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Governor

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State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

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Date: March 23, 2010

Memo CWLS 2010-02b

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers

Replaces CWLS 2010-02

From: Dondieneita Fleary-Simmons, Bureau Director
Out of Home Care

A handwritten signature in black ink, appearing to read "Dondieneita Fleary-Simmons".

RE: Provider Rate Regulation – Program Survey and Financial Report
Complete and return by April 9, 2010

As stated in a previous Child Welfare Licensing Memo Series 2010-01, an advisory committee was formed due to the provider rate regulation that was put into law on June 29, 2009 by Governor Jim Doyle. The provider rate regulation requires the State to establish the per client rate that a group home or residential care center may charge for its services and the per client administrative rate that a child welfare agency may charge for the administrative portion of its treatment foster care services beginning January 1, 2011. Prior to any change or implementation of a State regulated provider rate, an actuarial study will be conducted that will provide a rate analysis for cost of services. The provider rate will be set according to the standard cost for the service(s) provided rather than paying different rates to agencies for the same services.

A program survey and a financial report template have been developed. **All programs are required to complete the appropriate program survey (GH, RCC or CPA) according to your license(s). Everyone is required to complete the financial reporting template.** The program survey is to obtain information on program services and a financial report template for group homes, residential care providers, and private child placing agencies that provide treatment foster care. The program services survey requires information from providers regarding services and basic information on the program like living arrangements, staff and supervision, therapy services, community support options, specialized program components, family engagement, recreation and milieu, medical services and educational services. There are 3 separate program surveys attached, one for group homes, one for residential care centers and one for private child placing agencies that provide treatment foster care.

The attached surveys and financial report need to be completed and returned electronically by email to the identified person (see below) by April 9, 2010.

Program Survey's are to be emailed to the following people:

Residential Care Centers and Group Homes: Jay Pruett at pruett1@eplus.net

Private Child Placing Agencies that provide treatment foster care: Kathleen Penkert at penkert@rconnect.com

All (GH, RCC and CPA) Financial Reporting Templates go to: Jay Pruett at pruett1@eplus.net

The financial report is an Excel Office 2007 file. If you do not have Office 2007, you can download a Microsoft compatibility pack that will allow use of an earlier version of Excel to open the 2007 Excel document. The download is free and the link for this download is:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

If you have any questions regarding the process of the surveys, please call Mary Morse at (608) 266-0415.

For Assistance:

We have arranged for **Jay Pruett** and **Kathy Penkert** to assist providers by clarifying specific questions on the survey by creating a help-line. The help-line will operate as a **WisLine** call to 800-462-1257 or Local Number: 608-237-5850 on both **March 26 at 10:00 am** (passcode 7551252) & **March 29 at 2:00 pm** (passcode 2339009)

CENTRAL OFFICE CONTACT:

Mary Morse
Child Welfare Licensing Section
Bureau of Permanence and Out of Home Care
(608) 266-0415

Attachments: [WI Financial Report Template](#)
[GH Survey](#)
[RCC Survey](#)
[TFC Survey](#)