

RESOLUTION NO.: 66—2024-25

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

LADIES AND GENTLEMEN:

MAJORITY

1 The County Executive has requested the following Health and Human Services Department
2 Table of Organization change, and the same has been made a part of the 2025 County
3 Executive Budget:

4
5 Create: Two (2) Full-time Case Manager – CLTS Program positions (sunset positions)
6

7 NOW THEREFORE, the undersigned members of the Legislative/Audit and Human Resources
8 Committee recommend adoption of the following resolution.

9 BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith
10 authorize and approve of amending the Table of Organization for the Health and Human Services
11 Department, cost center 2063595 by creating two (2) full-time Case Manager – CLTS Program positions
12 (sunset positions) effective January 1, 2025 as described in the attached Position Addition Form, Position
13 Description, and Table of Organization, which by reference are made a part hereof, and

14 BE IT STILL FURTHER RESOLVED, that the fiscal change has been included in the
15 aforementioned budget as well as attendant budget expenditures and revenues as are detailed in the
16 attached, and

17 BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy of
18 this resolution to the Outagamie County Human Resources Director and the Outagamie County Health
19 and Human Services Director.

20 Dated this _____ day of November 2024

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Respectfully Submitted,

LEGISLATIVE/AUDIT & HUMAN RESOURCES
COMMITTEE

Cathy Spears

Sara MacDonald

Ryan Ferguson

John Kostelny

Sarah Weinberg

Duly and officially adopted by the County Board on: _____

Signed: _____
Board Chairperson

County Clerk

Approved: _____

Vetoed: _____

Signed: _____
County Executive

POSITION ADDITION FORM - 2025 BUDGET		
Request Details		
Effective Date of Requested Change:	Jan. 1, 2025	
Department:	Health and Human Services	
Department Head:	John Rathman	
Cost Center Number:	2063595	
Position Title:	Case Manager - CLTS Program	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	145	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? Enter number of positions.	Full Time:	2
	Part Time:	
If Part Time position, how many hours per week will this position be working?	Hours:	
What other alternatives were considered?		
If deleting a position to add this position; which position(s) will be deleted?		
(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)		
List any positions in your Table of Organization that have been vacant for 6 months or longer:	None	
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>The ALTS Division is requesting 2 Case Manager positions in the Children’s Long Term Support (CLTS) Program for 2025. We continue to add 12-15 new Children’s Long Term Support (CLTS) clients each month. A Case Manager carries a caseload of 45 children/families. The Department of Health Services’ directive is that no disabled child should wait for services. Therefore, we need to add 2 Case Managers to continue to address our County list of waiting children.</p> <p>In 2023, the Program served 773 children receiving 259 referrals to the Program throughout the year. This is compared to 598 children in 2022, with 157 referrals. Currently, our list consists of 100 children waiting with 63 of them slated for Outagamie and 37 children will go to our Contracted Agency Lutheran Social Services. These positions will be phased in throughout the year to keep up with the demand.</p> <p>The CLTS Program has grown at a fast and steady pace after the initiative started on no children waiting for services. Across the State, the enrollment for the CLTS Program went from 6114 in 2017 to 21,692 in February 2024.</p> <p>The 2 positions are fully funded with billed time under our Case Management Rate.</p>		
Employee(s) Impacted By This Change (if no one in position - leave blank)		
Fiscal Data		

How will this position be funded (choose from drop-down list)?		Grants
PROJECTED 2023 EXPENDITURES - Amounts must agree to amounts included in the proposed budget.		
Salary	\$	122,142
Fringe Benefits	\$	72,000
Travel/Training	\$	-
Supplies - IT	\$	1,296
Supplies - Other	\$	10,324
Purchased Services - IT	\$	5,730
Purchased Services - Other	\$	-
Capital Outlay	\$	-
TOTAL EXPENDITURES	\$	211,492
COST SAVINGS OR INCREASED REVENUES:		
COST SAVINGS OR INCREASED REVENUES:		
Please list below the additional revenues pertaining to this position and/or cost savings (reductions in expenditures) that will be shown in the budget.		
<i>Description</i>	<i>Dollar Value (enter as negative)</i>	
Deleted Position (if applicable)		(211,492)
	\$	-
	\$	-
TOTAL COST SAVINGS/REVENUES	\$	(211,492)
NET COUNTY COST (Levy/Fund Bal)	\$	-

TO BE COMPLETED BY HUMAN RESOURCES:	
Reviewed by HR	4/26/2024
County Executive Decision (Approved/Denied)	



Outagamie County

Case Manager CLTS (DHHS-ALTS)

Job Description Code: 6320-2

Established Date: 11/21/2017

Last Revised Date: 11/27/2023

Effective: 11/27/2023

Salary Range

\$60,465.60 -
\$78,873.60 Annually

Bargaining Unit

N/A

EEO

Other

Occupational Group

500

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

145

Position Purpose

Reporting to the respective program supervisor, the Case Manager - CLTS serves as a point of contact for participants, customers, and/or clients performing related duties toward the objectives and goals of the division.

