

Wisconsin’s In-Home Safety Services (IHSS) Fiscal Manual

Finance and Reporting Components for Counties & Tribes

January – June 2019 Enrollees
January – November 2019 Contract

Contracting and Payment

2019 Contract (January – June 2019 Enrollees)

This Fiscal Manual relates only to children enrolled on or after January 1, 2019 and before July 1, 2019. All children with enrollment dates in prior to January 1, 2019 should follow the cost reporting guidelines in the 2018 Fiscal Manual found here: <https://dcf.wisconsin.gov/files/cwportal/access-ia/pdf/ihss-f-manual-2018.pdf>

2019 IHSS Contract Codes:

Funding Information for Grants managed thru SPARC:

Contractor:		STAR Supplier ID:		
Commodity or Service Description	SPARC Contract Code Number	Number of Slots	9.89% Required Match	Award Amount
In-Home Safety Services (IHSS) 01/01/2019 – 04/30/2019	3612B		-----	
In-Home Safety Services (IHSS) – MATCH 01/01/2019 – 04/30/2019	9632B			-----
In Home Safety Services Reporting Only 01/01/2019 – 04/30/2019	9642B	Reporting Only		
In-Home Safety Services (IHSS) 05/01/2019 – 11/30/2019	3612B		-----	
In-Home Safety Services (IHSS) – MATCH 05/01/2019 – 11/30/2019	9632B			-----
In Home Safety Services Reporting Only 05/01/2019 – 11/30/2019	9642B	Reporting Only		

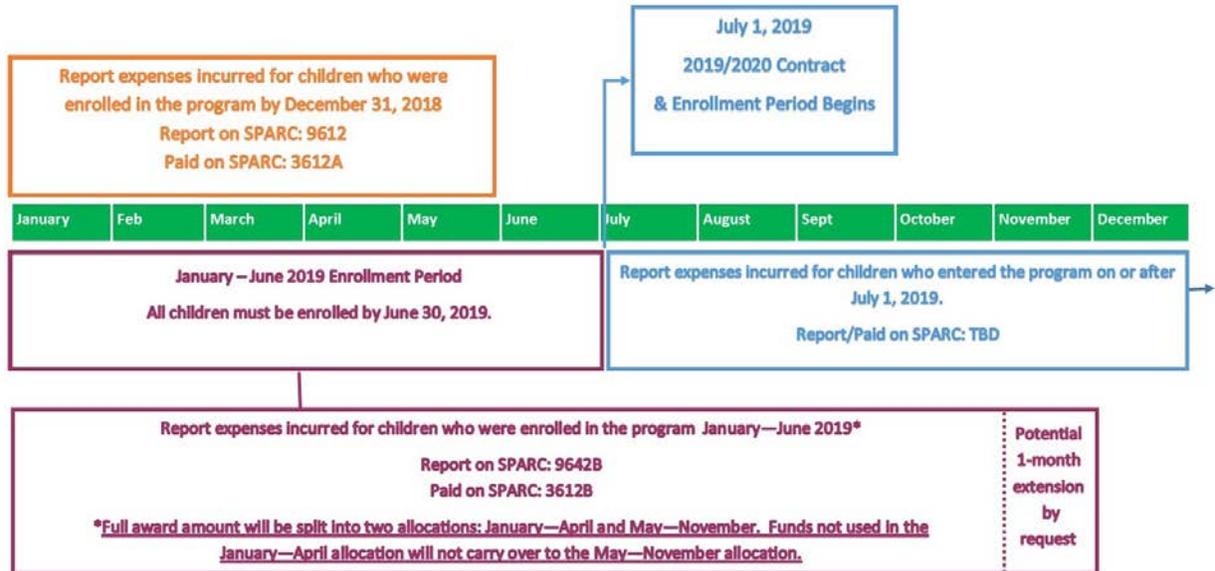
The Department of Children and Families (the Department) **will reimburse actual expenditures** submitted on the System for Payments and Reports of Contracts (SPARC) Contract Code Number 9642B **monthly** for each enrolled child at a maximum rate of \$36.13 per day (\$1,100 per month) for four months, with a limited amount of additional one month extension opportunities granted by the IHSS Coordinator. Funding will be paid on SPARC Contract Code Number 3612B for children and families enrolled in the IHSS Program during January – June 2019.

