

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

HEALTH & HUMAN SERVICES

571 County Road A

Green Lake WI 54941

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FOX RIVER INDUSTRIES

222 Leffert St.

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Post Date

7/5/2023

**The following documents are included in the packet for the Health and Human Service
Committee Meeting held on Monday July 10, 2023**

- July 10, 2023 Health and Human Services Committee Agenda
- May 8, 2023 Health and Human Services Committee Draft Minutes
- 85.21/53.10 Quick Facts
- Directors Report
- June 5, 2023 Family Resource Council Draft Minutes
- Children and Families Unit Report
- Public Health Unit Report
- Fox River Industries Unit Report
- Aging/ADRC Unit Report
- Behavioral Health Unit Report
- Drug Test Consent
- Drug Testing Policy and Procedure 75.24(20)



**GREEN LAKE COUNTY
DEPARTMENT OF HEALTH & HUMAN
SERVICES**

Office: 920-294-4070 FAX: 920-294-4139 Email: glcdhhs@greenlakecountywi.gov

Health & Human Services Committee Meeting Notice

Date: July 10, 2023 Time 5:00 PM

**Green Lake County Government Center
571 County Rd A, COUNTY BOARD Room #0902 Green Lake WI**

AGENDA

**Committee
Members**

*Joe Gonyo,
Harley Reabe,
Brian Floeter
Joanne Guden
Christine Schapfel
Richard Trochinski
Vacant
Nancy Hoffmann
Vacant*

*Kayla Yonke,
Secretary*

Kindly arrange to be present, if unable to do so, please notify our office.
Sincerely,
Kayla Yonke
Financial/Business Manager

Virtual attendance at meetings is optional. If technical difficulties arise, there may be instances when remote access may be compromised. If there is a quorum attending in person, the meeting will proceed as scheduled.

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes (5/8/2023)
5. Appearances
 - Ryan Bamberg and Dawn Brantley 85.21 and 53.10 Grant Funding
6. Director's Report
7. VSO Report
8. Advisory Committee Reports
 - Family Resource Council (Reabe, Trochinski)
9. Unit Reports
10. Clinical Services Unit Policy Update
 - DHS 75.24(20) – Drug Testing
11. Personnel Updates
12. Committee Discussion
 - Future DHHS Meeting Date (August 14, 2023)
 - Future Agenda items for action & discussion
13. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication. Remote access can be obtained through the following link:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 283 577 394 36

Passcode: rvZYY2

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 920-659-4195](tel:+19206594195), [453909793#](tel:+1453909793) United States, Green Bay

Phone Conference ID: 453 909 793#

[Find a local number](#) | [Reset PIN](#)

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

Health and Human Services Board

May 8, 2023

The regular meeting of the Health and Human Services Board Meeting was called to order by Chair Gonyo at 5:06PM on Monday May 8, 2023, in the County Board Room, Green Lake County Government Center, Green Lake WI. The meeting was held in person and via Teams. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Harley Reabe, Joanne Guden, Joe Gonyo, Christine Schapfel, and Nancy Hoffmann, Richard Trochinski, Brian Floeter

Absent: Katie Helsel-Thiem,

Other County Employees Present: Jason Jerome, HHS Director, Kayla Yonke, HHS Admin, Jeff Mann, Corp Council.

Others: Tony Daley, Berlin Journal Newspaper via Teams

Minutes of 4/10/2023

Motion/second (Guden/Schapfel) to approve the minutes of the April 10th, 2023, meeting as presented with no corrections or changes. All Ayes, Motion carried.

Director's Report

Jerome reported:

Last month Jerome attended WCA County Ambassador Program Human Services Day at the capital to discuss proposed budget initiatives.

Public Health and Land Conservation Departments were approved for ARPA Funding for well water testing. They focused the Princeton and Dalton Areas.

Youth Justice staff started Vaping and Truancy curriculum in the school with began in March. This has been well received.

2024 Budget process has begun within HHS.

There are still several vacancies on board and committees within HHS.

VSO Report – No Report

Appearances

Community Services Team– Tara Eichstedt Presented on Community Services Teams slideshow was placed on file. Discussion Followed.

Advisory Committee Reports

Health Advisory draft minutes were reviewed and placed on file.

Transportation committee draft minutes were reviewed and placed on file.

Unit Reports

Public Health (PH)– Report was reviewed and placed on file.

Children and Families Unit (CFU) - report was reviewed and placed on file.

ESU/Child Support – report was reviewed and placed on file.

Fox River Industries – Report was reviewed and placed on file.

