCHIATRY SERVICES	08/31/15	\$1,489.52
40155455	MIDSTATE INDEPENDENT LIVING CONSULTANTS	PEER SPECIALISTS AT CLUBHOUSE	09/30/15	\$3,080.00
40155456	INNOVATIVE SERVICES	VOCATIONAL SERVICES	09/30/15	\$1,195.50
40155457	NORWOOD HEALTH CENTER	BAD DEBT RECOVERY	10/31/15	\$440.60
40155458	RP SERVICES OF WI INC	RESIDENTIAL & TRANSPORTATION	09/30/15	\$242.50
40155459	SOLARUS	PHONE EXPENSE - 12TH ST LOC	10/31/15	\$312.58
40155460	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$200.00
40155461-5462	US BANK	CREDIT CARD CHARGES	10/31/15	\$5,965.80
40155463-5734	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP PROVIDERS	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP	11/04/15	\$198,827.69
40155735	CLINICAL SERVICES	FAMILY PRESERVATION	09/30/15	\$6,490.54

**COUNTY OF WOOD**  
**HUMAN SERVICES DEPARTMENT, COMMUNITY**  
**REPORT OF CLAIMS FOR: NOVEMBER 2015 MEETING**

**For the Range of Vouchers: 40155289 to 40155758**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155736	FURNITURE & APPLIANCE MART	FURNITURE FOR BRANCH OFFICE	10/31/15	\$900.00
40155737	JJ BAKERY	FOOD FOR EXERCISE/PROJ LIFE	10/31/15	\$53.50
40155738	LUTHERAN SOCIAL SERVICES	COMMUNITY LIVING SERVICES	09/30/15	\$2,799.66
40155739	NORTH CENTRAL HEALTH CARE	MH IN-PATIENT SRVC-DIVRT FR NW	10/31/15	\$5,416.25
40155740	CHILD CARE PROVIDER	CHILD CARE CERT CLASSES	10/31/15	\$97.10
40155741	OPPORTUNITY DEVELOPMENT CNTR	VOCATIONAL SERVICES	09/30/15	\$11,020.14
40155742	PINEVIEW AUTO	BUS #240 REPAIR	10/31/15	\$555.90
40155743	SCOTTY'S PIZZA	FOOD FOR EXERCISE/PROJ LIFE	10/31/15	\$161.00
40155744	SHRED SAFE LLC	DESTRUCTION OF BINS	10/31/15	\$195.00
40155745-5746	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	10/31/15	\$153.96
40155747	CITY OF WISCONSIN RAPIDS	CENTRALIA CENTER RENT	11/05/15	\$2,171.25
40155748	DIEDRICK KATHY OR BOB	RECEIVING HOME (3 BED)	11/05/15	\$1,182.00
40155749-5750	SOLARUS	CBRF PHONE	11/05/15	\$183.14
40155751-5755	KINSHIP CARE PROVIDER	KINSHIP CARE PAYMENTS	11/05/15	\$580.00
40155756	UTECHT HEATHER	REIMBURSE ON BOOK PURCHASE	11/05/15	\$9.48
40155757	WILSON VICTORIA	REIMBURSE FOR VOLUNT LUNCHEON	11/05/15	\$93.84
40155758	CREATIVE COMMUNITY LIVING SERV	COMMUNITY SKILLS	09/30/15	\$19,371.87
<b>Grand Total</b>				<b><u>\$530,527.99</u></b>

**COUNTY OF WOOD**  
HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER  
REPORT OF CLAIMS FOR NOVEMBER 2015 MEETING

**For the Range of Vouchers: 20150447 to 20150479**

<b><u>Voucher No.</u></b>	<b><u>Vendor Name</u></b>	<b><u>Nature of Claim</u></b>	<b><u>Doc Date</u></b>	<b><u>Amount</u></b>
20150447	ADVANCE AUTO PARTS	AUTO/TRUCK REPAIR PARTS	09/14/15	\$49.28
20150448	ADVANCED DISPOSAL	REFUSE SERVICE-SEPTEMBER	09/30/15	\$488.35
20150449	DIRECT SUPPLY	DIETARY SUPPLIES	09/30/15	\$828.94
20150450	MARSHFIELD CLINIC	PROFESSIONAL SERVICES-SEPT'15	09/30/15	\$39,421.31
20150451	MCKESSON MEDICAL	NURSING SUPPLIES	09/24/15	\$1,244.91
20150452	APOLLO CORPORATION	NURSING SUPPLIES	10/08/15	\$279.51
20150453	DISH NETWORK	SATELITE TV SERVICE-OCT'15	10/04/15	\$100.99
20150454	MERRITT HAWKINS AND ASSOCIATES	DOCTOR SEARCH-MONTHLY BILLING	09/30/15	\$5,000.00
20150455	PASSPORT HEALTH COMMUNICATIONS INC	BILLING INFORMATION FEES-OCT	09/30/15	\$149.30
20150456	WI DEPT OF HEALTH & FAMILY SERVICES	ASSESSMENT FEES-CR & PW	10/01/15	\$4,080.00
20150457	CITY OF MARSHFIELD	LAB ANALYSIS-SEPTEMBER	10/06/15	\$47.00
20150458	WE ENERGIES	NATURAL GAS SERVICE-SEPT	10/06/15	\$2,576.87
20150459	EATING WELL ETC	DIETICIAN CONSULT-SEPT.	09/04/15	\$200.00
20150460	CARQUEST AUTO PARTS ATLANTA GA	BUILDING REPAIR & UPKEEP	09/21/15	\$12.09
20150461	WI DEPT OF JUSTICE	EMPLOYEE BACKGROUND CHECKS-SEPT	10/01/15	\$40.00
20150462	FRONTIER COMMUNICATIONS	PHONE/FAX FOR OCTOBER 2015	10/28/15	\$231.04
20150463	LARSONS CUSTOM CABINETS	EQUIPMENT REPAIR	10/15/15	\$236.16
20150464	LEADINGAGE WISCONSIN	MEETING FEE	10/22/15	\$15.00
20150465	MATRIXCARE SDS-12-2905	MATRIXCARE MONTHLY CHARGES	10/13/15	\$1,013.00
20150466	NL USA INC	MAINTENANCE SUPPLIES	10/21/15	\$87.00
20150467	PITNEY BOWES	POSTAGE EQUIP. LEASE-QUARTERLY	10/13/15	\$172.44
20150468	RESIDENT	OVERPAYMENT REFUND-M.B.	10/21/15	\$2,522.00
20150469	PATIENT	REFUND OF OVERPAYMENT-J.T.	10/23/15	\$6.00
20150470	PRICE COUNTY HEALTH DEPT	REFUND OF OVERPAYMENT-HSDPC	10/26/15	\$100.00
20150471	BRUCE JORDON	EMPLOYEE REIMBURSEMENT	10/22/15	\$95.95
20150472	CENTRAL STATE SUPPLY COMPANY	MAINT. SUPPLIES/EQUIP REPAIR	10/12/15	\$223.40
20150473	CTL COMPANY	HOUSEKEEPING SUPPLIES	10/27/15	\$372.10
20150474	HD SUPPLY FACILITIES MAINTENANCE LTD	MAINTENANCE SUPPLIES	10/08/15	\$189.90
20150475	NORWOOD PETTY CASH ACCOUNT	REIMBURSE NW PETTY CASH	10/31/15	\$133.38

**COUNTY OF WOOD**  
HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER  
REPORT OF CLAIMS FOR NOVEMBER 2015 MEETING

**For the Range of Vouchers: 20150447 to 20150479**

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
20150476	SCHILLING SUPPLY COMPANY	HOUSEKEEPING SUPPLIES	10/20/15	\$869.14
20150477	SCHULTZY'S LABOR & LANDSCAPE	<b>C/I</b> -CEMENT FOR BENCHES/LDSCPG	10/25/15	<b>\$2,403.60</b>
20150478	VALLEY SCALE SERVICE INC	EQUIPMENT REPAIR	10/22/15	\$201.88
20150479	BSG MAINTENANCE INC	CONTRACT SRVC/HSKP/LAUNDRY	10/25/15	\$12,442.32
<b>Grand Total:</b>				<b><u>\$75,832.86</u></b>

# WOOD COUNTY HUMAN SERVICES DEPARTMENT

## Voucher Signature Sheet

November 2015 Meeting

		2015	2014
NOVEMBER	HUMAN SERVICES DEPARTMENT	\$ 530,527.99	\$ 414,856.84
NOVEMBER	HUMAN SERVICES DEPARTMENT-NHC	\$ 75,832.86	\$ 191,635.57
NOVEMBER	HUMAN SERVICES DEPARTMENT-OUTLAY	\$ -	\$ -
NOVEMBER	HUMAN SERVICES DEPARTMENT-NHC OUTLAY	\$ 2,403.60	\$ 22,993.60
<b>TOTAL VOUCHERS FOR HUMAN SERVICES DEPARTMENT</b>		<u>\$ 606,360.85</u>	<u>\$ 606,492.41</u>

\_\_\_\_\_  
Donna Rozar, Chair

\_\_\_\_\_  
Jessica Vicente

\_\_\_\_\_  
Thomas Buttke

\_\_\_\_\_  
Jeffrey Koszczuk, DO

\_\_\_\_\_  
Michael Feirer

\_\_\_\_\_  
Doug Machon

\_\_\_\_\_  
Peter Hendler

\_\_\_\_\_  
Lori Slattery-Smith, RN

\_\_\_\_\_  
Marion Hokamp



11/6/2015

County of Wood  
BALANCE SHEET SUMMARY  
Edgewater Haven Nursing Home  
Wednesday, September 30, 2015