Key Points

- **Costs must be submitted in SPARC monthly.**
- Contracts will include an award split: Jan-April/May-November awards.
- **Funds not spent from the Jan-April allocation will not be able to be utilized after April 30th.**
- Total reimbursement cannot exceed the total allocation amount or total reported actual costs.
- Costs for an enrolled child will count towards the allocation period for the month in which the expense was incurred of the contract year the child was enrolled.
 - Example: \$100 reported in February for a January Expense
 - 2018 Enrollee: reported expenses count toward May-May Allocation of the 2018 Contract (see orange box on the timeline below)

2019 Enrollee: reported expenses count toward January-April Allocation of the 2019 Contract (see purple box on the timeline below)

Timelines (January – June 2019 Enrollees)



Payments

Payment timing follows the standard SPARC monthly payment schedule. For example, actual expenditures submitted on 9642B for children enrolled in January by February 28th will be paid on 3612B as part of the standard agency payment on March 5th.

SPARC 2019 IHSS Reporting Lines

DCF SPARC Cost Reporting Form

Provider Name Sample County	Provider Contact Name John Smith	Contact Phone Number (608) 422-1234
Supplier ID 0000012345	Reporting Period January 2019	Provider Contact Email jsmith@county.gov

Line Code Name	Class Code Description	Line Code	Expenditure
Reporting Match Requirement - Jan 2018 - May 2019 In-Home Safety Services 9.89%	Reporting Only	9632A	
Reporting Match Requirement - Jan-Nov 2019 In-Home Safety Services 9.89%	Reporting Only	9632B	
Reporting Only In-Home Safety Services - Jan-Nov 2019 In-Home Safety Services	Reporting Only	9642B	
Reporting Only In-Home Safety Services - Agency Management Support and Overhead (AMSO)	Reporting Only	9612A	
Reporting Only In-Home Safety Services - Case Management Services	Reporting Only	9612B	
Reporting Only In-Home Safety Services - Community Recovery Services	Reporting Only	9612C	

As stated above, funds not spent from the January-April allocation will not be able to be utilized after April 30th. Due to this allocation split, it will be important for agencies to be mindful of their allocation balance to ensure that funds are not left unutilized. Allocation balances can be checked on the **Contract Balance Report**: <https://dcfparc.wisconsin.gov/reports/contract-balance>

If you have any questions regarding using SPARC or viewing your agency’s contract allocation balances please contact DCF Finance:

DCFFinanceGrants@wisconsin.gov

Allowable Expenditures

Program expenditures must be reasonable, necessary, and provide a direct benefit to the children and families enrolled in the program (the list of allowable services can be found in Appendix A). Unallowable costs include those not directly related to program needs, as well as certain costs that are explicitly unallowable per Chapter IV of the Department's [Allowable Cost Manual](#).

Please note that many of the explicitly unallowable costs refer to *agency* costs, and do not necessarily apply to *client* costs. Cost categories such as “goods and services for personal use” and “personal housing and living expenses” are allowable if they can be justified as helping the family manage child(ren) safety. Individual purchases that are not allowed in the cost manual and/or are in excess of \$2,000.00 require the Department's approval. Please send requests regarding these kinds of purchases to: DCFHSSProgram@wisconsin.gov.

Considerations for approving expenditures:

- Is this expenditure meaningfully related to maintaining safety of the child and/or children in the home?
- Is there a plan to make the service or assistance sustainable for the family beyond the unsafe and at-risk of removal from home period?
- Do the supervisor and financial manager approve the use of state funding in this way?

In addition, the \$1,100 maximum reimbursement per child per month figure is the Department's estimate of the *average* costs of serving an IHSS child, and Agencies are encouraged to spend program funds flexibly across all enrolled children and families. For example, if one IHSS enrolled child only used \$3,000 dollars over the 4 month service period, another IHSS enrolled child with more costly needs could use the remaining \$1,400 in addition to the allocated amount provided for the second child (even if the child is from a different case).

