

Health and Human Services Committee

Thursday, October 22, 2015; 5 pm

Edgewater Haven – Conference Room 110, Administration Building
1351 Wisconsin River Drive, Port Edwards

- 1) Call to order
- 2) Declaration of quorum
- 3) Public Comments
- 4) Correspondence
- 5) **Consent Agenda:**
 - a) Meeting minutes:
Health and Human Services Committee, September 24, 2015
 - b) Narratives:
Department Head/Supervisor Monthly Reports/Narratives: Edgewater Haven, Veterans Service Officer (CVSO), Health Department, 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, Veterans Services

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, Norwood Health Center
Quarterly Report: Veterans Service, Health Department
- 8) Human Services update on Fiscal Services Work Plan
- 9) Human Services report and recommendations for the TBI unit
- 10) Human Services Professional Ladder for professionals and social workers
- 11) Human Services six month report on the Administration of the North Central Regionalization of the Food Share and Employment Training Program (FSET)
- 12) Edgewater Haven update on state survey results
- 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
- 14) Legislative issue updates
- 15) Future agenda items
- 16) Next meeting(s):
November 19, 2015; 5:00 pm, Wood County Annex & Health Center, Classroom – Marshfield
- 17) Adjourn

HEALTH AND HUMAN SERVICES COMMITTEE

DATE: September 24, 2015

PLACE: Wood County Annex & Health Center – Classroom; Marshfield

PRESENT: Donna Rozar, Marion Hokamp, Jessica Vicente, Tom Buttke, Jeffrey Koszczuk, D.O.

EXCUSED: Doug Machon, Lori Slattery-Smith, R.N., Mike Feier

ABSENT: Peter Hendler

ALSO PRESENT: Kathy Roetter, Jo Timmerman, Jordan Bruce (Human Services); Sue Kunferman, Nancy Eggleston (Health Department); Amy Slattery (Edgewater Haven, by phone); Rock Larson (Veterans Services); Trent Miner, Lance Pliml (County Board); Jonathon Anderson (Marshfield News Herald), Mike Martin (Finance Department), Gary Garske (Portage County Health Officer)

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

- A copy of a letter from Char Smith to Kathy Roetter was distributed to the Committee as requested by the author.

5) Consent Agenda

Motion (Vicente/Buttke) 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

Financial statements were reviewed, with specific questions answered by appropriate Department Heads.

8) Human Services - update on Fiscal Services Work Plan

Jo Timmerman shared progress notes and barriers associated with cash receipts process recommendations, monthly close process recommendations, billing process recommendations, and communication recommendations. Jo also described the communication occurring with Mike Martin and the Finance Department. They met to discuss fiscal policies and develop a plan on how to approach that process. They plan to have the basic structure in place by January 1, 2016 with the additional details after that date.

9) Human Services report and recommendations for the TBI unit

Jordan Bruce distributed a report to Committee members and reviewed the history of the TBI Unit. He also described how admissions have declined with one patient admitted so far in 2015 despite a number of marketing initiatives. Jo Timmerman reviewed the TBI Unit financials for 2015. Jordan then reviewed the benefits and challenges of having the TBI Unit and discussed options with the Committee. Committee consensus was to allow Jordan some time to further explore options and come back at a future date for guidance. The Committee requested this be an agenda item each month for at least the next six months.

10) Human Services update on 2015 budget projections and 2016 budget request

Jo Timmerman provided an update regarding 2015 budget projections for Human Services. The Executive Committee requested that Human Services revise their 2016 budget request and come back with a revised budget. Human Services staff are investigating additional revenue sources and will provide an updated 2016 budget request to the Executive Committee at their October 6 meeting. They will also report on 2015 budget projections on that date.

11) Human Services resolution on Cornerstone office and draft lease

Kathy Roetter pulled this agenda item and requested it be on next month's agenda.

12) Human Services resolution in support of Assembly Bill 284 and Senate Bill 204

Kathy Roetter explained the resolution's intent to support 2015 Assembly Bill 284 and Senate Bill 204, creating protections for child welfare or juvenile justice workers. The Judicial and Legislative Committee has agreed to co-sponsor the resolution. Motion (Vicente/Hokamp) to support the resolution as presented and forward to the Judicial & Legislative Committee for co-sponsorship and County Board for approval. All ayes. Motion carried.

13) Health Department Strategic Plan

Sue Kunferman presented the Health Department's new Strategic Plan, describing the new mission, vision, and value statements. Successes from the 2010-2015 Plan were shared, along with goals for the 2015-2020 Plan. Motion (Hokamp/ Koszczuk) to support and approve the Strategic Plan for 2015-2020. All ayes. Motion carried.

14) Health Department presentation of BRACE (Wisconsin Building Resilience Against Climate Effects) Program

Nancy Eggleston facilitated a power point presentation on climate and health impacts. Wood and Portage County are participants in the CDC's Building Resilience Against Climate Change (BRACE) pilot program. The CDC BRACE framework was explained; current trends and health impacts were described. The overall goal of BRACE is to create a healthier, more sustainable future for our communities.

15) Legislative Issue Updates

Department Heads provided updates regarding issues pertaining to their Departments.

16) Items for Future Agenda

The Chair noted items for future agendas, including updates on the TBI unit and a resolution on Cornerstone office and draft lease.

17) Next Meeting(s)

- October 22, 2015, 5:00 pm, Edgewater Haven, Conf Room 110/Admin Bldg – Port Edwards

18) Adjourn

Motion (Buttke/Vicente) to adjourn. All ayes. Motion carried. Meeting adjourned at 7:32 p.m.

Minutes taken by Sue Kunferman and reviewed by Marion Hokamp, Secretary.

Minutes subject to committee approval

Marion Hokamp, Secretary
Health and Human Services Committee

5B

September 2015
Health and Human Services Committee
Edgewater Haven
Amy Slattery

In the month of September we had 16 admissions and 11 readmissions; 2 of the admission were EPP. Our Behavior Wing has 10 residents. Census comparison to last year September:

September 2014 - 72 average census with 8 Rehab
September 2015 - 68 average census with 15 Rehab

We are starting with the flu shots. All the residents have received their flu shots and employees will receive their flu shots at the Health Fair. Those unable to get their flu shots on the day of the Health Fair will get theirs from our Infection Control Nurse. We mandate staff to have the flu shot unless it is contraindicated or against the employee's religion. Those unable to receive the flu shot need to wear a mask during the flu season to protect themselves and the residents.

We had our annual survey in September. I will be discussing this at the October meeting. The survey was good and the process was done well. Kudos to the staff and the survey team.

MARKETING-October 2015

Social Services continue daily contact with area referral sources i.e.: hospitals, hospice, home health services and durable medical equipment suppliers, etc.

Edgewater will sponsor a Memory Café at Mc Millan Memorial Library on November 6th, for family and friends of those experiencing memory loss.

We will sponsor the American Heroes Café that will meet once a month at the Lowell Senior Center. Edgewater's veterans are invited to attend.

Social Services attended the Fall Nursing Home Social Workers Conference in September.

Edgewater will attend this year's "Meet and Greet" at Ministry Saint Joseph's Hospital on Wednesday, October 27st, to provide information about our services to their Case Management and Social Services Department.

We attended a discussion with Aspirus Riverview Hospital, local law enforcement, crisis intervention staff, and Norwood staff related to emergency protective placement services offered by Edgewater Haven.

5B

Administration and Staff - Cagewater -

To all you dear dear people -
The letter I never wanted to send, but knew
that someday I would -

Thank you for your kind gift - the Azalea
Plant - so beautiful, and actually one of Mom's
favorite plants - it touched us to see your kind
gesture of care -

No words could even express the gratitude
we have for all of you - just wonderful people
Please continue your good works, our family
thinks you - our community needs you - God bless
you!

5B

Edgewater Credit Card Statement - September 2015

Date	Description	Nursing 54201	Laundry 54212	Dietary 54213	Maint. 54215	Therapy 54216	Activities 54218	Soc Serv 54219	Admin 54219	Construction Acct
9/2/2015	Laminator & Pouches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.22	\$ -
9/17/2015	Out of State Background Check for employee	-	-	-	-	-	-	-	13.00	-
9/16/2015	Hotel, Conference-Draper 2 nights	-	-	-	-	-	160.00	-	-	-
9/23/2015	Hotel, Conference-1 night Hoffman, Roginski	-	-	-	-	-	-	89.00	-	-
9/30/2015	Hotel, Conference-2 nights Slattery & Peeters								261.36	
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.00	\$ 89.00	\$ 375.58	\$ -

Total Usage September 2015 \$ 624.58



5B

Month/Year 9/15

Medicare A Performance:

Totals	Days	% Distribution
Ultra	81	26%
Very	202	64%
High	9	3%
Medium	17	5%
Low		
Nursing	5	2%
Total Days	314	

Length of Stay for month: 28 days

Length of Stay Average for last three months: 26 days

Medicare B Performance:

Medicare B Performance	
Discipline	Units
PT	62
OT	61
SLP	58
Total	181

Number of outpatients: 2

ACE Program Performance:

Program	Screens	Evaluations
Continence	1	0

General Screens:

Screens	Evaluations
7	4

Please feel free to contact me with any questions or concerns.
Thank you for partnering with Greenfield Rehabilitation Agency!

Scott Leberg, CCC-SLP, RAC-CT
sleberg@grawi.com
920-737-0771

CVSO Report to the Wood County Health and Human Services Committee

Meeting Date: October 22, 2015

Caseload activity for September: 14 new veterans and 205 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 October 15, 2015:
 - a. September 22 - Veteran's Law Group Webinar (free) on Establishing PTSD Stressor Statements.
 - b. September 23 – American Heroes Café grand opening at Lowell Center
 - c. October 2 – Marshfield Senior Health Fair. We shared a table with Wood County Transportation.
 - d. October 5-9 – CVSO Fall Training Conference in Baraboo, WI.
 - e. October 12 – Comprehensive Community Services Committee training with Dr. Leahy
 - f. October 12 – Midstate Veterans Club Meeting.
2. Near Future:
 - 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 11 – Presentation at MidState Technical College veteran's lunch.

Office updates:

1. Wood County veteran hiring initiative: We continue waiting for new HR director.
2. UPDATE on The Wisconsin Department of Veterans Affairs (WDVA) grant to counties and tribes for improvement of services. The 2016 grant application is awaiting Chairman Pliml's signature. The Wisconsin Department of Veterans Affairs continues to look for ways to minimize this grant despite the actions of the CVSO Association and the Wisconsin Counties Association. The latest supplemental information published October 9 continues to limit the scope of projects eligible for reimbursement. Additionally the reporting requirements and supporting documentation continue to develop layers. WDVA Bulletin attached.
3. Marshfield Office. Due to an immediate family member's illness, the assistant CVSO has been granted intermittent FMLA. At times the office is not occupied and the phone is forwarded to the main office. Hopefully the condition and treatment will stabilize in the near future. We have tried to minimize the disruption to our Marshfield clients.
4. Preparation continues for the November 5th Veteran's Stand Down being held at Centralia Center in Wisconsin Rapids.

Caseload Activity by Person

Sep 1- Sep 30 2015

	NEW				Follow Up				Reopen			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Federal												
Power of attorney	2			5								
Compensation	2			2	1	15	2	2	4	2	1	
Pension				1			1	2	1			
Burial Benefits				2				4				
DIC				1				1				
Medical Care	1		1	2	1							
Life Insurance												
Misc.			9	23	15			3	3			
GI BILL (EDUCATION)												
Grave Marker			1	3	3							
Home loan												
Vocational Rehab.												
Request for Records	3		4	26	1	1	4	1	3			
Home Visit	3											
State												
Certificate of eligibility												
Personal Loan Program												
Subsistence Aid Grant												
Health Care Aid Grant												
King Veterans Home												
Vet Ed Grant												
Wis GI Bill												
State Cemetery												
Vet Assist Center												
Property tax credit				1								
Retraining Grant			1									

2015 Sep Totals	11	16	66	21	16	7	13	11	2	1	0	0
2014 Sep Totals	10	20	74	63	15	6	9	27	0	0	0	0

	Amended				Information			
	CVSO	VR IV	VR III	ACVSO	CVSO	VR IV	VR III	ACVSO
Federal								
Power of attorney								
Compensation					1	1	4	2
Pension					2	2	2	3
Burial Benefits						1	4	1
DIC								
Medical Care						2	5	2
Life Insurance								
Misc.					2	3		
GI BILL (EDUCATION)								
Grave Marker								
Home loan						1		
Vocational Rehab.								
Request for Records							2	1
State								
Certificate of eligibility								
Personal Loan Program								
Subsistence 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								

2015 Sep Totals	0	0	0	0	5	10	17	9
2014 Sep Totals	1	2	0	0	9	21	31	42
2015 Overall Sep total	205							
2014 Overall Sep total	330							

Scott Walker, Governor

John A. Scocos, Secretary



**STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS**

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Madison, WI 53707-7843

Phone: (608) 266-1311

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Website: www.WisVets.com

October 9, 2015

WDVA Bulletin No. 1034

TO: County Veterans Service Offices

SUBJECT: 2016 County Veterans' Service Grants - Supplement

In accordance with the newly revised Wis. Stats. s. 45.82, counties that meet statutory standards and employ a full or part-time County Veterans Service Officer (CVSO) are eligible for a grant from the Wisconsin Department of Veterans Affairs (WDVA) for the improvement of services to veterans, on a reimbursable basis. The WDVA shall twice yearly reimburse grant recipients for approved and properly documented expenses, subject to the statutory annual reimbursement limits and compliance with department procedures.

As referenced in WDVA Bulletin #1032, with the passage of 2015 Wisconsin Act 55, only the following expense [categories] are eligible for reimbursement this application period:

1. Information technology
2. Transportation for veterans and service to veterans with barriers
3. Special outreach to veterans
4. Training and services provided by the WDVA and the US Department of Veterans Affairs (USDVA)
5. Salary and fringe benefit expenses incurred in 2015; salary and fringe benefit expenses incurred in 2016, except that total reimbursement for such expenses shall not exceed 50 percent of the applicable maximum grant; and salary and fringe benefit expenses incurred in 2017, except that total reimbursement for such expenses shall not exceed 25 percent of the applicable maximum grant

This bulletin is intended to provide further clarification of the above categories by responding to frequently asked questions by the CVSO community regarding allowed reimbursable expenses under the WDVA's reimbursement grant program.

Information Technology:

Q: Are the following information technology items reimbursable under this grant program?

1. IT hardware (e.g., desktop computer, laptop, flat panel display, printer, scanner, multifunction device {printer/scanner/copier}) and federal VA Personal Identity Verification (PIV) card reader
2. IT software/subscriptions (e.g., word processing software, spreadsheet, office suite that includes a word processor, presentation software, software that allows for creation of PDFs such as Adobe Acrobat; antivirus software, Vetraspec veterans claims management software, ActiveIdentity or ActivClient)
3. IT maintenance
4. IT equipment replacement
5. The purchase, maintenance contracts and/or license of software (e.g., Microsoft Office, Vetraspec, Vims)
6. Veteran benefit specific electronic media (e.g., National Veterans Legal Services Program Veterans Benefit Manual)

7. The purchase and/or lease of office copiers, scanners and fax machines and their consumables (e.g., ink, toner)
8. Transportation costs for staff to acquire PIV cards
9. Indirect IT costs

A: Items #1 – #7 are allowed reimbursable expenses but note these resources are for CVSO staff and not to be shared with other county employees. Items #8 and #9 are not eligible for reimbursement.

Transportation for veterans and services to veterans with barriers:

Q: Are CVSO office staff transportation costs to homebound (e.g., home, assisted living, nursing home, hospitals) veterans and survivors reimbursable?

A: Yes. In order to record the transportation costs, the WDVA will provide the CVSOs with a standardized mileage/travel log which must be utilized and filled out correctly and include the name, address and telephone number of each veteran transported confirming the expenditure.

Q: Are the following transportation methods for veterans reimbursable under this grant program?

1. Purchase of bus passes
2. Mileage reimbursement paid to volunteer drivers
3. CVSO contracted transportation services with other county agencies (e.g., Aging & Disability Resource Center)
4. Contracted and/or leased van services
5. Purchase of gas and/or gift cards
6. Purchase of gas directly from vendor using a purchase order
7. Fee (or requested donation) charged to veterans for transportation costs

A: Items #1 – #4 are allowed reimbursable expenses. Items #5 - #7 are not eligible for reimbursement. The WDVA will provide CVSOs with a standardized bus pass log which must be utilized and filled out correctly and include the veteran receiving the pass along with contact information to include name, address and phone number. The WDVA will provide the CVSOs with a standardized mileage/travel log which must be utilized and filled out correctly and include the name, address and telephone number of each veteran transported confirming the expenditure.

Special outreach to veterans:

Q: Are the following reimbursable under this grant program?

1. Facebook posting fees
2. Email blast expenses
3. Promotional items (e.g., flyers, pens, note pads)
4. Transportation and meal costs to outreach events in accordance with county reimbursement policy
5. Registration fees for booths at outreach events
6. Plaques and awards for veterans
7. Flags and holders
8. Grave markers

A: Items #1 - #3 are allowed reimbursable expenses. Promotional items must include CVSO contact information (i.e., address, phone number, CVSO website address and/or email). The purchase of plaques, awards, certificates, trophies and frames are not eligible for reimbursement regardless of the inclusion of contact information. Items #4 - #8 are not eligible for reimbursement.

Training and services provided by the WDVA and the USDVA:

Q: Do the following apply as training expenses that would be approved for reimbursement by the WDVA?

1. Training provided from organizations practicing law specific to the USDVA (e.g., National Veterans Legal Services Program, Veterans Law Group)
2. Training to meet the USDVA requirement of 38 Code of Federal Regulations 14.629 (2)(iii) provided by any source to meet the requirements of maintaining accreditation with VA approved service organizations.
3. Accreditation training by National Association of CVSOs under the requirement of 38 Code of Federal Regulations 14.629 (2) (ii).
4. Training and services provided by the USDVA Veterans Health Administration. VA regional hospitals and clinics provide CVSOs and staff training, seminars, conferences and stakeholder meetings.

A: Items #1 - #3 are not eligible for reimbursement. WDVA pre-approved formal training provided by the USDVA Veterans Health Administration (item #4) is eligible for reimbursement. However, USDVA seminars, conferences and stakeholder meetings are not eligible for reimbursement. The WDVA will offer formal accreditation training and continuing education training to CVSOs. If the WDVA training occurs during a CVSO conference, travel expenses for that day would be approved for reimbursement by the WDVA (i.e., lodging, mileage and meals).

General Questions:

Q: The application form (WDVA 0055B) states “Grant funds shall be maintained in a separate account subject to audit by the Wisconsin Department of Veterans Affairs”. Is this necessary given Counties will only be reimbursed for expenses approved by WDVA?

A: Wis. Stats. 45.47 reads in part...“Each grant recipient shall maintain records as required by the department concerning the grant recipient’s expenditures of grant money”... WDVA requires grant recipients to maintain grant funds in a separate account subject to audit by WDVA. The fact that a grant recipient may receive reimbursement from WDVA for an allowable expense does not preclude the Department from later conducting an audit of their expenditures and grant funds. The WDVA will continue to conduct audits to ensure actual expenses submitted against the grant are valid.

Q: There are two reimbursement periods referenced in WDVA bulletin #1032 and on the County Veterans Service Reimbursement Grant Worksheet: 7/1/15 – 12/31/15 and 1/1/16 – 5/31/16. The month of June 2016 is not included. Will Counties be reimbursed for proposed eligible expenses incurred during the month of June 2016?

A: Yes. When a county submits their last County Veterans Service Reimbursement Grant Worksheet on June 15, 2016, for the period of 1/1/16 – 5/31/16, proposed eligible expenses incurred June 1 – June 15, 2016 can be included. WDVA will not accept reimbursement requests after June 15, 2016 due to year end close out of our budget.

For questions regarding the 2016 CVSO Grant, please call 1-800-WIS-VETS (947-8387) and ask to speak with Chad McCafferty, or submit an email to VetsBenefitsGrants@dva.wisconsin.gov.

For questions regarding information on allowable purchases, please contact Kris Ward, Auditor, 608-266-3573 or email kris.ward@dva.wisconsin.gov.

Health Department Report October 22, 2015

ADMINISTRATIVE REPORT – SUE KUNFERMAN, RN, MSN

- We continue to meet with Ministry St. Joseph's Hospital, Aspirus Riverview Hospital and Clinics, Marshfield Clinic, and Legacy Foundation to complete a new community health assessment and plan. We conducted a survey of community members and received about 1600 responses. We held a key stakeholder meeting on October 8. Our top priorities will be determined after our leadership team reviews the survey data and the results of the key stakeholder meeting.
- We launched our 2015-2020 Strategic Plan with our staff on October 1.
- I am digging into our new internal goal to strengthen our brand. I met with Jen Perry from In courage to talk about branding (she does a lot of work around marketing and communications as well as branding). She has agreed to provide us some guidance as we embark on a branding initiative at the health department. More to come I'm sure!

HEALTH PROMOTION AND CHRONIC DISEASE REPORT

Tuberculosis Update – Jean Rosekrans

There were 2 suspect cases of tuberculosis investigated during the month of September with 1 case of latent tuberculosis infection being monitored.

Communicable Disease Update – Jean Rosekrans

- During the month of September there were 13 cases of chlamydia and 1 suspect, 2 probable and 2 confirmed cases of hepatitis C investigated in Wood County.
- During the month of September Wood County had 1 confirmed and 1 suspect case of Lyme disease, 1 confirmed and 2 suspect cases of ehrlichiosis/anaplasmosis and 1 confirmed case of babesiosis.
- Enteric illnesses are usually more prevalent in the summer months. In September there were 6 confirmed cases of campylobacter, 1 confirmed case of cryptosporidium, and 1 confirmed case of salmonella.
- During this past month there have been 6 confirmed cases of mumps associated with college students from UW Whitewater. Information from the WI Department of Health Services was sent to medical practitioners to increase surveillance and testing for mumps. There was 1 suspect case of mumps investigated in Wood County, which was negative.

3-O Day Board – Alecia Pluess

All speakers for 3-O Day have been confirmed. The Board is excited to welcome three new speakers this year and two new topics will be offered during breakout sessions. Due to a generous donation from the Aspirus Riverview Healthcare Foundation, the Board was able to secure a dynamic keynote speaker, Dean Raasch, who has a lot of experience interacting with youth. I will be coordinating speaker equipment needs and handling student room assignments as school registrations come in.

Immunization Program – Alecia Pluess

I attended the Vaccine for Children training session offered by the Wisconsin Immunization Program at the end of September, which is a mandatory annual training. I will be updating department materials and forms with the new information provided at the training. All ordered flu vaccine has arrived and clients who are eligible through the Vaccine for Children program are now being offered flu vaccine.

COMMUNITY HEALTH IMPROVEMENT PLANNER REPORT – KRISTIE RAUTER EGGE, MPH

Healthy People Wood County

Participation in the Blue Prints Projects started in September. In addition, our local voice is represented at the state level through leadership in the Wisconsin Obesity Prevention Network.