		2015	2014
	<b>ASSETS</b>		
11100:11999	Cash and investments	5,895.28	10,360.17
	Receivables:		
13000:13999	Miscellaneous	167,470.24	295,231.48
14000:14999	Due from other governments	521,715.10	623,154.18
15000:15999	Due from other funds	(558,192.87)	(842,379.73)
16100:16199	Inventory of supplies, at cost	57,520.94	64,241.90
18200:18289	Land	245,459.92	145,466.60
18300:18389	Buildings	7,014,270.25	5,282,039.03
18500:18589	Machinery and equipment	1,791,338.28	1,821,555.39
18700:18799	Construction work in progress		1,797,285.01
18292 + 18390:18392 + 18590:18595 + 18890:18891 + 18596	Accumulated Depreciation	(5,190,821.00)	(4,973,115.86)
	<b>TOTAL ASSETS</b>	<b>4,054,656.14</b>	<b>4,223,838.17</b>
	<b>LIABILITIES AND FUND EQUITY</b>		
	Liabilities:		
23000:23999	Special deposits	5,088.13	9,183.16
21800:21899	Accrued vacation and sick pay	619,860.74	574,130.94
26110:26199	Deferred property tax	187,489.22	179,562.75
29600:29699	Retirement prior service obligation	688,505.00	737,871.00
	<b>Total Liabilities</b>	<b>1,500,943.09</b>	<b>1,500,747.85</b>
	Fund Equity:		
33900:33999	Retained earnings:		
	Unreserved	2,896,148.50	1,883,979.55
40000:59999	Fund Balance:		
	Income summary	(344,435.45)	839,110.77
	Total Fund Equity	2,553,713.05	2,723,090.32
	<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>4,054,656.14</b>	<b>4,223,838.17</b>

11/6/2015

County of Wood  
 DETAILED INCOME STATEMENT W/SUBTOTALS  
 Edgewater Haven Nursing Home  
 Wednesday, September 30, 2015

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$562,467.78	\$749,957.00	(\$187,489.22)	(25.00%)
Total Taxes	562,467.78	749,957.00	(187,489.22)	(25.00%)
Public Charges for Services				
Institutional Care-Private Pay	893,439.85	1,273,125.00	(379,685.15)	(29.82%)
Institutional Care-Other Pay	4,490.00	5,800.00	(1,310.00)	(22.59%)
Public Chgs- Medicare	1,412,033.97	3,146,196.00	(1,734,162.03)	(55.12%)
Public Chgs- Medicaid	1,827,803.95	1,964,160.00	(136,356.05)	(6.94%)
Public Chgs-Veterans EW		62,076.00	(62,076.00)	(100.00%)
Provision for Bad Debts-Edgewater	(9,000.00)	(12,000.00)	3,000.00	(25.00%)
Contractual Adjustment-Other	1,130.00		1,130.00	0.00%
Total Public Charges for Services	4,129,897.77	6,439,357.00	(2,309,459.23)	(35.86%)
Intergovernmental Charges for Services				
Intergovernmental Transfer Program Rev	316,995.00	512,742.00	(195,747.00)	(38.18%)
Total Charges to Other Governments	316,995.00	512,742.00	(195,747.00)	(38.18%)
Total Intergovernmental Charges for Services	316,995.00	512,742.00	(195,747.00)	(38.18%)
Miscellaneous				
Interest	147.12	500.00	(352.88)	(70.58%)
Occupational Therapy Misc Rev	35.57	250.00	(214.43)	(85.77%)
Vending/Cafeteria Revenue	2,481.10	2,000.00	481.10	24.06%
Vending Machine Revenue	4,944.92	7,081.00	(2,136.08)	(30.17%)
Other Operating Income	1,616.74	2,800.00	(1,183.26)	(42.26%)
Total Miscellaneous	9,225.45	12,631.00	(3,405.55)	(26.96%)
<b>TOTAL REVENUES</b>	<b>5,018,586.00</b>	<b>7,714,687.00</b>	<b>(2,696,101.00)</b>	<b>(34.95%)</b>
<b>EXPENDITURES</b>				
Health and Human Services				
Edgewater-Nursing	3,377,112.19	5,076,967.00	1,699,854.81	33.48%
Edgewater-Housekeeping	116,442.08	155,900.00	39,457.92	25.31%
Edgewater-Dietary	565,294.98	802,123.00	236,828.02	29.53%
Edgewater-Laundry	98,877.29	137,357.00	38,479.71	28.01%
Edgewater-Maintenance	277,972.18	550,911.00	272,938.82	49.54%
Edgewater-Activities	137,717.27	196,198.00	58,480.73	29.81%
Edgewater-Social Services	88,792.15	130,608.00	41,815.85	32.02%
Edgewater-Administration	490,261.64	664,623.00	174,361.36	26.23%
Total Health and Human Services	5,152,469.78	7,714,687.00	2,562,217.22	33.21%
Capital Outlay				
Depreciation & Amortization	210,551.67		(210,551.67)	0.00%
Total Capital Outlay	210,551.67		(210,551.67)	0.00%
<b>TOTAL EXPENDITURES</b>	<b>5,363,021.45</b>	<b>7,714,687.00</b>	<b>2,351,665.55</b>	<b>30.48%</b>
<b>NET INCOME (LOSS) *</b>	<b>(344,435.45)</b>		<b>(344,435.45)</b>	<b>0.00%</b>

Capital Projects

72,143~~46~~  
(416,577.91)

County of Wood  
Detailed Income Statement  
For the Nine Months Ending: September 30, 2015  
Human Services Department-Combined

2  
Item #7

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$6,129,948.42	\$8,173,228.00	(\$2,043,279.58)	(25.00%)
Total Taxes	6,129,948.42	8,173,228.00	(2,043,279.58)	(25.00%)
Intergovernmental Revenues				
State Aid & Grants	7,620,143.48	10,716,304.00	(3,096,160.52)	(28.89%)
Total Intergovernmental	7,620,143.48	10,716,304.00	(3,096,160.52)	(28.89%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	8,044,772.21	13,160,766.00	(5,115,993.79)	(38.87%)
Third Party Awards & Settlements	156,300.00	228,790.00	(72,490.00)	(31.68%)
Contractual Adjustment-Unified & Norwood	(2,404,255.29)	(3,340,998.00)	936,742.71	(28.04%)
Total Public Charges for Services	5,796,816.92	10,076,058.00	(4,279,241.08)	(42.47%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	240,012.24	298,570.00	(58,557.76)	(19.61%)
Total Interdepartmental Charges	240,012.24	298,570.00	(58,557.76)	(19.61%)
Total Intergovernmental Charges for Services	240,012.24	298,570.00	(58,557.76)	(19.61%)
Miscellaneous				
Rental Income	35,830.36	28,772.00	7,058.36	24.53%
Donations	3,176.49	13,000.00	(9,823.51)	(75.57%)
Recovery of PYBD & Contractual Adj	39,643.70	38,000.00	1,643.70	4.33%
Meal/Vending/Misc Income	21,226.62	28,350.00	(7,123.38)	(25.13%)
Other Miscellaneous	21,416.80	19,314.00	2,102.80	10.89%
Total Miscellaneous	121,293.97	127,436.00	(6,142.03)	(4.82%)
<b>TOTAL REVENUES</b>	<b>19,908,215.03</b>	<b>29,391,596.00</b>	<b>(9,483,380.97)</b>	<b>(32.27%)</b>
<b>EXPENDITURES</b>				
Health and Human Services				
Human Services-Child Welfare	2,868,747.97	3,385,977.00	517,229.03	15.28%
Human Services- Youth Aids	2,049,303.52	2,610,758.00	561,454.48	21.51%
Human Services- Child Care	81,513.34	130,723.00	49,209.66	37.64%
Human Services- Transportation	323,023.10	473,201.00	150,177.90	31.74%
Human Services-ESS	910,334.13	1,199,887.00	289,552.87	24.13%
Human Services-FSET	658,277.65	2,572,181.00	1,913,903.35	74.41%
Human Services-FSET 50/50	198,935.63	280,000.00	81,064.37	28.95%
Human Services-LIHEAP	73,437.15	120,325.00	46,887.85	38.97%
Human Services-Birth to Three	307,102.92	420,679.00	113,576.08	27.00%
Human Services- FSP	164,740.05	334,408.00	169,667.95	50.74%
Human Services-Child Waivers	140,363.61	200,787.00	60,423.39	30.09%
Human Services-CTT/CSP	393,435.74	500,029.00	106,593.26	21.32%
Human Services-OPC, MH	789,573.96	1,229,966.00	440,392.04	35.81%
Human Services-CCS	791,342.32	1,048,369.00	257,026.68	24.52%
Human Services-Crisis, Legal Services	443,831.50	583,732.00	139,900.50	23.97%
Human Services-MH Contracts	1,013,163.42	1,606,665.00	593,501.58	36.94%

County of Wood  
Detailed Income Statement  
For the Nine Months Ending: September 30, 2015  
Human Services Department-Combined

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Item #7

Human Services-OPC, AODA	263,301.82	420,443.00	157,141.18	37.38%
Human Services- OPC, Day Treatment	45,289.15	72,687.00	27,397.85	37.69%
Human Services-CBRF, AODA GROUP HOME	173,973.70	266,760.00	92,786.30	34.78%
Human Services-AODA Contracts	40,000.36	134,900.00	94,899.64	70.35%
Human Services- Administration	2,308,672.14	3,070,163.00	761,490.86	24.80%
Norwood- Crisis Stabilization	306,000.00	408,000.00	102,000.00	25.00%
Norwood-SNF-CMI (Crossroads)	675,998.06	926,295.00	250,296.94	27.02%
Norwood SNF-TBI (Pathways)	489,763.61	1,108,889.00	619,125.39	55.83%
Norwood-Inpatient (Admissions)	1,900,700.14	2,996,335.00	1,095,634.86	36.57%
Norwood-Nursing	143,643.34	214,106.00	70,462.66	32.91%
Norwood-Dietary	570,832.15	768,610.00	197,777.85	25.73%
Norwood-Plant Ops & Maintenance	719,894.58	1,032,779.00	312,884.42	30.30%
Norwood-Medical Records	134,257.51	190,581.00	56,323.49	29.55%
Norwood-Administration	838,588.31	1,143,104.00	304,515.69	26.64%
Total Health and Human Services	19,818,040.88	29,451,339.00	9,633,298.12	32.71%
TOTAL EXPENDITURES	19,818,040.88	29,451,339.00	9,633,298.12	32.71%
NET INCOME (LOSS) *	90,174.15	(59,743.00)	149,917.15	

Budget Variance:

Transportation \$43,243

NHC Plant/Operations \$16,500 (resolution 15-5-3)

County of Wood  
Detailed Income Statement  
For the Nine Months Ending: September 30, 2015  
Human Services Department-Community