Families participating in the IHSS Program may also be participating in other federally-funded programs, such as Children's Long-Term Support (CLTS). This is allowable so long as expenditures reported on the quarterly Cost Reporting form reflect **child welfare** case management and paid service costs that directly support meeting the needs and achieving the goals of the family as articulated in the case plan. In addition, Cost Reporting must reflect the **net cost** incurred by the agency for the provision of these services.

Contracting and Payment

The Department of Children and Families (the Department) will provide a maximum level of funding for each enrolled child at a rate of \$36.13 per day (\$1,100 per month) for four months, with a limited amount of additional one month extension opportunities granted by the IHSS Coordinator. Actual funding will be a reimbursement of costs submitted on the System for Payments and Reports of Contracts (SPARC) line 9642B * **monthly**. Payments will be made monthly on Contract Code Number 3612B for children and families enrolled in the IHSS Program during January – June 2019.

**This change will shift payment amounts from payments based upon child days enrolled to a reimbursement of costs structure, though an Agency cannot receive a higher reimbursement amount than the contract limit for a given time period. This contract limit will be calculated based upon enrollment days at an expected rate of \$36.13 per day (\$1,100 per month). See example below:*

Example:

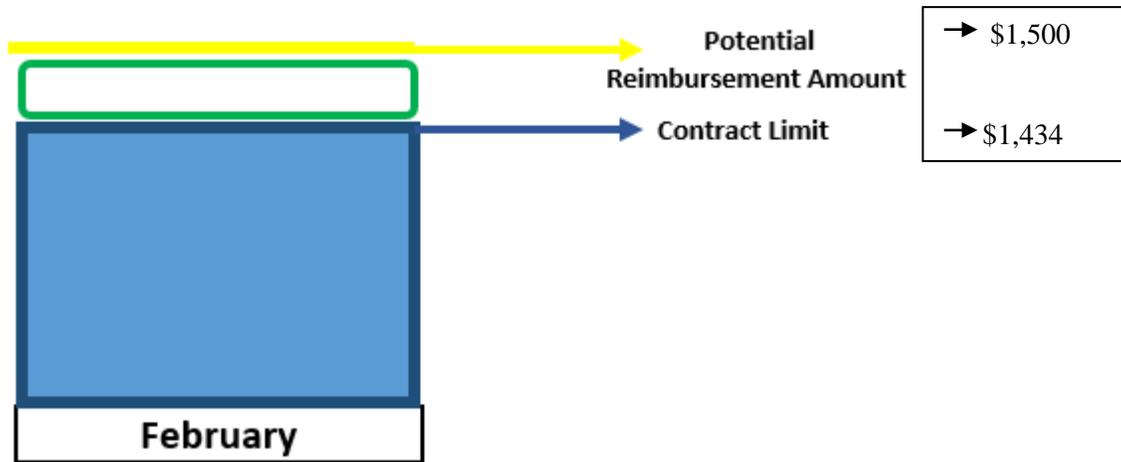
January

- One child enrolled for 10 days
 - 10 days @ 36.13 = \$361.00 (**Contract Limit for January**)
- Cost Reporting
 - Due:
 - **28th of February**
 - Reported \$300.00 of costs for January (**Potential Reimbursement Amount**)
 - **March 5th payment = \$300**