Healthy Growth and Development Team

The team continues its work on the American Dental Association grant. We are meeting with the Pediatrics department at Marshfield Clinic later this month to begin dissemination of the oral health packets. These contain a toothbrush, toothpaste, dental referral list, and a handout on the importance of oral health. We are also meeting later this month to begin planning for Lunch and Learns with the primary care providers. We are working with staff from the Marshfield Clinic to transition the Youth Risk Behavior Survey to an online version for this school year. Our goal is to have the survey completed again in January, but to include all high schools, public and private. We are also working to review the data from last year and put together a document outlining the major concerns. The Wood County PATCH program is now in a planning stage. We will be working on a needs assessment and starting to

outreach to schools about the program. Students from University of Wisconsin Eau Claire are planning an oral health provider breakfast for later this year.

Mental Health / Alcohol and Other Drug Abuse Team

The Mental Health Conference took place on October 9th in Marshfield. Oxford house (for women) planning is underway; meetings with community members and funders, grant writing, presentations, and materials have been developed. Question, Persuade, Refer trainings continue to be coordinated throughout the county. Another mental health provider breakfast is planned for November. Lunch and Learns are planned and coordinated monthly for the community and Wood County employees. The team assisted with editing/finalizing the mental health roadmap to be used as a 101 resource guide for folks in Wood County, as well as with the homelessness coalition on a resource guide for housing. Work continues on the Mental Health/AODA resource guide. We are working with Nekoosa on Healthy People Nekoosa initiatives, coalition restructure and assisting with setting up trainings and *Stories of Hope* opportunities for their youth and community members. We are working with WISE (Wisconsin Initiative for Stigma Elimination) on mental health stigma reduction activities and WISE Basics trainings. The team assisted East Junior High with suicide prevention activities. We also held a meeting with the faith community to build awareness about mental health issues in the community.

A meeting has been set up with Marshfield leaders to determine the possibility of incorporating e-cigs into their current smoke free air policy, and assessment of common council members. We continue to attend FACT meetings and Central WI Tobacco Free Coalition meetings and assist with recruitment of WI WINS youth volunteers. The team has representatives that are active members in MACY and the MACY steering committee. Another Prescription Drug Take Back event is scheduled for October 17th; coordination and information dissemination has been taking place including dropping off posters and bookmarks to community and coalition member organizations.

Chronic Disease Prevention and Management Team

The team has some exciting events this month! To celebrate National Food Day and National Farm to School month schools in Wood County will be taking part in the Great Lakes Apple Crunch on October 22nd. So far, we have four schools committed to taking part in the event. We have also printed two *Harvest of the Month* newsletters including one featuring tomatoes and cucumbers and another featuring pumpkins and winter squash. We have been drafting up some ideas for our spring newsletters. The Nekoosa School District plate waste project continues to move forward with a trial run occurring this week.

October 7th was National Walk to School Day. Several members of the coalition teamed up with the Healthy Lifestyles coalition to assist in the event, with several schools from Wood County participating. The River Riders Bike Share Program continues to show activity with individuals checking bikes out daily. The bikes will be available through October. The committee worked hard to find winter storage for the bikes. Volunteers from the Huber Program helped move bikes and equipment to its new location at the Wood County Highway Department. The program is in the process of finding help with maintenance for the next few months in hopes that there will be more bikes to add next spring. An evaluation will be created in the next month for host sites to give feedback on the program as well as for participants. This will help the committee determine what to improve on for next season.

ENVIRONMENTAL HEALTH REPORT – NANCY EGGLESTON, R.S.

Complaint Investigations

During the license year running from July 1, 2014 through June 30, 2015, the Environmental Health Section received and investigated 137 complaints. The complaints were both Wood County Public Health Ordinance Complaints, and complaints about licensed establishments. We saw an increase in bed bug complaints, cockroach complaints and mold complaints.

Food Related Complaint Profile

Foreign Object	1
Illness	5
Labeling	0
Quality	4
Tampering	0
Facility Cleanliness	7
Service Related	3

Other Complaints

Indoor Air Quality	31
Outdoor Air quality	6
Cleanliness	8
Pests	17
Mobile Home Park	5
Body Art	1
Misc	33

Food Inspections

A large portion of Environmental Health inspection activity occurs in food establishments—in restaurants as Department of Health Services (DHS) agents, and in Retail Food Establishments as Department of Agriculture, Trade and Consumer Protection (DATCP) agents. Establishments are inspected once a year, with follow-up inspections conducted as needed. Schools receive two inspections per year per DPI/DHS contract. This year we had only one establishment closed for a day due to violations. They made the corrections and re-opened the following day. Kate and Greg completed the following inspections in this license year.

<i>DHS</i>	<i>DATCP</i>
333 routine inspections	131 DATCP inspections
28 Pre-Licensing inspections	26 Pre-Licensing inspections
40 second inspections	
3 re-inspections	
98 vending machines	
39 School first Inspections	
<hr/> 541 Total DHS Inspections	<hr/> 157 Total DATCP inspections

In addition, 128 Temporary Food Event Inspections were completed. They were a combination of DHS and DATCP food service types.

<i>Establishment Type</i>	<i>Total Number</i>
Restaurant / Limited	28
Mobile Service Base Prepackaged	0
Restaurant / Simple	21
Restaurant / Moderate	169
Restaurant / Complex	37
Additional Area (s)	3
Temporary Restaurant (s) per Permit issued	99
 Hotel/Motel (5-30 rooms)	10
Hotel/Motel (31-99 rooms)	11
Hotel/Motel (100-199 rooms)	2
Hotel/Motel (200 or more rooms))	0
Tourist Rooming House (1-4 rooms)	5
Bed & Breakfast (8 or less rooms)	0
 Recreational/Educational Camp	3
Campground (1-25 sites)	3
Campground (26-50 sites))	2
Campground (51-100 sites)	4
Campground (101-199 sites)	1
 DATCP Process Potentially Hazardous	
Sales of at least \$1,000,000	12
DATCP Process Potentially Hazardous	
Sales >= \$25,000 but < \$1,000,000	36
DATCP Process Non-Potentially Hazardous	
Sales of at least \$25,000	8
DATCP Process Non-Potentially or Potentially	
Hazardous Sales of < \$25,000	48
DATCP Non-Processing	27
Tattoo Establishments	2
Combined Tattoo and Body Piercing Establishment	3
	15

Public Pools	40
Water Attractions	4
Manufactured Home Community 1-20 Sites	15
Manufactured Home Community 21-50 Sites	8
Manufactured Home Community 51-100 Sites	1
Manufactured Home Community 101-175 Sites	2
Manufactured Home Community 176 + Sites	2
Total Schools (inspected only, no license)	41

FAMILY HEALTH AND INJURY PREVENTION REPORT

Fetal Infant Mortality Review (FIMR) – Leah Meidl

The Fetal and Infant Mortality Review Team met at the end of September. We reviewed four cases. The maternal interviews that we were able to complete were very helpful for the case reviews. We have new variables in our data entry system that will better enable us to abstract the data we need to make recommendations. We will be scheduling our meetings for 2016 very soon. We also plan to continue maternal interviewing as the information obtained is very valuable.

Plain Community Outreach – Leah Meidl

I recently attended a meeting of the plain community advisory committee. There are many exciting things happening for plain families. There is a new clinic for special children in Viroqua, WI. This clinic will do very low cost genetic testing for plain families if a child shows delays or other health problems. They will then provide counseling, follow-up and support for the children. The plain community survey is again available and there is an option to have UW Health staff come and discuss the survey with the community. I am currently looking into how many surveys were completed in Wood County. If this shows that not many were completed, I will be looking into arranging a session like this so the Wood County plain community can share their insight into common health conditions and genetic concerns in their community. I have also started working with Ministry Saint Joseph's Hospital on some injury prevention outreach for the plain communities. I will be available as a resource and am able to help plan the event if needed.

Caring Hands – Erica Sherman

Caring Hands is presenting "Using A Trauma Lens With the Pyramid Model" on Monday, November 2, 6:30pm-8:30pm at the Mid-State Technical College Auditorium in Wisconsin Rapids and Tuesday, November 17, 6:30pm-8:30pm at the Streitel Conference Center in Marshfield. This class is an introduction to building understanding, hope and resiliency in children, families, and your agency. It is directed toward programs where a majority of teachers have at least some knowledge of the Pyramid Model, but are finding that there is a disconnect about applying some of the strategies.

Lactation – Amber France

The Wood County Breastfeeding Coalition and the Wood County Health Department, in collaboration with Leadership Marshfield, are beginning to really delve into breastfeeding friendly businesses. One business in Marshfield will be recognized next month for their changes in policies and practices with breastfeeding in the workplace. A campaign to recruit businesses will begin next month and run through the end of the year. In January 2016, we will start doing assessments with businesses.

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

Caseload for 2015 (Contracted caseload 1448)

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

HEALTH DEPARTMENT CREDIT CARD SUMMARY

8/21/2015 - 9/20/2015

Due Date 9/19/2015

Date Paid 10/2/2015

Amount Due \$ 3,563.64

PUBLIC HEALTH - VISA CHARGES

Vendor	Description	PH	GRANT	Amount
Amazon (Coco Web)	Barricades		PHEP	\$ 455.18
Enterprise	Car Rental	v	MCH	\$ 66.82
Kwik Trip	Conf Exp		MCH	\$ 18.53
Exxon Mobil	Conf Exp	v		\$ 16.54
Wal Mart	Meeting Expense		PHEP	\$ 34.55
Kwik Trip	Meeting Expense		PHEP	\$ 2.41
Ruby Marie	Conf Exp	v		\$ 82.00
4 Imprint - Credit	Helmet Stickers	RV	Safe Kids	\$ (29.69)
UW LaCrosse	Suicide Summit Reg	v		\$ 80.00
				\$ 726.34

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
WWWWP	WI Well Woman

CONSOLIDATED GRANT - VISA CHARGES

Vendor	Description	GRANT	Amount
Wisconsin Co	Conf Reg	Radon	45.00
			\$ 45.00

WIC - VISA CHARGES

Vendor	Description	PROGRAM	Amount
Identity Links	Prog Supplies	CS	\$ 2,000.00
			\$ 2,000.00

HEALTHY SMILES - VISA CHARGES

Vendor	Description	PROGRAM	Amount
Scrub Shopp	Scrub Jackets	HS	\$ 215.76
			\$ 215.76

COALITION ACCOUNTS - VISA CHARGES

Vendor	Description	Coalition Name	Amount
Target	Stroller	SK	\$ 316.49
WCASA	Member Dues	MH HPWC	\$ 75.00
Wal Mart	Meeting Exp	BF	\$ 20.10
			\$ 411.59

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
FV	Healthy Smiles Fluoride Varnish
SEAL	Healthy Smiles Sealants

HO-CHUNK VISA CHARGES

Vendor	Description	Amount
e-fax	Monthly Charge	\$ 16.95
Amtrak	APHA Travel	\$ 148.00
		\$ 164.95

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

2015
WOOD COUNTY QUARTERLY SUMMARY OF REPORTED DISEASES

DISEASE	3rd QTR QTR	2015 YTD	2014 Total
Category I shall be reported IMMEDIATELY BY TELEPHONE			
Anthrax			
Botulism			
Botulism, Infant			
Cholera			
Diphtheria			
Haemophilus influenzae	0	0	0
Hantavirus Infection			
Hep A			
Measles			
Meningococcal-bacterial			
Outbreaks, Food/Water	0	2	0
Outbreaks, Other	21	169	180
Pertussis **	1	7	45
Plague			
Polio infection			
Rabies			
Ricin toxin			
Rubella			
Rubella/Cong			
Severe Acute Resp. SARS			
Smallpox			
TB			
Vanc.Int. Staph Aur. VISA			
Vanc. Res. Staph. VRSA			
Yellow Fever			
West Nile			
Category III the following diseases shall be reported within 72 hrs.			
AIDS	0	0	0
HIV	0	0	3
Other: (specify)			

DISEASE	3rd QTR QTR	2015 YTD	2014 Total	DISEASE	3rd QTR QTR	2015 YTD	2014 Total
Category II ... the following diseases shall be reported within 72 hours of the identification of a case or suspect case.							
				Nontuberculosis Mycobacterial	2	4	5
				Parapertussis **	0	1	4
				Psittacosis			
				Q-Fever	0	0	1
				Rheumatic Fever			
				Rocky Mt Spt	0	0	0
				Salmonella	6	10	6
Arboviral Infection				STD: Chancroid			
Babesiosis	4	4	2	STD: Chlamydia	54	184	224
Blastomycosis**	0	2	1	STD: Gonorrhea	2	6	2
Brucellosis				STD: Pelvic Inflam			
Campylobacter	13	26	19	STD: Syphilis	0	0	0
Cryptosporidiosis	3	10	11				
Cyclosporiasis							
Ehrlichiosis/Anaplasmos	7	10	10	Shigellosis	0	2	0
E.coli	2	3	1	Strep group A	0	1	1
Giardiasis	1	5	7	Strep group B	3	5	8
Hemolytic Uremic				Strep pneumoniae	0	5	4
HepB***	2	2	8				
Hep C **	7	29	38	Tetanus			
HepD				Toxic Shock Synd			
HepE				Toxic Substance			
Histoplasmosis**	0	1	0	Toxoplasmosis			
Influenza Peds. Death				Tran. Spong. Enceph. TSE	0	0	0
Influenza A Novel Sub.				Trichinosis			
Kawasaki				Tularemia			
Legionairs	1	2	1	Typhoid Fever			
Leprosy				VISA - Vancomycin Intermediate S	1	1	0
Leptospirosis				Varicella	1	2	1
Listeriosis	0	0	2	Vibriosis			
Lyme** #	33	41	15	Yersiniosis			
Lymph. Chor. Vir. LCMV							
Malaria							
Meningitis, viral							
Meningitis, bacterial							
Mumps							
**Flu A Hospitalized	0	43	61				
**Flu B Hospitalized	0	13	2				

** Includes confirmed, probable, & suspect

Since June 1, 2012: Lyme EM cases only

QUARTER 3rd

COMPLETED BY Nancy Eggleston

WOOD COUNTY HUMAN SERVICES DEPARTMENT REPORT October 14, 2015

Director's Report by Kathy Roetter

One of the strategic initiatives for the Human Services Department is to become more sensitive to the effects of trauma on individuals, children and families and how care systems can utilize trauma informed approaches in an effort to avoid re-traumatization. By the structure and design of institutions and systems, processes can exacerbate trauma symptoms to consumers. Trauma informed practices are evidence based and are recognized and supported by the Substance Abuse and Mental Health Services Administration (SAMHSA), the Department of Health Services and the Department of Children and Families as well as a large number of other national and state organizations.

A work group was formed earlier this year and involves staff from across all divisions as well as all types of positions as we explore how to become a department that is trauma informed. The work group has just completed an assessment with over 180 employees responding, which will assist us in educating and targeting interventions to have the most impact for the children and families we serve. Education surrounding trauma and its impact has been and will be a key intervention in moving the department forward. To that end, Wood County sent a team to the 2015 Conference on Child Welfare and the Courts: Moving Toward a Trauma-Informed Wisconsin. The team consisted of: Anne LaChapelle, Initial Response Supervisor, Merrisa Touray, Resource Unit Supervisor, Chris Hanten and Stephanie Gudmunsen, Division Administrators of Family Services and Behavioral Health/LTS for Children, respectively, and I from the Human Services Department. Also, on the team was Emily Nolan-Plutchak, Public Defender and unfortunately, the judge who scheduled to attend was unable to attend at the last minute. This was one of the best conferences that I have attended in a number of years. The information will be shared widely within the Department as well as with our community partners. I would like to see this as a topic at a future Health & Human Services Committee meeting.

The State of Wisconsin has been redesigning systems in an effort to improve efficiency and education of child welfare employees by centralizing state-wide education/training of social workers. This centralization will eliminate the regional partnerships that counties have historically belonged to. Wood County belonged to the NEW Partnership associated with the University of Wisconsin-Green Bay. I have been a member of the Steering Committee for our region and we had our last meeting this month. While this change is occurring in child welfare it does not affect our involvement with the Behavioral Health Partnership out of Green Bay.

In 2012, The Department of Health Services (DHS) looked for a way to improve Income Maintenance (IM) administration and shifted from a county delivery service system to a consortium model (multi-counties) service system. Wood County is the lead county and joined with 11 other counties to form the Northern IM Consortium. There are 10 consortia around the State and each consortium has defined how it works with its partners and the model for service delivery. Therefore, no two consortiums are the same and DHS hired an outside firm to gather baseline data about the operations of each consortium, types of model, number of staff and supervisors, costs and various standardized outcomes. The report entitled "The Wisconsin Department of Health Services Income Maintenance Operational Analysis Project" was recently released and Doreen Lang, the Northern IM Consortium Manager and I attended a meeting where the consultants took us through the report and the findings. In reviewing the report, the Northern IM Consortium emerged as one of the top three consortiums on most measures. I have asked Doreen to plan to attend an upcoming

Health and Human Services Committee meeting to provide an overview of the report and where we might go from here.

Division of Community Resources Report by Brandon Vruwink

Energy Assistance: The Wood County Energy Assistance Program began our application outreach sessions on October 1st. Outreach sessions will be held at least three times per month in Marshfield and Wisconsin Rapids. Outreach dates are sent to all Wood County newspapers, public access televisions stations and included in many community organization newsletters.

Transportation: I had an opportunity to meet with the City of Marshfield Committee on Aging. The committee has a genuine interest in ensuring that transportation resources are available for all city residents. In an effort to learn more about our program the committee has invited Wood County Transportation to bring our new bus to their December meeting. This will give the committee an opportunity to tour our bus and ask questions about available services.

Income Maintenance: At the end of September the Northern Consortium held our annual All Staff Consortium wide training meeting. Staff had an opportunity to network, problem solve, receive training and most importantly connect with those that they work with across the various member counties. The highlight of the meeting was the individual recognition that each of the team members received for their outstanding performance in achieving 100% accuracy in determining Food Share benefits. The Northern Consortium was the only Consortium throughout the state of Wisconsin that achieved this success.

Family Services Update by Chris Hanten

In previous reports, I have highlighted the areas related to the high cost of care for children with complex needs, provided a snapshot of the numbers of children who have achieved permanence through adoption, guardianship and/or reunification with a parent, and the training that social workers received last year in the topic area of Family Find. In this report, I would like to highlight the importance of finding an appropriate placement setting for children who need to be placed outside of their primary caregiver's homes. Research shows that children that are placed with someone that is known to them; whether this is a family friend, relative or other person that is connected to them, reduces the trauma and stress for that child. Even though children may live in very difficult situations in their home environments, any removal from the home can compound and add further issues for the child.

At the end of September 2015, there were 114 children in out-of-home care. Of these children, 44% were placed in a relative placement. At meetings that occur throughout the state on a variety of topics, Wood County often receives feedback that we have a high number of relative placements in comparison to other counties in the state. Locating, identifying and licensing relatives and/or others that are connected to the children require significant engagement and supportive skills by social workers and foster care coordinators. Many family members or non-relatives need support, resources, and encouragement to provide care to the identified children; as they may also provide a valuable resource to the parents. This can mean a significant change in lifestyle and schedule for the caregivers in a short period of time as many children enter the system with behaviors related to the trauma they have experienced.

The Adverse Childhood Experiences (ACE) study highlights the differences in positive outcomes for adults based on the number of adverse childhood experiences experienced prior to age 18. Adults

who have experienced many ACEs often have more physical and mental health issues. Their life expectancy can be shortened by up to 20 years. According to the Centers for Disease Control and Prevention, "the estimated average lifetime cost per victim of nonfatal child maltreatment is \$210,012 (in 2010 dollars) including: childhood health care costs, adult medical costs, productivity losses, child welfare costs, criminal justice costs, and special education costs. Research suggests the benefits of effective prevention likely outweigh the costs of child maltreatment." (<http://www.cdc.gov/violenceprevention/childmaltreatment/consequences.html>)

The Child Trauma Academy reports that stress that is unpredictable, severe and uncontrolled increases a person's level of vulnerability. Stress that is predictable, moderate or controlled often fosters resiliency in children. Many of the adults and children in the Human Services system identify many adverse childhood experiences and unpredictable stress in their environment that can impact their ability to deal with life stressors. Through the successful treating of the stressors and underlying trauma, there are many reasons to be hopeful. We continue to look for ways to improve our practices using a trauma informed approach.

Behavioral Health/Long Term Support Services Update by Stephanie Gudmunsen

Personnel update: Laura Goergen has announced her resignation from her position as Mental Health and AODA Counselor effective 10/16/15 as she is relocating to Northern Wisconsin for a new position.

Outpatient Clinic: Since the start of the waiting list, there have been a total of 146 individuals placed on the list. To date, we have attempted to contact 38 individuals on the list. Of the 38 contacted, 11 have scheduled appointments with us, four scheduled appointments with other providers, four numbers were disconnected and 19 did not call back.

CCS/CSP: Since our regionalization with Portage County, we have seen positive impact of combining our CCS Coordinating Committees. Specifically, we have seen greater numbers attending our combined meetings, especially in the area of consumer representation. We are holding a shared training between those committees on 10/12/15 with a focus on the "Triangle of Well Being." This training will provide behavioral techniques for consumers and staff to assist and enhance recovery journeys.

Fiscal Services Update by Jo Timmerman

Norwood: Norwood's 2016 budget revisions were completed and submitted to the Finance Director on September 29th. Several adjustments were made to the 2015 projections for a net effect of a \$56,283 reduction to the 2015 projected deficit. 2016 Psychiatry fees were revised based on an operating model that has patients seen seven days per week along with more involvement by the psychologist. The 2016 levy request was reduced by \$150,000.

Business Office staff will be working with Achieve Matrix the week of October 5th on system set-up for the psychiatry billing requirements.

Community: Community programs' 2016 budget revisions were completed and submitted to the Finance Director on September 29th. Adjustments to the CCS program revenues related to higher utilization and write-off of the 2010 CRS liability lowered the projected 2015 deficit by \$126,902 to \$31,673. 2016 revenues for CCS were increased to reflect current expectations for enrolled clients. 95 clients were originally projected whereas current trends in enrollments indicate 103 clients for

2016 services. Outpatient clinic fees were also increased to reflect physician billings to CCS and an increase in rates for 2016.

Fiscal staff members met with Ron Bonlender, Community Recovery Coordinator (CRS) for the state of Wisconsin. Mr. Bonlender conducted his exit interview for our CRS program. Fiscal Services received an excellent review on billings submitted to the state.

On September 30th Fiscal Services in conjunction with Support Services conducted a work group to update and enter billing codes from the ICD-9 format to the ICD-10 codes in our TCM billing program. New ICD-10 coding requirements became effective 10/1/15.

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

We have secured 100% Psychiatrist coverage starting at 5pm on October 16, 2015 when the Marshfield provider's contract ends. We have scheduled a thank you luncheon for these providers on Wednesday, 10/14/15. Dr. Chandra Shekar will be our Treatment Director and main Locum. Dr. David Winemiller will be providing Psychologist coverage.

Merritt Hawkins is working leads on two Psychiatrists that have expressed interest. Recruitment ads have been placed for a permanent FTE for a Psychologist and Nurse Practitioner.

The Crossroads unit is at its maximum capacity of 16 residents. We are experiencing an increased demand for similar beds to accommodate patients currently on Admissions that could use long-term care.

We admitted a TBI patient on 10/5/15.

Norwood has a celebration planned on 10/29/15 at 2:30pm to commemorate Crossroads being recognized as one of the Best Nursing Homes in the Country by US News and World Report. A plaque will be presented at this event. This is in addition to the facility's current 5-star status by CMS.