2  
Item #7

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$4,770,537.39	\$6,360,717.00	(\$1,590,179.61)	(25.00%)
Total Taxes	4,770,537.39	6,360,717.00	(1,590,179.61)	(25.00%)
Intergovernmental Revenues				
State Aid & Grants	7,620,143.48	10,716,304.00	(3,096,160.52)	(28.89%)
Total Intergovernmental	7,620,143.48	10,716,304.00	(3,096,160.52)	(28.89%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	3,412,840.57	5,118,375.00	(1,705,534.43)	(33.32%)
Third Party Awards & Settlements		41,500.00	(41,500.00)	(100.00%)
Contractual Adjustment-Unified & Norwood	(1,098,838.91)	(1,735,271.00)	636,432.09	(36.68%)
Total Public Charges for Services	2,314,001.66	3,452,104.00	(1,138,102.34)	(32.97%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	35,250.00	40,000.00	(4,750.00)	(11.88%)
Total Interdepartmental Charges	35,250.00	40,000.00	(4,750.00)	(11.88%)
Total Intergovernmental Charges for Services	35,250.00	40,000.00	(4,750.00)	(11.88%)
Miscellaneous				
Rental Income	35,830.36	28,772.00	7,058.36	24.53%
Donations	3,176.49	13,000.00	(9,823.51)	(75.57%)
Meal/Vending/Misc Income	6,290.38	8,500.00	(2,209.62)	(26.00%)
Other Miscellaneous	900.00		900.00	0.00%
Total Miscellaneous	46,197.23	50,272.00	(4,074.77)	(8.11%)
<b>TOTAL REVENUES</b>	<b>14,786,129.76</b>	<b>20,619,397.00</b>	<b>(5,833,267.24)</b>	<b>(28.29%)</b>

**EXPENDITURES**

Health and Human Services				
Human Services-Child Welfare	2,868,747.97	3,385,977.00	517,229.03	15.28%
Human Services- Youth Aids	2,049,303.52	2,610,758.00	561,454.48	21.51%
Human Services- Child Care	81,513.34	130,723.00	49,209.66	37.64%
Human Services- Transportation	323,023.10	473,201.00	150,177.90	31.74%
Human Services-ESS	910,334.13	1,199,887.00	289,552.87	24.13%
Human Services-FSET	658,277.65	2,572,181.00	1,913,903.35	74.41%
Human Services-FSET 50/50	198,935.63	280,000.00	81,064.37	28.95%
Human Services-LIHEAP	73,437.15	120,325.00	46,887.85	38.97%
Human Services-Birth to Three	307,102.92	420,679.00	113,576.08	27.00%
Human Services- FSP	164,740.05	334,408.00	169,667.95	50.74%
Human Services-Child Waivers	140,363.61	200,787.00	60,423.39	30.09%
Human Services-CTT/CSP	393,435.74	500,029.00	106,593.26	21.32%
Human Services-OPC, MH	789,573.96	1,229,966.00	440,392.04	35.81%
Human Services-CCS	791,342.32	1,048,369.00	257,026.68	24.52%
Human Services-Crisis, Legal Services	443,831.50	583,732.00	139,900.50	23.97%
Human Services-MH Contracts	1,013,163.42	1,606,665.00	593,501.58	36.94%
Human Services-OPC, AODA	263,301.82	420,443.00	157,141.18	37.38%

County of Wood  
Detailed Income Statement  
For the Nine Months Ending: September 30, 2015  
Human Services Department-Community

2  
Item #7

Human Services- OPC, Day Treatment	45,289.15	72,687.00	27,397.85	37.69%
Human Services-CBRF, AODA GROUP HOME	173,973.70	266,760.00	92,786.30	34.78%
Human Services-AODA Contracts	40,000.36	134,900.00	94,899.64	70.35%
Human Services- Administration	2,308,672.14	3,070,163.00	761,490.86	24.80%
Total Health and Human Services	14,038,363.18	20,662,640.00	6,624,276.82	32.06%
TOTAL EXPENDITURES	14,038,363.18	20,662,640.00	6,624,276.82	32.06%
NET INCOME (LOSS) *	747,766.58	(43,243.00)	791,009.58	

Budget Variance:  
Transportation \$43,243

County of Wood  
Detailed Income Statement  
For the Nine Months Ending: September 30, 2015  
Human Services Department-Norwood Health Care

2  
Item #7

	Actual	Budget	Variance	Variance %
<b>REVENUES</b>				
Taxes				
General Property Taxes	\$1,359,411.03	\$1,812,511.00	(\$453,099.97)	(25.00%)
Total Taxes	1,359,411.03	1,812,511.00	(453,099.97)	(25.00%)
Public Charges for Services				
Public Charges-Unified & Norwood	4,631,931.64	8,042,391.00	(3,410,459.36)	(42.41%)
Third Party Awards & Settlements	156,300.00	187,290.00	(30,990.00)	(16.55%)
Contractual Adjustment-Unified & Norwood	(1,305,416.38)	(1,605,727.00)	300,310.62	(18.70%)
Total Public Charges for Services	3,482,815.26	6,623,954.00	(3,141,138.74)	(47.42%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	204,762.24	258,570.00	(53,807.76)	(20.81%)
Total Interdepartmental Charges	204,762.24	258,570.00	(53,807.76)	(20.81%)
Total Intergovernmental Charges for Services	204,762.24	258,570.00	(53,807.76)	(20.81%)
Miscellaneous				
Recovery of PYBD & Contractual Adj	39,643.70	38,000.00	1,643.70	4.33%
Meal/Vending/Misc Income	14,936.24	19,850.00	(4,913.76)	(24.75%)
Other Miscellaneous	20,516.80	19,314.00	1,202.80	6.23%
Total Miscellaneous	75,096.74	77,164.00	(2,067.26)	(2.68%)
<b>TOTAL REVENUES</b>	<b>5,122,085.27</b>	<b>8,772,199.00</b>	<b>(3,650,113.73)</b>	<b>(41.61%)</b>
<b>EXPENDITURES</b>				
Health and Human Services				
Norwood- Crisis Stabilization	306,000.00	408,000.00	102,000.00	25.00%
Norwood-SNF-CMI (Crossroads)	675,998.06	926,295.00	250,296.94	27.02%
Norwood SNF-TBI (Pathways)	489,763.61	1,108,889.00	619,125.39	55.83%
Norwood-Inpatient (Admissions)	1,900,700.14	2,996,335.00	1,095,634.86	36.57%
Norwood-Nursing	143,643.34	214,106.00	70,462.66	32.91%
Norwood-Dietary	570,832.15	768,610.00	197,777.85	25.73%
Norwood-Plant Ops & Maintenance	719,894.58	1,032,779.00	312,884.42	30.30%
Norwood-Medical Records	134,257.51	190,581.00	56,323.49	29.55%
Norwood-Administration	838,588.31	1,143,104.00	304,515.69	26.64%
Total Health and Human Services	5,779,677.70	8,788,699.00	3,009,021.30	34.24%
<b>TOTAL EXPENDITURES</b>	<b>5,779,677.70</b>	<b>8,788,699.00</b>	<b>3,009,021.30</b>	<b>34.24%</b>
<b>NET INCOME (LOSS) *</b>	<b>(657,592.43)</b>	<b>(16,500.00)</b>	<b>(641,092.43)</b>	

Budget Variance:

NHC Plant/Operations \$16,500 (resolution 15-5-3)

County of Wood  
BALANCE SHEET SUMMARY  
Human Services Department  
Wednesday, September 30, 2015

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
Cash and investments	265,777.34	61,169.78
Receivables:		
Miscellaneous	2,173,115.01	2,773,904.26
Due from other governments	1,073,566.75	1,217,458.70
Due from other funds	2,695,930.69	2,586,355.48
Inventory of supplies, at cost	40,493.88	51,787.29
Prepaid expenses/expenditures	29,596.09	60,246.40
<b>TOTAL ASSETS</b>	<u><b>6,278,479.76</b></u>	<u><b>6,750,921.91</b></u>
<b>LIABILITIES AND FUND EQUITY</b>		
<b>Liabilities:</b>		
Vouchers payable	607,226.12	691,298.49
Accrued compensation	562,164.97	503,637.26
Special deposits	35,659.61	14,924.33
Due to other governments	1,333,224.02	1,210,683.14
Deferred revenue	1,324,446.21	2,199,512.39
Deferred property tax	2,043,279.58	2,027,750.94
Advances from other funds	0.00	30,602.15
<b>Total Liabilities</b>	<u><b>5,906,000.51</b></u>	<u><b>6,678,408.70</b></u>
<b>Fund Equity:</b>		
Retained earnings:		
Unreserved	85,069.87	(1,138,035.72)
Fund Balance:		
Reserved for contingencies	197,235.23	196,644.23
Undesignated	0.00	(27,177.07)
Income summary	90,174.15	1,041,081.77
Total Fund Equity	<u>372,479.25</u>	<u>72,513.21</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><b>6,278,479.76</b></u>	<u><b>6,750,921.91</b></u>



## Billing Process Recommendations

### 5. Implement electronic imports of data from TCM to Dynamics.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Write programming (outside of TCM) to extract data from TCM for upload	Peggy Sullivan	06/30/15	<p>08-19-15 – Systems met with Fiscal staff on interface. Ready to test TCM to Dynamics interface for contractual adjustment batch. Manual tests using May data proved the interface matched May's reports.</p> <p>08-19-15 – Systems will work with Finance department on an error in the link between the TCM and GL – they believe the error is on the Dynamics side. Systems will deploy the interface test after correcting link .</p> <p>08-31-15 – A manual test is tentatively scheduled for revenues.</p> <p>09-18-15 – planned deployment date for phase II. Revenue interface between TCM and Dynamics.</p> <p>09-09-15 – Systems personnel met with Assistant Fiscal Manager and Accounting Clerk to give Systems a walk-through of the monthly revenue reports extracted from TCM. This information will be used by programmers to ensure the interface program produces accurate values, matching the TCM reports.</p> <p>Reviewed the Contractual adjustments component of the payment batches with Systems personnel for the review of the file prior to posting batch through interface.</p> <p>Systems personnel demonstrated the interface for batch adjustments to fiscal staff.</p> <p>10/01/15 – Programming work is ongoing for both adjustments and revenue interfaces</p> <p>10/05/15 – Systems has planned a meeting with Human Services staff to discuss adjustment interface further</p> <p>10-29-15 – Met with Systems programmers for next group of Accounts Receivable reports</p> <p>10-29-15 – Met with Systems programmer to further define and refine the TCM/Dynamics interface; an August 31<sup>st</sup> interface occurred for both revenues and adjustments; errors occurred when interface entered the General Ledger; entry had to be manually reversed and re-entered; multiple servers for Dynamics presented problematic</p>		