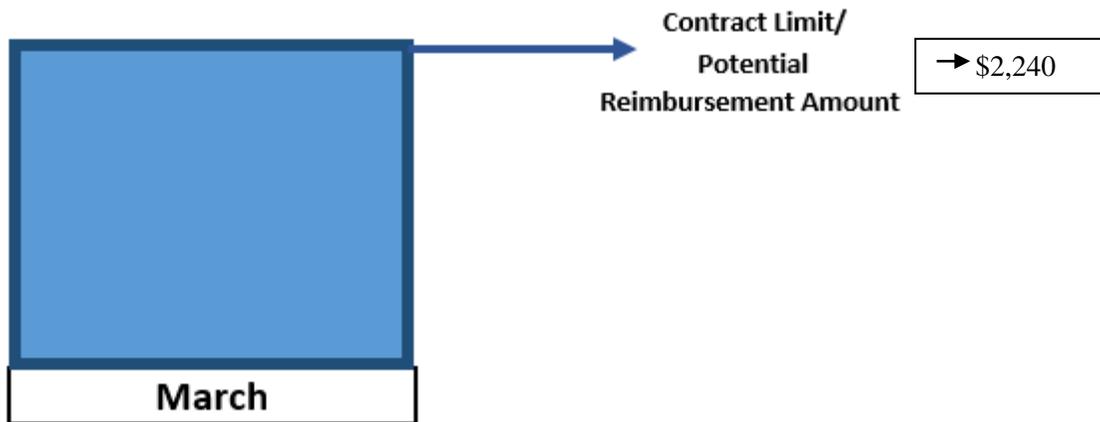
February

- Two children enrolled for 38 days
 - 38 days @ 36.13 = \$1,373.00 + \$61 contract limit carryforward from January = \$1,434 (**Contract Limit for February**)
- Cost Reporting
 - Due:
 - **28th of March**
 - Reported \$1,500.00 of costs for February (**Potential Reimbursement Amount**)
 - **April 5th payment = \$1,434**



March

- Two child enrolled for 62 days
 - 62 days @ 36.13 = \$2,240.00 (**Contract Limit for March**)
- Cost Reporting
 - Due:
 - **28th of April**
 - Reported \$2,240.00 of costs for March (**Reported Amount**)
 - **May 5th payment = \$2,240.00**



Summary:

Month	Contract Limit	Reported Amt.	Reimbursement Amount	Cash Position
January	361.00	300.00	300.00	61.00
February	1,434.00	1,500.00	1,434.00	-66.00
March	2,240.00	2,240.00	2,240.00	-66.00
Total:	3,974.00	4,040.00	3,974.00	-66.00

In this example, the maximum amount of funding the Agency could receive for the three months of the year is **\$3,974.00 (Contract Limit)**. Reimbursement is based upon actual expenditures, which in this

case is above the contract limit (**4,040.00** > 3,974.00) so the Agency will receive \$3,974.00 for the first three months by May 5th which is their contract limit for that time period

**The \$66 of costs reported over the contract limit will be carried forward to be reimbursed in a future month when reported expenditures are less than the contract limit amount.*

To ensure program integrity, all expenditures incurred as part of providing In-Home Safety Services must be reported. **This includes case management and other direct staffing costs**, even though most or all of these costs are supported by existing agency sources. Please be assured that case management expenditure reporting will not impact the level of services available through IHSS or other funding mechanisms. The Department expects that certain time and cost-intensive cases may have costs that exceed the \$1,100 per child per month rate, and the quarterly cost reporting should reflect those situations – in other words, that the integrity of the program evaluation depends on agency cost reporting that reflects the **whole cost incurred by the child welfare program to serve that family**, including caseworker and other staff time converted to cost actuals or estimates.

Staffing Costs

For audit purposes, the Department requires each Agency to annually complete the “IHSS Case Management Staffing Cost Plan” to describe how caseworker and other direct staffing costs are calculated. (Appendix C). Please maintain this document as part of your agency’s cost reporting records.

Local Agency Match

In accordance with Wis. Stat. § 49.175(1)(t), beginning in calendar year 2018, the IHSS Program requires a 9.89% match from local agencies for the receipt of IHSS Program funding. Agencies will report IHSS match costs in SPARC on the IHSS match line (9632B). The definition for this match is as follows: costs reported on the match line may include services, contracts, staff time, concrete resources and other expenses to support children to remain safely in their homes, excluding those costs claimed and reimbursed through the IHSS contract. The Agency will have to maintain an audit trail to support the match costs reported.

Match costs could include eligible contracts (excluding costs reimbursed by the IHSS contract); case management time on in-home cases not enrolled in the IHSS Program; payments for appropriate services for any in-home case that is not enrolled in the IHSS Program, and payments spent on IHSS enrolled families beyond the total award amount (including case management), and any other expenses that meet the description of match.

