

## W-2 Contractors' Meeting – Notes

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**Date:** December 21, 2017

**Time:** 10:00am-11:30am

**Location:** H206

**Conference Line:** (888) 557-8511 Access Code: 5834260

**Adobe Connect Link:** <https://connect.wisconsin.gov/dcfdfesbwfw-2contractorsmeeting/>

Members					
	<b>America Works</b>		<b>Bureau of Regional Operations</b>	X	Choua Her
	Adenike Joyner	X	Kelly Bueschel	X	Deb Hughes
X	Carlyle Outten		Jamie Fawcett	X	Beverly Jenkins
	<b>Forward Service Corp.</b>		Tonja Fischer	X	Carrie Johnson
X	Tony Dziedzic	X	Justine Girard	X	LaToya Johnson
X	Stacey Eggen	X	Zulema Hauer		Beki Lockery
X	Jennifer Marks	X	Jordan Lee	X	Neb Macura
X	Brian Wolfe	X	Dara Martinovich		Robb McCann
	<b>MAXIMUS</b>		Evan Nordgren		Margaret McMahon
X	Rachel Zietlow	X	Tim Schindler	X	LaQuisia Montgomery-Wright
	<b>ResCare</b>		Heather Sommers		Jessica Moss
X	Michelle Day	X	Roxanne Sperber	X	Lorinda Patzner
X	Kanwen Shao	X	Lori Thuli	X	Jenny Rado
	<b>Ross</b>	X	John Tuohy		Linda Richardson
X	Nicole Hagen		Jean Zawacki	X	Jean Schmidt
	Reno Wright		<b>Bureau of Working Families</b>	X	Luz Scott
	<b>UMOS</b>	X	Debaki Ale	X	Ginger Seery
X	Parker Rios	X	Brian Anderson	X	Mac Strawder
X	Sandra Salazar-Lozano	X	Sara Baudhuin		MayChee Yang
	<b>Workforce Connections Inc.</b>	X	Jason Bergh		<b>DFES Management</b>
X	Andrea for Gina Brown		Katie Castern		Kris Randal
	Shannon Franek	X	Brianna Chaffee	X	Marianne Rosen
	Teresa Pierce	X	Debra Cronmiller		
	<b>Workforce Resource Inc.</b>	X	Danise Doudna		
X	Jody Connor	X	LaTanya Dukes		
X	Carolyn Frogness	X	Amy Duncan		
X	Deb Leslie	X	Ed Emmons		
	<b>Bureau of Budget and Policy</b>		Rachel Gabor		
X	Sasha Bong	X	Nick Hayward		

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### **POP Discussion – Jason Bergh**

- Two new POPs will be included in the 2018 contract.
  - W-2 Transition Participant Engagement
  - Vocational Training Completion Job Attainment
  - See [Ops Memo 17-23](#) for more information.

### **Contract Overview– Ed Emmons**

- Carrie Johnson is the new BWF Contract Specialist.
  - She will perform fiscal and financial analysis for BWF contracts, including W-2.
- 2018 contracts are under review and will be sent out by the end of this year.
- A new Webl report will come out in January showing W-2 T participants and activity hours completed. An accompanying quarterly report will also be available in 2018.

### **Monitoring and Compliance – Mac Strawder**

- Monitoring for 2018 will be mostly the same as now.
- Monitors will follow up with agencies.

### **Policy Changes – Debra Cronmiller**

- [Admin Memo 17-09](#) contains instructions for the Annual FTE Report.
  - Reports are due in 30 days.
- What feedback do agencies have regarding use of the Medcap forms approved with a waiver of the state policy?
  - ResCare
    - Providers are returning forms more quickly.
    - The form encourages strength-based conversations.
  - FSC
    - Providers are returning less low-hour determinations (zero or <5).
    - The form encourages more dialogue with medical providers.
  - Maximus
    - Agrees anecdotally with ResCare and FSC comments.
    - Is trying to track form-related changes quantifiably.
    - Some clients were initially not happy with the new forms.
  - WCI just started using their new form – too early for results.
  - WRI is finalizing their form and will seek the waiver soon.

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- The CP TEMP program is going statewide in January.
  - SOPs need to be approved by MOS/BRO.
  - An Ops Memo will be issued in early January.
- [Ops Memo 17-22](#) contains information about a change in drug screening thresholds.
  - DCF will monitor the number of referrals to avoid overwhelming the testing vendors.
  - Resources available to agencies for drug testing should be sufficient. DCF will be monitoring.
- JAL
  - An Ops Memo will be issued in the first quarter of 2018.
  - New requirements will include proof of:
    - Valid driver's license;
    - Insurance; and
    - Supervisor's approval, if on supervision.
  - The new requirements will need to be added to each agency's JAL checklist.
- BWF forms
  - BWF is simplifying the reading level on its forms as they come up for regular review.
  - Help Desk emails will alert agencies to the availability of new forms.
  - Due to insufficient demand, BWF is no longer translating forms into Hmong.
- DCF is promulgating two new Administrative Rules, including:
  - Refusal to participate; and
  - 48-month lifetime limit.
  - The governor is expected to sign both in 2018.
- DCF and DWD will be updating the W-2/DVR MOU and Technical Assistance Guide in 2018.
- TJ/TMJ changes in 2018 – BWF is seeking approval from the Secretary's Office.
- HOD print changes and the Kofax upgrade are happening in 2018.

### **BRITS – Danise Doudna**

- See [handout](#).

### **Civil Rights LOAs and Plans – John Tuohy**

- See [handouts](#).
- DCF will be hiring a new Civil Rights Specialist in 2018.
- Civil Rights training course is available through PTT.

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### **WPR and WebI Technical Assistance – Ed Emmons**

- WPR CAP recommendations will be approved by the Secretary's Office in January.
  - Agencies will receive a letter after the recommendations are approved.
- A WebI technical assistance workshop will be held on January 22.
  - It will be geared toward agency staff who work with performance metrics.
  - In-person attendance is encouraged.
  - Adobe Connect will be available.
  - Send questions to [Sara.Baudhuin@wisconsin.gov](mailto:Sara.Baudhuin@wisconsin.gov).

### **Other Business**

- Kelly Bueschel (BRO) inquired about interest in roundtable discussions among agencies.
  - There is interest.
  - Teleconferencing is preferred instead of in-person meetings.