### Cash Receipts Process Recommendations

2. Cash receipts entry into TCM should be a Division priority.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Cash Receipting	Angela Wiese		09-08-15- Cash receipting in TCM remaining current.  Dynamics cash receipting and deposits going smoothly.  11-10-15 Cash receipting continues to progress smoothly		Ongoing

## Communication Recommendations

- Ongoing communication should be enhanced through regularly scheduled meetings.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Confer with Finance Department on Targeted projects as necessary	Kathy Roetter, Jo Timmerman, Mary Schlagenhaft	Specific to project	<p>4-27-15 – Human Services, Finance Department, and Systems Department met with TCM regarding a TCM interface with Great Plains Dynamics – completion target date 7-1-15</p> <p>5-21-15 – Mary Schlagenhaft, Joanne Borski, Mike Martin, and Marla Cummings met to discuss better ways to reconcile the Dynamics recorded deposits to TCM receipt batches.</p> <p>6-4-15 – Human Services, Finance Department, and Systems Department are scheduled to meet to discuss set-up issues for a TCM interface to Dynamics.</p> <p>06-5-15 submitted General Ledger account requests to Finance Department for approval per Finance Director's guidelines. Received feedback from Finance Director related to requests.</p> <p>06-24-15 – Norwood and Community side Fiscal Services personnel attended Finance Department's Accountants' Group meeting on 2016 budget.</p> <p>07-15-15 – Norwood and Community side Fiscal staff working closely with Finance Department on 2016 Budget document.</p> <p>07-16-15 through 08-14-15 – Fiscal staff continued to work with Finance Department on repairs needed in 2016 budget document related to the recent upgrade of the document.</p> <p>08-20-15 – Received meeting invite for first in series of Accounting Policy sessions for County Accountants' Group. Finance Dept. will lead these sessions.</p> <p>09-04-15 – Discussed additional budget information with Finance Director. Agreed to make the additions to the 2016 budget based on new information obtained after submission of budget.</p> <p>10-14-15 – Attended second in series of Accounting Policies Group meetings – first policy projects were disbursed.</p> <p>11-3-15 – Kathy Roetter and Jo Timmerman met with Mike Martin to problem solve Project Lifesaver Account</p>		



## Monthly Close Process Recommendations

### 1. Invest resources in developing TCM reports.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
<b>Hire contract programmer to write TCM reports</b>	Amy Kaup	???	<p>06/04/15 – Met with Systems and Finance personnel to discuss project. Contract programmer participated in discussion</p> <p>09-08-15 – Programmer working on combining/refining two cash receipts reports used for month end.</p> <p>09/30/15 – Programmer continues to work with staff on customized reports</p>		Ongoing throughout project
<b>Schedule Human Services staff to work with programmer on TCM reports</b>	Jo Timmerman	As soon as programmer becomes available	<p>06/09/15 – Fiscal staff met with Systems staff and contract programmer to discuss needs for revenue report set-up</p> <p>06/10/15 – Fiscal staff met Systems staff and contract programmer to discuss needs for accounts receivable report set-up</p> <p>06/18/15 – Fiscal staff met with Amy Kaup to receive overview of project tracking tool.</p> <p>06/18/15 – Fiscal staff sent clarification on report specs to IT for sequel reports.</p> <p><b>Schedule Human Services staff to work with programmer on TCM reports</b></p>		Ongoing throughout project

### Monthly Close Process Recommendations

2. Reconcile accounts receivable subsidiary ledger to the general ledger monthly.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
<b>Reconcile Matrix Subsidiary ledger to GL</b>	Bailey Boe		<p>Reconciliations performed monthly ongoing</p> <p>08-03-15 – Matrix subsidiary ledger reconciliation done ; required rework</p> <p>Matrix set-up corrected.</p> <p>08-20-15 – July reconciliation in progress.</p> <p>August reconciliations will follow month end.</p> <p>September reconciliations in progress</p>	A new procedure resulted from our auditors' recommendation to include a contractual allowance account in Accounts Receivable. Matrix needed additional set-up to accomplish this. Set-up was determined to be incorrect once the June reconciliation was done.	Ongoing each month end

### Monthly Close Process Recommendations

3. Reconcile community aids receivables from and payables to the State monthly.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
<b>Reconcile State of Wisconsin AR account to CARS and CORE</b>	Mary Schlagenhaft	02/28/15	<p>Reconciliations performed monthly ongoing</p> <p>08-20-15 – July reconciliations currently in progress</p> <p>August reconciliations will follow month end.</p> <p>September reconciliations in progress</p>	State institute take backs and refunds add secondary layer of reconciling items	Ongoing each month end

11/10/15

Pathways Update:

Update on Progress:

- Admitted another patient to TBI in November, current census of four patients with two having TBI Diagnosis.
- Working on relations with Insurance providers, negotiated one contract which led to one admission. Three denials from United Healthcare in October alone. Setting up a meeting to discuss cases with them.
- Completing tours of Clearview and Milwaukee Center for Independence on November 12, 2015.
- Heard back from State of Wisconsin to upgrade our Four Star rating to Five Star. Had one patient at time of survey. State is still checking into this.
- Have received forms and have begun process of applying for Medicare certification.

From the report, I was asked to provide more information on the possibilities for Pathways:

- Continue with TBI. We admitted one TBI patient in October, one in November. We have had other appropriate referrals that Insurance has denied.
- Take additional diagnoses. Although we could take up to four patients, this would be duplicating the services that Edgewater already provides and the reimbursement is poor. I will find out more information after my tour of other TBI units.
- Mirror Crossroads. We have validated with numerous State contacts that we can utilize up to four empty beds on Pathways as a step down for Crossroads patients. We are using one bed as a step down from Crossroads and contracted with another County with one of the other empty beds for a short term (less than one month) stay while individual is awaiting more appropriate placement. Letter will be sent to other County Human Service Directors letting them know of this option.
- Medically Monitored Detox Facility. This continues to not be explored as we are seeing growth and potential from the other options.

Respectfully Submitted,

Jordon Bruce, NHA

Administrator

# Edgewater Haven Nursing Home

## Compliance Program Policies

Standards of Conduct  
Compliance Guidelines  
Fraud, Waste, and Abuse

## **Edgewater Haven's Mission and Values**

Edgewater Haven Nursing Home is committed not only to providing residents with high quality and caring medical services, but also to providing those services pursuant to the highest ethical, business, and legal standards. These high standards must apply to our interactions with everyone with whom we deal. This includes our residents, other health care providers, companies with whom we do business, government entities to whom we report, and the public and private entities from whom reimbursement for services is sought and received. In this regard, all personnel must not only act in compliance with all applicable legal rules and regulations, but also strive to avoid even the appearance of impropriety.

In short, we do not and will not tolerate any form of unlawful or unethical behavior by anyone associated with Edgewater Haven. We expect and require all personnel to be law-abiding, honest, trustworthy, and fair in all of their business dealings. To ensure that these expectations are met, the Compliance Program has become an integral part of our mission and business operations.

The attached Compliance Program's Code of Conduct provides guidance to ensure that all of our work is done in an ethical and legal manner. Please review it thoroughly. Your adherence to its spirit, as well as its specific provisions, is absolutely critical to our future. In your daily work, if you encounter a situation or proposed course of conduct, and you are unsure whether it is allowed by the Code of Conduct, raise the issue with your supervisor, and/or a member of the Compliance Staff at the number listed in the last section of the Code of Conduct. It is basic principle of our Compliance Program that there will be no retribution for asking questions, raising concerns about the code, or reporting possibly improper conduct.



## **Introduction**

### **1. Compliance Manual**

This compliance manual sets forth standards of conduct that personnel employed by or associated with Edgewater Haven Nursing Home (EWH) are expected to follow.

In creating this manual, EWH goal is to ensure compliance with the myriad laws, rules and regulations that govern our daily operations including, among other things, those relating to:

- The quality of medical services we provide
- Our coding, billing and documentation of the services provided
- Our general business practices
- Our referral relationships.

EWH also wants to ensure that we are operating pursuant to the highest ethical, legal, and moral standards.

### **2. Questions and Concerns**

Neither this manual nor our overall compliance program can cover our overall compliance program or cover every situation that you might face. As a result, if you are unsure of what the proper course of conduct might be in a specific situation, or if you believe that any of our standards of conduct or procedures (whether set for in this manual or elsewhere) may have been violated, the you are urged to contact EWH "Compliance Officer" Amy Slattery at (715)-885-8324 or [aslattery@co.wood.wi.us](mailto:aslattery@co.wood.wi.us).

You may contact the Compliance Officer at any time, either in person or in writing, with any compliance-related question or concern you may have. Questions or concerns may be raised anonymously, if you wish. All reports to the Compliance Officer will be held in the strictest confidence possible, consistent with the need to investigate the matter.

## Code of Conduct

Edgewater Haven has adopted the following Code of Conduct as a central part of our Compliance Program. Compliance with EWH code of conduct is a condition of employment, and violation of these standards will result in discipline being imposed, up to and including possible termination.

- **Honesty and Lawful Conduct.**

Personnel and EWH affiliated physicians must be honest and lawful in all of their business dealings and avoid doing anything that could create even the appearance of impropriety. They must comply with the code of conduct, and report any action they think may be unlawful.

- **Cooperation with the Compliance Program.**

Because of the importance of the Compliance Program, we require that each of you cooperate fully with this effort. The compliance program will work effectively only if everyone works together to ensure its success, understands what is required under the law and our own code of conduct, and works to ensure that those standards are being followed. In particular, personnel and physicians must cooperate with all compliance-related inquiries and actively work to correct any unethical, illegal, or improper practices that are identified.

- **Compliance with Federal and State Laws Regarding the Submission of Claims.**

It is Edgewater Haven's policy that all personnel (including employed physicians and management), and contractors and agents shall comply with all applicable Federal and Wisconsin laws and regulations governing the submission of billing claims and related statements. A detailed description of the Federal False Claims Act, The Federal Program Fraud Civil Remedies Act, and the whistleblower protections afforded under such laws is provided in Appendix A of this manual.

- **Billing, Coding, and Documentation of Services.**

All federal and state regulations governing billing, coding, and documentation will be fully followed for all physicians, EWH, and other medical services billed by EWH. Thus, all billing and coding for services must be accurate and truthful, and personnel should misrepresent charges or services to, or on behalf of, a resident or third-party payor. Deliberate or reckless misstatements to government agencies or other payors will expose the personnel involved to termination and criminal penalties.

