



# COMPREHENSIVE COMMUNITY SERVICES POLICY AND PROCEDURES

6.1.2020

## **SUBJECT: MINIMUM STANDARDS**

### **PURPOSE**

Minimum standards define the basic business practices necessary for an agency/program to contract with Dane County's Comprehensive Community Services program.

### **POLICY**

Dane County's Comprehensive Community Services program maintains an open network of qualified providers. However, in order to contract with Dane County's Comprehensive Community Services program, certain minimum fiscal and service standards must be met. Failure to meet the minimum requirements will preclude an agency from contracting with Dane County's CCS Program. For standards that allow for a grace period, failure to comply with standards by the completion of the grace period may result in action up to, and including, termination or non-renewal of the contract. Extension of a grace period can be requested in writing, along with a plan for achieving standards. Exception requests must be received in a timely fashion and will be granted on a case-by-case basis.

#### Fiscal Standards

- 1) Agencies are required to employ or contract designated fiscal accounting staff who is/are not also program staff, to perform the day to day accounting tasks for the agency. (A Tax Accountant/Firm does not meet the requirement for this standard.) This person will be the primary fiscal contact for your agency, and receive communications from DHDHS accountants and staff
- 2) Agencies are required to maintain a double entry accounting system.
- 3) Agencies may be required to complete quarterly expense reporting and a financial audit, depending on the annual amount of funding received by the agency from the Department of Human Services, across all Department contracts.

## Service Standards

Minimum qualifications for CCS staff members are defined in DHS 36.10(2)(g). However, Dane County's CCS Program defines additional requirements within particular staff roles and organizational structure as follows:

### Minimum Requirements for all agencies

- 1) Each agency's CCS supervisor, defined by minimum qualifications in DHS 36.10(2)(g)1-8. must be directly employed by the agency.

#### **OR**

Staff on the agency's CCS staff listing must have a mean experience of at least 2 years providing psychosocial rehabilitation within any of the service array categories to individuals with mental health and/or substance use disorders.

- 2) At all times during the contract period, staff cannot be on more than two (2) different agency staff listings concurrently. Exceptions can be requested in writing to the CCS Administrator. Exceptions will only be granted if the integrity of the CCS program can be assured.

### Additional Minimum Requirements for Service Facilitation Agencies

- 3) Within one year of contracting with Dane County's CCS Program, agencies that are contracted to provide service facilitation are required to directly employ at least 3.0 FTE (Full-Time Equivalent) Service Facilitators.
- 4) Within one year of contracting with Dane County's CCS Program, agencies that are contracted to provide service facilitation are required to directly employ their Mental Health Professional role, and must maintain Mental Health Professional staff at a ratio of at least 1 FTE Mental Health Professionals to 100 CCS program participants.
- 5) Service Directors, or their county-approved designee, are required to attend Service Director meetings at DCDHS as well as on-site Technical Assistance meetings. Attendance rates <75% are considered out of compliance.
- 6) Personnel filling the role of service facilitator must have a minimum of six (6) months experience providing psychosocial rehabilitation to individuals with mental health and/or substance use diagnoses **or** have an Associate's degree or higher in an approved human services related field.

## **PROCEDURES**

### Forms Needed

Dane County Recertification Application for CCS Service Providers  
Dane County Application for CCS Service Providers  
Dane County CCS Staff Listing Form

Process

<u>Responsibility</u>	<u>Action</u>
Agency interested in contracting with DCDHS CCS Program	1. Submits CCS staff listings (if a newly contracting agency) and CCS Application/recertification to DCDHS
CCS Provider Network Coordinator	2. Reviews applications/recertifications for completeness and determines whether minimum service standards are met
DCDHS Assigned Accountant	3. For new and re-contracting agencies, determines at contracting whether minimum fiscal standards are met
CCS Provider Network Coordinator	4. At the end of a grace period, determines compliance status with minimum service standards and notifies DCDHS CCS Administrator/Service Director of any agencies out of compliance.
DCDHS CCS Administrator/ Service Director	5. Notifies agency of an out-of-compliance status and actions being taken.

Approved by CCS Coordination Committee on 5.20.2020.

/comprehensive community services – policies – minimum standards.docx