Norwood Health Information Department Update

ICD-10 is finally here! On October 1st the change-over from ICD-9 to ICD-10 diagnosis codes occurred. This required preparation work from Systems to make sure the correct code libraries were available in Matrix and TCM. Codes needed to be updated for all patients who were in-house on 10/1/15 and any patients admitted after that date.

Pam Martinson has been working with Peter Kastenholz and Jan Pelot on needed updates to the County HIPAA policy and Privacy Notice which is given to all patients admitted to Norwood. These policy updates should be finalized later this month.

Norwood Maintenance Department

Due to scheduling conflicts with other projects, Complete Control backed up the start date to begin Phase I of the Fire Alarm System upgrade to the week of October 12th. They assured us that this project will still be completed on time.

Norwood Dietary Department

This week the dietary department is celebrating Nutritional Week. Dietary staff were recognized for their contributions. Fall/Winter menu cycle started on October 4th. Congregate meals are averaging 5,294 meals per month. Year to date we have served 47,650 meals to consumers.

Norwood Client Services

Starting the weekend of October 3rd and 4th, the social workers on the Admissions Unit will be providing weekend coverage every weekend. They will be doing groups on the weekends as well as intakes and one-on-one meetings with the patients.

Norwood Nursing Department

The nursing department is preparing for the influenza season by kicking off a robust vaccination push. We will be encouraging all patients and staff at Wood County Annex and Health Center to get vaccinated and will begin that process this week.

We had one new full-time nurse join our staff and are excited to have him as part of the nursing team.

September 2015 Referrals

Date	From	Patient	Status	Additional Info
9/2/2015	St. Joseph's Hospital	65	declined	Security Health- no contract with
9/4/2015	St. Mary's Madison	unknown	declined	Not rehab- looking for long term care placement for Brain Injured individual
9/29/2015	Gundersen Mayo La Crosse	30 female	accepted	UMR insurance
9/2/2015	St. Joseph's Hospital	65	declined	Security Health- no contract with

September 2015 TBI Marketing Report

Date	Action
9/23/15	Marketing Booth at Brain Injury Resource Center of WI annual conference

CREDIT CARD SUMMARY- HUMAN SERVICES DEPARTMENT

Statement Date
Amount Due
Due Date
Date Received
Date Paid
VOUCHER #

WALMART
9/16/2015
\$1,014.88
10/12/2015
9/22/2015
9/23/2015
4015-4926

US BANK
9/20/2015
\$3,662.29
10/16/2015
9/29/2015
10/7/2015
4015-4989

TOTAL BOTH CARDS

Object	Description	Program Amount	CBRF-AIRPORT	ADMIN	CCS	NHC ADMIN	NHC- INPATIENT	NHC-PLANT OPERATION & MAINT	NHC-MAINT	CSP	C/LLEGAL	OPC MH	B-3 PROGRAM	DCF-CW	WAIVER	YOUTH AIDS
172	TRAINING	0.00														
180	BACKGROUND CHECKS	0.00														
190	LIABILITY INSURANCE	0.00														
231	BUILDING REPAIRS/UPKEEP	29.98						29.98								
232	VEHICLE EXPENSE	0.00														
233	MAINTENANCE-REPAIR	0.00														
236	DATA PROCESSING	0.00														
243	BUILDING REPAIRS	0.00														
252	OTHER-START UP COST	0.00														
250	OTHER PURCHASES-WAIVERS	89.00													89.00	
260	OTHER PURCHASES	0.00														
270	OTHER PURCHASES	3.00				3.00										
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	374.24		374.24												
313	POSTAGE	0.00														
324	ADVERTISING	0.00														
328	SUBSCRIPTIONS	0.00														
328	SUBSCRIPTIONS	0.00														
331	MEETINGS / TRAVEL	424.95		19.98		206.00						204.97				
332	MEALS/LODGING	82.00				82.00										
333	MEALS/LODGING	606.99		70.00							164.00			193.00		179.99
336	PERSONNEL DEVELOPMENT	0.00														
341	PROGRAM SUPPLIES	351.87		40.92	16.24		194.32			16.24						
344	FOOD	909.88	909.88										84.15			
344	FOOD	0.00														
343	LINENS/CBRF	0.00														
346	PROGRAM SUPPLIES	0.00														
348	HOUSEKEEPING/KITCHEN SUPPLIES	105.00	105													
348	HOUSEKEEPING/KITCHEN SUPPLIES	0.00														
349	GRANT EXPENSE	0.00														
399	MISC EXPENS	0.00														
391	CANTEEN	0.00														
390	EQUIPMENT < 500	0.00														
700	ELDER ABUSE FUNDED EXPENSES	0.00														
819	CI	0.00														
822	OUTLAY	1,625.50							1,625.50							
829	CAPITAL IMPROVEMENT	0.00														
TOTAL		4,602.41	1,014.88	505.14	16.24	285.00	194.32	29.98	1,625.50	16.24	164.00	204.97	84.15	193.00	89.00	179.99
		\$ 79.88	(check #4478 written from Norwood Health Center-Volunteer Fund account)													
SUB-TOTAL		\$ 4,682.29														
US BANK CHARGES IN GREY																

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

1


12150659 - 12150758

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
12150659	BDT INC	NEW SHAFT	09/04/15	\$96.80
12150660	DIRECT SUPPLY	MATTRESS COVER	09/10/15	\$98.11
12150661	ASPIRUS DOCTOR'S CLINIC INC	MEDICAL PROCEDURES	09/11/15	\$262.85
12150662	DOORWORKS INC	SERVICE CALL	09/08/15	\$81.00
12150663	ERON & GEE/HERMAN'S PLUMBING & HEATING	REPAIR LEAKING FLUSH VALVE	09/09/15	\$89.10
12150664	GANNETT WISCONSIN MEDIA	NEWSPAPER SUBSCRIPTION	09/14/15	\$16.00
12150665	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/09/15	\$108.07
12150666	GRAINGER (Edgewater)	ELECTRONIC BALLIST	09/09/15	\$92.16
12150667	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/09/15	\$18.50
12150668	HOME DEPOT CREDIT SERV (Edgewater)	MAINTENANCE SUPPLIES	09/03/15	\$207.97
12150669	LIGHTING X-CHANGE LLC	MAINTENANCE SUPPLIES	08/13/15	\$147.25
12150670	MARSHFIELD CLINIC	LAB & X-RAY'S	08/31/15	\$15.99
12150671	MCKESSON MEDICAL	NURSING SUPPLIES	09/08/15	\$60.66
12150672	PHOENIX TEXTILE CORP	LINEN	09/03/15	\$237.79
12150673	PHOENIX TEXTILE CORP	WASHCLOTHES	09/09/15	\$79.80
12150674	PROFESSIONAL MEDICAL	NURSING SUPPLIES	09/03/15	\$1,199.34
12150675	REINHART FOOD SERVICE	FOOD & SUPPLIES	09/12/15	\$8,685.05
12150676	TOTAL COMPUTER SYSTEMS LTD	DATA PROCESSING FEE	08/31/15	\$95.00
12150677	ABILITY NETWORK INC	MONTHLY USAGE CHARGE	09/15/15	\$76.00
12150678	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/14/15	\$238.69
12150679	GRAINGER (Edgewater)	ANGLE PLUGS	09/14/15	\$36.60
12150680	GREENFIELD REHABILITATION AGENCY	MONTHLY THERAPY FOR RESIDENTS	08/31/15	\$38,897.02
12150681	HIBU INC	ADVERTISING	09/03/15	\$65.00
12150682	HOKAMP JUDY	REFUND OF OVERPAYMENT	09/16/15	\$40.90
12150683	LEADINGAGE WISCONSIN	SEMINAR, SLATTERY & PEETERS	09/17/15	\$240.00
12150684	MCKESSON MEDICAL	JERGENS BAR SOAP	09/17/15	\$29.11
12150685	MCMMASTER-CARR SUPPLY CO	CABINET DRAWERS FOR SHOP	09/17/15	\$219.42
12150686	MCMMASTER-CARR SUPPLY CO	SHOP SUPPLIES	09/18/15	\$136.64
12150687	MULTI MEDIA CHANNELS	ADVERTISING	08/31/15	\$35.00
12150688	PHOENIX TEXTILE CORP	LINEN	09/10/15	\$307.01
12150689	PHILLIPS TOTAL CARE PHARMACY	OTC DRUGS/MA	08/31/15	\$12,738.66
12150690	PORT EDWARDS BUSINESS COUNCIL	ANNUAL DUES	09/17/15	\$35.00
12150691	PROFESSIONAL MEDICAL	WHITE VINEGAR	09/17/15	\$50.24
12150692	REINHART FOOD SERV CHEMICAL D	LAUNDRY SUPPLIES	09/11/15	\$460.29
12150693	STATE INDUSTRIAL PRODUCTS	MAINTENANCE SUPPLIES	09/14/15	\$377.05
12150694	WAL-MART COMMUNITY/RFCSLLC	DEPT EXPENSES	09/16/15	\$242.79
12150695	TAYLOR FUNERAL HOME	REFUND OF OVERPAYMENT	09/16/15	\$301.34
12150696	BROWN BYRON	REFUND OF OVERPAYMENT	09/28/15	\$1,841.59
12150697	BSG MAINTENANCE INC	CONTRACT HOUSEKEEPING	09/25/15	\$11,449.35
12150698	CHARTER COMMUNICATIONS- MILW	MONTHLY CABLE FOR RESIDENTS	09/30/15	\$1,166.59
12150699	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/17/15	\$404.90
12150700	MCKESSON MEDICAL		09/18/15	\$92.61
12150701	MID-STATE TECHNICAL COLLEGE	MED AIDE TRAINING	09/18/15	\$105.95
12150702	PURCHASE POWER	FEES-POSTAGE	09/30/15	\$17.85
12150703	PROFESSIONAL MEDICAL	NURSING SUPPLIES	09/25/15	\$1,103.94
12150704	WOOD TRUST	LAMINATOR & BACKGROUND CHECK	09/17/15	\$114.22
12150705	UNCLE OZZIE	MUSIC FOR RESIDENTS	09/30/15	\$125.00
12150706	ALLIANT ENERGY/ WP&L	ELECTRIC BILL	09/30/15	\$8,128.70
12150707	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/29/15	\$203.84
12150708	GRAINGER (Edgewater)	MAINTENANCE SUPPLIES	09/30/15	\$98.33
12150709	INTEGRITY FIRE PROTECTION INC	ANNUAL SPRINKLER INSPECTION	09/30/15	\$348.00
12150710	MCKESSON MEDICAL	NURSING SUPPLIES	09/29/15	\$1,475.50
12150711	MSM DISTRIBUTION	HOUSEKEEPING SUPPLIES	09/15/15	\$1,834.76
12150712	OPTUM360	ICD10 BOOKS	09/22/15	\$252.88
12150713	SERENITY AQUARIUM & AVIARY SE	BIRD AVIARY MAINTENANCE	09/30/15	\$89.00
12150714	SHARED HEALTH SERVICES	SEMINAR	09/30/15	\$100.00

Report Claims for: Edgewater Haven Nursing Home September 2015

12150659 - 12150758

12150715	ROGINSKI LINDSEY	MILEAGE/MEALS REIMBURSEMENT	09/24/15	\$87.30
12150716	HOFFMAN JENNIFER	MILEAGE/MEALS REIMBURSEMENT	09/28/15	\$84.43
12150717	SLATTERY AMY	MILEAGE REIMBURSEMENT	09/30/15	\$146.05
12150718	ACCURATE IMAGING INC	PORTABLE X-RAY	09/30/15	\$367.18
12150719	ACE HARDWARE	SOLAR SALT & SUPPLIES	09/30/15	\$419.81
12150720	ADVANCED DISPOSAL	WASTE DISPOSAL	09/30/15	\$774.24
12150721	BALTUS OIL COMPANY	GASOLINE	09/30/15	\$48.40
12150722	CLASEN DR RICHARD MD	MEDICAL DIRECTORS FEE	09/30/15	\$1,000.00
12150723	DIERKS WAUKESHA	FOOD & SUPPLIES	09/30/15	\$3,544.58
12150724	DIRECT SUPPLY	DIETARY SUPPLIES	09/23/15	\$491.47
12150725	EARTHGRAINS COMPANY THE	BAKERY	09/30/15	\$509.21
12150726	EATING WELL ETC	CONTRACT DIETICIAN	09/17/15	\$578.75
12150727	EO JOHNSON COMPANY INC	SHREDDER CONTRACT	09/30/15	\$62.50
12150728	FARMER BROTHERS COFFEE	COFFEE & SUPPLIES	09/02/15	\$535.46
12150729	FARMER BROTHERS COFFEE	COFFEE & SUPPLIES	09/30/15	\$672.24
12150730	FIRST CHOICE FIRE PROTECTION LLC	SERVICE KITCHEN SYSTEM	09/16/15	\$87.50
12150731	FOREFRONT TELECARE INC	PSYCHIATRY FOR RESIDENTS	09/30/15	\$499.00
12150732	GAPPA SECURITY SOLUTIONS	MAINTENANCE SUPPLIES	09/18/15	\$42.90
12150733	IGA	DIETARY SUPPLIES	09/30/15	\$212.91
12150734	MARSHFIELD CLINIC	LAB & X-RAYS	09/30/15	\$4,161.19
12150735	MCKESSON MEDICAL	NURSING SUPPLIES	09/10/15	\$1,631.71
12150736	MCKESSON MEDICAL	NURSING SUPPLIES	09/04/15	\$133.89
12150737	MEDLINE INDUSTRIES	NURSING SUPPLIES	09/30/15	\$4,181.95
12150738	MID-STATE TECHNICAL COLLEGE	CPR CARDS FOR CLASS	09/30/15	\$40.00
12150739	NEKOOSA FLORAL & GIFTS	FUNERAL FLOWERS	09/30/15	\$99.96
12150740	PHOENIX TEXTILE CORP	WASHCLOTHES & TOWELS	09/28/15	\$194.20
12150741	PHILLIPS TOTAL CARE PHARMACY	OTC DRUGS/MA	09/30/15	\$18,134.04
12150742	PIGGY WIGGLY SUPERMARKET	DIETARY SUPPLIES	09/30/15	\$53.94
12150743	PORT EDWARDS WATER UTILITY	QUARTERLY WATER SERVICE	09/30/15	\$13,663.47
12150744	RIVER CITY CAB	LAB RUNS	09/30/15	\$30.00
12150745	RIVERVIEW HOSPITAL ASSOCIATION	MEDICAL CONSULTANT	09/30/15	\$1,109.78
12150746	SMS RESPIRATORY SERVICES	OXYGEN & SUPPLIES	09/30/15	\$1,633.24
12150747	STEWART SERVICE LLC	PEST CONTROL	09/24/15	\$75.00
12150748	SYSCO BARABOO	FOOD & SUPPLIES	09/30/15	\$107.16
12150749	TOTAL ENERGY SYSTEMS LLC	MAINTENANCE INSPECTION	09/21/15	\$2,189.96
12150750	WE ENERGIES	GAS BILL	09/30/15	\$3,274.00
12150751	WE ENERGIES	GAS BILL	09/30/15	\$1,104.00
12150752	WHEELS OF INDEPENDENCE INC	CAB RIDES FOR RESIDENTS	09/30/15	\$245.00
12150753	WI DEPT OF HEALTH & SOC SERV	MONTHLY BED ASSESSMENT	09/30/15	\$15,300.00
12150754	KEUFFER LAURA MAE	MILEAGE REIMBURSEMENT	09/30/15	\$6.33
12150755	PETTY CASH	REIMBURSE PETTY CASH	09/30/15	\$82.51
12150756	POSTMASTER - WISCONSIN RAPIDS	200 STAMPS	09/30/15	\$98.00
12150757	MINISTRY ST JOSEPH'S HOSPITAL	MEDICAL CONSULTANT	09/30/15	\$171.36
12150758	SCHUMACHER TOM	MUSIC FOR RESIDENTS	09/30/15	\$80.00
				\$173,035.83

Operational outlay

\$ 173,035.83

Capital outlay

\$ 173,035.83

Report Claims for: Edgewater Haven Nursing Home September 2015

12150659 - 12150758

Donna Rozar

Peter Hendler

Michael Feirer

Doug Machon

Marion Hokamp

Lori Slattery-Smith

Jeffrey Koszczuk

Jessica Vicente

Tom Buttke

10/14/2015 8:44:16 AM

County of Wood

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Report of Claims for October 2015 - Veterans Services

For the range of vouchers: 31150032 31150036

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
31150032	WOODTRUST BANK NA	September Visa bill	09/28/2015	25.00	P
31150033	HARTJES TERESA	Travel exp for Sept 2015	10/01/2015	80.50	
31150034	SCHAUER JOYCE	Sept mileage	10/01/2015	120.75	
31150035	CITY OF MARSHFIELD	Care of Veterans Graves	10/12/2015	988.00	
31150036	LARSON ROCK	September Travel Expenses	10/14/2015	207.53	
			Grand Total:	\$1,421.78	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

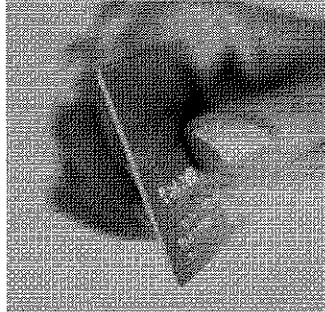
Committee Member

Committee Member

VETERANS SERVICE OFFICE

WoodTrust Bank

Visa charges for September 2015



Date Posted 9/25/13

Check Date 10/09/15

Vendor	Description	Program	Funding	Total
Central Wisconsin State Fair	Additional Fair Admission	Veterans Outreach	CVSO Grant	\$25.00
TOTAL				\$25.00

10/13/15

REPORT OF CLAIMS FOR

Health – October 2015**5c**

For the Range of Vouchers: 15150342 to 15150383

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>	
15150342	ABR EMPLOYMENT SERVICES	Temp Employee	09/17/15	\$55.44	P
15150343	SANOFI PASTEUR	Tubersol/Flu	09/12/15	\$831.04	P
15150344	GLAXOSMITHKLINE	Hep B	09/09/15	\$1,144.20	P
15150345	HEMOCUE AMERICA/RADIOMETER A	WIC Supplies (CS)	09/15/15	\$336.00	P
15150346	LANGUAGE LINE SERVICES	WIC Interpreter (CS)	08/31/15	\$20.53	P
15150347	NEUMARK STENSBERG DESIGN & P	WIC Postcards (CS)	09/21/13	\$165.00	P
15150348	RIVERVIEW HOSPITAL ASSOCIATIO	OCT RENT	10/01/15	\$8,128.59	P
15150349	ROTH NICOLE	Mileage Reimb	10/01/15	\$27.83	P
15150350	WISCONSIN HEALTH NEWS	Subscription (Ebola)	05/06/15	\$249.00	P
15150351	WOODTRUST BANK NA	ALL PROG Credit Card	09/20/15	\$3,563.64	P
15150352	ALFT KATHLEEN	MILEAGE/MEALS	10/01/15	\$327.50	P
15150353	CARLSON DANITA	MILEAGE	10/01/15	\$247.83	P
15150354	DOTTER JANETTE E	MILEAGE	10/01/15	\$32.49	P
15150355	EGGLESTON NANCY	MILEAGE	10/01/15	\$93.15	P
15150356	GARSKI DANIELLE R	MILEAGE	10/01/15	\$166.52	P
15150357	HILLER DANIELLE	MILEAGE	10/01/15	\$241.50	P
15150358	KRUBSACK SARAH	MILEAGE - CS	10/01/15	\$85.10	P
15150359	KOLODZIEJ GREG	MILEAGE	10/01/15	\$113.05	P
15150360	KUNFERMAN SUSAN	MEALS/MILEAGE	10/01/15	\$861.25	P
15150361	MANCL BETSY	MILEAGE (CS)	10/01/15	\$127.65	P
15150362	MEIDL LEAH	MILEAGE	10/01/15	\$341.40	P
15150363	NEDD AMANDA	MILEAGE	10/01/15	\$219.07	P
15150364	PLUESS ALECIA	MILEAGE/MEAL	10/01/15	\$109.89	P
15150365	RAUTER KRISTIE EGGE	MILEAGE/SUPPLIES	10/01/15	\$607.15	P
15150366	ROLTGEN ANGELA	MILEAGE - CS	10/01/15	\$136.85	P
15150367	ROSEKRANS JEAN	MILEAGE	10/01/15	\$46.00	P
15150368	RUESCH WENDY	MILEAGE	10/01/15	\$343.28	P
15150369	SALEWSKI SARAH	MILEAGE	10/01/15	\$147.78	P
15150370	SCHULD ANNA	MILEAGE	10/01/15	\$78.78	P
15150371	SHERMAN ERICA	MILEAGE/MEAL	10/01/15	\$101.15	P
15150372	TRANTOW ERIN	MILEAGE	10/01/15	\$21.85	P
15150373	TREMMEL ASHLEY	MILEAGE/MEAL	10/01/15	\$19.62	P
15150374	ZASTAVA TYLER	MILEAGE	10/01/15	\$323.15	P
15150375	WOOD COUNTY HEALTH DEPT	PETTY CASH REIMB	10/01/15	\$54.92	P
15150376	ELLIOTT VALERIE	MILEAGE	10/01/15	\$63.83	P
15150377	ANDERSON SUE	Mileage	10/06/15	\$200.68	
15150378	CHARLIE'S KIDS FOUNDATION	Sleep Safe Books	04/06/15	\$132.50	

10/13/15

REPORT OF CLAIMS FOR

Health – October 2015**5c**

For the Range of Vouchers: 15150342 to 15150383

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
15150379	IVISIONMOBILE	Texting Service	10/01/15	\$126.49
15150380	JAKEL JENNA	Photos-event	10/12/15	\$250.00
15150381	LB MEDWASTE INC	Sharps Disposal	09/30/15	\$65.60
15150382	SNYDER KEN	Radio Equip	09/30/15	\$35.56
15150383	VALLEY SCALE SERVICE INC	Scal Calibration	09/30/15	\$255.12

Grand Total:	<u>\$20,497.98</u>
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P = Prepaid Voucher

Donna Rozar, Chair_____
Michael Feirer, Vice-Chair_____
Marion Hokamp, Secretary_____
Peter Hendler_____
Doug Machon_____
Tom Buttke_____
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
 WIQJ Accreditation Infrastructure Grant
 WWWP WI Well Woman's Program

