



Date: September 30, 2024

DCTS Action Memo 2024-12

To: Subscribers of the DCTS Action Memo Email Distribution List

From: Gynger Steele, Administrator

Coordinated Services Teams Initiatives 2025 Request for Applications

Summary

Counties that did not request Coordinated Services Teams Initiatives (CST) grant funding for 2024 (Columbia, Dane, Milwaukee, and Shawano) are eligible to apply for 2025 grant funding through the process outlined in this memo. The deadline to apply for this grant funding is 11:59 p.m. October 31, 2024.

Background

CST grant funding is available to federally recognized Tribal nations and counties in Wisconsin. All sites are funded at the amount of no more than \$60,000 per 12-month period. In 2024, all 11 federally recognized Tribal nations and 68 of 72 counties received this funding. The purpose of this memo is to outline how the four counties not funded in 2024 can apply for funding for 2025. Eligible applicants include Columbia County, Dane County, Milwaukee County, and Shawano County. CST sites funded for 2024 have been contacted by their contract administrator with instructions on how to apply for grant funding for 2025.

Application process

Applications are due by 11:59 p.m. October 31, 2024. The funding period is January 1, 2025, through December 31, 2025. Each county may request an amount not to exceed \$60,000. These awards will not be made as an appendix to the state-county contract. These awards will be a standalone contract for 2025. All applicants must provide documentation prior to finalizing the contract that the county board has designated their agency to receive this grant funding.

The application must include:

- A cover page that includes the name of the agency; address, phone, and email of the contact person for the application; the title “Coordinated Services Teams Initiatives Funding;” and the one-year funding period January 1, 2025, through December 31, 2025.
- A [DCTS Annual Grant/Contract Application, F-21276](#).
- A [CST Summary Line-Item Budget, F-01601A](#).
- A narrative that includes the responses to questions 1-16 (below). Responses to the questions should be sufficient to answer the questions. Elaborate proposals beyond what is sufficient are not necessary or desired. All responses must be typed and should not exceed 12 pages. Use a 12-point font size for the narrative.

CST design

1. Provide an overview of the proposed planning process for developing a CST in the county. What is the proposed service area? How will families be involved the planning? What agency has been designated by the county board to serve as the administering agency to fulfill the responsibilities under [Wis. Stat. § 46.56\(4\)](#)?
2. Provide a description of the coordinating committee, including the current or proposed membership that includes information about the agencies represented, including the names of the agencies that are or will be represented. If there is a coordinating committee in place right now, describe the responsibilities of the coordinating committee. Will the current or proposed membership and responsibilities meet the requirements in [Wis. Stat. § 46.56 \(3\)](#)? If the membership or responsibilities do not meet statutory requirements, include a goal and objectives to meet these requirements in the work plan section of [F-21276](#).
3. Provide the name and contact information of the CST coordinator who will fulfill the responsibilities of [Wis. Stat. § 46.56 \(6\)](#). What percentage of time (full-time equivalent) will this position support CST? Attach a copy of the existing or proposed position description. If the county does not have a current CST coordinator, include a goal and objective to meet this requirement in the work plan section of [F-21276](#).
4. Describe the specific service systems that are involved in the current CST or will be involved in the proposed CST. Address the role of the following systems: mental health, substance use, child welfare, youth justice, and schools. How are these systems involved in the planning for the proposed CST? List any existing or proposed memoranda of understanding with these organizations.
5. Provide a description of the existing services and other resources in the county for children or families who are involved in two or more systems. Include an assessment of the county's strengths and any gaps in services or supports for these children and families.
6. [Wisconsin Stat. § 46.56](#) provides the overall requirements for agencies who receive state funding for CST. In addition, the Division of Care and Treatment Services has established the [Principles of Wraparound](#) in Wisconsin. Include a statement indicating the county will commit to working toward meeting the requirements of [Wis. Stat. § 46.56](#) and adopting the principles of CST or wraparound in Wisconsin. Include a goal and objective in the work plan section of [F-21276](#) that will further develop the county's initiative in this area.
7. Submit documentation indicating the county board has designated the specified agency to receive CST funding.