Behavioral Health Unit (BHU) – Report was reviewed and placed on file. Discussion Followed.

Aging/ADRC Unit – Report was reviewed and placed on file. Discussion Followed.

Personnel Updates

Jerome reported staff updates:

Clinical therapist is an ongoing recruitment process.

Ashliegh Gehrke started as the CLTS Case Manager today May 8, 2023.

Services Coordinator position within Fox River Industries has an accepted offer.

Committee Discussion

Future meeting date: June 12 2023, at 5:00pm

Future Agenda Items: N/A

Adjourn

Gonyo adjourned the meeting at 5:44pm.

What is 85.21 Transportation Grant –

- 85.21 Specialized Transportation Funding is funding provided by the State of Wisconsin to Counties to provide specialized transportation for elderly and disabled individuals.
- Wisconsin counties are the only eligible applicants for funds available under 85.21. Private for-profit or private non-profit organizations may provide service for counties through contractual agreements with the county.
- Specialized transportation services using 85.21 aid must serve seniors and individuals with disabilities. State statute permits counties to transport the general public via 85.21- funded service on a “space available” basis. If a county chooses to transport persons who are neither a senior nor disabled, it must ensure that seniors and individuals with disabilities are not displaced or denied service as a result. S

How is funding received and Reporting Requirements

- Per Section 85.21, Wis. Stats., and Trans 1.02, Wis. Admin. Code, the most recent relevant census and statistical data and projections from the U.S. Census Bureau are used to determine county allocations. Calculations leading to the allocation table (Appendix A) are based on two types of U.S. Census Bureau data: 1) senior (age 65 and older) population estimates, and 2) population estimates for individuals with disabilities aged 64 or younger. Generally, each county is allocated a share of the annual state 85.21 appropriation proportionate to its share of the total statewide population of seniors and individuals with disabilities
- Counties must keep accurate records for the transportation services that receive 85.21 aid. The Department requires counties to complete quarterly ridership reports and annual financial reports that provide a more detailed cost accounting.

Who does Green Lake County contract with to provide services –

- Green Lake City
- City of Berlin
- City of Princeton
- Fox River Industries
- Southern Green Lake

2022 Annual Data Report

- See attached report

*for more detailed information about 85.21 policies, please see handbook here:

[Specialized Transportation Assistance Program for Counties \(Wis. Stat. 85.21\) \(wisconsin.gov\)](https://www.wisconsin.gov/handbook/85.21)

85.21 Specialized Transportation Funding

- 85.21 Specialized Transportation Funding is funding provided by the State of Wisconsin to Counties to provide specialized transportation for elderly and disabled individuals. Each year the County must write a grant and submit that Grant to the State by 12-31 to receive their allocation for the following year.

For 2023 Green Lake County's allocation is \$79,889.00. To receive our allocation Green Lake County must commit to spend a matching amount of \$15,978.00 in County funds.

Green Lake County then splits its 85.21 transportation dollars to fund 5 transportation programs in the County. They are: The City of Berlin; The City of Green Lake; The City of Princeton; Southern Green Lake County Senior Transportation; and Fox River Industries. These programs then provide the rides for elderly and disabled citizens. Green Lake County submits all required reports for the funding.

- 2022 Data for Transportation Rides:

	Green Lake	Berlin	Princeton	FRI	Southern Green Lake
Qt1	82	295	104	5961	200
Qt2	71	302	94	6401	251
Qt3	81	293	124	5463	366
Qt 4	67	294	88	5844	259
total	301	1184	410	23669	1076

Yearly Total	Green Lake	Berlin	Princeton	FRI	Southern Green Lake		
Medical	110	402	246	19	856		1633
Employment	116	0	0	1310	0		1426
Nutrition	0	193	0	0	102		295
Education/Training	0	0	0	20839	0		20839
Social/Recreational	39	275	0	499	75		888
Personal Business	36	215	160	71	40		522
Other	0	99	0	931	3		1033

- City of Berlin is looking to add 1 driver for 85.21 for an after-hours driver. This driver will be funded by City of Berlin and will be a pilot program to monitor the need. The hope is to expand this to other Counties in the future.
- Service Providers are having difficulties with insurance companies. Drivers are discovering their insurance company will not insure them if they are getting paid to drive people around. Insurance companies want drivers to purchase commercial insurance policies. The State reported this has been an issue for many years now and the State continues to advocate for a solution at the State level. I will be holding a meeting with some of the 85.21 Service Providers to explore solutions.

DISABILITIES SERVICES, INC.