Only those medical services that are consistent with accepted standards of medical care may be billed. In this regard, billing and coding must always be based on adequate documentation of the medical justification for the services provided and for the bill submitted, and this medical documentation must comply

with all applicable regulations. Only those codes that correspond to the services rendered and documented should be selected.

Finally, whenever EWH has learned or knows that it has received payments for which it was not entitled from a governmental or private payor, the payments will be refunded to the appropriate payor as soon as possible.

- **Business Practices.**

Edgewater Haven will forego any business transaction or opportunity that can only be obtained by improper and illegal means, and will not make any unethical or illegal payments to anyone to induce the use of our services.

- a. **Business Transactions.**

Business transactions and joint ventures with other health care providers will be aimed at enhancing the quality or continuity of care provided to residents. Financial investments in such transactions and ventures, and any return on investments, will be based on the bona fide financial value of the investment and its positive impact on EWH ability to deliver medical services. Such investments will not be based on intent to induce or reward referrals to or from another provider.

- b. **Business Records.**

Management must ensure that all business records are accurate and truthful, with no material omissions; that the assets and liabilities of EWH are accounted for properly in compliance with all tax and financial reporting requirements, and that no false records are made. Similarly, all reports submitted to governmental agencies, insurance carriers, or other entities will be accurately and honestly made.

- c. **Cost Report.**

EWH Cost Report will be prepared in compliance with all applicable state and federal regulations. Cost will be claimed when based on appropriate and accurate documentation; unallowable costs will not be claimed for reimbursement; and all costs will be properly allocated to the appropriate cost centers based on verifiable information and data.

- d. **Credit Balances.**

On a periodic, regular basis EWH will generate reports of the status of any credit balances of refunds owing to Medicare and other third-party payors. Such refunds will then be made to the appropriate payor in a timely and reasonable manner.

- **Purchasing and Competitive Bidding Policy.**

All purchasing decisions must be made with the purpose of obtaining the highest quality product or service for EWH or its resident's at the most reasonable price.

No purchasing decision may be made based on any consideration that any employee, officer or trustee, or any family member or friend of any of them will benefit by the transaction. Rather, the sole criteria behind all purchasing decisions must be only the best interest of EWH. Nor can any service or item be purchase in return for a referral of residents from another or with a view towards inducing another to refer residents. In purchasing items or contracting for services EWH competitive bidding and pricing rules must be followed.

- **Payments and Gifts.**

No personnel will engage, either directly or indirectly, in any corrupt business practice, including bribery, kickbacks or payoffs, intended to influence or reward favorable decisions of any resident, physician, government representative, contractor, vendor, or any other person in a position to benefit EWH or the employee in any way.

- **Compliance with Federal and State Anti-Referral Laws.**

Federal and state law make it unlawful to pay any individual on the basis of the value or volume o referrals of residents. This includes the giving of any form of remuneration, including virtually anything of value, in return for referral. In compliance with the federal and state anti-referral laws, EWH does not pay incentives to any personnel based upon the number of persons admitted for treatment or the value of services provided. Nor does EWH pay physician, or anyone else, either directly or indirectly, for resident referrals. The decision to refer residents is a separate and independent clinical decisions made by the referring physicians or health care provider.

EWH also does not accept any form of remuneration in return for referring our residents to other health care providers. Rather, in discharging residents and referring them to other providers, it is EWH policy

- That such referrals will be based on the resident's documented medical need for the referred service and the ability of the referred provider to meet that need.
- That the resident's freedom to choose the provider is at all times respected and honored.

All contracts, leases, and other financial relationships with other healthcare medical providers who have a referral relationship with EWH will be based on the fair market value of the services or totoms being provided or exchanged, and not on the basis of the volume or value of referrals of Medicare or Medicaid business between parties.

- **Confidentiality of Resident Information.**

In compliance with federal and state privacy laws, all personnel will keep patient information confidential, except when disclosure is authorized by the resident or permitted by law.

- **Duty of loyalty.**

All personnel owe a duty of loyalty, honesty and fidelity to EWH. This duty particularly requires compliance with the following Nursing Home policies:

- a. **Conflict of Interest.**

All Edgewater Haven personnel are to disclose to the Compliance Officer any conflicts of interest in outside companies, entities or concerns. Conflicting interests can include both financial interests and non-financial relationships with entities that compete or do business with EWH, and include any interest that otherwise could create an appearance that the personnel's conduct on behalf of EWH might be compromised in some way by the competing interest. Conflicts must be reported even if the conflict arises because only an immediate family member has the interest in the other entity.

- b. **Gifts and Hospitality.**

Personnel may not accept gifts and hospitality from residents, residents family members, vendors or contractors doing business with EWH if doing so would create an appearance that the gift or hospitality is being provided to induce the personnel to act in his or her own benefit (over the Nursing Home's). Cash may not be accepted under any circumstance. Personnel may accept business entertainment consistent with what is reasonable under the circumstances, as long as the offered entertainment is not for the purpose of improperly influencing the personnel's business behavior. Items of nominal value such as holiday cookies or candy that are tokens of appreciation, may be accepted.

If you have any question or concern whether the acceptance of an offer of a gift or hospitality may be improper, you should immediately raise your concerns with the Compliance Officer.

## **11. Responsibilities.**

All personnel, including employees, officers, and supervisors have the following responsibilities under the Compliance Program.

- Employees must know and follow the federal and state laws, rules and regulations that apply to their jobs; comply with the standards set forth in EWH Code of Conduct and any applicable department compliance protocols; and recognize that any violation of these standards of conduct will result in disciplinary action.
- Department Heads, Supervisors, Managers, and Board Members must create and maintain a work environment in which ethical concerns can be raised and openly discussed. They also must ensure that staff understand the importance of the Compliance Program and Edgewater Haven's Code of Conduct, and that staff are aware of the reporting procedures for suspected unlawful activity.
- Contractors and other Providers. All persons and entities with which EWH contracts will receive a copy of EWH Compliance Manual and will be asked to cooperate with our Compliance Program. This includes individual physicians, physician groups, vendors, contractors, and other healthcare providers. These other parties will also be encouraged to adopt their own Compliance Programs where appropriate.

## **12. Other Policies and Procedures.**

In addition to the Code of Conduct and Compliance Procedures set forth in this manual, EWH has topic or department specific compliance policies and procedures. These additional policies and procedures are an integral part of the compliance program and are designed to complement the procedures and standards set forth in this manual.

## **Compliance Procedures**

### **1. Compliance Personnel and Procedures.**

The following compliance personnel and procedures are available to all Edgewater Haven employees.

#### **a. Compliance Officer.**

The Compliance Officer is presently Amy Slattery, and she is responsible for receiving and responding to all reports, complaints, and questions about compliance issues. She is also responsible for tracking new developments, ensuring appropriate compliance reviews are performed, and conducting compliance training.

#### **b. Board Committee.**

The Compliance Officer will present an annual report to the Health and Human Service Committee on the Compliance Program that includes

- The Compliance Program's goals, objectives, and work plan
- An assessment of risk areas and how resources should be allocated to address such risks
- A review of how goals and objectives were or were not met for the prior year.

#### **c. Compliance Committee.**

A Committee comprised of the Compliance Officer and Department Head will meet at least on an annual basis to review the implementation and progress of the Compliance Program. As necessary, the committee will meet more frequently to address any specific compliance related concerns or issues that may arise.

#### **d. Reporting and Compliant Procedures.**

All personnel can and should raise any question they might have about potentially unethical or illegal conduct with the Compliance Officer.

#### **e. Confidentiality and Compliance Help.**

Your report or question may be raised anonymously, if you choose in writing and will be held in the strictest confidence possible, consistent with the need to investigate any allegations of wrongdoing. Personnel who do not wish to contact the Compliance Officer directly, may instead raise an issue or report by contacting a supervisor.

#### **f. Inquiry by the Compliance Officer.**

Upon receiving a report of possible unethical or illegal conduct, the Compliance Officer will conduct an inquiry, as appropriate, in consultation with Corporation Counsel, if necessary.

**g. No Retaliation Allowed.**

Retaliation in any form against an individual who in good faith reports possible unethical or illegal conduct is strictly prohibited and is itself a serious violation of the code of conduct.

**2. Corrective Action and Discipline.**

**a. Corrective Action.**

Violations of the Code of Conduct may warrant corrective action, including, but not limited to:

- Refunding overpayments
- Additional training for personnel
- Personnel being disciplined, including discharge
- Suspension of billing for a particular provider or a particular service
- Modification or improvement of Edgewater Haven's business practices
- Modification or improvement of the Compliance program itself to better ensure continuing compliance with applicable federal and state laws and regulations

**b. Discipline.**

All personnel are expected to adhere to this Code of Conduct and compliance standards. If the Compliance Officer concludes, after an appropriate investigation, that these standards have been violated, then appropriate discipline (including, as appropriate, a warning, suspension and/or discharge) may be imposed. The imposition of discipline can be based on the personnel's:

- Unlawful or unethical actions
- Condoning or failing to report unlawful actions by others
- Retaliation against those who report suspected wrongdoing, or
- Other violations of the Code of Conduct and Compliance Standards

**3. Compliance Assurance Monitoring.**

The Compliance Officer will be responsible for continued monitoring of compliance with this manual and all applicable federal and state rules, laws, and regulations.



**a. Tracking New Developments.**

On a continuing basis, the Compliance Officer will keep abreast of, and review, all new regulatory or legal requirements issued by the federal or state government, including, but not limited to

- the monthly Medicare Information Resource
- Department of Health Medicaid updates
- All new rules governing the documentation, coding, and billing of serviced provided by Edgewater Haven
- Annual updates to the Current Procedural Terminology
- New fraud Alerts issued by the Office of Inspector General

Based on any relevant new developments, the Compliance Officer will review existing policies and procedures to ensure that Edgewater Haven is in compliance with federal and state requirements.