CST eligibility and target populations

8. [Wisconsin Stats. § 46.56\(7\) and \(15\)](#) require CSTs funded under this grant program must serve: children and families involved in two or more systems of care with serious emotional disturbance; and/or who are at risk of placement outside the home; and/or who are in an institution and are not receiving coordinated services based in the community and other resources; and/or who would be able to return to community placement or their homes if services were provided. Counties may establish additional criteria. Describe the specific criteria that will be used for deciding whether a child/family will be eligible for services and resources through the CST. If the county has not yet finalized the target population and eligibility criteria, include a goal and objective in the work plan section of [F-21276](#) that indicates the county will establish eligibility criteria that conform to the statutes.

CST enrollment, assessment, and proposed number to be served

9. How many children and family teams does the county propose to serve during the initial year? Include this number in both the narrative and as a goal and objective in the work plan section of [F-21276](#).
10. Describe how families access or will access the CST. Include a description of the intake and enrollment process. Describe how the CST will provide service coordinators for each child/family enrolled. If the county is still developing this process, include a goal and objective in the work plan section of [F-21276](#) that outlines the timeline for developing the process.
11. The Division of Care and Treatment Services requires all CST sites to use the [Child and Adolescent Strengths and Needs – Comprehensive \(CANS\) Assessment Tool](#) to determine the child and family strengths and needs. Describe the plan for developing the capacity to provide a strengths-based assessment using the CANS as a tool to inform the assessment and how the CANS will be used in a service plan for all children enrolled in CST. Include a goal and objective in the work plan section of [F-21276](#) that outlines how the CST will use the CANS in the CST.

CST data collection and evaluation

12. Provide a commitment to reporting key data for all children and families enrolled in the CST. Identify the name and contact information (phone number and email address) for the person who will be responsible for providing CST data to the Division of Care and Treatment Services.
13. Provide a summary of the intended outcomes and indicators of the proposed CST. The outcomes and indicators should be from both an individual participant perspective and a system perspective. This summary can be in narrative form or using a logic model. Include a goal and objective in the work plan section of [F-21276](#) that outlines how effectiveness and impact will be measured.

CST required match contribution

14. [Wisconsin Stat. § 46.56\(15\)](#) requires counties receiving state funding for CST provide a 20% match. Describe what services and resources (which can be cash or in-kind resources) the participating organization will commit to this CST. Please include the specific amounts by category on [F-21276](#).
15. How will the county compile the data to assure accurate reporting of the grant expenditures and required match? Who will be responsible to submit information on the expenditures and match provided to the Division of Care and Treatment Services?
16. [Wisconsin Stat. § 46.56\(15\)](#) states applicant agencies must agree that the funds allocated may not be used to replace any other state, federal, or local funding for programs for children and families involved in two or more systems of care. Provide a commitment to comply with this requirement.

Submit all forms and responses by 11:59 p.m. October 31, 2024. Email the forms and responses to the [Bureau of Prevention Treatment and Recovery](#).

Reporting requirements

- Six-month and annual performance reports ([F-20389](#)) are due July 30, 2025, and January 30, 2026.
- A final expenditure report is required. All counties awarded through this RFA must submit this report no later than February 28, 2026.
- All CST client information must be submitted to the Program Participation System, or another system identified by the Division of Care and Treatment Services, in a timely manner.

Failure to provide services or submit required reporting as identified may result in the loss of funds and a repayment to the state.

If you have a question or concern about this memo, email the [Bureau of Prevention Treatment and Recovery](#) no later than 11:59 p.m. October 15, 2024. Answers to the questions submitted will be posted on the [DHS website](#). Questions submitted by phone will not be answered.