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40154820	CHRISTENSEN MARY	MEAL REIMBURSEMENT	07/31/15	\$4.08
40154821	CLINICAL SERVICES	FAMILY PRESERVATION	08/31/15	\$5,278.63
40154822	FLEXSTAFF	CONTRACTED ENERGY STAFF	08/31/15	\$684.64
40154823	MARATHON COUNTY TREASURER	JUVENILE SECURE DETENTION	08/31/15	\$750.00
40154824	MID-STATE TECHNICAL COLLEGE	PATHWAYS PROJECT	08/31/15	\$17,227.10
40154825	MID-STATE TRUCK SERVICE INC	BUS #249 REPAIR	08/31/15	\$403.44
40154826	NORTHCENTRAL TECHNICAL COLLEGE	FSET SUPPORTIVE SERVICES	08/31/15	\$2,263.60
40154827	OPPORTUNITY DEVELOPMENT CNTR	WASHING BUSES	08/31/15	\$10.00
40154828	PASSPORT HEALTH COMMUNICATIONS INC	VERIFICATION OF CLIENT CHARGES	08/31/15	\$129.00
40154829	POSITIVE ALTERNATIVES	GROUP HOME	08/31/15	\$17,081.08
40154830	SHRED SAFE LLC	DESTRUCTION OF BINS	08/31/15	\$195.00
40154831	VOIANCE LANGUAGE SERVICES LLC	NIMC PHONE INTERPRETER	08/31/15	\$798.05
40154832	WI DEPT OF JUSTICE	BACKGROUND CHECKS	08/31/15	\$20.00
40154833	CITY OF WISCONSIN RAPIDS	RESTITUTION	08/31/15	\$75.00
40154834	RESTITUTION VICTIM	RESTITUTION	08/31/15	\$20.00
40154835	RESTITUTION VICTIM	RESTITUTION	08/31/15	\$10.00
40154836	RESTITUTION VICTIM	RESTITUTION	08/31/15	\$15.20
40154837	RESTITUTION VICTIM	RESTITUTION	08/31/15	\$55.00
40154838	SHOPKO STORES - MARSHFIELD	RESTITUTION	08/31/15	\$274.00
40154839	BAILEY ROGER	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$19.55
40154840	BOYLES STELLA	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$327.18
40154841	BROWNELL MARY	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$282.33
40154842	FLORYANCE WILLIAM	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$828.00
40154843	GOLDAMER JACK	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$569.83
40154844	HAUGEN ARVID	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$50.60
40154845	NYGAARD DUANE	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$60.38
40154846	OSTROWSKI EDWARD	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$46.00
40154847	PUPP MARY	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$287.50
40154848	REIN THOMAS C	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$175.38
40154849	REVLING RONALD	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$373.75
40154850	SCHULZ SHELDON	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$379.50
40154851	SHAW PAMELA	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$26.45

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40154852	SMITS GERALD	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$159.85
40154853	TESSEN ROGER	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$149.50
40154854	TYLER PATRICIA	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$41.40
40154855	WEIS DONALD	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$46.58
40154856	WEIS GRACE	VOLUNTEER DRIVER REIMBURSEMENT	08/31/15	\$431.25
40154857	ABR EMPLOYMENT SERVICES	TEMP SERVICES	09/15/15	\$443.52
40154858	ADVANCED DISPOSAL	REFUSE SERVICES	09/15/15	\$241.97
40154859	CENTRAL WI COUNSELING ASSOC LLC	CCS CONTRACTED SERVICES	09/15/15	\$8,056.15
40154860	EO JOHNSON COMPANY INC	MAINTENANCE FROM 6/2/15-9/1/15	09/15/15	\$495.52
40154861-4862	MARSHFIELD PARK & REC DEPT	ALL STAFF MEETING	09/15/15	\$213.75
40154863	ALTMAN MARY PAT	EXPENSES	09/15/15	\$58.60
40154865	CESA 5 PORTAGE PROJECT WORKSHO	PT BIRTH TO THREE SERVICES	08/31/15	\$2,845.74
40154866	NEW REHAB COMPANY LLC	OT,PT, AND SLP B23 SERVICES	08/31/15	\$9,664.58
40154867	NORTHWEST COUNSEL & GUIDE CLIN	MOBILE CRISIS	08/31/15	\$2,260.43
40154868	SHOPKO STORES OPERATING CO LLC	FSET EMPLOYMENT-RELATED CLOTHING	08/31/15	\$768.49
40154869-4870	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	08/31/15	\$366.58
40154871	SMART START DAYCARE	CRISIS RESPITE DAYCARE	08/31/15	\$280.00
40154872	KNUDSON JULIA	AUGUST FOSTER CARE RESPITE	08/31/15	\$243.55
40154873-4875	DIEDRICK KATHY OR BOB	AUGUST FOSTER CARE RESPITE	08/31/15	\$253.00
40154876	FAMILY & CHILDRENS CENTER	JULY FOSTER CARE RESPITE	07/31/15	\$246.64
40154877	FRANZ JANE	AUGUST FOSTER CARE RESPITE	08/31/15	\$195.10
40154878-4879	KREMER VANESSA	JUL AND AUGUST FC RESPITE	08/31/15	\$389.68
40154880-4883	WIRTH MANDA	JULY & AUGUST FOSTER CARE RESPITE	08/31/15	\$576.97
40154884	TRANEL APRIL	AUGUST FOSTER CARE RESPITE	08/31/15	\$230.00
40154885-4886	SEEVERS BROOK	AUGUST KINSHIP RESPITE	08/31/15	\$92.00
40154887	FAMILY & CHILDRENS CENTER	JULY FOSTR CRE PLAN,PLACE,SUP	07/31/15	\$1,725.15
40154888-4889	LUTHERAN SOCIAL SERVICES	AUG FOSTR CRE PLAN,PLACE,SUP	08/31/15	\$2,813.25
40154890-4891	JAMINSKI VICKI OR GARY	AUGUST FOSTER CARE TRANSPORT	08/31/15	\$106.96
40154892-4893	VANCE BENJAMIN OR KERRY	JUNE/JULY FC TRANSPORTATION	07/31/15	\$219.66
40154894-4895	MATTHEWS JODI	AUGUST FOSTER CARE TRANSPORT	08/31/15	\$110.98
40154896	GRAY'S SERVICE	BUS #249 REPAIR	09/17/15	\$401.84
40154897	MACIOSEK TAMY	MILEAGE REIMBURSEMENT	09/17/15	\$138.00

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40154898	PINEVIEW AUTO	BUS #248 REPAIR	09/17/15	\$391.78
40154899	WILSON VICTORIA	REIMB FOR ORDERING BUS PART	09/17/15	\$283.02
40154900	WISCONSIN RAPIDS GIRL'S CAGE BASKETBALL	POST REUNIFICATION SUPPORT	09/17/15	\$50.00
40154901	MARSHFIELD PUBLIC TRANSPORT	CLIENT TRANSPORTATION	08/31/15	\$55.00
40154902	PARK MOTEL	AUGUST RENT ASSISTANCE	08/31/15	\$100.00
40154903	A TOUCH OF HOME - AFH	RESIDENTIAL SERVICES	08/31/15	\$1,714.98
40154904	BROTOLOC HEALTH CARE SYSTEMS I	RESIDENTIAL SERVICES	08/31/15	\$6,059.02
40154905	CHILDREN'S HOSPITAL OF WI COMMUNITY SERV	FAMILY INTERACTION PROGRAM	08/31/15	\$4,387.50
40154906	DRAKE HOUSE THE - CBRF	RESIDENTIAL SERVICES	08/31/15	\$6,407.78
40154907	LUTHERAN SOCIAL SERVICES	COMMUNITY LIVING SERVICES	08/31/15	\$2,527.02
40154908	LUTHERAN SOCIAL SERVICES	AODA SERVICES	08/31/15	\$2,980.00
40154909	MIDSTATE INDEPENDENT LIVING CONSULTANTS	PEER SPECIALISTS AT CLUBHOUSE	08/31/15	\$3,090.00
40154910	MINISTRY BEHAVIORAL HEALTH	AODA RESIDENTIAL TREATMENT	08/31/15	\$4,221.00
40154911	INNOVATIVE SERVICES	CLEANING SVCS - CORNERSTONE	07/31/15	\$575.00
40154912	PORTAGE COUNTY HEALTH & HUMAN SER	CASE MANAGEMENT	08/31/15	\$1,460.70
40154913	PORTAGE COUNTY TREASURER	JUVENILE SECURE DETENTION PLAC	08/31/15	\$4,950.00
40154914	RIVER CITY ESTATES LLC	RESIDENTIAL SERVICES	08/31/15	\$5,300.38
40154915	MINISTRY ST JOSEPH'S HOSPITAL	SUPPORT SERVICES	08/31/15	\$139.50
40154916	TREMPEALEAU CO HEALTH CARE	RESIDENTIAL / IMD SERVICES	08/31/15	\$21,063.50
40154917-4919	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	08/31/15	\$652.50
40154920	AFFORDABLE HOUSING AND STORAGE	SEPT RENT ASSISTANCE	09/22/15	\$125.00
40154921	BALTUS OIL COMPANY	VEHICLE EXPENSES	09/22/15	\$140.59
40154922	BESSE MEDICAL SUPPLY	CLIENT MEDICATIONS/VIVITROL	09/22/15	\$3,914.68
40154923	CITY-WIDE RENTAL	SEPT APARTMENT RENT ASSIST.	09/22/15	\$150.00
40154924	HOUSE CALLS FINANCIAL MANAGEMENT	SEPT RENT ASSISTANCE	09/22/15	\$150.00
40154925	MARSHFIELD PARK & REC DEPT	RENTAL FOR FP EVENT	09/22/15	\$185.31
40154926	WAL-MART COMMUNITY/RFCSLLC	WALMART CREDIT CARD CHARGES	09/22/15	\$1,014.88
40154927	BRUMLEY TRACY	REPLACEMENT CHECK FOR EXPENSES	09/24/15	\$4.74
40154928	LIBERTY MUTUAL	REPLACEMENT CK - RESTITUTION	09/24/15	\$17.12
40154929	RESTITUTION VICTIM	REPLACEMENT CK - RESTITUTION	09/24/15	\$10.00
40154930	SHOVER CASEY	REPLACEMENT CK - MEALS	09/24/15	\$13.00
40154931	KEENLANCE KELLY	POST REUNIFICATION SUPPORT	09/24/15	\$142.41

10/13/2015

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40154932	BAYFIELD COUNTY DEPT OF HUMAN SERVICES	CRISIS LINE SERVICES	09/24/15	\$1,207.00
40154933-4934	CANTARELLA WENDY	AUGUST FOSTER CARE RESPITE	08/31/15	\$460.00
40154935	CITY OF WAUSAU	BUS PASSES	09/24/15	\$1,126.00
40154936	LA CROSSE COUNTY HUMAN SERVICES	JUVENILE SECURE DET. PLACEMENT	07/31/15	\$135.00
40154937	LOCUMTENENS.COM	DR. RAO PSYCHIATRY SERVICES	08/31/15	\$2,792.85
40154938	PINEVIEW AUTO	BUS #240 REPAIR	09/24/15	\$657.00
40154939	PROASSURANCE CASUALTY COMPANY	DR. ANDREWS MALPRACTICE INSUR.	09/24/15	\$723.00
40154940	SAUL DR JENNA	TELE-HEALTH SERVICES	08/31/15	\$4,322.50
40154941	CLEMMERSON JENNIFER & KAEI	JULY AND AUG FOSTER HOME	08/31/15	\$563.39
40154942-4943	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	07/31/15	\$194.00
40154944	CITY OF MARSHFIELD	MARSHFIELD CITY HALL RENT	10/01/15	\$4,698.45
40154945	SOMMER PROPERTY MANAGEMENT LLC	CCS/CSP MARSHFIELD RENT	10/01/15	\$7,701.14
40154946	LANG DOREEN	HOTEL, MEAL REIMBURSEMENT	09/29/15	\$126.00
40154947	RAHM BARBARA	MEALS REIMBURSEMENT	09/29/15	\$82.00
40154948	VRUWINK BRANDON	HOTEL REIMBURSEMENT	09/29/15	\$82.00
40154949	WAGNER-SCHEEL JANE	RENTAL VAN FUEL FOR MEETING	09/29/15	\$37.70
40154950-4951	ABR EMPLOYMENT SERVICES	TEMP EMPLOYEE	09/29/15	\$1,025.64
40154952	EO JOHNSON COMPANY INC	MAINT/LANIER LD245 SP	09/29/15	\$149.19
40154953	JOHNSTON JAMES	AODA DAY TX LECTURE - 9/11/15	09/29/15	\$20.00
40154954	LOCUMTENENS.COM	DR. RAO PSYCHIATRY SERVICES	09/29/15	\$744.76
40154955	NURSES SERVICE ORGANIZATION	NURSES PROF. LIABILITY INSURAN	09/29/15	\$109.00
40154956	SOLARUS	PHONE EXP - 12 ST LOCATION	09/29/15	\$309.36
40154957-4958	SOLARUS	CBRF PHONE	09/29/15	\$183.14
40154959	WI DEPT OF JUSTICE	CRIMINAL BACKGROUND CKS	08/31/15	\$511.00
40154960	WIRTH MANDA	RECEIVING HOME	09/29/15	\$240.00
40154961-4963	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/29/15	\$1,633.40
40154964	DIEDRICK KATHY OR BOB	OCTOBER RECEIVING HOME	10/01/15	\$1,182.00
40154965	JEFFERS DENISE	REIMBURSE LODGING FSET TRAININ	09/30/15	\$184.23
40154966	MARATHON CO REGISTER OF DEEDS	BIRTH CERTIFICATE	09/30/15	\$20.00
40154967	WILSON VICTORIA	REIMBURSE FOR VOL. LUNCHEON	09/30/15	\$21.90
40154968	WOOD COUNTY HUMAN SERVICES	WALMART GCARD - POST REUNIF	09/30/15	\$30.00
40154969	ACE HARDWARE	HEATERS	09/30/15	\$587.79

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40154970	AGING & DISABILITY RESOURCE CTR CENTRAL WI	MEALS ON WHEELS	08/31/15	\$252.00
40154971	LE PHILLIPS CAREER DEV CENTER	SHELTERED EMPLOYMENT	08/31/15	\$344.00
40154972	MANKE AUTOMOTIVE LLC	REPAIR BUS #249	09/30/15	\$200.00
40154973	INNOVATIVE SERVICES	VOCATIONAL SERVICES	08/31/15	\$1,239.50
40154974	NORTHCENTRAL TECHNICAL COLLEG	FSET SUPPORTIVE SERVICES	08/31/15	\$30.00
40154975-4976	PINEVIEW AUTO	BUS REPAIRS	09/30/15	\$2,056.03
40154977-4978	REDWOOD BIOTECH	LAB TESTING SUPPLIES/DRUG TESTING	09/30/15	\$191.20
40154979	CITY OF WISCONSIN RAPIDS	CENTRALIA CENTER RENT	10/01/15	\$2,171.25
40154980	WATER WORKS & LIGHTING COMM	CLIENT PAST DUE BILL	10/01/15	\$436.39
40154981-4982	YMCA	POST REUNIFICATION SUPPORT	10/01/15	\$47.00
40154983	AUTOMON LLC	Annual JAIS Subs. & CE Assess.	11/01/15	\$10,032.75
40154984	ABR EMPLOYMENT SERVICES	TEMP SERVICES	09/30/15	\$295.68
40154985	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$150.00
40154986	CLARITY CARE INC	RESIDENTIAL SERVICES	08/31/15	\$9,987.33
40154987	NEW PARTNERSHIP	TRAINING - B.M., J.P., & A.H.	09/30/15	\$120.00
40154988	TCM CLINICAL DATA SOLUTIONS	ICD9 TO ICD10 PHASE 3 #3748	09/30/15	\$2,337.45
40154989	US BANK	US BANK CREDIT CARD CHARGES	09/30/15	\$3,587.53
40154990	CHARTER COMMUNICATIONS- MILWAUKEE	CABLE EXPENSE - MFLD CLUBHOUSE	10/06/15	\$127.40
40154991	CINTAS CORPORATION	CLEANING SUPPLIES	10/06/15	\$325.37
40154992	DALCO	CLEANING SUPPLIES	10/06/15	\$69.87
40154993	DAVE'S EXPERT AUTO	VEHICLE EXP MFLD VAN	10/06/15	\$320.25
40154994	FRONTIER COMMUNICATIONS	TELEPHONE EXP - CORNERSTONE	10/06/15	\$144.95
40154995	GANNETT WISCONSIN MEDIA	PUBLICATION FOR TPR NOTICE	10/06/15	\$56.59
40154996	SHRED SAFE LLC	DESTRUCTION OF BINS - SHREDDING	10/06/15	\$195.00
40154997	SOLARUS	CABLE EXP - RIVER CITIES CLB WR	10/06/15	\$93.46
40154998	DEX MEDIA	ADVERTISING - MFLD YELLOW PGS	10/06/15	\$23.50
40154999	U-SAVE RENTAL	VEHICLE RENTAL LION'S CAMP	10/06/15	\$165.30
40155000	ROETTER KATHY	CONFERENCE MEAL REIMBURSE	10/06/15	\$32.00
40155001	HANTEN CHRISTINE	CONFERENCE MEAL REIMBURSEMENT	10/06/15	\$32.00
40155002-5264	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP PROVIDERS	FOSTER HOMES/GROUP HOMES/CCI/KINSHIP	10/05/15	\$203,363.97
40155265	CREATIVE COMMUNITY LIVING SERV	COMMUNITY SKILLS	09/30/15	\$19,029.82
40155266	CW SOLUTIONS LLC	FSET SUBCONTRACT	09/30/15	\$51,292.25

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

For the Range of Vouchers: 40154820 to 40155288

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
40155267	KWIK TRIP INC	FSET GAS CARDS	09/30/15	\$9,509.60
40155268	MENTORING ACTIVITY THERAPY SERVICES LLC	CLTS WAIVER PROG. - NON TPA	09/30/15	\$600.00
40155269	MINISTRY BEHAVIORAL HEALTH	AODA RESIDENTIAL TREATMENT	09/30/15	\$2,613.00
40155270	NORTHWEST COUNSEL & GUIDE CLIN	MOBILE CRISIS	09/30/15	\$2,780.31
40155271	NORTHWOODS SUPPER CLUB	NIMC ALL STAFF MEETING/TRAINING	09/30/15	\$1,260.00
40155272	OPPORTUNITY DEVELOPMENT CNTR	VOCATIONAL SERVICES	08/31/15	\$10,979.40
40155273	RIVER VALLEY NEWSPAPER GROUP	LEGAL AD FOR TPR COURT CASE	09/30/15	\$55.65
40155274	WHOLE ENERGY AND HARDWARE INC	ENERGY ASSISTANCE WINDOW KITS	09/30/15	\$2,140.75
40155275	WOODLAND ENHANCED HEALTH SERVICES COMMISSION	LONG TERM CARE/ NH SERVICES	08/31/15	\$5,513.03
40155276-5279	FAMILY SUPPORT PROGRAM	STATE PASS THROUGH FUNDS	09/30/15	\$820.00
40155280	ADAM'S CARPET CLEANING	CARPET CLEANING SERVICES	10/08/15	\$575.00
40155281-5282	BEHAVIORAL HEALTH TRAINING PARTNERSHIP	WI MH LAWS TRAINING KW/TL	10/08/15	\$40.00
40155283	COALITION FOR CHILDREN YOUTH & FAMILIES	PAYMENT FOR CONFERENCE	10/08/15	\$80.00
40155284	INNOVATIVE SERVICES	CLEANING SVCS - CORNERSTONE	10/08/15	\$525.00
40155285	FIRE & SAFETY EQUIPMENT	ANNUAL FIRE EXTINGUISHER SVCS	10/08/15	\$73.50
40155286	PINEVIEW AUTO	REPAIR BUS #245	10/08/15	\$1,433.20
40155287	JEFFERS DENISE	MEALS REIMBURSEMENT	10/08/15	\$38.00
40155288	KEYZER JESSICA	REIMBURSE FOR PURCH OF PILL COUNTER	10/08/15	\$19.99
Grand Total				<u>\$534,929.08</u>

COUNTY OF WOOD

HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER REPORT OF CLAIMS FOR OCTOBER 2015 MEETING

For the Range of Vouchers: 20150389 to 20150446

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
20150389	ADVANCE AUTO PARTS	AUTO & TRUCK MAINTENANCE	08/12/15	\$5.99
20150390	ADVANCED DISPOSAL	REFUSE SERVICE FOR AUGUST	08/31/15	\$491.53
20150391	BALTUS OIL COMPANY	VEHICLE & MOWER FUEL-AUGUST	08/31/15	\$213.97
20150392	CARQUEST AUTO PARTS ATLANTA GA	VEHICLE MAINTENANCE	08/05/15	\$221.54
20150393	COMPLETE CONTROL	C/I-FIRE ALARM RPLCMNT-PHASE 1	08/31/15	\$4,500.00
20150394	CWE	C/I-FRONT ENTRANCE DESIGN	08/31/15	\$600.00
20150395	FESTIVAL FOODS	FOOD/CONGREGATE FOOD	08/31/15	\$677.22
20150396	LAKEVIEW ENGRAVING	EMPLOYEES NAME BADGES-AUG.2015	08/11/15	\$15.00
20150397	MARSHFIELD UTILITIES	WATER/SEWER/ELECTRIC-AUG.2015	08/31/15	\$18,840.81
20150398	MCKESSON MEDICAL	NURSING SUPPLIES	08/31/15	\$2,347.99
20150399	NORWOOD PETTY CASH ACCOUNT	REIMBURSE NORWOOD PETTY CASH	08/31/15	\$17.43
20150400	OMNICARE INC	PATIENT MEDICATIONS	08/31/15	\$6,437.46
20150401	WI DEPT OF JUSTICE	EMPLOYEE BACKGROUND CHECKS	09/01/15	\$50.00
20150402	BIRC OF WI	BRAIN INJURY CONFERENCE	09/02/15	\$200.00
20150403	MATRIXCARE SDS-12-2905	MATRIXCARE MONTHLY CHARGES-SEPT	09/04/15	\$1,013.00
20150404	PASSPORT HEALTH COMMUNICATIONS INC	BILLING INFORMATION FEES-SEPT	08/31/15	\$161.20
20150405	WISCONSIN COUNTIES ASSOCIATION	WI. COUNTIES MAG. SUBSCRIPTION	09/01/15	\$20.00
20150406	WI DEPT OF HEALTH & FAMILY SERVICES	CR&TBI ASSESSMENT FEES-SEPT	09/01/15	\$4,080.00
20150407	CUSTOM HEATING AND COOLNG INC	C/I-ADMISSIONS REMODEL PHASE 3	08/31/15	\$5,778.00
20150408	MARSHFIELD CLINIC	PROFESSIONAL SERVICES-AUG-2015	08/31/15	\$35,775.35
20150409	MARSHFIELD GLASS LLC	BUILDING REPAIR & UPKEEP	09/11/15	\$217.00
20150410	MENARDS-MARSHFIELD	MAINT. SUPPLIES	08/31/15	\$344.55
20150410	MENARDS-MARSHFIELD	C/I-LED PROJECT	08/31/15	\$250.80
20150411	DISH NETWORK	SATELITE TV SERVICE-SEPT'15	09/04/15	\$100.99
20150412	EAGLE CONSTRUCTION CO INC	C/I-ADMISSIONS REMODEL PHASE 3	09/17/15	\$14,988.89
20150413	LUTHERAN SOCIAL SERVICES	LSS SERVICES FOR AUGUST 2015	08/31/15	\$34,000.00
20150414	QUALITY DOOR & HARDWARE	C/I-ADMISSIONS REMODEL PHASE 3	09/11/15	\$264.00
20150415	WE ENERGIES	NATURAL GAS SERVICE-AUG.2015	09/04/15	\$1,972.39
20150416	MERRITT HAWKINS AND ASSOCIATES	CONTRACT SERVICES-DR. SEARCH	08/31/15	\$5,000.00
20150417	GREENFIELD REHABILITATION AGENCY INC	OT/PT/SPEECH THERAPIES-ADM/TBI	08/31/15	\$15,843.95
20150418	CITY OF MARSHFIELD	WATER LAB ANALYSIS-AUGUST 2015	09/23/15	\$47.00