**b. Ongoing Compliance Reviews.**

On a regular basis, the Compliance Officer will cause audits to be conducted, which may include, but will not be limited to ensuring that:

- The documentation and coding for both in-patient and out-patient services being billed by EWH are accurate and complete including the documentation and coding of physicians services, out-patient testing or procedures, clinic services, or other nursing home services
- Computer systems do not automatically insert information that is not supported by the documentation
- If patterns of claims denials exist, they are detected; evaluated to determine the cause and appropriately corrected
- Third-party audits are reviewed to determine if those results reflect any systemic deficiency or problem in EWH compliance of state or federal rules, regulations, or laws
- Credit balances are tracked and refunded to appropriate payors
- Personnel conform to appropriate policies concerning marketing and the giving or receiving of gifts and business entertainment
- EWH competitive bidding policies are appropriately followed
- EWH business practices are in compliance with applicable laws, rules and regulations. Such audits might include a review of EWH credit balance, its practice of waiving co-payments or providing professional courtesy, and the fair market value of leases, equipment rental agreements, or personal service contracts with other providers

**c. Exclusion Reviews.**

On an annual basis, the Compliance Officer or a designee will review the OIG's and GSA's exclusion database to ensure that EWH does not employ or contract with anyone who has been excluded from participating in federal healthcare programs. These databases will also be reviewed upon hiring of new personnel/contracting with new individuals or entities.

**4. Training.**

The Compliance Officer will ensure that all personnel receive compliance and ethics training.

**a. Compliance Manual.**

The Compliance Officer is responsible for ensuring that this Compliance Manual is distributed to all personnel and for maintaining a file containing each person's signed acknowledgement form. All newly hired personnel should also receive a copy of this manual and submit a signed acknowledgment form to the Compliance Officer.

**b. Annual Training.**

The Compliance Officer is responsible for ensuring that an annual review occurs for all staff regarding this Compliance Manual and the requirements of the Compliance Program. In addition, the Compliance Officer will develop a schedule of occasional training on compliance issues, as necessary, for new and existing personnel. The Compliance Officer will maintain a record of all personnel who have attended such training.

**c. Remedial Training.**

Finally, the Compliance Officer will be responsible for any remedial training that is required as part of the Compliance Program.

**5. Compliance Contacts and Numbers.**

Nursing Home personnel may contact the Compliance Office with any compliance questions or issues. The people and telephone numbers to call are:-

- The Compliance Officer is Amy Slattery (715)-885-8324
- The Compliance Team
  - a. Lisa Peeters (715)885-8307
  - b. Kathleen Zellner (715)885-8318
  - c. Jennifer Hoffman (715)885-8328
  - d. Janet Arendt (715)885-8319
  - e. Tracey Draper (715)885-8306

## Appendix A

### Fraud, Waste, and Abuse Policy and Procedure

## **Edgewater Haven Policy and Procedure: Fraud, Waste, & Abuse**

**Policy:** Edgewater Haven Nursing Home is committed to detecting, mitigating and preventing fraud, waste and abuse. EWH is also responsible for exercising due diligence in the detection and prevention of fraud, waste and abuse as well, in accordance with our Fraud, Waste and Abuse (FWA) policies. Under the CMS regulation, EWH is required to have an effective FWA program in place. EWH has implemented a FWA program to prevent, detect and report health care fraud and abuse according to applicable federal and state statutory, regulatory and contractual requirements. Providers engaged in fraud and abuse may subject to disciplinary and corrective actions, including but not limited to, warnings, monitoring, administrative sanctions, suspension or termination as an authorized provider, loss of licensure, civil and/or criminal prosecution, fines and other penalties.

**Fraud:** Fraud is an intentional deception or misrepresentation made by a person with the knowledge that the deception results in unauthorized benefit to her or himself or another person. The term includes any act that constitutes fraud under applicable federal or state law. Fraud is determined by both intent and action and involves intentionally submitting false information to the government or a government contractor in order to get money or a benefit. Examples of fraud:

- Billing for services not rendered or provided to a member at no cost
- Upcoding services
- Falsifying certificates of medical necessity
- Knowingly double billing
- Unbundling services for additional payment

**Waste:** Waste includes activities involving payment or an attempt to receive payment for items or services where there was no intent to deceive or misrepresent, but the outcome of poor or inefficient billing or treatment methods cause unnecessary costs. Examples of waste:

- Inaccurate claims data submission resulting in unnecessary rebilling or claims
- Prescribing a medication for 30 days with a refill when it is not known if the medication will be needed
- Overuse, underuse and ineffective use of services

**Abuse:** Abuse means provider practices that are inconsistent with generally accepted business or medical practices and practices that result in an unnecessary cost to the Medicare program or in reimbursement for goods or services that are not medically necessary or that fail to meet professionally recognized standards for health care. Examples of abuse:

- Providing and billing for excessive or unnecessary services
- Routinely waiving member coinsurance, copayments or deductibles

- Billing Medicare patients at a higher rate than non-Medicare patients

## **Pertinent Statutes, Laws, and Regulations**

### **False Claims Act**

The Federal False Claims Act of 1985 creates criminal and civil liability for the submission of a claim for payment to the government that is known to be false in whole or in part. Several states have also enacted false claims laws modeled after the Federal False Claims Act. A "claim" is broadly defined to include any submissions that results, or could result, in payment. Violations of Medicare laws and the Medicare Fraud and Abuse Statute also constitute violations of the False Claims Act. Significantly, the False Claims Act permits a person with knowledge of fraud against the United States Government, referred to as the "qui tam plaintiff," to file a lawsuit on behalf of the government against the person or business that committed the fraud (the defendant). If the action is successful, the qui tam plaintiff is rewarded with a percentage of the recovery. Claims "submitted to the government" include claims submitted to intermediaries such as state agencies, managed care organizations, and other subcontractors under contract with the government to administer health care benefits. Liability can also be created by the improper retention of an overpayment. Examples include:

- A provider who submits a bill for medical services not provided
- A government contractor who submits records that he knows (or should know) are false and that indicate compliance with certain contractual or regulatory requirements
- An agent who submits a forged or falsified enrollment application to receive compensation from a Medicare Plan Sponsor
- Knowingly presents, or causes to be presented, to an officer or employee of the United States Government or a member of the Armed Forces of the United States a false or fraudulent claim for payment or approval;
- Knowingly makes, uses, or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the Government;
- Conspires to defraud the Government by getting a false or fraudulent claim paid or approved by the Government
- Knowingly makes, uses, or causes to be made or used, a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the Government, is liable to the United States Government for a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages which the Government sustains because of the act of that person has actual knowledge of the information
- Although the statutory provisions of the False Claims Act authorizes a range of penalties of from between \$5,000 and \$10,000, those amounts have been

adjusted for inflation and increased by regulation to not less than \$5,500 and not more than \$11,000

- Acts in deliberate ignorance of the truth or falsity of the information
- Acts in reckless disregard of the truth or falsity of the information, and no proof of specific intent to defraud is required
- While the False Claims Act imposes liability only when the claimant acts "knowingly," it does not require that the person submitting the claim have actual knowledge that the claim is false. A person who acts in reckless disregard or in deliberate ignorance of the truth or falsity of the information, also can be found liable

In sum, the False Claims Act imposes liability on any person who submits a claim to the federal government that he or she knows (or should know) is false. An example may be a physician who submits a bill to Medicare for medical services she knows she has not provided. The False Claims Act also imposes liability on an individual who may knowingly submit a false record in order to obtain payment from the government. An example of this may include a government contractor who submits records that he knows (or should know) is false and that indicate compliance with certain contractual or regulatory requirements. The third area of liability includes those instances in which someone may obtain money from the federal government to which he may not be entitled, and then uses false statements or records in order to retain the money. An example of this so-called "reverse false claim" may include a Nursing Home who obtains interim payments from Medicare throughout the year, and then knowingly files a false cost report at the end of the year in order to avoid making a refund to the Medicare program.

In addition to its substantive provisions, the FCA provides that private parties may bring an action on behalf of the United States. 31 U.S.C. 3730 (b). These private parties, known as "qui tam relators," may share in a percentage of the proceeds from an FCA action or settlement.

Section 3730(d)(1) of the FCA provides, with some exceptions, that a qui tam relator, when the Government has intervened in the lawsuit, shall receive at least 15 percent but not more than 25 percent of the proceeds of the FCA action depending upon the extent to which the relator substantially contributed to the prosecution of the action. When the Government does not intervene, section 3730(d)(2) provides that the relator shall receive an amount that the court decides is reasonable and shall be not less than 25 percent and not more than 30 percent.

#### **Administrative Remedies for False Claims (31 USC Chapter 38. §§ 3801 – 3812)**

This statute allows for administrative recoveries by federal agencies. If a person submits a claim that the person knows is false or contains false information, or omits material information, then the agency receiving the claim may impose a penalty of up to \$5,000

for each claim. The agency may also recover twice the amount of the claim. A-3 557588v.2 Unlike the False Claims Act, a violation of this law occurs when a false claim is submitted, not when it is paid. Also unlike the False Claims Act, the determination of whether a claim is false, and the imposition of fines and penalties is made by the administrative agency, not by prosecution in the federal court system.

### **Whistleblower and Whistleblower Protections**

The False Claims Act and some state false claims laws permit private citizens with knowledge of fraud against the U.S. Government or state government to file suit on behalf of the government against the person or business that committed the fraud.

Individuals who file such suits are known as "whistleblowers". The Federal False Claims Act and some state false claims acts prohibit retaliation against individuals for investigating, filing, or participating in a whistleblower action.

### **Anti-Kickback Statute**

Edgewater Haven is committed to conducting its business activities in full compliance with applicable federal and state laws. In support of this commitment, EWH must ensure to adhere to the federal anti-kickback statute, which applies to all covered persons. The anti-kickback statute states that anyone who knowingly and willfully accepts or solicits any remuneration (including any kickback, hospital incentive or bribe) directly or indirectly, overtly or covertly, in cash or in kind, to influence the referral of federal health care program business may face charges, including felony charges.

### **Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

HIPAA contains provisions and rules related to protecting the privacy and security of protected health information (PHI).

HIPAA Privacy - The Privacy Rule outlines specific protections for the use and disclosure of PHI. It also grants rights specific to members.

HIPAA Security - The Security Rule outlines specific protections and safeguards for electronic PHI.

If a provider or other FDR becomes aware of a potential breach of protected information, they must comply with the security breach and disclosure provisions under HIPAA and, if applicable, with any business associate agreement.