Reported match should exclude costs reimbursed by IHSS Program funding, costs reported on the 9612 series, and costs reported on CFA lines 3561, 3681, and 9681.

Appendix A: Allowable Services

The following services can be funded by IHSS dollars when included on a Protective Plan or Safety Plan. Services can be provided by either formal or informal supports. Both formal and informal supports can be paid for using IHSS Program funding.

Safety Plan Categories and Definitions

Separation:

Recreational Activities: Any activities a child or parent participates in during times of separation to control for safety. This could include having a mentor take a child or parent out of the home for periods of time.

Daycare: The paid care of a child by a person other than the child's legal guardians or custodians to create separation between the children and their caregivers and control for safety. This includes both payment to established centers and informal supports.

Respite: Respite services include services such as temporary care for children to relieve a primary caregiver who may be experiencing severe distress or who may be in a state of crisis. This may be used in circumstances where the accumulation of caregiving responsibilities results in threats to safety.

Concrete Resources

Food/Clothing Services: Services to connect a family with food and/or clothing that are necessary to control for safety.

Housing Assistance: Emergency assistance to help families access safe housing when it is necessary to control for safety. This includes providing rent or a stay in a hotel.

Transportation: This may include bus passes, gas vouchers, taxis, professional drivers, and providing rides to family members to access services identified on a protective plan or safety plan.

Household Support: Assistance from the agency in obtaining services or household items needed to maintain safety. This includes but is not limited to utility assistance and household items including car seats, safety gates, door alarms, and safety monitors, etc. as well as repairs to the home so that it is safe.

Social Connection and Emotional Support

Social Supports: Supportive resources by family, friends, neighbors, coworkers, or others used to control for safety threats. Social connection and emotional support is an appropriate safety response for a parent whose isolation and unmet emotional needs result in threats to child safety. This is only an appropriate safety response if the planned connection and support has an immediate impact on the parent's behavior toward the child.

Supervision and Monitoring

Supervision/Observation: Supervision and observation may involve informal or formal providers whose primary focus is to oversee interactions between parents/caregivers and children and intervene if safety threats arise. Informal providers, such as friends, neighbors or relatives, may be especially effective for providing supervision during critical times of day when safety threats may become active and result in harm to the child. For example, this could include observing/supervising a parent at bed time if this has been identified as a critical time for the family. Formal providers may include, but are not limited to: in-home safety teams, agency paraprofessionals, other contracted workers, and CPS workers. Payment for supervision and observation can be made to both formal and informal supports.

Parenting and Home Management

Basic Home Management: Controlling for safety by assisting with budgeting, household schedules, and daily tasks or any other activities needed to maintain a household.

Unique Child Condition Service: Services used to address safety issues specific to one child in the family that may be related to a special need or circumstance.

Basic Parenting Assistance: Basic parenting involves compensating for the parent's inability to perform basic parenting and other life skills that affect child safety. It could include functions such as like feeding, bathing, and supervision. The provider is responsible for seeing that these functions are performed.

Medical Services

In-Home Health Care: Providers that assist the family in the health care of family members to control for safety issues. This includes both providing health care, modeling for the family how to provide care for the child, and provision of medical equipment and supplies. If services are eligible for Medicaid funding, Medicaid should be billed first.

Crisis Management

Crisis Services: Crisis stabilization or inpatient diversion services specifically focused on safety intervention. This could be related to AODA, emergency medical care, emergency mental health care or other family stressors. If services are eligible for Medicaid funding, Medicaid should be billed first.

Appendix B: 2019 Case Plan Service Category to SPC Crosswalk

To provide a comprehensive evaluation of the program, the Department requires two key categories of information that characterize the full breadth of support that each program family receives during the in-home safety services period. In addition to the cost reporting—which categorizes expenditures by SPC codes—the Department will also analyze the units of service received by the family, which use service categories as defined by the Integrated Case Plan (ICP) as the basis for reporting. As shown in the table below, these categories have different names and scopes of service than SPC codes.