222 Leffert Street, P.O. Box 69
Berlin, WI 54923-0069

Phone: (920) 361-3484
Fax: (920) 361-1195

What is 5310 Transportation Grant –

- The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is administered by the Wisconsin Department of Transportation (WisDOT). WisDOT utilizes federal and state funds for formula funding to states and other designated recipients with the goal of improving mobility for seniors and individuals with disabilities.
- Eligible applicants include private non-profits and local public bodies for projects that include the purchase of Human Service Vehicles, operating budgets, Mobility Managers, coordination, and non-vehicle capital.
- WisDOT prioritizes funding vehicle replacement projects over vehicle expansion projects. Due to the high demand for vehicles statewide, the older, higher mileage and more deteriorated vehicles are considered for replacement before others during each annual award cycle. The grant process has become competitive due to higher demand and less resources.
- WisDOT will award a maximum of eighty percent of the vehicle prices.

How Does Disabilities Services, Fox River Industries, Inc., and Green Lake County work together on this project –

- **Disabilities Services** applies for Vehicles and operating budgets and operational funding annually and has a MOU with Green Lake County to utilize the vehicles. Disability Services is considered the “recipient”. Disabilities Services holds a lease agreement with Green Lake County and Fox River Industries (valid until 2023)
- **Green Lake County Department of Health & Human Services, Fox River Industries** utilizes vehicles for transportation of fixed routes in order to access county provides disability services as well makes vehicles available for use by the elderly and disabled citizens of Green Lake County.
- **Fox River Industries, Inc.** (501c3) provides the local cash match of at least 20 percent of the vehicle purchase price.
- **Other Financial Coordination –**
 - Insurance: Green Lake County as the Lessee funds the cost of vehicle and liability insurance on the fleet.
 - Title Holder: The Grantee (Disability Services) must be the title holder. Title is non-transferrable unless WisDOT prior approval is obtained during a request for disposal.
 - Lien holder: WisDot must be listed as the lien holder on vehicles throughout their useful lives and retains an eighty-percent interest in the vehicle while the fair market value is \$5,000 or greater.
 - Maintenance: Operating grants are budgeted to cover 50% of anticipated maintenance costs. Green Lake County is responsible for the 50% in-kind as the Lessee.

Other Information –

- Sale or disposal of the vehicles must be approved by WisDOT. WisDOT will release the lien once the disposal has been approved. The vehicle must have passed its standard useful life and must be offered for sale in a public sale process.
- Next grant is due in August of 2023.

What is the Operating Assistance Grant –

- The Operating Assistance Grant is a project within the Section 5310 grant process that allows for grant funds to be utilized to help transportation providers with costs associated with maintaining programs that improve the mobility of the elderly and disabled populations. The program provides grant funds for capital expenses related to the project.
- Requires that awarded projects funded under Section 5310 be included in a “locally developed coordinated public transit-human services transportation plan.” This ensures that applicants are coordinating services with other private, public, and non-profit transportation providers. Proposed projects must be identified by a strategy and/or action item in our regional plan sponsored by a local Transportation Coordination Committee (TCC).
- Disability Services writes for this grant annually at the same time as the vehicle grant.
- 2023 Awarded amount was \$54,186.00. **Green Lake County** provides the 50% in kind match.
- Projects require 50 percent local match of net expenditures (total expenditures minus any passenger revenues) for Operating Assistance projects. Eligible cash match includes:
 - State or local funding
 - Private donations
 - Grantee agency funding
- Costs Covered with Operating Assistance grant include:
 - repairs and maintenance
 - wage and admin
 - expenses such as fuel & insurance

Current Fleet utilized by Green Lake County, Fox River Industries –

- Attached is the current inventory list.

APPENDIX C: ANTICIPATED VEHICLE DESCRIPTIONS AND COSTS

Vehicle descriptions based on the 2022/2023 vehicle procurement. Because of changes in available equipment, prices and the changing needs of recipients, the vehicles may differ from this list, and prices may also change. Applicants will be notified of the finalized prices and selection of vehicles as soon as it is available. Vehicles will be purchased with standardized specifications.