COUNTY OF WOOD

HUMAN SERVICES DEPARTMENT, NORWOOD HEALTH CENTER REPORT OF CLAIMS FOR OCTOBER 2015 MEETING

For the Range of Vouchers: 20150389 to 20150446

<u>Voucher No.</u>	<u>Vendor Name</u>	<u>Nature of Claim</u>	<u>Doc Date</u>	<u>Amount</u>
20150419	ACKERMAN LEE	EE REIMBURSEMENT-PARTS PURCHASE	09/16/15	\$19.94
20150420	APPLIED MEDICAL TECHNOLOGY INC	NURSING SUPPLIES	09/16/15	\$312.78
20150421	BALTUS OIL COMPANY	AUTO/MOWER FUEL-SEPT. 2015	09/30/15	\$76.33
20150422	BURT TROPHY & AWARDS INC	ADMIN SUPPLIES-PLAQUE	09/10/15	\$47.20
20150423	BUSHMAN DIARY DISTRIBUTORS INC	FOOD & CONGREGATE FOOD	09/29/15	\$3,113.66
20150424	CENTRAL RESTAURANT PRODUCTS	DIETARY SUPPLIES	10/01/15	\$518.67
20150425	CENTRAL STATE SUPPLY COMPANY	EQUIPMENT REPAIR	09/21/15	\$17.00
20150426	CHANGE COMPANIES THE	ADMISSIONS SUDDS FORMS	09/23/15	\$145.13
20150427	CITY OF MARSHFIELD	ADM-PATIENT TRANSPORT-AMBULANCE	09/09/15	\$610.40
20150428	CTL COMPANY	HOUSEKEEPING SUPPLIES-SEPT.	09/30/15	\$880.09
20150429	CWE	C/I-FRONT ENTRANCE ARCHITECT DESIG	09/28/15	\$150.00
20150430	DAY MARK FOOD SAFETY SYSTEMS	DIETARY SUPPLIES	08/28/15	\$33.65
20150431	EATING WELL ETC	DIETICIAN CONSULTANT-SEPT.'15	09/04/15	\$250.00
20150432	FRONTIER COMMUNICATIONS	PHONE/FAX FOR SEPT. 2015	09/16/15	\$229.30
20150433	GREENFIELD REHABILITATION AGENCY INC	OT/PT/SPEECH THERAPY-SEPT.'15	09/30/15	\$11,075.35
20150434	KULP'S OF STRATFORD	C/I-ROOF REPAIR	09/24/15	\$772.46
20150435	LAKEVIEW ENGRAVING	EMPLOYEE NAME BADGES	09/10/15	\$15.00
20150436	MARSHFIELD GLASS LLC	C/I-ROOF REPAIR	09/25/15	\$595.00
20150437	MARSHFIELD UTILITIES	WATER/SEWER/ELECTRIC-SEPT.'15	09/30/15	\$16,501.15
20150438	MENARDS-MARSHFIELD	MAINT. SUPPLIES	10/01/15	\$473.47
20150438	MENARDS-MARSHFIELD	C/I-LED LIGHTS	10/01/15	\$287.60
20150439	NORWOOD PETTY CASH ACCOUNT	REIMBURSE NORWOOD PETTY CASH	09/30/15	\$130.08
20150440	OMNICARE INC	PATIENT MEDICATIONS-SEPT.2015	09/30/15	\$11,158.44
20150441	REINHART FOOD SERVICE	FOOD/CONGREGATE FOOD/SUPPLIES	10/01/15	\$20,632.98
20150442	BSG MAINTENANCE INC	CONTRACT SERVICES-HSKP&LAUNDRY	09/25/15	\$12,442.32
20150443	FARMER BROTHERS COFFEE	FOOD	09/09/15	\$312.10
20150444	FESTIVAL FOODS	FOOD/CONGREGATE FOOD	09/30/15	\$634.28
20150445	LUTHERAN SOCIAL SERVICES	LSS-CONTRACT SERVICE-BRIDGEWAY	09/30/15	\$34,000.00
20150446	PAN-O-GOLD BAKING CO	FOOD & CONGREGATE FOOD	09/28/15	\$513.57
				<u>\$270,424.01</u>

WOOD COUNTY HUMAN SERVICES DEPARTMENT

Voucher Signature Sheet

October 2015 Meeting

		2015	2014
OCTOBER	HUMAN SERVICES DEPARTMENT	\$ 534,929.08	\$ 466,340.16
OCTOBER	HUMAN SERVICES DEPARTMENT-NHC	\$ 270,424.01	\$ 200,416.49
OCTOBER	HUMAN SERVICES DEPARTMENT-OUTLAY	\$ -	\$ -
OCTOBER	HUMAN SERVICES DEPARTMENT-NHC OUTLAY	\$ 28,186.75	\$ 8,772.25
TOTAL VOUCHERS FOR HUMAN SERVICES DEPARTMENT		<u>\$ 805,353.09</u>	<u>\$ 666,756.65</u>

Donna Rozar, Chair

Jessica Vicente

Thomas Buttke

Jeffrey Koszczuk, DO

Michael Feirer

Doug Machon

Peter Hendler

Lori Slattery-Smith, RN

Marion Hokamp

10/13/2015

County of Wood
BALANCE SHEET SUMMARY
Edgewater Haven Nursing Home
Monday, August 31, 2015

		<u>2015</u>	<u>2014</u>
	ASSETS		
11100:11999	Cash and investments	14,103.57	8,060.69
13000:13999	Receivables:		
14000:14999	Miscellaneous	135,787.52	258,560.17
15000:15999	Due from other governments	480,878.41	629,433.47
16100:16199	Due from other funds	(409,489.42)	(638,367.54)
18200:18289	Inventory of supplies, at cost	57,520.94	64,241.90
18300:18389	Land	245,459.92	145,466.60
18500:18589	Buildings	7,014,270.25	5,278,347.77
18700:18799	Machinery and equipment	1,791,338.28	1,811,571.99
18292 + 18390:18392 + 18590:18595 + 18890:18891 + 18596	Construction work in progress	1,720,141.99	1,720,141.99
	Accumulated Depreciation	(5,167,426.37)	(4,952,163.47)
	TOTAL ASSETS	<u>4,162,443.10</u>	<u>4,325,293.57</u>
	LIABILITIES AND FUND EQUITY		
	Liabilities:		
23000:23999	Special deposits	13,246.74	6,883.68
21800:21899	Accrued vacation and sick pay	619,860.74	574,130.94
26110:26199	Deferred property tax	249,985.64	239,417.00
29600:29699	Retirement prior service obligation	688,505.00	737,871.00
	Total Liabilities	<u>1,571,598.12</u>	<u>1,558,302.62</u>
	Fund Equity:		
33900:33999	Retained earnings:		
	Unreserved	2,898,148.50	1,883,979.55
40000:59999	Fund Balance:		
	Income summary	(307,303.52)	883,011.40
	Total Fund Equity	<u>2,590,844.98</u>	<u>2,766,990.95</u>
	TOTAL LIABILITIES & FUND EQUITY	<u>4,162,443.10</u>	<u>4,325,293.57</u>

County of Wood
 DETAILED INCOME STATEMENT W/SUBTOTALS
 Edgewater Haven Nursing Home
 Monday, August 31, 2015

	Actual	Budget	Variance	Variance %
REVENUES				
Taxes				
General Property Taxes	\$499,971.36	\$749,957.00	(\$249,985.64)	(33.33%)
Total Taxes	499,971.36	749,957.00	(249,985.64)	(33.33%)
Public Charges for Services				
Institutional Care-Private Pay	781,851.44	1,273,125.00	(491,273.56)	(38.59%)
Institutional Care-Other Pay	3,500.00	5,800.00	(2,300.00)	(39.66%)
Public Chgs- Medicare	1,187,006.17	3,146,196.00	(1,959,189.83)	(62.27%)
Public Chgs- Medicaid	1,655,830.42	1,964,160.00	(308,329.58)	(15.70%)
Public Chgs-Veterans EW		62,076.00	(62,076.00)	(100.00%)
Provision for Bad Debts-Edgewater	(8,000.00)	(12,000.00)	4,000.00	(33.33%)
Contractual Adjustment-Other	1,130.00		1,130.00	0.00%
Total Public Charges for Services	3,621,318.03	6,439,357.00	(2,818,038.97)	(43.76%)
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	2,151.25	2,000.00	151.25	7.56%
Vending Machine Revenue	4,221.86	7,081.00	(2,859.14)	(40.38%)
Other Operating Income	1,459.03	2,800.00	(1,340.97)	(47.89%)
Total Miscellaneous	8,014.83	12,631.00	(4,616.17)	(36.55%)
TOTAL REVENUES	4,446,299.22	7,714,687.00	(3,268,387.78)	(42.37%)
EXPENDITURES				
Health and Human Services				
Edgewater-Nursing	2,988,911.33	5,076,967.00	2,088,055.67	41.13%
Edgewater-Housekeeping	103,157.97	155,900.00	52,742.03	33.83%
Edgewater-Dietary	501,415.91	802,123.00	300,707.09	37.49%
Edgewater-Laundry	88,903.41	137,357.00	48,453.59	35.28%
Edgewater-Maintenance	235,795.20	550,911.00	315,115.80	57.20%
Edgewater-Activities	122,775.69	196,198.00	73,422.31	37.42%
Edgewater-Social Services	78,827.37	130,608.00	51,780.63	39.65%
Edgewater-Administration	446,658.82	664,623.00	217,964.18	32.80%
Total Health and Human Services	4,566,445.70	7,714,687.00	3,148,241.30	40.81%
Capital Outlay				
Depreciation & Amortization	187,157.04		(187,157.04)	0.00%
Total Capital Outlay	187,157.04		(187,157.04)	0.00%
TOTAL EXPENDITURES	4,753,602.74	7,714,687.00	2,961,084.26	38.38%
NET INCOME (LOSS) *	(307,303.52)		(307,303.52)	0.00%

Capital Projects

72,142.46
(379,445.98)

AGENDA ITEM 7 Quarterly Financial Statement Veterans

County of Wood Veterans Services For the Ten Months Ending Saturday, October 31, 2015

	Actual	Budget	Variance	Variance %
Veterans Services:				
101-3101-48502-000-000- Veterans Loan Repayment	(717.80)		717.80	0.00%
101-3101-54710-000-120- FICA-Veterans Relief	18.36	56.00	37.64	67.21%
101-3101-54710-000-160- Veterans Relief Workers Comp	2.54	7.00	4.46	63.71%
101-3101-54710-000-331- Veterans Relief Meetings & Travel	274.50	348.00	73.50	21.12%
101-3101-54710-000-710- Veterans Relief-Grants & Loans	2,272.36	3,750.00	1,477.64	39.40%
101-3102-43567-002-000- State Aid-Veteran's Service Officer	(11,500.00)	(11,500.00)		0.00%
101-3102-54720-000-101- Wages-Permanent-Veterans Service Officer	121,464.98	152,287.00	30,822.02	20.24%
101-3102-54720-000-120- FICA-Veterans Service Officer	8,811.18	11,980.00	3,168.82	26.45%
101-3102-54720-000-130- Health Ins-Veterans Service Officer	31,550.80	41,016.00	9,465.20	23.08%
101-3102-54720-000-132- Veterans Service Officer Post Employment Benefits	2,429.31	3,132.00	702.69	22.44%
101-3102-54720-000-140- Veterans Service Officer Life Insurance	41.81	54.00	12.19	22.57%
101-3102-54720-000-151- Veterans Service Officer Retirement	8,298.06	10,649.00	2,350.94	22.08%
101-3102-54720-000-160- Veterans Service Officer Workers Compensation	279.32	360.00	80.68	22.41%
101-3102-54720-000-214- Veterans Service Officer Prof Services-Printing	200.30	54.00	(146.30)	(270.93%)
101-3102-54720-000-221- Veterans Service Officer Telephone	998.47	1,080.00	81.53	7.55%
101-3102-54720-000-230- Veterans Service Officer PC Replacement	920.00	920.00		0.00%
101-3102-54720-000-311- Veterans Service Officer Office Supplies	338.60	672.00	333.40	49.61%
101-3102-54720-000-312- Veterans Service Officer Copy Expense	404.14	400.00	(4.14)	(1.04%)
101-3102-54720-000-313- Veterans Service Officer Postage	595.14	1,109.00	513.86	46.34%
101-3102-54720-000-324- Veterans Services Officer Advertising	40.00	2,500.00	2,460.00	98.40%
101-3102-54720-000-331- Veterans Service Officer Meetings & Travel	292.87	300.00	7.13	2.38%
101-3102-54720-000-511- Veterans Service Officer Insurance-Liability	2,081.00	2,081.00		0.00%
101-3102-54720-000-531- Veterans Service Officer Interdepartment Rent	7,120.00	8,544.00	1,424.00	16.67%
101-3102-54720-001-101- Wages-Permanent-Veterans Service Officer-Mfld	35,584.41	45,821.00	10,236.59	22.34%
101-3102-54720-001-120- FICA-Veterans Service Officer-Mfld	2,722.20	3,505.00	782.80	22.33%
101-3102-54720-001-130- Health Ins-Veterans Service Officer-Mfld	10,405.40	13,527.00	3,121.60	23.08%
101-3102-54720-001-132- Veterans Service Officer-Mfld OPEB	711.75	916.00	204.25	22.30%
101-3102-54720-001-151- Veterans Service Officer-Mfld Retirement	2,430.97	3,116.00	685.03	21.98%
101-3102-54720-001-160- Veterans Service Officer-Mfld Workers Compensation	81.78	105.00	23.22	22.11%
101-3102-54720-001-313- Veterans Service Officer-Mfld Postage	250.00	312.00	62.00	19.87%
101-3102-54720-001-532- Veterans Service Officer-Mfld Building Rent	1,116.27	2,000.00	883.73	44.19%
101-3102-54720-002-325- Vet Svc Officer Grant-Dues & Subscriptions	10.00	290.00	280.00	96.55%
101-3102-54720-002-331- Vet Svc Officer Grant-Meetings & Travel	5,141.01	6,200.00	1,058.99	17.08%
101-3103-54730-000-324- Vets Donations for Office Advertising/Outreach	125.00	300.00	175.00	58.33%
101-3104-54740-000-341- Care of Veterans Graves Operating Exp	1,349.00	2,865.00	1,516.00	52.91%
101-3102-43569-000-000- State Aid-Veterans Service Officer				0.00%
101-3102-54720-001-221- Veterans Service Officer-Mfld Telephone		361.00	361.00	100.00%
101-3102-54720-001-311- Veterans Service Officer-Mfld Office Supplies		136.00	136.00	100.00%
101-3102-54720-001-312- Veterans Service Officer-Mfld Copy Expense		150.00	150.00	100.00%
101-3102-54720-001-331- Veterans Service Officer-Mfld Meetings & Travel		80.00	80.00	100.00%
101-3102-54720-002-219- Vet Svc Officer Grant-Other Prof Svcs		700.00	700.00	100.00%
101-3103-48500-000-000- Vets Donations for Outreach & Grave Flags/holders		(250.00)	(250.00)	100.00%
101-3102-54720-002-101- Wages-Permanent-Veterans Service Officer-Grant		4,310.00	4,310.00	100.00%
Total Veterans Services	236,143.73	314,243.00	78,099.27	24.85%

All functional areas within the department's budget are in line with no issues expected. A couple journal entries are going to be required to meet the reporting requirements of the 2015 Wisconsin grant to counties.

**Quarterly Financial Report to Health & Human Services Committee
For the Year Ending December 31, 2015**

And the Quarter Ending Wednesday, September 30, 2015

	<u>YTD Same Period</u> <u>2014</u>	<u>YTD Actual</u> <u>2015</u>	<u>Budget</u> <u>2015</u>
PUBLIC HEALTH			
<u>REVENUES:</u>			
State Grants-DOT, Car Seats, PHEP	\$54,126.42	\$47,024.00	\$64,956.00
Business & Occupational Licenses	\$167,699.10	\$164,532.75	\$170,000.00
Public Charges	\$35,202.06	\$21,778.13	\$55,000.00
Intergov't Charges-DNR (TNC, Air Quality), DHS (TB Disp)	\$14,336.00	\$14,971.00	\$18,332.00
Local Dept Charges-Parks (Beach Testing)	\$3,369.00	\$3,031.00	\$2,200.00
Private Grants-Other	\$63,119.99	\$19,634.47	\$20,000.00
	<u>\$337,852.57</u>	<u>\$270,971.35</u>	<u>\$330,488.00</u>
<u>EXPENDITURES:</u>			
Salaries/Fringes	\$934,817.35	\$961,826.49	\$1,374,165.00
Agency Operations	\$132,944.62	\$118,515.30	\$166,979.00
Office/Clinic Supplies	\$8,879.63	\$10,556.00	\$16,500.00
Program Supplies (Grants)	\$41,119.92	\$25,010.50	\$47,046.00
Program Supplies/Contractual Expense (CPPW)	\$39,321.57	\$16.30	
	<u>\$1,157,083.09</u>	<u>\$1,115,924.59</u>	<u>\$1,604,690.00</u>
 TOTAL PUBLIC HEALTH	 <u>(\$819,230.52)</u>	 <u>(\$844,953.24)</u>	 <u>(\$1,274,202.00)</u>
 GRANT BUDGETS			
<u>REVENUES (WIC):</u>	<u>\$229,092.00</u>	<u>\$222,944.00</u>	<u>\$329,801.00</u>
<u>EXPENDITURES (WIC):</u>			
Salaries/Fringes	\$174,253.12	\$189,425.54	\$265,840.00
Agency Operations/Supplies	\$45,940.66	\$40,975.72	\$63,961.00
	<u>\$220,193.78</u>	<u>\$230,401.26</u>	<u>\$329,801.00</u>
 TOTAL WIC	 <u>\$8,898.22</u>	 <u>(\$7,457.26)</u>	 <u>\$0.00</u>
<u>REVENUES (CONSOLIDATED CONTRACT):</u>	<u>\$67,524.00</u>	<u>\$53,354.00</u>	<u>\$95,041.00</u>
<u>EXPENDITURES (CONSOLIDATED CONTRACT):</u>			
Salaries/Fringes	\$62,850.31	\$49,118.73	\$92,688.00
Agency Operations/Supplies	\$6,871.92	\$11,583.52	\$8,839.00
	<u>\$69,722.23</u>	<u>\$60,702.25</u>	<u>\$101,527.00</u>
 TOTAL CONSOLIDATED GRANT	 <u>(\$2,198.23)</u>	 <u>(\$7,348.25)</u>	 <u>(\$6,486.00)</u>
<u>REVENUES (HEALTHY SMILES):</u>	<u>\$72,965.40</u>	<u>\$73,585.25</u>	<u>\$78,500.00</u>
<u>EXPENDITURES (HEALTHY SMILES):</u>			
Salaries/Fringes	\$46,975.69	\$52,493.55	\$74,359.00
Agency Operations/Supplies	\$9,143.51	\$14,156.94	\$14,350.00
	<u>\$56,119.20</u>	<u>\$66,650.49</u>	<u>\$88,709.00</u>
 TOTAL HEALTHY SMILES	 <u>\$16,846.20</u>	 <u>\$6,934.76</u>	 <u>(\$10,209.00)</u>

NOTE: Grant revenues may be greater and/or less than expenditures throughout the year.
By close of year, revenues will equal expenditures ... these are zero tax-levy budgets.

County of Wood
Detailed Income Statement
For the Eight Months Ending: August 31, 2015
Human Services Department-Combined

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Item #7

	Actual	Budget	Variance	Variance %
REVENUES				
Taxes				
General Property Taxes	\$5,448,843.04	\$8,173,228.00	(\$2,724,384.96)	(33.33%)
Total Taxes	5,448,843.04	8,173,228.00	(2,724,384.96)	(33.33%)
Intergovernmental Revenues				
State Aid & Grants	7,131,169.10	10,716,304.00	(3,585,134.90)	(33.45%)
Total Intergovernmental	7,131,169.10	10,716,304.00	(3,585,134.90)	(33.45%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	7,210,066.58	13,160,766.00	(5,950,699.42)	(45.22%)
Third Party Awards & Settlements	156,300.00	228,790.00	(72,490.00)	(31.68%)
Contractual Adjustment-Unified & Norwood	(2,275,294.01)	(3,340,998.00)	1,065,703.99	(31.90%)
Total Public Charges for Services	5,091,072.57	10,076,058.00	(4,984,985.43)	(49.47%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	205,189.44	298,570.00	(93,380.56)	(31.28%)
Total Interdepartmental Charges	205,189.44	298,570.00	(93,380.56)	(31.28%)
Total Intergovernmental Charges for Services	205,189.44	298,570.00	(93,380.56)	(31.28%)
Miscellaneous				
Rental Income	24,322.02	28,772.00	(4,449.98)	(15.47%)
Donations	3,176.49	13,000.00	(9,823.51)	(75.57%)
Recovery of PYBD & Contractual Adj	38,594.68	38,000.00	594.68	1.56%
Meal/Vending/Misc Income	19,123.35	28,350.00	(9,226.65)	(32.55%)
Other Miscellaneous	19,835.02	19,314.00	521.02	2.70%
Total Miscellaneous	105,051.56	127,436.00	(22,384.44)	(17.57%)
TOTAL REVENUES	17,981,325.71	29,391,596.00	(11,410,270.29)	(38.82%)
EXPENDITURES				
Health and Human Services				
Human Services-Child Welfare	2,566,120.33	3,385,977.00	819,856.67	24.21%
Human Services- Youth Aids	1,838,580.23	2,610,758.00	772,177.77	29.58%
Human Services- Child Care	72,349.22	130,723.00	58,373.78	44.65%
Human Services- Transportation	288,424.32	473,201.00	184,776.68	39.05%
Human Services-ESS	812,851.68	1,199,887.00	387,035.32	32.26%
Human Services-FSET	568,726.70	2,572,181.00	2,003,454.30	77.89%
Human Services-FSET 50/50	178,812.30	280,000.00	101,187.70	36.14%
Human Services-LIHEAP	61,020.45	120,325.00	59,304.55	49.29%
Human Services-Birth to Three	271,272.77	420,679.00	149,406.23	35.52%
Human Services- FSP	147,067.57	334,408.00	187,340.43	56.02%
Human Services-Child Waivers	124,077.17	200,787.00	76,709.83	38.20%
Human Services-CTT/CSP	348,556.94	500,029.00	151,472.06	30.29%
Human Services-OPC, MH	688,112.30	1,229,966.00	541,853.70	44.05%
Human Services-CCS	705,344.96	1,048,369.00	343,024.04	32.72%
Human Services-Crisis, Legal Services	391,535.67	583,732.00	192,196.33	32.93%
Human Services-MH Contracts	876,594.62	1,606,665.00	730,070.38	45.44%

County of Wood
Detailed Income Statement
For the Eight Months Ending: August 31, 2015
Human Services Department-Combined