When reviewing the two sets of reporting, the Department anticipates *general* alignment between verified units of service and reported expenditures via the crosswalk code. For example, if agency caseworkers verified that an IHSS Program family received services in the Housing Assistance, Transportation, and/or Economic Assistance, the Department would also expect to see costs reported in SPC codes 106, 107, 109, and/or 110 for that family.

Service Categories	DCF Crosswalk Code	SPC Code and Description	SPARC
Case Management	1-Case Management	604: Case Management Services	9642B
		AMSO: Agency Management Support and Overhead	
Basic Home Management	2- Parenting Skills and Family Functioning	104: Supportive home care	9642B
Unique Child Condition Service		110: Daily living skills training	
Parenting Education		111: Family support	
Supervision and Observation		113: Consumer education and training	
Basic Parenting Assistance		404: Family Planning	
Daycare	3- Childcare Services	101: Child day care- crisis/respice	9642B
Respice		103: Respice	
Crisis Services	4 – Psychosocial / Psychiatric Interventions	501: Crisis intervention	9642B
Mental Health/AODA Services		503: Inpatient AODA treatment	
		507: Counseling/therapeutic resources	
		510: Comprehensive community services	
		511: Community recovery services	
		603: Intake assessment	
		703: Detoxification: hospital setting	
705: Detoxification: social setting			

Transportation	5 – Financial Support/Direct Assistance	106: Housing/energy assistance	9642B
Housing Assistance		107: Transportation and escort	
Household Support		609: Consumer directed supports	
Food/Clothing		610: Housing Counseling	
		205: Shelter care	
		402: Home delivered meals	
In-Home Health Care	6 – Physical/ Developmental Health Services	606: Health screening and accessibility	9642B
		710: Skilled nursing services	
Recreational Activities	9 – Advocacy and Personal Supports	112: Interpreter services and adaptive equipment	9642B
Social Supports		403: Recreational/alternative activities	
		509: Community support	
		513: Mentoring services	
		601: Outreach	
	602: Information and referral		

**Crosswalk categories 7 and 8 had no applicable services for IHSS*

Appendix C: IHSS Case Management Staffing Cost Plan

Agency: _____

Fiscal Year: 2019

The Department recognizes that each Agency has its own methodology for calculating an hourly rate for child welfare case management staff, and integrating the extra effort required to support IHSS cases into its staffing plan. For auditing purposes, the Department requires participating IHSS Agencies to annually describe that methodology by responding to the following questions. Please retain documentation to support these calculations and make available as needed.

1. Please provide the hourly rate (or range of rates) for child welfare staff that will be used as the basis for reporting case management staffing costs on line 604 (Case Management Services)

\$____/hour; (or)

Between \$____ and \$____/hour.

2. Briefly describe the methodology used to develop this case management rate. Is it based on the CLTS methodology using child welfare staff as the basis for rate calculation, or some other case management rate methodology?

3. Are Agency Management, Support, and Overhead (AMSO) costs included in the case management hourly rate? _____

- If so, what percentage of the hourly rate is AMSO? _____
- If not, will you be reporting AMSO on the separate AMSO line? _____

If you are allocating AMSO based on FTE, what is the estimated AMSO cost per FTE? _____

How frequently are AMSO costs determined/re-calculated? _____

4. Will your Agency be reporting retroactive adjustments to the rate(s) listed in question #1 or the AMSO costs in question 3? If so, when and on what basis?

**Please retain a copy of this plan for your Agency's financial records.*

Appendix D: SPARC Lines

Contract Year	SPARC Line	Definition	Start Dt.	End Dt.
2018	3612A	Payments	1/1/2018	5/31/2019
	9612	Cost Reporting	1/1/2018	5/31/2019
	9632A	Match	1/1/2018	5/31/2019
	3622A	Reconciliation	1/1/2018	5/31/2019
2019	3612B	Payments	1/1/2019	10/31/2019
	9642B	Cost Reporting	1/1/2019	10/31/2019
	9632B	Match	1/1/2019	10/31/2019