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DCTS Action Memo 2024-08

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Gynger Steele, Administrator

2024 Intoxicated Driver Program Supplemental/Emergency Funding Request for Applications

Summary

This memo provides instructions on how approved Tribal nation treatment agencies and counties may apply for Intoxicated Driver Program (IDP) supplemental or emergency funding. The deadline to apply for funding is October 25, 2024.

Background

Wisconsin Stat. § 20.435(5)(hy) appropriates funds for approved Tribal nation treatment agencies and counties for treatment costs of impaired drivers referred through assessment resulting in a deficit of IDP funding.

Application design

Approved Tribal nation and county treatment facilities must address the criteria below in a narrative to qualify for supplemental or emergency funding for 2024.

- **Justification of financial need**

Agencies must document that collections of driver improvement surcharges, third party revenues, and client fees are insufficient to cover the actual or projected cost of services through the completion and submission of the Intoxicated Driver Program 2024 Supplemental Funding Request, [F-20891](#). Any approved Tribal nation treatment facility or county is eligible to apply for this funding if projected or actual expenditures for the treatment of impaired drivers exceed projected or actual revenues. Amounts appearing on the funding request form ([F-20891](#)) must be fully described in the narrative.

- **Demonstration of effort to collect fees and revenue**

Approved Tribal nation treatment facilities and counties must demonstrate a good faith effort to collect driver improvement surcharges, third party revenues, and client fees. The narrative should explain the following:

- Rate of driver improvement surcharge collections and efforts made by the county treasurer's office and courts to ensure the maximum amount is collected, third party revenue, client fee collections.
- Factors that limit the collection of these surcharges, revenues, and fees.

- **Program Participation System (PPS) Alcohol and Other Drug Abuse Module reporting**
The county treatment facility's PPS data must be complete and free of errors. Applying agencies should use their PPS data to assist with completing the funding request form, [F-20891](#). If you are unable to obtain the data from in-house or PPS report sources, contact [Thomas Bentley](#) to make a PPS data request.
- **2024 Substance Use Services Expenditures**
Applying approved Tribal nation treatment facilities and counties must report 2024 substance use services expenditure detail for standard program categories (SPCs) in service clusters 700, 800, and 900 in PPS. When in the PPS human service expense report, the detailed SPCs are viewable and fillable by clicking on the 700, 800, or 900 cluster. If you are unable to report detailed costs, provide an explanation in the narrative.
- **Improved IDP Client Outcomes**
Approved Tribal nation treatment agencies and counties must demonstrate improved IDP client outcomes by selecting one of the National Outcomes Measures (NOMs) listed below and documenting in the narrative what deliverable(s) was provided in 2024 to achieve improvements for that outcome measure. NOMs outcome measures include:
 - Access/capacity.
 - Functioning.
 - Stability in housing.
 - Education and employment.
 - Crime and criminal justice status.
 - Retention.
 - Perception of care.
 - Social connectedness.
 - Use of evidence-based practices.
 - Cost-efficiency.
- **Completion of Certification Regarding Debarment and Suspension, [F-01788](#).**

Application review and approval process

The following process will be used for the review and approval of the IDP supplemental/emergency funds.

- Approved Tribal nation treatment facilities and counties should submit one copy of the materials listed in the application design section of this memo by email to their [area administrator](#) and DHS IDP Coordinator [Katie Behl](#) by October 25, 2024.
- Area administrators will review each application against the criteria listed in the application design section of this memo and forward recommendations to the IDP coordinator.
- The Bureau of Prevention Treatment and Recovery within the Division of Care and Treatment Services (DCTS) will review the recommendations of the area administrators and submit approval requests to the DCTS Administrator's Office.
- Following approval by the DCTS Administrator's Office, the contract addenda will be transmitted to the approved Tribal nation treatment facility or county.

If you have questions or concerns about this memo, contact the [IDP coordinator](#).