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Item #7

Human Services-OPC, AODA	229,962.69	420,443.00	190,480.31	45.30%
Human Services- OPC, Day Treatment	39,571.90	72,687.00	33,115.10	45.56%
Human Services-CBRF, AODA GROUP HOME	154,607.76	266,760.00	112,152.24	42.04%
Human Services-AODA Contracts	39,586.28	134,900.00	95,313.72	70.66%
Human Services- Administration	2,071,250.98	3,070,163.00	998,912.02	32.54%
Norwood- Crisis Stabilization	272,000.00	408,000.00	136,000.00	33.33%
Norwood-SNF-CMI (Crossroads)	592,919.16	926,295.00	333,375.84	35.99%
Norwood SNF-TBI (Pathways)	447,636.40	1,108,889.00	661,252.60	59.63%
Norwood-Inpatient (Admissions)	1,677,459.84	2,996,335.00	1,318,875.16	44.02%
Norwood-Nursing	129,194.89	214,106.00	84,911.11	39.66%
Norwood-Dietary	505,884.28	768,610.00	262,725.72	34.18%
Norwood-Plant Ops & Maintenance	668,391.17	1,032,779.00	364,387.83	35.28%
Norwood-Medical Records	119,781.30	190,581.00	70,799.70	37.15%
Norwood-Administration	785,210.68	1,143,104.00	357,893.32	31.31%
Total Health and Human Services	17,672,904.56	29,451,339.00	11,778,434.44	39.99%
TOTAL EXPENDITURES	17,672,904.56	29,451,339.00	11,778,434.44	39.99%
NET INCOME (LOSS) *	308,421.15	(59,743.00)	368,164.15	

Budget Variance:

Transportation \$43,243

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

County of Wood
Detailed Income Statement
For the Eight Months Ending: August 31, 2015
Human Services Department-Community

2
Item #7

	Actual	Budget	Variance	Variance %
REVENUES				
Taxes				
General Property Taxes	\$4,240,477.68	\$6,360,717.00	(\$2,120,239.32)	(33.33%)
Total Taxes	4,240,477.68	6,360,717.00	(2,120,239.32)	(33.33%)
Intergovernmental Revenues				
State Aid & Grants	7,131,169.10	10,716,304.00	(3,585,134.90)	(33.45%)
Total Intergovernmental	7,131,169.10	10,716,304.00	(3,585,134.90)	(33.45%)
Public Charges for Services				
Public Chgs-Other -Local Grant		27,500.00	(27,500.00)	(100.00%)
Public Charges-Unified & Norwood	3,017,742.87	5,118,375.00	(2,100,632.13)	(41.04%)
Third Party Awards & Settlements		41,500.00	(41,500.00)	(100.00%)
Contractual Adjustment-Unified & Norwood	(1,079,876.80)	(1,735,271.00)	655,394.20	(37.77%)
Total Public Charges for Services	1,937,866.07	3,452,104.00	(1,514,237.93)	(43.86%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	23,500.00	40,000.00	(16,500.00)	(41.25%)
Total Interdepartmental Charges	23,500.00	40,000.00	(16,500.00)	(41.25%)
Total Intergovernmental Charges for Services	23,500.00	40,000.00	(16,500.00)	(41.25%)
Miscellaneous				
Rental Income	24,322.02	28,772.00	(4,449.98)	(15.47%)
Donations	3,176.49	13,000.00	(9,823.51)	(75.57%)
Meal/Vending/Misc Income	6,160.38	8,500.00	(2,339.62)	(27.52%)
Other Miscellaneous	900.00		900.00	0.00%
Total Miscellaneous	34,558.89	50,272.00	(15,713.11)	(31.26%)
TOTAL REVENUES	13,367,571.74	20,619,397.00	(7,251,825.26)	(35.17%)

EXPENDITURES

Health and Human Services

Human Services-Child Welfare	2,566,120.33	3,385,977.00	819,856.67	24.21%
Human Services- Youth Aids	1,838,580.23	2,610,758.00	772,177.77	29.58%
Human Services- Child Care	72,349.22	130,723.00	58,373.78	44.65%
Human Services- Transportation	288,424.32	473,201.00	184,776.68	39.05%
Human Services-ESS	812,851.68	1,199,887.00	387,035.32	32.26%
Human Services-FSET	568,726.70	2,572,181.00	2,003,454.30	77.89%
Human Services-FSET 50/50	178,812.30	280,000.00	101,187.70	36.14%
Human Services-LIHEAP	61,020.45	120,325.00	59,304.55	49.29%
Human Services-Birth to Three	271,272.77	420,679.00	149,406.23	35.52%
Human Services- FSP	147,067.57	334,408.00	187,340.43	56.02%
Human Services-Child Waivers	124,077.17	200,787.00	76,709.83	38.20%
Human Services-CTT/CSP	348,556.94	500,029.00	151,472.06	30.29%
Human Services-OPC, MH	688,112.30	1,229,966.00	541,853.70	44.05%
Human Services-CCS	705,344.96	1,048,369.00	343,024.04	32.72%
Human Services-Crisis, Legal Services	391,535.67	583,732.00	192,196.33	32.93%
Human Services-MH Contracts	876,594.62	1,606,665.00	730,070.38	45.44%
Human Services-OPC, AODA	229,962.69	420,443.00	190,480.31	45.30%

County of Wood
Detailed Income Statement
For the Eight Months Ending: August 31, 2015
Human Services Department-Community

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Item #7

Human Services- OPC, Day Treatment	39,571.90	72,687.00	33,115.10	45.56%
Human Services-CBRF, AODA GROUP HOME	154,607.76	266,760.00	112,152.24	42.04%
Human Services-AODA Contracts	39,586.28	134,900.00	95,313.72	70.66%
Human Services- Administration	2,071,250.98	3,070,163.00	998,912.02	32.54%
Total Health and Human Services	12,474,426.84	20,662,640.00	8,188,213.16	39.63%
TOTAL EXPENDITURES	12,474,426.84	20,662,640.00	8,188,213.16	39.63%
NET INCOME (LOSS) *	893,144.90	(43,243.00)	936,387.90	

Budget Variance:
Transportation \$43,243

County of Wood
Detailed Income Statement
For the Eight Months Ending: August 31, 2015
Human Services Department-Norwood Health Care

2
Item #7

	Actual	Budget	Variance	Variance %
REVENUES				
Taxes				
General Property Taxes	\$1,208,365.36	\$1,812,511.00	(\$604,145.64)	(33.33%)
Total Taxes	1,208,365.36	1,812,511.00	(604,145.64)	(33.33%)
Public Charges for Services				
Public Charges-Unified & Norwood	4,192,323.71	8,042,391.00	(3,850,067.29)	(47.87%)
Third Party Awards & Settlements	156,300.00	187,290.00	(30,990.00)	(16.55%)
Contractual Adjustment-Unified & Norwood	(1,195,417.21)	(1,605,727.00)	410,309.79	(25.55%)
Total Public Charges for Services	3,153,206.50	6,623,954.00	(3,470,747.50)	(52.40%)
Interdepartmental Charges for Services				
Dept Revenue-Unified & Norwood	181,689.44	258,570.00	(76,880.56)	(29.73%)
Total Interdepartmental Charges	181,689.44	258,570.00	(76,880.56)	(29.73%)
Total Intergovernmental Charges for Services	181,689.44	258,570.00	(76,880.56)	(29.73%)
Miscellaneous				
Recovery of PYBD & Contractual Adj	38,594.68	38,000.00	594.68	1.56%
Meal/Vending/Misc Income	12,962.97	19,850.00	(6,887.03)	(34.70%)
Other Miscellaneous	18,935.02	19,314.00	(378.98)	(1.96%)
Total Miscellaneous	70,492.67	77,164.00	(6,671.33)	(8.65%)
TOTAL REVENUES	4,613,753.97	8,772,199.00	(4,158,445.03)	(47.40%)
EXPENDITURES				
Health and Human Services				
Norwood- Crisis Stabilization	272,000.00	408,000.00	136,000.00	33.33%
Norwood-SNF-CMI (Crossroads)	592,919.16	926,295.00	333,375.84	35.99%
Norwood SNF-TBI (Pathways)	447,636.40	1,108,889.00	661,252.60	59.63%
Norwood-Inpatient (Admissions)	1,677,459.84	2,996,335.00	1,318,875.16	44.02%
Norwood-Nursing	129,194.89	214,106.00	84,911.11	39.66%
Norwood-Dietary	505,884.28	768,610.00	262,725.72	34.18%
Norwood-Plant Ops & Maintenance	668,391.17	1,032,779.00	364,387.83	35.28%
Norwood-Medical Records	119,781.30	190,581.00	70,799.70	37.15%
Norwood-Administration	785,210.68	1,143,104.00	357,893.32	31.31%
Total Health and Human Services	5,198,477.72	8,788,699.00	3,590,221.28	40.85%
TOTAL EXPENDITURES	5,198,477.72	8,788,699.00	3,590,221.28	40.85%
NET INCOME (LOSS) *	(584,723.75)	(16,500.00)	(568,223.75)	

Budget Variance:

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

County of Wood
BALANCE SHEET SUMMARY
 Human Services Department
 Monday, August 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash and investments	341,296.34	155,355.53
Receivables:		
Miscellaneous	1,953,415.93	2,738,811.46
Due from other governments	3,793,289.90	1,293,773.58
Due from other funds	547,499.53	3,100,078.43
Inventory of supplies, at cost	40,493.88	51,787.29
Prepaid expenses/expenditures	37,125.02	71,791.08
TOTAL ASSETS	<u><u>6,713,120.60</u></u>	<u><u>7,411,597.37</u></u>

LIABILITIES AND FUND EQUITY

Liabilities:		
Vouchers payable	622,812.16	623,983.24
Accrued compensation	473,494.14	423,938.14
Special deposits	36,293.37	14,924.33
Due to other governments	940,963.51	929,183.99
Deferred revenue	1,324,446.21	2,199,512.39
Deferred property tax	2,724,384.96	2,703,668.35
Advances from other funds	0.00	30,602.15
Total Liabilities	<u><u>6,122,394.35</u></u>	<u><u>6,925,812.59</u></u>
Fund Equity:		
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	308,421.15	1,454,353.34
Total Fund Equity	<u><u>590,726.25</u></u>	<u><u>485,784.78</u></u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>6,713,120.60</u></u>	<u><u>7,411,597.37</u></u>

Billing Process Recommendations

1. As much as possible, expand the ability of contracted service providers to enter their own notes into TCM.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Train outside providers in procedure(s) for entering notes – to include Lutheran Social Services providers, ODC service providers, MILC service providers, CCLS Service Providers	Stephanie Gudmunsen coordinate training(s) with help from Peggy Sullivan	???		Barriers – providers' availability to computers; Resources – Web access to providers for remote entry	
Positive Alternative crisis service providers	Chris Hanten coordinate training(s) with help from Peggy Sullivan	???		Barriers – providers' availability to computers; Resources – Web access to providers for remote entry	
Train outside providers in procedure(s) for entering notes – to include Clinical Services, Central Wisconsin Psychotherapy	Stephanie Gudmunsen coordinate training(s) with help from Peggy Sullivan	???		Barriers – providers' availability to computers; Resources – Web access to providers for remote entry	
Train outside providers in procedure(s) for entering notes – to include Birth-to-Three program providers	Denise Hanke coordinate training(s) with help from Peggy Sullivan	???		Barriers – providers' availability to computers; Resources – Web access to providers for remote entry	

Billing Process Recommendations

2. Investigate the capability of TCM to electronically submit claims to additional payers.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Consult with TCM for estimate on cost to upgrade claim filing functionality to include 3 rd party commercial insurance payers	Angela Wiese work with Peggy Sullivan	12/15/15	Revised due date; currently applying energies to TCM/Dynamics interface	Time constraints to write the CRF; cost for customization	
Poll other TCM counties as to interest in this added functionality	Peggy Sullivan facilitate	12/15/15	Revised due date; currently applying energies to TCM/Dynamics interface	Degree of utilization by other counties	
Determine Wood County cost for additional functionality	Jo Timmerman	01/31/16	Revised due date; currently applying energies to TCM/Dynamics interface	Other TCM counties' decisions	
Include cost estimate in 2016 capital budget request	Jo Timmerman	08/03/16	Revised due date; currently applying energies to TCM/Dynamics interface Budget item for 2017 more feasible	Cost of customization and implementation time	

Billing Process Recommendations

3. Move the CRS program from paper billing to electronic upload.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Consult with WPS Insurance as to feasibility of TCM upload to WPS system for processing	Angela Wiese	12/15/15	Revised due date; currently applying energies to TCM/Dynamics interface		
Investigate programming needs of TCM to interface with WPS system	Angela Wiese and Lisa Boyarski with Peggy Sullivan	12/15/15	Revised due date; currently applying energies to TCM/Dynamics interface	Outcome of WPS inquiry will drive	

Billing Process Recommendations

4. Investigate uploading transportation data rather than rekeying it.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Consult with WPS Insurance as to feasibility of Transportation database upload to WPS system for processing	Angela Wiese	Indefinite	CRS would be next desired initiative		
Investigate programming needs of Transportation Database to interface with WPS system	Angela Wiese, Lisa Boyarski with Peggy Sullivan	Indefinite	CRS would be next desired initiative	Outcome of WPS inquiry will drive	

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
Initial meeting with TCM	Kathy Roetter	04/27/15	Had telephone conference with TCM. Others in attendance: Kathy Roetter, Mike Martin, Peggy Sullivan, Jenny Korbet, Jo Timmerman. Also discussed implementation time lines.		04/27/15
Systems' personnel determine programming needs for interface	Peggy Sullivan, Jenny Korbet	06/01/15	Jenny Korbet determined the Dynamics' interface needs to be GL account number, service code, and dollar amount. Peggy Sullivan working on account numbers and how to attach those to service codes.		06/15/15
Discuss components and functionality required in TCM to produce data for interface	Peggy Sullivan, Jo Timmerman	05/21/15	Peggy and Jo met and discussed: building of GL in TCM; "attaching" of account numbers to service codes; the various GL account types to be affected – i.e., revenue and AR; discussed need to pull all transaction types – i.e., revenues, payments, adjustments.		06/15/15
Further discuss functionality required and set-up issues in TCM for interface	Peggy Sullivan, Jo Timmerman	06/04/15	Meeting planned to discuss: Demo of old Achieve system set-up to help conceptualize GL interface needs for services Assignment of GL account numbers needed Revenues A/R Contractual allowances How to coordinate with deposits Programming challenges Time frame	Resource personnel included for discussion: Peggy Sullivan, Angela Wiese, Mary Schlagenhaft, Joanne Borski, Mike Martin, Marla Cummings, Jo Timmerman	06/30/15
Write programming (outside of TCM) to extract data from TCM for upload	Peggy Sullivan	06/30/15	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. 08-19-15 – Systems will work with Finance department on an error in the link between the TCM		

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			<p>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>		
Test interface	Peggy Sullivan, Jenny Korbet, Jo Timmerman	07/10/15			

Cash Receipts Process Recommendations

1. Implement electronic download of Medicaid EOBs.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Complete TCM electronic payment set-up	Peggy Sullivan	02/15/15	Testing of functionality occurred.		02/28/15
Implement Forward Health EOB download	Peggy Sullivan, Angela Wiese	ASAP	Attempted to download January payments but could not retroactively download. Downloaded February payments on 2-17-15. Chose random small EOBs to work with initially.	TCM reports could not pick up electronically retrieved payments.	02/28/15
Correct TCM reports to capture electronic payments	Peggy Sullivan	03/15/15	Reports corrected. Progressed to downloading all electronic EOBs.		04/30/15
Train staff on functionality	Angela Wiese	05/31/15	Began training selected staff member in entry of electronic payments.	Staff moving to new positions; positions open while recruiting for new staff;	07/31/15
Train additional staff member on functionality as backup	Angela Wiese	06/12/15	A training session occurred in the computer lab at the Courthouse to begin training an additional staff member on Medicaid electronic payments to act as backup to main.		
Processing Medicaid Electronic payments	Angela Wiese	07-01-15 through 07-31-15 08-01-15 through 08-19-15	Fully processing electronic payments from Medicaid. Time studying process to determine time needs by staff to complete electronic payments. Time studies of payments conducted by staff	Indicates significant reduction in processing time for Medicaid payments	Ongoing processing

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
Designate one staff member whose priority is to enter cash receipts	Jo Timmerman	06/15/15	05/15/15 – realigning staff duties to allow one staff member be devoted to cash receipting in TCM. Additionally, new payroll system should free up time of second staff member to assist in cash receipting.	Staff member retirement 5-29-15; second staff member resigning position after 6-2-15.	08/31/15
Train Accounting Clerk IV in TCM cash receipting	Angela Wiese	06/12/15	A training session occurred in the computer lab at the Courthouse to begin training an additional staff member on TCM cash receipting to act as relief cash receipting worker.		
Hire a temporary worker to enter cash receipts during staffing vacancies	Jo Timmerman	06/16/15	Temporary worker began assignment on 06-16-15. Worker was trained in TCM cash receipting and is progressing very well.		09/23/15
Receipting by temporary worker	Angela Wiese	06/16/15 through 07/20/15	Temporary worker is assigned commercial insurance payers, Medicare payers, and self-pay payments to process. Cash receipting of these payers is completed through 07-16-15. 08-20-15 – Cash receipting current with assistance of temporary worker 08-18-15 – July client statements mailed	The additional dedicated cash receipting worker enables us to bring cash receipts up to date and continue on in a current status.	09/23/15
Cash Receipting	Angela Wiese		09-08-15- Cash receipting in TCM remaining current. Dynamics cash receipting and deposits going smoothly.		Ongoing

Cash Receipts Process Recommendations

3. Record cash receipts in total by deposit instead of by payer in Dynamics.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Meet with Finance Department to implement	Mary Schlagenhaft	TBD	05/21/15 – Mary Schlagenhaft, Joanne Borski, Mike Martin, and Marla Cummings met to discuss deposit handling.	Receipts are recorded by date of receipt in Dynamics, with a weekly deposit given to the Treasurer. Deposits are comprised of multiple types i.e., checks AFT, credit card, some not TCM held balances. TCM batch entry will need to change. Also, implementation of the TCM-Dynamics interface will create the cash receipt entries – current method of receipting in Dynamics will duplicate entries of payments once interface is implemented if continued.	05/31/15
AR Supervisor to reconfigure batches for entry to TCM	Angela Wiese, Mary Schlagenhaft	06/01/15	06/01/15 – Implemented new batching method for May month end. Added an additional month-end batch to match TCM cash receipts to General Ledger entries for month. This practice continues to subsequent months.		06/30/15
New batching method implemented retroactive to May month end	Angela Wiese		Added additional month end batch to pull in receipts recorded in Dynamics for last few days of May	This should help with month end reconciliations. Prior to implementing this change we had several reconciling items each month to both the General Ledger account balance and the TCM subsidiary ledger balance resulting from timing differences between Dynamics cash receipting and TCM cash receipting based on Treasurer deposited batches.	06/30/15

Cash Receipts Process Recommendations

4. **Norwood**: Write receipts only for payment made in person.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Norwood ceases using handwritten receipts for daily payments.	Jo Timmerman		June-July – Staff have ceased this practice for all Medicare, Medicaid, and Commercial Insurances.		07/31/15

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Communication Recommendations

2. Ongoing communication should be enhanced through regularly scheduled meetings.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Schedule monthly meetings between Human Services and Finance Department	Jo Timmerman	06/15/15			
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</p>		

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			<p>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>		
Increase usage of Share Point with access for Finance Department	Jo Timmerman, Jody Radlinger	10/01/15	<p>09/30/15 2015 vendor invoices scanning nearly completed – have a few vendors to decide how best to handle</p> <p>Working on finalizing access users – will research access availability for Finance Department</p>	<p>Scanned documents and reports I can be stored here. Finance Department can access for review.</p> <p>New copier has features that may help in scanning of documents</p>	

Monthly Close Process Recommendations

1. Invest resources in developing TCM reports.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Develop baseline list of reports from TCM program data	Jo Timmerman	05/15/15	List developed and provided to Systems Department	Availability of Systems' staff resources to develop requested reports	
Hire contract programmer to write TCM reports	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
Schedule Human Services staff to work with programmer on TCM reports	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>Schedule Human Services staff to work with programmer on TCM reports</p>		Ongoing throughout project
Ongoing review of reports in progress for accuracy and data integrity	Jo Timmerman, Mary Schlagenhaft, Angela Wiese	As soon as programmer becomes available			

Implement Service Desk Plus			Access to be granted to Human Services staff to follow project progression 08-19-15 – Human Services receives access to <i>Service Desk Plus</i> tool.		
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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
Combine TCM client balances into one GL account	Jo Timmerman, Mary Schlagenhaft	02/20/15	For balances at 01/31/15 – All TCM balances transferred from payer specific AR accounts to one TCM client balances account		02/20/15
Reconcile TCM Subsidiary ledger to GL account	Jo Timmerman, Angela Wiese	02/20/15	Reconciliations performed monthly ongoing	Dynamics daily receipting causes reconciling items to TCM batch entries	Ongoing
Reconcile Matrix Subsidiary ledger to GL accounts	Bailey Boe	02/20/15	Reconciliations performed monthly ongoing. New Norwood Accountant assumed responsibility for this task with March balances.		Ongoing
Reconcile TCM Subsidiary Ledger to GL account	Angela Wiese, Jo Timmerman		Reconciliations performed 3-31-15 and 4-30-15. 08-19-15 Reconciliation of Subsidiary to General Ledger for June in progress with catch-up revenues for January through June now posted.	Encountered reconciling items to both General Ledger and subsidiary ledger. Implemented new batching process to help alleviate timing differences between Dynamics receipting and Treasurer deposits.	

Run month end revenue reports and AR aging reports on same day for month end	Angela Wiese, PaNyia Yang		<p>For June month end coordinated running of both revenue and AR aging reports on same date. TCM is a 'live' system without any hard stops for reporting periods.</p> <p>07-23-15 June revenue and Accounts Receivable aging reports run on same date</p> <p>09-15-15 – Anticipated TCM AR closing date.</p> <p>August revenue and AR reports will be run same time after closing.</p>	If contacts are unsigned for the report period at the time of the report run they are not reflected in the AR balance. Likewise, if contacts for the report period are not entered at the time of the report run they are not reflected in the revenues. Timing the reports at the same time helps ensure late contacts entry doesn't skew the totals for either report for the month end run.	Ongoing each month end
Run 'catch-up' reports for revenues			<p>Late entry of contacts affects the totals for the reports run for that time frame. Contacts are date-of-service driven rather than transaction date driven.</p> <p>08-18-15 – 'Catch-up' report run for January through June revenues – produced additional revenues related to late entry of contacts</p> <p>09-10-15 – Accounting Clerk running January through July 'catch-up' revenue reports</p>		Ongoing Each month end
Reconcile Matrix Subsidiary ledger to GL	Bailey Boe		<p>Reconciliations performed monthly ongoing</p> <p>08-03-15 – Matrix subsidiary ledger reconciliation done ; required rework</p>	A new procedure resulted from our auditors' recommendation to	Ongoing each

			<p>Matrix set-up corrected.</p> <p>08-20-15 – July reconciliation in progress.</p> <p>August reconciliations will follow month end.</p>	<p>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.</p>	month end
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Monthly Close Process Recommendations

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

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Reconcile State of Wisconsin AR account to CARS and CORE	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>	State institute take backs and refunds add secondary layer of reconciling items	Ongoing each month end

Monthly Close Process Recommendations

4. Perform timely review of staff work.

Plan:	Person Responsible	Date Due	Date – Progress notes	Barriers & Resources	Completion Date
Schedule monthly meetings to review month end closing	Jo Timmerman	05/31/15	Scheduled monthly block of time with Accountants and AR Supervisor to review revenue entries, cash receipts, liabilities, reconciliations, other miscellaneous entries collectively.		Ongoing process

10/14/15

Pathways Update:

Update on Progress:

- Admitted one patient to TBI with two more referrals that will likely admit this month.
- Working on relations with Insurance providers, negotiated one contract which led to one admission.
- Set up a tour of Clearview and waiting to hear back from Milwaukee Center for Independence for a tour.
- Contacted State of Wisconsin to upgrade our Four Star rating to Five Star.
- Contacted State to obtain Medicare certification and started the process.