## **Examples of Potential Fraud, Waste, and Abuse Potential**

### **FWA committed by: Pharmaceutical Manufacturer**

- illegal Off-label Promotion - Illegal promotion of off-label drug usage through marketing, financial incentives, or other promotion campaigns
- Illegal Usage of Free Samples - Providing free samples to providers knowing and expecting those providers to bill the federal health care programs for the sample
- Billing for items or services not rendered or not provided as claimed
- Submitting claims for equipment or supplies and services that are not reasonable and necessary
- Double billing resulting in duplicate payment
- Billing for non-covered services as if covered
- Knowing misuse of provider identification numbers, which results in improper billing
- Unbundling (billing for each component of the service instead of billing or using all-inclusive code)
- Failure to properly code using coding modifiers
- Altering medical records
- Improper telemarketing practices
- Compensation programs that offer incentives for items or services ordered and revenue generated
- Inappropriate use of place of service codes
- Routine waivers of coinsurance
- Upcoding the level of service provided

### **Potential FWA committed by: Skilled Nursing Facility ("SNF")**

- SNFs improperly upcoding resident Resource Utilization Group (RUGs) assignments to gain higher reimbursement
- SNF improperly utilizing therapy services to inflate the severity of the RUG classification to obtain additional reimbursement
- DME or supplies offered by DME provider that are covered by the Medicare Part A benefit in the SNF's payment
- Failure to follow the same day rule
- Abuse of partial hospitalization payments
- Same day discharges and readmissions
- Improper billing for observation services
- Improper reporting of pass through costs
- Billing on an outpatient basis for inpatient only procedures
- Submitting claims for medically unnecessary services by failing to follow local policies
- Improper claims for cardiac rehabilitation services



### **Potential FWA Committed by Providers and Others**

- Chiropractor intentionally billing Medicare for physical therapy and chiropractic treatments that were never actually rendered for the purpose of fraudulently obtaining Medicare payments
- Psychiatrist billing Medicare, Medicaid, the Plan, and private insurers for psychiatric services that were provided by his/ her nurses rather than him/herself
- Provider certifies on a claim form that he/she performed laser surgery on a Medicare beneficiary when he/she knew that the surgery was not actually performed on the patient
- Provider instructs his/her employees to tell the Office of Inspector General (OIG) investigators that the provider personally performs all treatments when, in fact, Medical Technicians do the majority of the treatment and the provider is rarely present in the office
- Provider, who is under investigation by the Federal Bureau of Investigations (FBI) and the Plan, alters records in an attempt to cover up improprieties
- Neurologist knowingly submits electronic claims to the Medicare carrier for tests that were not reasonable and necessary and intentionally upcodes office visits and electromyograms to Medicare
- Podiatrist knowingly submits claims to the Medicare and Medicaid programs for non-routine surgical procedures when he/she actually performed routine, non-covered services such as the cutting and trimming of toenails and the removal of corns and calluses
- Performing tests on a beneficiary to establish medical necessity

### **Potential FWA Committed by Durable Medical Equipment, Prosthetics, Orthotics and Suppliers (DMEPOS)**

- DME provider billed for items or services not provided to the beneficiary
- Continued billing for rental items after they are no longer medically necessary
- Resubmission of denied claims with different information in an attempt to be improperly reimbursed
- Providing and/or billing for substantially excessive amounts of DME items or supplies
- Upcoding a DME item by selecting a code that is not the most appropriate
- Providing a wheelchair and billing for the individual parts (unbundling)
- Delivering or billing for certain items or supplies prior to receiving a provider's order and/or appropriate certificate of necessity
- Completing portions of the certificate of necessity that is reserved for completion by the treating providing only
- Cover letters to encourage providers to order medically unnecessary items or services
- Improper use of ZX modifier
- Providing false information on the DMEPOS supplier enrollment form

- Knowing misuse of a supplier number, which results in improper billing
- Furnishing more visits than as medically necessary
- Duplicate billing for the same service
- Submission of claims for home health aide services to beneficiaries that did not require any skilled qualifying service
- Provision of personal care services by aides in assisted living facilities when such is required by the assisted living's State licensure
- Providing services at no charge to an assisted living center

### **Reporting Obligations and Mechanisms**

If a provider or other FDR is made aware of potential misconduct or a suspected fraud, waste, or abuse situation, it is their right and responsibility to report it. Providers, Vendors and Delegates can call the Edgewater Haven's Medicare Compliance Officer, at 1-(715)-885-8324. Callers are encouraged to provide contact information should additional information be needed. However, you may report anonymously and retaliation is strictly prohibited if a report is made in good faith.

### **Repayment Rule**

Under the Patient Protection and Affordable Care Act (PPACA), effective March 23, 2010, providers are required to report and repay overpayments to the appropriate Medicare administrative or other contractor (Fiscal Intermediary or Carrier) within the latter of (a) 60 days after the overpayment is identified, or (b) the date of the corresponding cost report is due, if applicable.

Any overpayment that is retained by the provider after the deadline to report/return the overpayment is an obligation under the federal False Claims Act (FCA), meaning that knowingly failing to report and return the overpayment as required may subject the provider to liability and penalties under the FCA, including exclusion of participation in the Federal Program and Civil Monetary Penalties.

## ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Compliance Manual for Edgewater Haven Nursing Home's Compliance Program. I agree to read the Manual, to conduct myself in conformity with all of its requirements, to adhere to the spirit and letter of the Code of Conduct, and to cooperate with management in carrying out the objectives of the Compliance Program.

Acknowledged and agreed:

\_\_\_\_\_ Signature

\_\_\_\_\_ Print name

\_\_\_\_\_ Job Title or Description

\_\_\_\_\_ Date

## **EDGEWATER HAVEN NURSING HOME, INC.**

### **POLICY OF THE HEALTH AND HUMAN SERVICES COMMITTEE**

Conflict of interest is defined as purposefully using information or resources garnered through Edgewater Haven Nursing Home, Inc. for the gain of the individual committee member personally or professionally. In general, if the public does or might perceive a conflict of interest, it will be assumed to be a conflict of interest.

It shall be incumbent upon committee members to reveal to the full board any apparent or potential conflict of interest in matters such as hiring, purchasing, promoting, subcontracting or consulting. If a conflict of interest does occur, the committee member will state the conflict of interest for the record and exclude themselves from voting on such matters related to the conflict of interest.

### **CONFLICT OF INTEREST ASSERTION**

To be completed by the Health and Human Services Committee members upon appointment by County Board Chair.

I have read the above Code of Conduct Policy.

To the best of my knowledge, I have no conflicts of interest as described in the Conflict of Interest statement except the following

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Signature	Donna Rozar	Date
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Signature	Mike Feirer	Date
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Signature	Peter Hendler	Date
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Signature	Doug Machon	Date
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Signature	Marion Hokamp	Date
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Signature	Lori Slattery-Smith, RN	Date
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Signature	Jeffrey Koszczuk, DO	Date
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Signature	Tom Buttke	Date
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Signature	Jessica Vicente	Date
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## Healthcare Coalitions

Presentation to Wood County  
Health and Human Services Committee  
November 2015  
By Sue Kunferman, RN, MSN

### Wisconsin Hospital Emergency Preparedness Program

- Supports hospital emergency preparedness planning and response to mass casualty incidents or pandemic events
- Funded by the Office of the Assistant Secretary for Preparedness and Response (ASPR) in the U.S. Department of Health and Human Services. (DHHS)

## Time of Transition

- Since inception, the ASPR of funds have been directed at building individual hospital capabilities
  - Decontamination Tents
  - Portable Air-Purifying Respirators
  - Surge Cots and Evacuation Sleds
  - Flexible Funding: up to \$10,000 annually per hospital for individual projects

## Time of Transition

- Guidance from ASPR based on recent events such as Joplin Tornado and Hurricane Sandy now focuses on the development of Healthcare Coalitions
- Shift from funding specific hospitals to focusing on strengthening a regional response and recovery system using Healthcare Coalitions
- Public Health emergency preparedness funding is not changing – individual health departments are continuing to receive this funding.

## Healthcare Coalitions (HCC)

- Group of healthcare organizations, public safety and public health partners that join forces for the common goal of making their communities safer, healthier and more resilient
- Support communities before, during and after disasters and other health-related crises
- Development is required by ASPR as condition of continued funding

## HCC Purpose

- Coordinate how public health, healthcare institutions, and first responder agencies will manage their efforts to enact a uniform and unified response to an emergency, specifically the medical surge aspect of an event – moving from planning to response and recovery.
- **Does not replace day to day functioning of individual disciplines**



## Healthcare Coalitions in WI

- Development is being lead by Public Health Preparedness Leadership at state level
- Regions have been defined by the Department of Health Services
- Regional HCC's were established with basic functionality on July 1, 2015

## Health Emergency Response Regions

- Seven Regions in state
- Determined at state level by DHS
- Based on referral patterns and align with Regional Trauma Advisory Council regions

## Health Emergency Response Regions

Wisconsin Health Emergency Regions  
Revised: Revised April 29, 2014



Revised April 29, 2014

## Key Components of HCC

- Regional Board of Directors
- Regional HCC coordinator
- Regional Trauma coordinator
- HCC Medical Advisor
- Statewide HCC Advisory Group

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## Shared Healthcare and Public Health Core Areas

- Assessment of public health/medical needs
- Health surveillance
- Medical surge
- Health/medical/veterinary equipment and supplies
- Safety and security of drugs, biologics, and medical devices

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## Shared Core Areas continued

- All-hazards public health and medical consultation, technical assistance, and support
- Public health and medical information
- Mass fatality management, victim identification, and decontaminating remains

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## Why is PH Critical to HCC?

- Sector primarily focused on population health and safety
- Established surveillance systems
- Epidemiologic training and tools
- Versed in prevention strategies
- Established public communication and outreach tools
- Core knowledge of public health threats
- Legal authorities of surveillance, investigation, enforcement, declaration of emergency
- Scarce resource access (stockpiles, etc)

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## Why are HCC are important to PH?

- Gateway to healthcare organizations
  - Able to reach/coordinate all healthcare delivery organizations more efficiently
- Provides enhanced response and treatment resources
  - Knowledge resources – clinicians/providers, HCC Medical Advisor, regional experts, etc.
  - Physical resources – bed space, equipment, supplies, etc.
- Streamlined information flow
  - Surveillance
  - Treatment recommendations

## HCC Medical Advisor

- Responsible for overall medical oversight and functioning of HCC
- Serves as lead medical authority for planning and response within HCC
- Expected to be involved/aware of all medical surge planning activities within HCC
- Serves as advisor to Regional Trauma Advisory Council, regional public health emergency planning, and regional emergency management
- Able to “translate” medical needs and recommendation between various sectors; provide guidance for implementation of strategies

## Information in support of goal accomplishment for Rock Larson in 2015

### Update on CVSO's GOALS FOR 2015:

**Goal #1** Financial - Convert all Wisconsin Department of Veterans Affairs Grant programs/expenditures to a separate project coding. This will allow this department and the Finance department to quickly respond to the Wisconsin Department of Veterans Affairs. That agency's new and extensive audit requirements have been disruptive and time consuming to counties that have been audited to date. In the prior 10 years there has been no state oversight of that grant.

