

RESOLUTION NO.: 67—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: One (1) Full-time Case Manager – Lead position (sunset position)
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 one (1) full-time Case Manager – Lead position (sunset
12 position) 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 - Lead	
Sunset Position? (Yes or No)	Yes	
Exempt (Salaried) or Non-Exempt (Hourly):	E	
Pay Grade of Position:	150	
Estimated Starting Step:	1	
Position exists in current the Table of Organization?	No	
Is this position full time or part time? <i>(If more than one position, use the worksheet for Multiples)</i>	Full Time:	1
	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?		
<i>(If deleting a position, complete the Position Deletion Form and include the Cost Savings below)</i>		
List any positions in your Table of Organization that have been vacant for 6 months or longer:		
Position Justification		
Briefly summarize why this position is needed, as well as areas of revenue and savings.		
<p>The ALTS Division is requesting a Lead Worker in the Children’s Long Term Support (CLTS) Program for 2025. The Department of Health Services is directing Counties to have no disabled child waiting for services. We currently have 13 Case Managers, 1 Lead Worker that takes care of Intakes, and 1 Supervisor for the Program. In 2025 we are proposing to add 2 additional Case Managers to bring our count to 17. Another Lead Worker is needed to take care of Transitions out of the Program to keep the churn of children moving through the Program and Case Managers able to add new clients to their caseload. 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, the Program has 100 children waiting for services. 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. There are timelines that Outagamie County must meet for enrollment, and it is imperative we transition children out of the Program in a timely manner to keep our Caseloads current and able to take on new children. The Lead Worker would be responsible for obtaining Adult Medicaid, petitioning for Guardianship, preparing the family for transition to the Adult System, coordinating with the ADRC on transition eligibility to the Long Term Care System in the Adult world, and carry a small caseload of children. This Lead Worker will also handle the children transitioning from Lutheran Social Services who currently serves 355 Outagamie County children. This position is fully funded through our Case Management Rate.</p>		

Employee 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	\$ 65,356
Fringe Benefits	\$ 36,655
Travel/Training	\$ -
Supplies - IT	\$ 648
Supplies - Other	\$ 5,162
Purchased Services - IT	\$ 2,865
Purchased Services - Other	\$ -
Capital Outlay	\$ -
TOTAL EXPENDITURES	\$ 110,686
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)	
	\$ (110,686)
	\$ -
TOTAL COST SAVINGS/REVENUES	\$ (110,686)
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

Lead Case Manager CLTS (DHHS-ALTS)

Job Description Code: 6320-3

Established Date: 11/16/2021

Last Revised Date: 11/27/2023

Effective: 11/27/2023

Salary Range

\$64,708.80 -
\$84,406.40 Annually

Bargaining Unit

N/A

EEO

EEO1-Administrative
Support Workers

Occupational Group

120

FLSA

Exempt

Benefit Code

General

Physical Class

N/A

Grade

150

Position Purpose

Reporting to the Human Services
Supervisor – CLTS, the Lead Case Manager
– CLTS serves as a case manager for
assigned clients and performs related lead
duties toward the program 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.

- Obtains information from clients, family members, and other agencies to assess needs or degree of dysfunction, establishes goals, develops and coordinates individual case plans; and monitors established service plans.
- Provides individuals and family members with information regarding services which best meet their needs and desires.

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

Hepatitis Category
C

- Maintains knowledge of community resources.
- Makes referrals to other agencies for additional services as requested or as appropriate.
- Maintains working relationships with other human services, medical, and social services agencies in the County and State.
- Identifies needs in the service delivery system and participates in program development initiatives.
- Attends Unit and other meetings as required.
- Maintains accurate records and prepares reports and documentation for court proceedings.
- Maintains clinical files or accurate records, as appropriate, and prepares reports as required for coordination of the case and by State and Medical Assistance guidelines.
- Receives referrals to the program, evaluates eligibility, maintains waitlist, and enrolls clients into the program.
- Manages transitions out of the Program including securing adult Medicaid, petition and track guardianship, preparing the family for transition, and coordination with the ADRC on transition and eligibility for the Long Term Care System when 18.
- Responds to staff, contracted staff, and client needs in difficult situations.
- Assists individuals and family members in understanding disabilities and the results of diagnostic and evaluation services.
- Helps problem solve complaints and inquiries of the program.
- Provides support, education, and technical services to assist staff, contracted staff, families, and agencies in caring for the disabled individual.
- Represents the program on key standing meetings regarding clients potentially

- involvement in program and access to County services.
- Maintains regular and predictable attendance, works extra hours as required. Performs other duties as assigned.

Education/Certifications/Experience Requirements

- Bachelor's degree in behavioral science or a related field required. Three to four years of experience with the respective target group preferred.
- Or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Certification as a Long Term Care Functional Screener is required. Training and access will be supplied.

Required or Preferred Skills

- Knowledge of and demonstrated ability to conform to goals, policies, and procedures of the Department as well as the Outagamie County Work Rules and Terms of Employment.
- Ability to operate a variety of office equipment including personal computer, dictaphone, 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 percents, and

make use of the principles of descriptive statistics.

- Ability to comprehend and interpret a variety of documents including client charts, 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, and other medical professionals, attorneys, Human Services personnel, school personnel, and others verbally and in writing.
Knowledge of the service delivery system.
- Knowledge of disabilities and/or mental illness, dependent on assignment, the effects on individuals and families, and the resources available.

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