From last month's presentation, I was asked to provide more information on the options for the Pathways Unit:

- Continue with TBI. We admitted one TBI patient in October. We have two strong referrals that will likely admit this month.
- 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.
- 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. This will make more room for our Hospital patients that are waiting for placement, making available more hospital beds.
- Medically Monitored Detox Facility. This has not been explored as we are seeing growth and potential from the other options.

Respectfully Submitted,

Jordon Bruce, NHA

Administrator, Wood County Annex and Health Center

PROFESSIONAL LADDER FOR THE SOCIAL WORKER AND HUMAN SERVICES PROFESSIONAL

PURPOSE

The retention and development of competent social workers and human services professionals is a major focus of Wood County Human Services Department. Implementing a Professional Ladder system of career advancement is one approach to meet this goal. The concept of this Professional Ladder is based upon other models in use in both the public and private sectors. This program has been developed utilizing NASW Standards for Social Work Practice and borrows ideas from clinical ladders prevalent in health care. It has been designed to implement our mission, vision and values and put into action our commitment to the professional development of employees with the ultimate goal of providing the best possible service to clients and consumers. By developing our employees we are able to provide quality, cost effective and accessible services to individuals and families in Wood County. Client outcomes are optimized when workers are professionally well rounded and their core competencies are well developed. Additionally, job satisfaction and job retention are higher among employees that feel supported by the organization and have a flexible, competency-driven, participative and transparent model for career advancement.

Within the Professional Ladder, there are requirements for each of the three job positions or levels, under the categories of:

- Professionalism
- Values and Ethics
- Knowledge, Intervention and Skills
- Organizational Knowledge and Team Building
- Professional Leadership

Skills and behavioral expectations are defined in separate job descriptions for each of these broad categories. In order to advance up the ladder to a new position, workers are required to build on and increase the depth and breadth of professional skills that they have in their repertoire. These job levels are defined as Social Worker/Human Services Professional I, Social Worker/Human Services Professional II and Social Worker/Human Services Professional III. The Human Services Department provides support in several ways to aid the social worker or human services professional in his or her career progression. Employees advancing up the ladder may develop professionally through the application of skills learned through formal education, seminars and workshops, job specific training and/or on-the-job experience. The Professional Ladder allows recognition that this development occurs on a continuum and that knowledge and skills can be obtained in different ways. It also recognizes that employee contributions at each job level are valuable and necessary for a successful organization, as well as acknowledging that different employees may aspire to different levels of professional development.

OBJECTIVES

The objectives relating to social and human services professional work include:

1. To provide an opportunity for advancement that does not mandate additional formal school attendance and to stimulate self-direction in professional development activities.
2. To recognize and reward social workers and human services professionals for formally and informally acquired knowledge, skills and expertise and actively apply this knowledge in their field both directly in practice and by assisting colleagues to integrate new knowledge and skills.
3. To efficiently utilize social workers and human services professionals who are educationally prepared for different levels of performance and job responsibilities.
4. To differentiate between different levels of experience and skill in social and human services work.

The ladder's objectives for the market:

1. To provide the market with a tool for recruitment and retention which focuses on professional development, job satisfaction and individual achievement and rewards which will be attractive to top talent.
2. To enhance awareness of practice and service excellence in the professional practices of social work and human services through the development of positive and supportive attitudes and actions among professionals who provide direct service to children, consumers and families.
3. To promote continual improvement in the provision of high-quality services and excellence in outcomes.
4. To aid in the reduction of turnover rates and the expenses associated with recruiting and on-boarding new employees.

PROCEDURE

Within the Professional Ladder, there are requirements for each of the different job levels, under the categories of:

- **Professionalism** - The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served.
- **Values and Ethics** - Application of social work/human services ethical principles and values to guide professional practice and decision making and uphold the rights of the clients we serve.
- **Knowledge, Intervention and Skills** - The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.
- **Organizational Knowledge and Team Building** - Operating effectively within organizational frameworks and contribute to the development of services and the agency. Operate effectively within multi-agency and inter-professional partnerships and settings.
- **Professional Leadership** - Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership and management.

Job descriptions include core competencies as well as the specific expectations for each area of service provision. The core competencies for Social Workers/Human Services Professionals are interwoven throughout the key categories of knowledge, skills and abilities. The Professional Ladder Core Competencies and Expected Behaviors performance document offers specific direction to staff on what is expected and how their position can fit into the Professional Ladder. The core competencies include, but are not limited to:

- Ability to engage with clients and families
- Accountability Assessment skills
- Awareness of personal safety and safety of others
- Attitude
- Documentation skills
- Response to crisis
- Person/family centered practice
- Trauma Informed Practice
- Collaboration and team work
- Problem solving and decision making
- Communication skills
- Compliance with rules and regulations
- Adherence to best practices
- Ethical behavior
- Case Management Skills

A. LEVELS

Social Worker / Human Services Professional I

The Level I Social Worker/Human Services Professional is where all new hires begin. Prior experience and education will be compensated by the available steps within the grade. At least one year experience within Wood County is required before a worker is eligible to move to a higher level position.

This level of professional is expected to be able to function at the foundational level and demonstrate the knowledge, skills and abilities to work with a wide range of clients. At this level, professionals are expected to show enthusiasm in job performance and demonstrate compassionate behavior to clients and other employees. This level I professional needs to demonstrate good judgment to understand when to make decisions autonomously and when to seek needed input from support and supervision.

Social Worker / Human Services Professional II

The Level II Social Worker/Human Services Professional has at least five years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or has three years of experience and has a master's degree, directly relevant to social or human services work. The Level II professional should be able to act in a leadership role in his/her department and be prepared to accept the demands of occasionally being a peer mentor, cross-training and teamwork.

The level II SW/HS Professional demonstrates highly competent practice in somewhat complex situations, are generally able to strike a balance between support and control and interact with a wide-range of client support professionals. S/he starts to accept responsibility for the practice of others by mentoring less experienced professionals. This professional should also be able to appropriately exercise initiative, as well as reflectively evaluate his/her own practice. Committee or project team involvement beyond the unit is expected. The Level II professional is expected to seek additional education and opportunities to enhance him/herself as well as others within the department. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational opportunity to colleagues, community partners and/or the general public.

Social Worker / Human Services Professional III

The Level III Social Worker/Human Services Professional is the highest level on the Professional Ladder. The Level III professional has at least eight years of experience in a professional position (i.e.: a position that requires a baccalaureate degree or higher), or at least six years of experience with a master's degree, directly relevant to social or human services work. At this level, the worker has truly expanded his or her role beyond the expectations of basic direct client services with an emphasis on exceptional engagement and experience as well as active involvement in the community in which they serve.

This experienced professional is more autonomous in his/her role. S/he demonstrates expert and effective practice in complex situations and is able to assess and mitigate higher levels of risk, strike a balance between support and control and interact with a wide-range of professionals. This level of professional is able to expect and anticipate potential issues that may develop on cases. S/he will have expertise in one or more areas of practice and be recognized by peers and other professionals as a source of reliable knowledge and assistance. Collaboration in cross-functional committees or project teams within the agency and/or with external partners is expected for the Level III professional. At this level, the worker should be able to offer teaching, in-services or development and facilitation of an educational

opportunity to colleagues, community partners and/or the general public, particularly in the realm of evidence based practices.

B. ELIGIBILITY REQUIREMENTS

- Eligible employees are social workers or human services professionals in the Family Services and Behavioral Health/Long Term Support Divisions involved in direct client services as at least a 50% employee (worked 1040 hours in the previous 12 months).
- Employees who received a written warning, final written warning or suspension within the last 12 months are not eligible to apply for advancement.
- The most recent performance evaluation cannot identify any "needs improvement" ratings.
- The employee must have the necessary points on the application as outlined in the chart below.

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

C. APPLICATION PROCESS

1. The applicant must talk with their immediate supervisor first regarding the plan to apply, in order to solicit feedback.
2. The applicant completes the application and self-evaluation tool during one of the two annual open application periods.
 - a. The application and self-evaluation is submitted to the immediate supervisor for review. The document shall be electronically submitted to the supervisor in the Microsoft Word *.docx format.
 - b. All applications must be completed in full and will reflect, at minimum, one full year of activity retrospective from the application period.
 - c. Applicants may only submit for reclassification once in a 12 month period.
 - d. Applicants may apply for reclassification from SW/HSP I directly to SW/HSP III provided that all requirements are met.
 - e. Applications must be typed.
3. The supervisor reviews the application and will provide comments regarding support or opposition of reclassification. A copy of the most recent performance evaluation shall be included with the

application. It is the same performance evaluation that is required on an annual basis for all positions on the professional ladder, whether or not an application is submitted.

The application and evaluation will then be submitted to the Division Administrator and copies with comments will be provided to the applicant.

4. Division Administrators for Behavioral Health/Long Term Support and Family Services will review all applications from both divisions. Additional information may be requested from either the applicant or the supervisor. Additional information may also be requested from others directly familiar with the work performance of the applicant.
5. Division Administrators score the application and must be in agreement with each other in the final decision. This decision may or may not be in agreement with supervisor or the self-evaluation.
6. Division Administrators provide feedback and justification on the application form to the applicant regarding competency ratings and identify areas that need to be improved if employee is not reclassified.

D. APPEAL PROCESS

If an application is denied, and the applicant is not in agreement with the feedback and reasoning supplied, the applicant may appeal the decision.

1. The appeal shall be submitted in writing to the Human Services Director within 10 business days of the decision and contain specific rationale for the appeal.
2. Appeals may not be based on rationale which is not consistent with the professional ladder policy under which the application was originally submitted.
3. No changes shall be allowed to the original application prior to the conclusion of the appeal process.
4. The Human Services Director will review the original application, comments and recommendation of the supervisor and administrators, as well as the appeal request. Additional information may be requested from any party.
5. The Human Services Director will make a final decision on the application and provide the decision and reasoning to the administrators, supervisor and applicant.

E. DECLASSIFICATION

1. On an annual basis, a professional is generally expected to maintain or increase the level of performance equal to the level at which they are classified.
2. If an employee does not maintain performance equal to or above the minimum requirements outlined in the table under Section B Eligibility Requirements for the job position level at which they are currently rated, the performance evaluation is considered unsatisfactory and development of a performance improvement plan will be required. Employees that receive an unsatisfactory evaluation are not eligible for step increases.

3. Satisfaction of the performance improvement plan is necessary if the worker wishes to remain in his/her current job position or at their current classification. If a performance improvement plan is required, progress on the plan will be reviewed, as built into the timeline of the plan, to ensure that the employee is on track to return to or exceed the minimum required level of performance required for their grade.
5. If at the next annual evaluation, subsequent to the evaluation at which there was a decline in performance, there continues to be concerns with the employee performance, and the employee again does not meet the minimum requirements, the supervisor will meet with the division administrator to review and justify the ratings. If the supervisor and administrator are in agreement, they will meet with the employee to discuss concerns related to performance.

OPTION 1 - At that time, the employee will have an option to voluntarily request declassification to the job position level that most closely aligns with their current performance – SW/HSP II or SW/HSP I.

- a. Employees requesting declassification will be moved to the step in the lower pay grade that is the closest dollar amount, not exceeding, their current wage.
- b. Employees who declassify to a position in a lower pay grade, and land at the maximum step of the grade, will not be eligible for a step increase until the range for the grade adjusts upward.

OPTION 2 – If the employee chooses not to voluntarily request declassification, and is unwilling or unable to perform the duties of their job position, it may become necessary for the supervisor to follow the disciplinary process as outlined in the employee handbook, up to and including termination.

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Employee Name			Review Period		
Division/Unit			Manager		
Job Title		Current Job Level	SW / HSP I	SW / HSP II	SW / HSP III

Directions:

- Please choose the level of job description in each row that best fits the individual's performance.
- If employee falls below the expectation for their **current job description**, please indicate by checking the Needs Improvement box.
- Any Needs Improvement items are required to be accompanied by a performance improvement plan with specific actions, objectives and timelines.
- Points total for the section is determined by adding the total of the column numbers.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
- Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

- This area will eventually contain directions for completion of this evaluation. This form format may change to utilize embedded technologies like forms or self- tabulation.

Professionalism

<i>The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.	
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



		department.	
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Total Points: _____

Comments:

Values and Ethics

<i>Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.	
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.	
1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.	

Total Points: _____

Comments:

Knowledge, Intervention and Skills

<i>The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication	

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



	professionals.	skills.	
1. Build and use effective relationships with a wide range of people, networks, communities and professionals to improve outcomes, showing an ability to manage resistance.	2. Engage effectively with people in complex situations, both short-time and building relationships over time.	3. Sustain and model engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk.	
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.	
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.	
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.	

Total Points: _____

Comments: _____

Organizational Knowledge and Team Building

Operating effectively within organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.

SW / HSP I	SW / HSP II	SW / HSP III	Needs Improvement
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.	

Total Points: _____

Comments: _____



WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder

Professional Leadership

<i>Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.</i>			Needs Improvement
SW / HSP I	SW / HSP II	SW / HSP III	
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.	

Total Points: _____

Comments:

Functional Area	Points Awarded
Professionalism	/6
Values and Ethics	/9
Knowledge, Intervention and Skills	/15
Organizational Knowledge and Team Building	/3
Professional Leadership	/3
Total Points:	/36

Please use this section for other general comments or to provide evidence to support reclassification.

Performance Improvement Plan (Any item rated Needs Improvement is required to submit a performance improvement plan). This should include specific changes needed, objectives, actions and a timeline.

WOOD COUNTY HUMAN SERVICES

Performance Evaluation for Positions on the Professional Ladder



Goals for next year. (SMART – specific, measurable, attainable, realistic, time-bound).

Employee Comments

Please forward completed evaluation to the Human Resources Department for retention in employee's personnel file, *with* a copy to the employee.

Employee Signature

Date of Evaluation

An employee signature verifies that a review was held. It does not constitute concurrence.



WOOD COUNTY HUMAN SERVICES

Professional Ladder Core Competencies – Examples of Demonstrated Behaviors

Not all listed behaviors or tasks may apply to each position eligible for the professional ladder continuum. This document provides examples of behaviors and responsibilities that are representative of the expectations of competence at each level. Each successive level is expected to demonstrate continuing and progressive competence of the behaviors demonstrated at lower levels.

PROFESSIONALISM		
The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — All new employees will be hired at this level, but may be awarded for prior experience by adjustment in starting step level within this grade; new employees will spend one year at this level and after that probationary period may apply for an adjustment to Level II or Level III — Entry level skills. May have little to no case management experience. — Completes essential job duties — Can manage workload and demonstrates ability to prioritize with supervision — Able to apply standards and statutory requirements for timelines in daily work — Demonstrates appropriate knowledge and abilities related to attributes of professionalism including: boundaries, presentation, demeanor, reliability, honest and respectfulness — Good sense of responsibility and commitment. Usually follows through on commitments and promises, with a few short delays — Able to express appropriate facts and ideas, in a credible and appropriate manner — Displays good judgment in what information needs to be communicated, actively seeks support when unsure — Can identify and explain professional reasoning, judgments and decisions — Listens to others and accepts feedback when offered — When approached, is willing to admit mistakes — Has sufficient foundational technical 	<ul style="list-style-type: none"> — Proficient worker. Master's degree with at least three years of experience in direct practice or a baccalaureate degree with at least five years of direct practice experience — Consistently completes workload assignments by due date and demonstrate a high-level of organization and time management strategies with minimal supervisory oversight — Able to manage workload independently, seeking support and suggesting solutions for workload difficulties — Has enough experience to recognize when services are not achieving objectives and may not be beneficial to client — Involvement in community task forces or interdisciplinary activities — Maintains professionalism when faced with more challenging circumstances — Very strong sense of responsibility and commitment. Can be relied upon to follow through on commitments and promises — Generally able to express facts and ideas clearly, in a credible and appropriate manner. — Displays good judgment in what information needs to be communicated — Actively demonstrates use and communication of evidence-based professional judgments and decisions to both professionals and non-professionals — Frequently listens to others and often 	<ul style="list-style-type: none"> — Highly experienced worker. Master's degree with at least six years of direct practice experience or baccalaureate degree with at least eight years of direct practice experience — Models and help others with effective workload management skills — Consistently seen as a "go to" person by administration, peers and outside agencies for day-to-day problem solving — Models and helps guide others in demonstrating professionalism — Displays excellent judgment in what information needs to be communicated — Communicates clearly and confidently in complex, hostile or high risk situations. Able to help others in crafting communication strategies and developing communication skills — Exemplary sense of responsibility and commitment. Can always be relied upon to follow through on commitments and promises — Very strong ability to express facts and ideas clearly, in a credible and appropriate manner — Consistently listens to others and solicits feedback — Willing to admit mistakes and take initiative to analyze to help inform future decision making — Has expert level technical skills and knowledge — Actively pursues training and education in evidenced-based practices and is willing and able to train agency peers in new practices — Likely to hold additional professional

<p>skills and knowledge to perform the job competently</p> <ul style="list-style-type: none"> Completion of core training requirements for specific agency role Maintains certification as a social worker or other certification/licensing as required for agency specific role 	<p>elicits feedback</p> <ul style="list-style-type: none"> Willing to admit mistakes Has strong technical skills and knowledge Goes beyond core training requirements and actively seeks opportunities for on-going professional development Maintains all required certifications or licenses; may actively seek to advance to higher levels of professional certification 	<p>certifications and is dedicated to lifelong learning within the professional realm</p>
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VALUES AND ETHICS

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> Able to identify potential ethical dilemmas and appropriately uses supervision to come to a decision regarding how to resolve the issue Maintains confidentiality and rights at all times Relies heavily on guidance from more experienced peers and supervisors for direction on all cases, paperwork, activities and decision making Requires close training and support of Peer Mentors, Program Manager and/or LPC Learning the basics of Trauma Informed Care and Systems and how the principles should be applied in daily work Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing Identifies and respects the impact of the authority of the worker's role on relationships and interventions 	<ul style="list-style-type: none"> Able to consult with peers to offer critical reflection to manage the influence of personal values on professional practice Recognize and act when the right to privacy is over-ridden by professional or legal requirements Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers Familiar with and readily able to apply the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, included those from other professions Recognize and act when the right to privacy is over-ridden by professional or legal requirements Critically reflects on, adapts and manages the authority of the worker's role in the relationship with clients/consumers 	<ul style="list-style-type: none"> Support others and model application of ethical principles by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas Demonstrates effective and positive use of authority, providing guidance to clients/consumers and helps model this behavior for others Fully functional in application of the concepts of Trauma Informed Care and Trauma Responsive Systems in daily work and able to advocate from a trauma informed perspective to external service providers May help contribute to the development of the agency's information strategy and systems

KNOWLEDGE, INTERVENTION AND SKILLS The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> Learning about services available within and to Wood County residents. Needs introductions and directions on how to proceed with referrals, connect with providers and to manage ongoing cases. Developing initial judgments and assessments of life situations, symptoms, diagnoses, personality styles, client responses/behaviors and crisis situations. Starting entry level training for MH/AODA screens Can describe thought processes regarding case progression in case staffings with managers and peers Demonstrates good decision making regarding safety of worker and service provider when conducting home visits Builds and uses effective relationships with a wide range of people, networks, communities and other professionals to improve outcomes; demonstrates and ability to manage resistance Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention Records information in a timely, respectful and accurate manner. Writes notes, records and reports for a variety of purposes with language suited to function, using information management skills Has a basic understanding and application of the worker role within the unit and agency 	<ul style="list-style-type: none"> Good awareness of the difficulties faced by clients who have severe and persistent mental illness or other disabilities and a comprehensive understanding of how environment and symptoms can impact a person's functioning Aware of and easily connect with peers and contracted service providers to advocate for client Considers other needs of the family beyond the visible presenting concern Consistently tries to engage clients or families as partners in the problem solving process Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes Demonstrates ability to apply rights and confidentiality laws in complex situations Able to independently inform client when confidential information must be shared with a third party Engages effectively with people in complex situations, both in the short-term and building strong relationships over time Uses appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention in more complex situations Builds on previously acquired documentation skills and is able to clearly report and record analysis and judgments. Able to distinguish fact from opinion and objectively record conflicting view and perspectives Has a comprehensive understanding of role and use of knowledge related to current area of practice Demonstrates critical awareness of 	<ul style="list-style-type: none"> Skilled in crafting interagency collaborations and engaging outside service providers, especially on challenging cases Gathers information efficiently to inform judgment for assessment and intervention in complex or risky situations or in the absence of complete information Demonstrates expertise in documentation abilities and role models efficient and thorough verbal and written communication through use of technology Sustains and role models engagement with people in fluctuating circumstances and capacities, including where there is hostility and risk Demonstrates and puts into practice knowledge in one or more specialty areas of practice through experience and/or ongoing training and education Models ways to work collaboratively with many disciplines, works through conflict constructively to achieve positive outcomes for clients and the agency Develops strong treatment or case management recommendations based on program and agency parameters, and elicit close cooperation from outside agencies and peers May serve as super-user or trainer for eWiSACWIS or TCM Able to serve in lead capacity for specialty needs like TPR cases, sexual offender population or sexual assault victims (CAC/stepwise) Demonstrates advanced understanding of person centered approach and evidenced based practices by offering ideas and feedback to other staff as well as utilizing these principles in daily practice Provides informal consultation to peers related to skillful consumer contact

	current issues and new evidence-based practice research	when management staff is not available
ORGANIZATIONAL KNOWLEDGE AND TEAM-BUILDING		
Operating effectively within own organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — Familiar with organizational structure, adapts to changes and takes responsibility for own role and impact within the team. Has a clear understanding of organizational mission, vision and values — Learning the basics of behavioral health programs including CCS, CRS and Mobile Crisis and able to operate within each context — Learning the basics of family services structure and how each service line interacts and supports clients (initial response, ongoing, family resources and juvenile justice) — Learning the basics of Wood County computerized documentation systems; learning the basics of billing and associated requirements — Completes accurate documentation of all contacts, writes basic assessments and service plans — May have a smaller caseload, or a caseload that is described as being less complex or intensive than others — Awareness of personal stress in self and is developing positive coping mechanisms 	<ul style="list-style-type: none"> — Familiar with the organizational structure of the agency, across divisions, and collaborates to support clients — Familiar with the organizational structure of the agency, across divisions, and able to help connect less experienced worker to available resources throughout the agency — Willing to take on new responsibilities as the service environment of the agency evolves — Takes an active role in inter-professional and interagency work, promoting Human Services mission, vision and values; may include representing agency in community committees — Experience in navigating Wood County computerized documentation, billing and other state required reporting systems. Occasionally can offer suggestions for improvement in processes — Able to handle a more diverse caseload, that includes cases of moderate to high intensity and complexity — Awareness of stress in self and others and able to recommend appropriate resources 	<ul style="list-style-type: none"> — Sets a strong example of organizational commitment and inspires feeling of loyalty and commitment in others — Encourages and models positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture in alignment with the mission, vision and values of the organization — Consistently demonstrates a high level of concern for the organization and or other employees — Displays a strong sense of pride in the organization — Familiar with quality improvement process and willing to serve as change leader or champion to support idea that will enhance value of services provided, foster positive client outcomes and boost customer or staff satisfaction — Awareness of signs and characteristics of secondary stress, compassion fatigue or burnout in self and peers and ensures appropriate follow-up; at this level, may serve as crisis debriefer
PROFESSIONAL LEADERSHIP		
Taking responsibility for the professional learning and development of self and others through supervision, mentoring, assessing, research, teaching, leadership, and management.		
Social Worker / Human Services Professional I	Social Worker / Human Services Professional II	Social Worker / Human Services Professional III
<ul style="list-style-type: none"> — May feel challenged by work, but readily accepts responsibilities — Accepts accountability for actions — Willing to serve on project teams; willing to take an active role and learn basics of project management, quality improvement and leadership behaviors — Lead or teach activities for clients or 	<ul style="list-style-type: none"> — Can be assigned the role of Peer Mentor to new employees or student interns with guidance and planning with Program Manager — Able to role-model and assist less experienced peers in creating assessments and services plans using a person centered approach 	<ul style="list-style-type: none"> — Contributes to, plays a leading role and/or promotes both peer and organizational development — Excellent problem solving skills — Generates multiple alternative solutions to reach the best resolution in complex situations — Proactively anticipates and prevents

<p>consumers</p> <ul style="list-style-type: none"> Recognize and identify own role in regards to others Actively participates in team meetings Shows ability to solve problems and generate alternative solutions Often takes a proactive approach to recognize the potential for problems and prevent when possible Will look for new and more efficient processes and solutions 	<ul style="list-style-type: none"> Documentation consistently includes, without supervisory reminders: description of intervention, client progress toward goals, plan or assessment (case management note), plan and clinical rational for plan (crisis note) Co-facilitates treatment groups Attends continuing education and shares information and new practices with peers and agency Willing to take a lead role within committees or task forces Willing to serve as facilitator for specific initiatives Shows the capacity for leadership, shows initiative and encourages others Very good problem solving skills Generates alternative solutions to reach the best solution Able to anticipate and often prevent problems from arising Proactively looks for new and more efficient process and solutions. Has recommended new approaches that have improved efficiency Actively applies principles of project management and quality improvement; may act as change team leader May assist with planning and facilitating agency or division training or meetings 	<p>problems from arising</p> <ul style="list-style-type: none"> Regularly evaluates current processes and procedures seeking new and more efficient ways to work. Has implement new approaches that have measurably improved efficiency, eliminated waste and/or resulted in improved outcomes Routinely accepts and seeks out leadership responsibilities such as peer mentoring and supervision of student interns May serve in leadership roles, or independently seeks out opportunities for involvement, in community task forces and interdisciplinary activities Able to coach others in identification of problems and facilitate finding solutions Volunteers for specific leadership responsibilities such as: MH/AODA Screen Lead, Healthy People Wood County, coordinate Clubhouse efforts, training services providers on CCS/CRS program documentation Able to "tell the story of the agency" in presentations to the community, board members or other employees
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WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement

Employee Name		Review Period		
Division/Unit		Manager		
Job Title		Current Classification	SW/HSP I	SW/HSP II
Application Date				

To which job description are you requesting reclassification?

