

# BOARD ADDITIONS

## December 18, 2019

### **GOVERNING BOARD**

#### **T. Discussion Items**

2. AMC Recommendation to Delay SUD repayment to DHS

#### **U. Decision Items**

15. Contract Additions:

**DHS Mental Health Crisis Response Services Grant for Adult & Children's (Lincoln, Lyon, Murray, Redwood and Yellow Medicine Counties)** – 01/01/18 to 12/31/20; Amendment to mental health crisis response services for additional training; \$22,727 (Amendment). *Fiscal Note: pass through grant monies to WMHC for crisis services*

**Western Mental Health Center (Marshall, MN)** – 01/01/20 to 12/31/20; Mental health adult and children's crisis response services, \$300,000 allocation with payment of \$75,000/qtr plus an additional \$22,727 for additional training (renewal). *Fiscal Note: agency is a pass-through DHS MH Crisis Response Grant*

**Fanny S. Gilfillan Memorial Inc** – 01/01/20 – 12/31/20; Provide medical application assistance to Redwood County residents, when applicable, at \$50 per application with a cap of \$1,250 (no change). *Fiscal Note: 2018 \$300; 2017 \$450*

17. Request for County Agency Social Worker (CAC/CADI/BI)



# Position Request Form

## SECTION 1: Process

1. Supervisors will complete the internal position justification form and submit to their Division Director.
2. Division Director completes position request form outlining their justification for requesting a new or open position and submits to Director.
3. Executive Team will review requests. Director will make final recommendations to the SWHHS Governing Board.

## SECTION 2: New Position Information

**New Position Title:** County Agency Social Worker/CAC/CADI/BI    **Division/Unit:** Social Services

New Position    Replacement     Permanent     Temporary     Promotion

Is Funding Budgeted for This Position?    Yes, Budgeted     No, Not Budgeted

**Desired hire date:** Immediately                      **FTE Requested:** Yes

\*Attached additional sheets if necessary.

### 1. What will the essential functions performed by this position include?

This position's purpose is to provide assessment and case management services under CAC/CADI/BI programs. Specific tasks include assessments, case management, screenings, consultation, case planning, coordination, ensuring services are paid on behalf of clients, monitoring, reassessment of needs, client visits, team meetings, and paperwork and documentation related to these tasks. Completing MN Choices reassessments is also part of this position.

### 2. Why are you recommending this position be authorized?

We have a resignation from a current employee in this program area and not filling the position will create a large gap in the delivery of services. Case managers have multiple duties related to their programs and clients are entitled to receive all services for which they are eligible. Due to the already high caseloads and increasing expectations from the waiver programs, some time lines and standards are not being met. We continue to see a high number of new referrals with consumers having many unique needs and conditions. Staff unfortunately have less time to dedicate to each client and this causes difficulties in locating services and providers as well as staying updated on an individual's health and wellbeing.

**3. What alternatives to hiring a new position have been considered?**

When positions have been vacated, cases have been transferred to other workers and new referrals are assigned to the workers in all 6 counties. All of the other adult services units are currently short staffed but they have been assisting with duties when possible. Workers have been willing to be cross trained to assist with new program areas. Due to caseloads, for example, it is not uncommon for a worker in Rock or Redwood to take a case in Lyon or Murray; this is not the best use of time but it is the only way to get the work done. This has also resulted in supervisors taking on additional duties that were once handled by staff as well as managing cases. At times staff are not able to respond as quickly to providers or clients.

**4. Please indicate how this position will be funded? Check all that apply.**

- 100% Levy
- Part Levy/Part Grant or Reimbursement
- 100% Grant or Reimbursement
- Other: **case management revenue**

This position can be fully funded through case management revenue. CAC/CADI/BI reimbursement for case management is \$24.47 per 15 minute unit. For example, one worker claiming just 30 hours of time each week would generate about \$11,000 per month in revenue. Even a new worker can begin to claim time. As the caseloads increase the time for documentation decreases and therefore some billable time may not be claimed or it may not be claimed on a timely basis, but workers do their very best to capture all revenue. County Agency Social Worker - \$60,759 - \$94,125 (salary, fica, pera and insurance contribution) When we are down staff, fewer hours get entered and billed and therefore we can anticipate reduced revenue.

**5. What new or additional funding would support this position? Please identify any NEW dollars available to support this request. Grant resources already committed to existing expenditures should not be listed. Please be detailed.**

**What is the ROI?** Case management services provided by our agency also helps to reduce costs that would otherwise need to be provided at a much higher cost and using more tax dollars. (cost of nursing home @ \$5500 per month)

**6. What would the impact be to your customers and the community if this position is not authorized?**

As stated above, some clients may not be receiving quality case management services and some providers may not be receiving the best service from our agency. We are also committed to services becoming available at the earliest point possible for our clients so their health does not deteriorate. We also need to ensure we are meeting the standards as set by the Minnesota Department of Human Services.

**7. How does this position support the core mission of your department?**

Filling this recently vacated position in adult services supports the mission of the agency by supporting individuals through services that help them remain in their home and in their community.

**SECTION 3: Signatures**

Completed by: Jenifer Klein **APPROVED** *By jenifer.klein at 10:07 am, Dec 16, 2019* Date: December 16, 2019

Division Director Signature: Cindy **APPROVED** Date: December 16, 2019  
*By Cindy.Nelson at 10:08 am, Dec 16, 2019*

Director Signature: **APPROVED** Date: \_\_\_\_\_  
*By Beth Wilms at 10:45 am, Dec 16, 2019*