

DCSD 001 – Day Treatment Program	5-DCSD-9
DCSD 003 – Firearm Supervision Program	5-DCSD-14
DCSD 004 – First Time Juvenile Offender Program (FTJOP) – Tracking	5-DCSD-19
DCSD 005 – Foster Care Licensing and Case Management	5-DCSD-24
DCSD 006 – Group Care	5-DCSD-28
DCSD 008 – Level 2 In-Home Monitoring Program	5-DCSD-33
DCSD 009 – Serious Chronic Offender Program	5-DCSD-37
DCSD 010 – Adolescent Sex Offender Treatment Program	5-DCSD-42
DCSD 011 – Shelter Care	5-DCSD-45

DISABILITIES SERVICES DIVISION

5-DSD-1

DSD 005 - Advocacy/Consumer Education	5-DSD-4
DSD 006 - Work Programs	5-DSD-6
DSD 007 - Adult Day Services	5-DSD-9
DSD 008 - Adult Day – Integrative Community Based	5-DSD-11
<i>DSD 010 – Employment Programs</i>	<i>Addendum</i>
DSD 011 – Recreation	5-DSD-15
DSD 012 - Respite-Adult	5-DSD-16
DSD 012 - Respite-Children	5-DSD-17
DSD 012CR - Crisis Respite Home	5-DSD-18
DSD 014 - Assertive Case Intervention	5-DSD-24
DSD 015 - Supportive Living Options	5-DSD-28
DSD 016 - Supported Parenting	5-DSD-30
DSD 017 - Person Centered Planning	5-DSD-34
DSD 018 - Targeted Case Management	5-DSD-37
DSD 019 - Disability Benefit Specialist	5-DSD-40

The following services are not open for competitive proposals (continuing contractors only):

DSD 009 -Early Intervention Birth – 3	5-DSD-48
DSD 021- Fiscal Agent Services	5-DSD-54

HOUSING DIVISION

5-HD-1

H 005 - Homeless/Emergency Shelter Care	5-HD-1
H 003 - Coordinated Community Housing	5-HD-3
H 004 - Battered Women’s Counseling	5-HD-5

The following services are not open for competitive proposals (continuing contractors only):

H 007 - Guest House - Prairie Apartments	5-HD-7
H 008 - Our Space – United House	5-HD-10

Addendum 1

EMPLOYMENT PROGRAMS #DSD010

Employment options are designed to assist individuals who need more support and supervision to secure employment than is traditionally available through the Division of Vocational Rehabilitation or other employment programs.

Employment includes a range of work options and support levels, formerly known as Supported Employment and Community Employment. This service provides assistance to individuals in identifying, obtaining, and maintaining community-based employment. Individuals receive competitive wages for the work they perform. Commensurate wages under a sub-minimum certificate can be approved in some instances. Services may include preparation of the person for employment, job development, job restructuring and/or carving, job placement, job coaching, and follow up services. Employment consultation services are made available to employers to facilitate the successful employment of the individual within their company. Employment programs are characterized by three key factors:

- Non-subsidized pay for work.
- Opportunities for integration with persons who are not disabled and are not paid care givers.
- Long and/or short term (time-limited) support services to the individual and to the employer to assist in job retention contingent on the individual's needs.

Referral to the Division of Vocational Rehabilitation is an integral part of the employment program process. This process will be centralized with the Employment Service Coordinator as part of the standardized, service delivery system. Written authorization for employment services must be obtained from the Employment Service Coordinator prior to admission into services.

Agency Administrative Requirements

Individuals in need of long-term employment support must include the Disabilities Services - Long-term Support Commitment form authorizing services prior to service implementation.

Monthly reports are required while participant is utilizing DVR funding; six (6) month reports are required after the point of transition to county long term support funding.

A transition meeting at the time of transfer from DVR to Disabilities Services funding with Disabilities Services staff and DVR counselor must be scheduled to discuss services to be provided. This meeting should take place at the participant's place of employment pending employer and participant approval.

Representation at the Employment Services Meetings scheduled by the Disabilities Services staff is mandatory.

A Consumer Satisfaction Survey must be issued and a written summary of the results forwarded to the Contract Supervisor.

Agency must identify and submit three (3) personal stories identifying the service outcome and client benefits.