**Achievement:**

- First had everything laid out with separate accounts for all grant revenue and expenditures using a special project code which will hopefully work out well for the calendar year 2015 grant.
- With the state budget changing the grant parameters it was decided and set up our 2016 budget using a completely separate function for the grant which could segregate the funds even further.
- The Wisconsin Department of Veterans Affairs then changed the grant to a state fiscal year with one half of the 2015 Calendar year grant overlapping with the 2015-2016 state fiscal year grant. A meeting with finance department has been set for November 12 2015 to ensure the accounting for both are understood, defensible and will maximize grant revenue for Wood County.

**Goal # 2** Organizational - Continued professional development of County Veteran Service Officer & Staff:

To include: National CVSO Association training and accreditation for the two staff members who do not have this level of training.

**Achievement:**

- Staff previously attending National CVSO Association Accreditation fulfilled the continuing education requirements.
- The other two completed national Accreditation training and have received National CVSO Association accreditation and have applied for cross accreditation with the Disabled American Veterans and the Military order of the Purple Heart.
- All staff members have completed required annual VA privacy and safeguarding federal tax information training.
- The office has taken advantage of special topic training via webinar from two national law firms specializing in veteran's law.

**Goal #3 Strategic** – Review and update job descriptions and requirements. With 50% ( 2 positions)of the department actively planning retirement in the next 2-3 years.

This goal was not achieved or attempted. The assistance of the human resources office would be required and frankly I thought they had more immediate requirements without a person in the Department head position. (see 2016 goals).

## GOALS FOR 2016:

### Goal #1 Financial :

- Maximize the Wisconsin Department of Veterans Affairs grant to counties for improvement of services under the new grant parameters.
- Identify early the shortcomings in the requested reimbursements and the department budget. Submit appropriate reports and requests for budget adjustment.

### Goal # 2 Organizational :

- Continued professional development of County Veteran Service Officer & Staff.
- Work with and support the counties space needs.

### Goal #3 Strategic:

- Review and update job descriptions and requirements. With 50% ( 2 positions)of the department actively planning retirement in the next 1-2 years.
- Work with the CVSO Association of Wisconsin, and the Wisconsin Counties Association to explore and expand financial support (state and Federal) for CVSO offices.

Wood County  
**PERFORMANCE EVALUATION**  
For Supervisory Employees

Evaluation Year 2015

Employee Name: Rock A. Larson

Date of This Evaluation: \_\_\_\_\_

Department: Veterans

Job Title: Veteran Service Officer/Department Head

Date of Hire: 3/17/2003

Supervisor's Name: Health and Human Services Committee

Please place an "x" in the appropriate box:

Annual Evaluation

**X**

Probationary Evaluation

Other Evaluation

Supervisor's Job Title: \_\_\_\_\_

Supervisor: Please review this evaluation with the employee, sign and date the evaluation below, ask the employee to sign, and then submit the completed evaluation to the Human Resources Department.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**EVALUATION REVIEWED BY DEPARTMENT HEAD**

**YES**

**NO**

\_\_\_\_\_  
If Yes, Signature of Department Head

**TOTAL EVALUATION POINTS**

Core Criteria (up to 40 points)

Selected Criteria (up to 30 points)

Goals (up to 30 points)

Total Points

Weight	Evaluation	Errors
40		<i>This section is not yet completed.</i>
30		<i>This section is not yet completed.</i>
30		<i>This section is not yet completed.</i>
100		

Employee: Please acknowledge that this performance evaluation has been reviewed with you by signing your name below.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee: Please indicate whether you wish to submit a written statement regarding this review. If you wish to submit a written statement, it must be submitted no later than 10 days from the date of your review, and will then be placed in your personnel file along with this evaluation.

I do ☐ do not ☐ wish to submit a written statement.



Comments are required for "unsatisfactory" and "requires improvement" ratings of weighted criteria. Comments are encouraged for all weighted criteria.

			UNSATISFACTORY		REQUIRES IMPROVEMENT		SATISFACTORY		EXCEEDS STANDARDS		EXCEPTIONAL			
		Assign 40 Weight Points Between Each of the Core Criteria.	Wholly fails to meet job requirements. Must show significant improvement to be retained in position.	Performance is unacceptable; substantial improvement is necessary to meet job requirements	Fails to meet job requirements to a significant degree	Work is fairly acceptable in most respects but does not meet standards in other ways	Meets job requirements and achieves the results expected of a satisfactory employee	Consistently effective and competent. Work requires minimal supervision, guidance, and checking.	Consistently meets goals and objectives, and occasionally exceeds them.	Significantly and consistently performs at a level above that expected of a competent employee.	Most work is characterized by unusual accomplishment beyond job requirements.	Extraordinary performance; work is consistently expert, exemplary, and flawless	POINTS (Weight & Rating)	
Core Criteria	COMMENTS		0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0		
STRATEGIC LEADERSHIP	low													
SUPERVISION/ MANAGEMENT	medium													
PROBLEM SOLVING/ DECISION MAKING	high													
BUDGET MANAGEMENT	medium													
JOB KNOWLEDGE	high													
CUSTOMER SERVICE	high													
Core Criteria Weights		0	Core Criteria weight must equal 40.										Core Criteria Points	0

(Must equal 40)

You must give a weight of at least 1 to each of the 6 Core Criteria.

			UNSATISFACTORY		REQUIRES IMPROVEMENT		SATISFACTORY		EXCEEDS STANDARDS		EXCEPTIONAL		
Employee Name: <b>Rock A. Larson</b>		Select 3-6 Criteria and Assign 30 Weight Points Between Them	Wholly fails to meet job requirements. Must show significant improvement to be retained in position.	Performance is unacceptable; substantial improvement is necessary to meet job requirements	Fails to meet job requirements to a significant degree	Work is fairly acceptable in most respects but does not meet standards in other ways	Meets job requirements and achieves the results expected of a satisfactory employee	Consistently effective and competent. Work requires minimal supervision, guidance, and checking.	Consistently meets goals and objectives, and occasionally exceeds them.	Significantly and consistently performs at a level above that expected of a competent employee.	Most work is characterized by unusual accomplishment beyond job requirements.	Extraordinary performance; work is consistently expert, exemplary, and flawless	POINTS (Weight & Rating)
Date of this Evaluation:													
Selected Criteria	COMMENTS			0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	
DEPENDABILITY	medium												
INITIATIVE	medium												
INTERPERSONAL RELATIONSHIPS	high												
PROJECT MANAGEMENT	low												
COMMUNICATION SKILLS	high												
CREATIVITY AND ADAPTABILITY	medium												

Selected Criteria	COMMENTS	WEIGHT	UNSATISFACTORY		REQUIRES IMPROVEMENT		SATISFACTORY		EXCEEDS STANDARDS		EXCEPTIONAL		
			0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0	
ACCURACY	high												
HUMAN RESOURCE ALLOCATION	low												
EMPLOYEE DEVELOPMENT	high												
SAFETY	low												
COMPLIANCE WITH RULES AND REGULATIONS	low												
USE OF MATERIALS RESOURCES	low												
RELATIONSHIPS WITH SUPERIORS	low												

Selected Criteria	COMMENTS	WEIGHT	UNSATISFACTORY		REQUIRES IMPROVEMENT		SATISFACTORY		EXCEEDS STANDARDS		EXCEPTIONAL		
			0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0	
FINANCIAL MANAGEMENT	medium												
QUANTITY OF WORK	high												
PLANNING	low												
Selected Criteria Weight (Must Equal 30)		0	Selected Criteria weight must equal 30. You must choose between 3 & 6 Selected Criteria.										0

Selected Criteria Points

REMINDER--Please make sure that you have used all 6 core criteria and 3-6 selected criteria and that all cells in scoring ranges are blank except for intended scores.

## GOALS FOR THIS EVALUATION PERIOD

Employee Name Rock A. Larson Year of this Evaluation 2015

- At the beginning of the evaluation period, define 1 to 3 SMART goals and assign a weight to each goal totaling 30 points.
- At the end of the evaluation period, review the progress toward each goal and award points for each goal.

Goal No. 1:	Financial - Convert all Wisconsin Department of Veterans Affairs Grant programs/expenditures to a separate project coding.
Review:	
Goal No. 2:	Organizational - Continued professional development of County Veteran Service Officer & Staff.
Review:	
Goal No. 3:	Strategic – Review and update job descriptions and requirements.
Review:	

S M A R T = Specific, Measurable, Achievable, Relevant, Time Frame

## GOAL POINTS

		Weight (30 Total)	POINTS AWARDED
Goal No. 1:	Financial - Convert all Wisconsin Department of Veterans Affairs Grant programs/expenditures to a separate project coding.		
Goal No. 2:	Organizational - Continued professional development of County Veteran Service Officer & Staff.		
Goal No. 3:	Strategic – Review and update job descriptions and requirements.		
<b>Total Goal weight must equal 30. You must choose 1 to 3 Goals.</b>			0
			<b>TOTAL GOAL POINTS</b>

Employee Name Rock A. Larson

Year of this Evaluation 2015

### GENERAL ADDITIONAL COMMENTS

(This space may be used for general comments or observations regarding employee performance or to describe additional goals for the next evaluation period.)

### EMPLOYEE DEVELOPMENT AND TRAINING

(This space may be used for comments regarding training or other employee development opportunities that may be planned or considered desirable for this employee.)

### PERFORMANCE IMPROVEMENT PLAN

Each rating of UNSATISFACTORY or REQUIRES IMPROVEMENT must be accompanied by an improvement plan with specific actions, objectives and timelines. (Use additional paper if necessary.)

### NEXT EVALUATION PERIOD - INSTRUCTIONS

Begin filling out a new form for the next evaluation period:

1. Complete information sections on page 1 (Name, Department, Job, Title, etc.)
2. Adjust weights for the core criteria for next evaluation period, as needed
3. Adjust weights for the selected criteria for next evaluation period, as needed.
4. Set SMART goals and weights for the next evaluation period.
5. Save for evaluation at the end of the evaluation period (electronic file or hard copy).