

2025 Program Parameters

This program is funded by the Title V Maternal and Child Health (MCH) Services Block Grant. These services focus on children and youth with special health care needs (CYSHCN).

Personnel:

- When possible, staff with lived experience are hired to work within programs.
- The agency has personnel policies that are in compliance with state and federal nondiscrimination laws, Affirmative Action requirements, the Americans with Disabilities Act, Wisconsin Fair Employment law, and all applicable labor standards.

Training for staff:

- The program provides initial training to all paid staff on the topics identified below.
 - Wisconsin's children's service programs such as: Children's Long-Term Support (CLTS) Waiver Program, Children's Community Options Program (CCOP), Katie Beckett Medicaid, Birth to 3, Comprehensive Community Services (CCS), Coordinated Service Teams (CST) and Women, Infant and Children (WIC)
 - Wisconsin data on children with special health care needs through the National Survey of Children's Health
 - Quality improvement concepts and terminology
 - Medical home and youth health transition model and concepts
 - Got Transition domains
 - Family engagement and leadership
 - CYSHCN Standards of Care
 - CYSHCN Blueprint for Change
 - Cultural competency
 - Disability and health care disparities
 - Health equity
 - Life course theory and applications, including trauma-informed principles and resilience
 - Population health
- The program provides annual on-going training for all staff. This training may update and reinforce initial training topics or may address and promote new areas of learning and growth.
- The program participates in additional trainings required by DHS as requested.

Reporting:

- The agency provides all required program and financial reports by the due date (30 days following the end of the contract period).
- Agencies will report on program performance and progress towards goals at the mid-year and end of year point during the 12-month contract term. These reports may be verbal or written and take place virtually or in person. Platform and type of review will be decided collaboratively by agency and contract monitor.

Other:

- The program has written policies and procedures regarding the reporting of suspected child abuse and neglect.
- The program has written policies and procedures regarding confidentiality concerns when working with families that have experienced or are experiencing domestic violence.
- The program has written procedures for effectively responding to the needs of callers with Limited English Proficiency and who are Deaf or hard-of-hearing.
- Program staff will attend and participate in required CYSHCN Network meetings, collaboratives and other meetings as indicated, including the MCH Summit, when applicable.
- The program works in collaboration with other programs and community systems that support CYSHCN and their families. Collaboration is defined as working together in an intentional, thoughtful and respectful manner for the benefit of CYSHCN/families.
- The program will promote and distribute CYSHCN Network partner program information.
- The program will participate in CYSHCN program evaluation and quality improvement initiatives as applicable.
- All materials for public distribution developed by a grantee funded by the Title V MCH Block Grant must identify the funding source as follows: "Funded in part by the MCH Title V Services Block Grant, Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services."

Fiscal and Administrative:

Agencies will comply with all reporting requirements set by the Wisconsin Department of Health Services and the contract monitor.

- Agency will ensure program expenditures are allowed by DHS and Office of Management and Budget guidelines.
- Agency will contact the contract monitor with requests for any changes to scope of work or budget.
- **Agency will prepare and submit expenditures via email on a monthly basis.**
 - Complete Grant Enrollment, Application and Reporting System (GEARS) Expenditure Report [form F-00642](#)
 - Email Expenditure Report form to both the DHS Payment Unit (dhs600rcars@wi.gov) and the copy contract monitor.
- **Federal Title V Match:** Agencies receiving federal funds must provide 75% match (\$0.75 local contribution for every \$1.00 federal) for all Title V grant funds. Grantees that do not meet their match requirements may be subject to repayment of grant funds.
 - Report 75% match by completing GEARS Expenditure Report [form F-00642](#) and using profile ID 193001.
 - Email Expenditure Report form to both the DHS Payment Unit (dhs600rcars@wi.gov) and the contract monitor.

2025 Program Parameters

- All agencies that receive \$100,000 or more in total funding from DHS (either from this contract alone or through multiple contracts combined) are required to have an audit every 12 months. Please see Section 18 on page 10 of your Grant Agreement for more details. All questions about audits can be directed to DHSauditors@dhs.wisconsin.gov.
- If the agency has a travel policy in effect, the agency must inform their contract monitor. If the agency does not have a travel policy in place and their contract is being funded with Federal dollars, then the agency should calculate travel costs in accordance with federal travel maximum rates. If an agency does not have a travel policy in place and their contract is funded with state general purpose revenue (GPR) dollars or program revenue dollars, then the agency should calculate travel costs in accordance with state travel maximum rates.
- The agency must request prior approval from the contract monitor if the approved budget needs to be modified by more 20% across any line item (budget category).

Outcome Measurement

- The program has a protocol and strategies for getting regular feedback from persons who have accessed services and will distribute DHS evaluation surveys such as the CYSHCN training evaluation survey and information and referral satisfaction surveys.
- For programs that provide information and referral, complete annual competency assessments for Medical Home and Youth Health Transitions competencies and/or other assessments as indicated.

Applicable only to agencies that provide information and referral for CYSHCN, their families, and professionals:

The program establishes and maintains linkages and provides information and referral to community resources for those services, which are needed by CYSHCN and their families but are not provided directly by the program.

- The program supports the requested in obtaining needed services in one or more of the following areas:
 - Social/human services
 - Legal assistance
 - Financial resources
 - Educational resources
 - Childcare
 - Transportation
 - Medical resources
 - Translation and/or interpretation services
 - Other services as needed
- The program seeks out up-to-date resource and referral information to address the diverse needs of CYSHCN and their families.

2025 Program Parameters

- The program ensures that all CYSHCN have equal access to information, referral, and resources.

Applicable only to agencies that use REDCap (Research Electronic Data Capture):

- Agencies that use REDCap application must have every user review and sign the REDCap confidentiality agreement **annually** to maintain access to the system.
- Agencies that use REDCap will enter program participant level data, including demographic data (race, ethnicity, preferred language, date of birth, geography, insurance status, qualify for programs, household size, and household income) on a quarterly basis **at minimum**. Required due dates listed below:

| Quarter | Data Collection Time Period | Date Due in REDCap |
|----------------|------------------------------------|---------------------------|
| Quarter 1 | 1/1/2025 to 3/31/2025 | 4/30/2025 |
| Quarter 2 | 4/1/2025 to 6/30/2025 | 7/31/2025 |
| Quarter 3 | 7/1/2025 to 9/30/2025 | 10/31/2025 |
| Quarter 4 | 10/1/2025 to 12/31/2025 | 1/31/2025 |

- The following RedCAP fields are vital to the future sustainment of programming: race, ethnicity, insurance, date of birth, and geography. Missing data in these fields of those served within the contract period should not be higher than 20% by end of year reporting.
- Agency will communicate any challenges, barriers, concerns, anticipated issues, and/or technical assistance needs related to data collection to the contract monitor.