EMPLOYMENT PROGRAMS

Employment Program Requirements

1. Complete Milwaukee County's Employment Services Assessment, Individual Placement Plan (IPP), and Job Development Plan (JDP) on each participant.
2. Maintain written documentation of participant's progress in an individual case file. Monitor progress and document program participant activity. Maintain communication and coordinate planning efforts with Disabilities Services staff and other members of the participant's support system.
3. Provide instruction in job seeking skills, appropriate work behaviors, and job retention skills to all program participants.
4. Provide technical assistance to employers on wage and hour issues, establish and/or monitor benefits and provide assistance to participants in monitoring and management of wages.
5. Provide training or consultative services to the employer and/or program participant to insure job retention. Services may include but are not limited to re-training, vocational counseling, co-worker training, technical assistance on possible job accommodations and support groups.
6. Provide discharge planning, including information on how to return to the service system for other employment assistance or support services.
7. Refer, encourage, and support the individual's involvement in needed community services, including educational, functional skill development, leisure/recreational activities, self-help, and advocacy programs as appropriate.
8. Refer individual to psychological, alcohol and drug abuse, or other specialized counseling to assist with interpersonal and community living problems, as needed.
9. Provide initial and ongoing training to program staff regarding the needs and concerns of program participants.

10. Place individuals in community based employment within an average of six months of enrollment within the program or provide Disabilities Service and DVR staff with written information relative to the status of the placement plan and list strategies being implemented and developed for placement to occur.
11. Provide follow-up services following placement to insure job retention. The time-frame for providing this service is dependent upon individual participant needs and is reviewed with Disabilities Services staff as appropriate.
12. Identify the feasibility of utilizing work incentives under the Social Security Program, such as, the Impairment Related Work Expense (IRWE) and Plan for Achieving Self Support (PASS) for all participants.
13. Provide a support system either in an individual and/or group format, for participants in employment with respect to their personal, social and/or employment related needs. Goals will be to facilitate job stability and maximize adult community living experiences. Through a support group format, participants should receive informal counseling, instructions or guidance for social integration.

Expected Outcomes

Developmental Disabilities expects the following outcomes:

Increase integrative opportunities for work and/or for social interaction.

Decrease subsidized paid work and enhance traditional work opportunities.

Increase opportunities to earn income.

35% of the Total numbers of the participants in the program will be working in community employment, 20% of the 35%, must be newly placed in the contract year.

Key supporting indicators for these outcomes include:

1. Number placed into the community, and
 - a. employed at minimum wage or higher
 - b. employed at sub minimum wage
2. Percentage placed with 90-day retention
3. Average hourly wage at placement
4. Average hours employed at placement
5. Average length of time to placement
5. Number of individuals maintained during the current year who were placed the previous year.

The agency must prepare and submit a report indicating various client outcomes acquired as a result of their participation in this service (e.g. increase wages, acquire new job skill, individuals' goal achieved).

Unit of Service

For facility based work and day programs a unit of service is one hour of client attendance in the program.

For non-facility based work programs, (e.g.: Employment Programs, Integrative Community Day Services) a unit of service is one-quarter hour of direct service time.

Direct service time is staff time spent in providing service to the program participants, which includes face-to-face contacts (office or field), collateral contacts, telephone contacts, client staffings, and time spent in documentation of service provision. (Direct service does not include indirect time such as that spent at staff meetings, in service training, vacations, etc.)

Collateral contacts are face-to-face or telephone contacts with persons other than the program participants, who are directly related to providing service to the person and need to be involved by virtue of their relationship to the program participant. Collateral contacts could include contracts with family members, other service providers, physicians, school personnel, clergy, etc.

Reimbursement for group services is based on one-hour units of direct service time. The total time must be equally divided between each group participant and recorded in the case record of the participant.

For facility-based work and day programs, a unit of service is one hour of client attendance in the program.

Documentation

Direct service time must be documented through an entry in the case notes or narrative for units billed. The narrative entry must include (a) the date of the contact; (b) the type of contact (face-to-face, collateral, phone, etc.); (c) who the contact was with; (d) the content of the contact; and (e) the number of units (the length of the contact). The case narrative must be contained in the case record maintained by the agency.