Key Responsibilities

The following duties are most critical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Obtain information from clients, family members, and other agencies to assess needs or degree of disability.
- Provide individuals and family members with information that best meet their needs, goals, and preferences, maintaining a person centered approach while being culturally sensitive.

**Employee Group
(General, AS&P, etc.)**

Exempt

Hepatitis Category

B

- Maintain knowledge of vocational, housing, and other community resources.
- Make referrals to other agencies for additional services as requested or as appropriate.
- Maintain working relationships with other human services, medical, and social services agencies at various locations and levels of authority.
- Provide educational presentations to other agencies, organizations, and the general public. Participate in community events and outreach.
- Identify needs in the service delivery system and participate in program development initiatives.
- Attend Unit/Division Meetings, client/customer/participant collaboration meetings, and other meetings as required.
- Maintain clinical files and accurate records, as appropriate, and prepares reports as required for coordination of the case and in accordance with State and Medical Assistance guidelines.
- Receive and screen referrals for children with disabilities.
- Perform an assessment and interpret results to determine eligibility for program.
- Provide ongoing case management and service coordination to families and children enrolled in the program.
- Assess needs and provide information and services to meet the needs using a person-centered approach.
- Provide support, education, and technical services to assist families, individuals, and agencies in caring for the disabled individual.
- Maintain accurate records and prepare reports and documentation for court

proceedings.

- Certification as a Children's Long Term Care Functional Screener is required and will be achieved through training and examination.
- Perform timely documentation within 3 business days and maintain required productivity rates.
- Maintain regular and predictable attendance. Works overtime/extra hours as needed.
- Perform other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor of Arts or Science degree or a license to practice as a Registered Nurse. Certification as a Social Worker preferred.
- Two years of experience in a health or human services field, working with one or more of the populations serviced.

Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures.
- Ability to operate a variety of office equipment including personal computer, photocopier, calculator, and telephone.
- Ability to transport oneself from location to location in an efficient and expedient manner.
- Ability to adhere to professional ethics and standards.
- Skill in organization including paperwork, time management and

- prioritization of crisis demands.
- Ability to add, subtract, multiply, divide, calculate decimals and percent's, and make use of the principles of descriptive statistics.
- Ability to comprehend and interpret a variety of documents including client records, medical, accident, and other reports; psychological evaluations and other assessment reports, school records, professional literature, policy and procedure manuals, diagnostic manuals, etc.
- Ability to prepare a variety of documents including client records, referrals, court reports, intake and assessment records, case notes, individual treatment plans, letters and other correspondence, etc.
- Ability to use and interpret medical, legal, and counseling terminology related to the specialty.
- Ability to work well in a team environment.
- Ability to communicate effectively with clients and family members, community agencies and service providers, psychiatrists, physicians, other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
- Knowledge of the service delivery system.
- Knowledge of aging, disabilities, and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

OUTAGAMIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE EMPLOYEES AND INCUMBENTS TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

FUND: HEALTH HUMAN SERVICES 206

COST CENTER NAME: HUMAN HEALTH SERVICES
 COST CENTER NUMBER: 2061010, 2062040, 2063005,
 2064010, 2065010, 2066090, 2067020, ETAL.

DEPARTMENT NAME: HEALTH HUMAN SERVICES

<u>POSITION COUNT</u>	<u>2022</u>		<u>2023</u>		<u>2024</u>		<u>2025</u>	
	FT	PT	FT	PT	FT	PT	FT	PT
REGULAR POSITIONS:								
<u>COST CENTER 2063065</u>								
HS SUPERVISOR - SUPPORTIVE HOME CARE	1	0	1	0	1	0	1	0
SUPPORTIVE HOME CARE SPECIALIST	11	0	11	0	11	0	11	0
COST CENTER TOTALS	12	0	12	0	12	0	12	0
<u>COST CENTER 2063595</u>								
CASE MANAGER	7	0	10	0	13	0	15	0
HUMAN SERVICES SUPERVISOR - CLTS	1	0	1	0	1	0	2	0
LEAD CASE MANAGER ^^	1	0	1	0	1	0	2	0
COST CENTER TOTALS	9	0	12	0	15	0	19	0
<u>COST CENTER 2063090</u>								
CASE MANAGER - GUARDIANSHIP	2	0	2	0	3	0	3	0
DIVISION MANAGER - AGING & LTS	1	0	1	0	1	0	1	0
COST CENTER TOTALS	3	0	3	0	4	0	4	0
TOTAL AGING AND LTS REGULAR POSITIONS:	37	13	39	13	48	17	52	17

^^ Two of these positions are based on FTE per Res. 171-2001-2002