SW/HSP II

SW/HSP III

Directions:

- Applications must be in a computer generated format and submitted to your supervisor as a Word *.docx document.
- Please provide specific examples of performance during a minimum of the last full year of employment activity, or since the last time you applied for reclassification (if you have previously applied) that support each of the 12 performance items below.
- Please refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for additional guidance on behaviors and skills that should be evident and demonstrated at each job level.
- Points required for job level rating:

	Points Required	Qualifier
Social Worker/Human Services Professional I	A basic satisfactory evaluation requires at least 12 points. Any evaluations not achieving 12 points are considered unsatisfactory and will result in the employee not being eligible for any step increases until performance is improved.	
Social Worker/Human Services Professional II	24 – 32 points	All performance items must be rated at Level II or above.
Social Worker/Human Services Professional III	33 – 36 points	May not be ranked at Level I for any performance item. May not have more than three ratings at Level II.

Please include with this application documentation of attendance at or completion of professional education that may help support your request for reclassification. Please include a copy of your degree, if a degree has been conferred to you since your last application for reclassification.

As you complete this self-evaluation, please consider the following questions as you tell the story of your work with the agency and evaluate your own performance against the core competencies.

- What is it about your job or position that you find rewarding?
- Are you sufficiently challenged by your present responsibilities?
- Is there anything about your job that you would like to see changed?
- What are your long term career aspirations?

Consider the following areas in providing detail and description for your performance:

- Accomplishments that you are proud of or are of significance to you.



WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement

- Internal unit or agency teams or committees on which you have served in the previous 12 months, or any changes since your last application for reclassification if longer than 12 months ago.
- Community based activities (committees, task forces, teams, groups, etc.) related to your professional position that could help provide evidence of ongoing professional growth and responsibility related to your request for reclassification.
- Trainings, in-services or education that you have offered to colleagues. This may include group or individual; formal or informal trainings. You may include, electronically or via hard copy, any job aids, handouts, presentations, or other items that you created or for which you provided content (please cite as appropriate) related to the training.

SELF-EVALUATION

- This area will eventually contain directions for completion of this evaluation. This form format may change to utilize embedded technologies like forms or self- tabulation.

Professionalism

The habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

SW / HSP I	SW / HSP II	SW / HSP III
1. Demonstrates professionalism in terms of boundaries, presentation, demeanor, reliability, honesty and respectfulness.	2. Maintains professionalism in the face of more challenging circumstances.	3. Models and help others to demonstrate professionalism.
1. Demonstrates workload management skills and develop the ability to prioritize.	2. Manages workload independently, seeking support and suggesting solutions for workload difficulties.	3. Models and help others with effective workload management skills. This can include ways to increase efficiencies within the unit, division, and/or department.

Please provide specific examples for each item under Professionalism of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Rating and Comments:

Administrator Comments:

Values and Ethics

Application of social work/human services ethical principles and values to guide professional practice and decision making, and uphold the rights of the clients we serve.

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



SW / HSP I	SW / HSP II	SW / HSP III
1. Recognize and manage the impact of personal values on professional practice. Manage conflicting values and ethical dilemmas to arrive at decisions.	2. Critically reflect on and manage the influence and impact of personal values on professional practice using supervision and team discussion, questioning others, including those from other professions.	3. Model and support others by giving and accepting critical feedback in order to reflect on and manage the influence and impact of personal values on professional practice. Provide guidance and support to analyze, reflect on and work with ethical dilemmas.
1. Understand and protect the privacy of individuals within and outside their families and networks, recognizing the requirements of professional accountability and information sharing.	2. Recognize and act when the right to privacy is over-ridden by professional or legal requirements.	3. Demonstrate skills in issues of privacy and information-sharing in complex or risky situations. Offer support and guidance to colleagues in managing these dilemmas.
1. Identifies and respects the impact of the authority of the worker's role on relationships and interventions.	2. Critically reflect, adapt and manage the authority of the worker's role in the relationship with clients/consumers.	3. Demonstrate and model the effective and positive use of authority, providing guidance to clients/consumers.
Please provide specific examples for each item under Values and Ethics of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.		
Supervisor Comments:		
Administrator Comments:		

Knowledge, Intervention and Skills

The use of judgment and authority to intervene with individuals, families and communities to promote independence, provide support and prevent harm, neglect and abuse.

SW / HSP I	SW / HSP II	SW / HSP III
1. Identify and explain professional reasoning, judgments and decisions through clear communication.	2. Demonstrate clear communication of evidence-based professional judgments and decisions to professional and non-professionals.	3. Communicate skillfully and confidently in complex or high risk situations. Model and help others to develop communication skills.
1. Build and use effective relationships with a wide range of people, networks, communities	2. Engage effectively with people in complex situations, both short-time and building relationships over	3. Sustain and model engagement with people in fluctuating circumstances and capacities,

WOOD COUNTY HUMAN SERVICES

Self-Evaluation and Application for Professional Ladder Advancement



and professionals to improve outcomes, showing an ability to manage resistance.	time.	including where there is hostility and risk.
1. Use appropriate assessment and intervention frameworks, applying information gathering skills to make and contribute to assessments and intervention.	2. Gather information for assessment and intervention in more complex situations.	3. Gather information efficiently to inform judgment for assessment and intervention in complex situations or in the absence of complete information.
1. Record information in a timely, respectful and accurate manner. Write records and reports for a variety of purposes with language suited to function, using information management skills.	2. Clearly report and record analysis and judgments. Distinguish fact from opinion and record conflicting views and perspectives.	3. Models efficient verbal and written communication through use of technology systems. Contribute to the development of the organization's information strategy and systems.
1. Demonstrate a basic understanding and application of the worker's position.	2. Demonstrate a comprehensive understanding and use of knowledge related to the worker's area of practice, including critical awareness of current issues and new evidence based practice research.	3. Demonstrates and puts into practice knowledge in one or more specialty areas of worker's practice through experience and/or ongoing training and education.
Please provide specific examples for each item under Knowledge, Intervention and Skills of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.		
Supervisor Comments:		
Administrator Comments:		

Organizational Knowledge and Team Building

Operating effectively within own organizational frameworks and contribute to the development of services and organizations. Operate effectively within multi-agency and inter-professional partnerships and settings.

SW / HSP I	SW / HSP II	SW / HSP III
1. Learns organizational structure, adapts to changes and takes responsibility for the worker's role and impact within the team.	2. Educates and promotes changes, acts confidently within the team, works positively with others, contributes to team working and collaborative support. Takes an active role in inter-professional and interagency work.	3. Model and encourage positive working relationships, leads and promotes strategies for collaboration and encourages a supportive team culture.

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Self-Evaluation and Application for Professional Ladder Advancement



Please provide specific examples for item items under Organizational Knowledge and Team Building of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Comments:

Administrator Comments:

Professional Leadership

Taking responsibility for the professional learning and development of others through supervision, mentoring, assessing, research, teaching, leadership, and management.

SW / HSP I	SW / HSP II	SW / HSP III
1. Recognize and identify the worker's role with regard to others and actively participates in team meetings.	2. Shows the capacity for leadership, shows initiative and encourages others.	3. Contributes to, plays a leading role and/or promotes organizational development.

Please provide specific examples for this item under Professional Leadership of how you believe your work aligns with the level for which you are requesting reclassification. Refer to the Professional Ladder Core Competencies and Behavioral Expectations performance document for guidance.

Supervisor Comments:

Administrator Comments:

Functional Area	Points Awarded
Professionalism	/6
Values and Ethics	/9
Knowledge, Intervention and Skills	/15
Organizational Knowledge and Team Building	/3
Professional Leadership	/3
Total Points:	/36

General comments or other evidence that you believe will help support your request for reclassification.

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Self-Evaluation and Application for Professional Ladder Advancement



Please review the goals from your immediately prior performance evaluation and indicate how you have met them, or how you are on track to achieve. (SMART – specific, measurable, attainable, realistic, time-bound).

Supervisor Recommendation:

Administrator Recommendation:

FSET Update

Wood County Health & Human
Services Committee

October 22nd 2015

Statewide Comparison of FSET Enrollment Rates

Enrollment Rates

	Wood (NorthCentral)	Workforce Resource (WestCentral)	Workforce Resource (Northwest)	FSC (BayArea)	FSC (FoxValley)	Workforce Connections (Western)	Dane County (SouthCentral)	SWWDB (SouthWest)	Rescare (WOW)	Rescare (Milwaukee)	Rescare (Southeast)* Since 7/1/14
NEA	36.49%	21.90%	27.29%	27.75%	24.04%	7.23%	12.90%	33.90%	20.74%	24.07%	20.71%
Exempt	66.27%	52.63%	38.10%	44.57%	52.41%	14.43%	20.27%	37.04%	22.35%	38.20%	33.77%
Non-Abawd	54.48%	49.79%	23.53%	51.94%	49.55%	14.29%	34.10%	47.98%	31.13%	48.79%	37.50%
Overall	44.43%	28.33%	29.49%	38.25%	37.65%	8.84%	14.60%	31.31%	20.19%	26.60%	21.84%

Actual vs. Projected Caseload 2015

NorthCentral FSET Caseload Actual vs. Projected for 2015

Original 12-month operation projections in the FSET proposal 1/1/15 - 12/31/15 service year.

Estimated by 12/31*	Adams	Portage	Wood	Langlade	Lincoln	Marathon	Forest	Oneida	Vilas*	Totals
NEA	40	68	112	45	34	145	22	40	56	562
Volunteers	30	35	200	25	25	100	20	25	20	480
Total	70	103	312	70	59	245	42	65	76	1042

Actual enrollment numbers with start date of 4/1/15 (contract delayed 3 months by DHS)

Actuals 10/2/15	Adams	Portage	Wood	Langlade	Lincoln	Marathon	Forest	Oneida	Vilas*	Totals
NEA	20	26	81	22	23	95	6	17	4	294
Volunteers	48	79	263	58	42	162	14	36	12	714
Total	68	105	344	80	65	257	20	53	16	1008

Difference	Adams	Portage	Wood	Langlade	Lincoln	Marathon	Forest	Oneida	Vilas*	Totals
NEA	-20	-42	-31	-23	-11	-50	-16	-23	-52	-268
Volunteers	18	44	63	33	17	62	-6	11	-8	234
Net Difference	-2	2	32	10	6	12	-22	-12	-60	-34

*Vilas projections were based upon inaccurate data from DHS which included the tribal members in their count

Statewide Enrollment Numbers

Raw Number of Enrollees Through 10/2/15

	Wood (NorthCentral)	Workforce Resource (WestCentral)	Workforce Resource (Northwest)	FSC (BayArea)	FSC (FoxValley)	Workforce Connections (Western)	Dane County (SouthCentral)	SWWDB (SouthWest)	Rescare (WOW)	Rescare (Milwaukee)	Rescare (Southeast)* Since 7/1/14	Statewide
NEA	294	178	154	476	181	67	277	385	106	2,660	222	5,019
Exempt	204	36	21	163	91	15	75	74	29	803	114	1,638
Non-Abawd	307	101	42	213	119	25	186	124	36	1,414	118	2,689
Ineligible	203	94	72	243	129	35	118	162	73	1,254	190	2,610
Overall	1,008	409	289	1,095	520	142	656	745	244	6,131	644	11,956
If Wood/CWS operated the st		581	389	1,353	648	647	1,953	1,087	398	10,253	1,186	19,669
Increase in caseload		172	100	258	128	505	1,297	342	154	4,122	542	7,713

*The bottom line indicates the amount the caseload would increase in each region if Wood County was operating the FSET program in that region.

Early Progress

- Developed 90 worksites, with 248 positions.
- Created a Job Club in every county.
- Offer Employment Search, Mock Interviewing and Career Readiness Workshops in each county.
- Developed relationships with all three Technical Colleges.

Regional Partnerships

- DVR: co-enrollment with customers and shared costs for training and participant reimbursements.
- WIOA: co-enrollment with customers and shared costs for training and participant reimbursements.
- Hunger Coalitions: composed of dozens of community agencies, we have been able to promote FSET with many partner agencies and make referrals for energy assistance, housing, counseling, and other support services through these coalitions.

Additional Partnerships

- UW Extension offices: staff from UWE are hosting workshops for FSET customers as well as providing assistance with self-employment planning.
- ADRC: We have referred a number of customers to these agencies for help with disability applications as well as local resources to help our volunteer customers with disability-related issues.
- Community Action agencies: These agencies provide help with housing, food, energy and related services.

Engagement Strategies

- 1) Phone calls and emails (when possible) to every referral. We make contact not only at initial referral, but before each scheduled Enrollment and Orientation (EO) appointment and after the EO if it is missed. We realized a significant increase in show rates once we began completing reminder calls the day before an EO appointment.
- 2) Multiple scheduled EO appointments. We schedule weekly appointments for every Non Exempt ABAWD until the 2nd Saturday of the 3rd possible Time Limited Benefit month. This means many of our customer receive 10 appointment notices (and corresponding telephone/email contact). We have found a number of people on their 8th, 9th or 10th scheduled appointment finally attend EO.
- 3) Community outreach: We have presented to dozens of community agencies that also serve the Food Share population. This has resulted in an increase in the number of referrals to the FSET program.
- 4) Child Support: We have partnered with Child Support agencies to promote the FSET program and how it can help increase child support payments when mutual customers enroll in the program. We have a formal referral process with a number of child support offices included Marathon, Langlade, Lincoln and Oneida counties and informal referrals for Forest, Vilas, and Portage counties. We have existing relationships with Wood and Adams.
- 5) Website: Our website, www.MyFSET.net has evolved into a dynamic resource for the region. The website has grown from primarily a resource for FSET participants to community providers and the general public. The site has a list of comprehensive local resources and job leads for each county in the region. Through this expanded use, we have had a number of customers call to ask to enroll in the program after learning about it through the website.

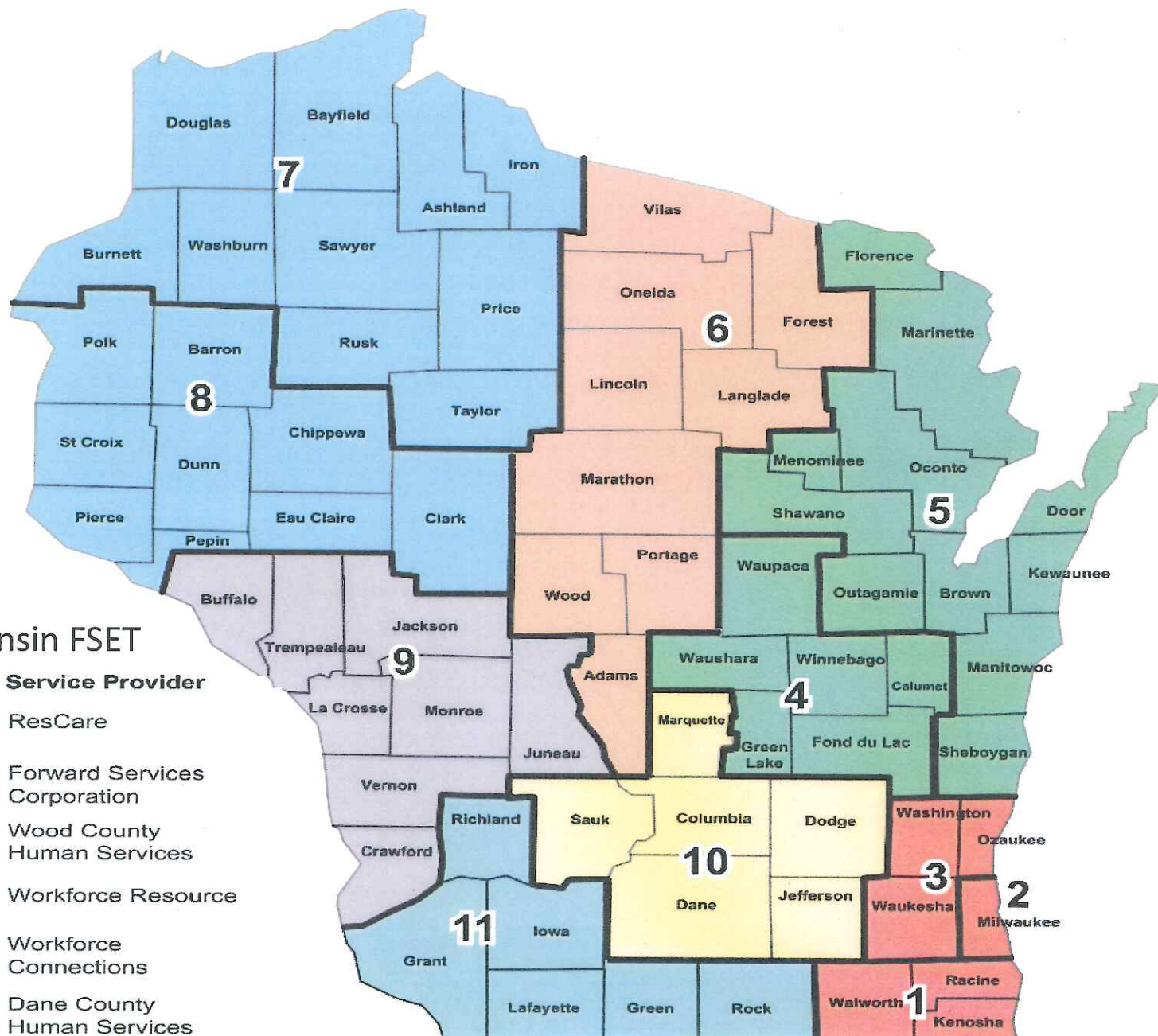
Explore our website!

www.myfset.net

Wisconsin FSET

Region Service Provider

1, 2, 3	ResCare
4, 5	Forward Services Corporation
6	Wood County Human Services
7, 8	Workforce Resource
9	Workforce Connections
10	Dane County Human Services
11	Southwest Wisconsin Workforce Development



Focused Community Strategies Open House
October 22 – 23, 2015
Atlanta, Georgia

Focused Community Strategies (FCS) - Focused Community Strategies partners with under-served neighborhoods to provide innovative and holistic development that produces flourishing communities.

FCS has four focus areas:

- Mixed Income Housing – building and restoring affordable, work-force and market rate housing in target communities because a home is essential to a family's health and success
- Community Development – working on neighboring, partnership and empowerment one neighborhood at a time
- Economic Development – establishing small businesses within the community to provide local employment and much needed business activity
- Education and Training – supporting community development by utilizing best practices to create a model that like-minded organizations can replicate in their own communities

FCS has been transforming under- served neighborhoods in Atlanta for almost 40 years. FCS' unique program finds and builds upon healthy community initiatives that preserve the strengths of neighborhoods, restore them to economic viability and provide families with a place to flourish.

Education and Training - Three times a year FCS welcomes leaders, innovators and practitioners from all over the country who come to learn about the model for transforming distressed neighborhoods. The FCS Open House is on October 22-23. Learn from Dr. Bob Lupton, Jim Wehner and Katie Delp, along with various FCS neighbors and staff. Experience historic South Atlanta, the neighborhood where FCS is currently working.

☐ **DAY ONE: Smart Charity**

The focus for Day One of the FCS Open House is on principles and practices for healthy charity. Whether you work in urban, suburban or rural areas, chances are your agency engages in some form of direct service to those experiencing poverty. Day One will address the difference between toxic and healthy charity, and offer practical support for making necessary changes.

☐ **DAY TWO: Community Development**

Day Two focuses on FCS's model of transforming distressed neighborhoods through our three areas of impact: economic development, community development & mixed-income housing.

The cost is \$150 per person. **Additional expenses** include hotel (rate of \$70 per night for 2 nights) and travel. All expenses will be paid through grant funding.

Attendee: DaNita Carlson

As Healthy People Wood County (HPWC) Coalition Coordinator for the mental health and AODA coalitions, it's my role to build a strong coalition. Strong coalitions cultivate a base of engaged community members to actively work on prevention efforts. In looking at the current coalitions, it was evident that one sector was missing at the table, the faith community. I was aware of a movement within the state to engage the faith community in serving those in need, which includes those struggling with mental health and AODA challenges. I started meeting with pastors in Wood County and educated them on the HPWC Community Health Improvement Plan. I asked them if they would have an interest in engaging their congregations to help solve the issues we are seeing in Wood County. I met with over a dozen pastors and the Cranberry Clergy. Plus, a coalition member met with the Catholic Deanery and the Lutheran Circuit, and not one person said they wouldn't want to be involved! This training would provide valuable information and education on a successful model that could be replicated within Wood County.