Type	Seating Options (ambulatory passengers / wheelchair positions)	Estimated Total Cost	Estimated 20% Match Cost	FTA Line Item Number (New / Replacement)
Minivan – Side Entry	3/2	\$86,478	\$17,296	111215 / 111315
Minivan – Rear Entry	3/2	\$83,101	\$16,620	
Transit/Bariatric Vehicle – Rear Entry Med Roof	7/0-3/1-3/2	\$88,022	\$17,604	
Transit/Bariatric Vehicle – Side Entry Med Roof	7/1-5/2-5/1	\$88,235	\$17,647	
Transit/Bariatric Vehicle – Rear Entry High Roof	7/0-3/1-3/2	\$89,384	\$17,877	
Transit/Bariatric Vehicle – Side Entry High Roof	7/1-5/2-5/1	\$89,597	\$17,919	
Medium Bus – Gas	12/1, 10/2, 8/3	\$164,841	\$32,968	111204 / 111304
Med. Bus – Honeycomb Fiberglass Construction	12/1, 10/2, 8/3	\$165,607	\$33,121	
Medium Bus (Large) - Gas	13/1, 11/2, 9/3	\$167,939	\$33,588	
Medium Bus (Large) – Honeycomb Fiberglass	13/1,11/2, 9/3	\$165,224	\$33,045	

Disability Services, Inc. / Green Lake County
VEHICLE INVENTORY
 May 2023

YEAR	MODEL	MAKE	VIN #	DOT #	COLOR	CAP ACITY	LICENSE	OPERATED BY	PHONE	HWY #	STA TUS
2011	Eldorado Chevy	Mini Bus	1GB3G2BL1B1179646	35-15-03	White	10/1	84821 Municipal	Fox River Industries		112	B
2010	Starcraft Ford	Mini Bus	1FDEE35P39DA90938	33-15-05	White	10/1	80651 Municipal	Fox River Industries		114	B
2013	Starcraft Ford	Mini Bus	1FDEE3FL7DDB12816	12816	White	10/1	87140 Municipal	Fox River Industries		116	A
2011	Startrans Chevy	Mini Bus	1GB3G2BLXB1190192	35-15-04	White	12/0	84822 Municipal	Fox River Industries		117	B
2013	Starcraft Ford	Mini Bus	1FDEE3FL5DDB12815	12815	White	12/0	87141 Municipal	Fox River Industries		118	A
2018	Starcraft Ford	Mini Bus	1FDES8PV7JKA14544	14544	White	6/2	99785 Municipal	Fox River Industries		121	A
2018	Starcraft Ford	Mini Bus	1FDES8PV7JKA14545	14545	White	6/2	99786 Municipal	Fox River Industries		122	A
2013	Braun (Dodge)	Mini Van	2C4RDGBG6DR787191	87191	White	3/2	87139 Municipal	Fox River Industries		123	A
2020	Starcraft Ford	Mini Bus	1FDEE3FS7KDC55527	55527	White	12/0	C14867 Municipal	Fox River Industries		124	A
2016	Braun (Dodge)	Mini Van	2C7WDGBGXGR396491	96491	White	3/2	97971 Municipal	Fox River Industries		125	A
2019	Braun (Dodge)	Mini Van	2C7WDGBG0KR779395	79395	White	3/2	C14299 Municipal	SGLCST (Cathy)	229- 5092		A
2022	Braun (Chrysler)	Mini Van	2C4RC1CG5NR224195	24195	White	3/2	W4236B TMP	SGLCST (Duane)	229- 4710		A

Status:

A=Active Service B=Active Backup S= To Be Sold

Director's Report for DHHS

07/10/2023

- Youth Justice summer groups.
- Public Health Community Health Survey.
- The Tri-County Overdose Fatality Review team run/walk event.
- 2024 budget process.
- Committee Vacancies

Family Resource Council Meeting

June 5, 2023

The regular meeting of the Family Resource Council meeting was called to order by Chair Anderson at 11:30 am on Monday June 5, 2023, in the County Board Room, Green Lake County Government Center, Green Lake WI. The meeting was held in person and via Teams. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Connie Anderson- Parent, Haley Lowney- W2 Coordinator, Gregory Metzler- Consumer, Robyn Morris- Parent (via Teams), Gail Olson- Consumer, Mark Podoll- Sheriff, Carly Porten- Parent (via Teams), Rachel Prellwitz- Public Health Officer, Bailey Reese- Parent (via Teams), Richard Trochinski- County Board Supervisor, Harley Reabe- County Board Supervisor.

Absent: Kathy Anderson-Kemnitz, Danielle Barron, Tony Beregszazi- ADVOCAP, Kristina Boeck, Tammi Eastling, Carrie McCarthy, Judge Mark Slate, Shelby Jensen- DHHS ESU Unit Manager, Administrator Cate Wylie, Nichol Wienkes- BH Unit Manager.

Others Present: Tara Eichstedt-CST Coordinator, Ashliegh Gehrke- CLTS Facilitator, Jason Jerome- DHHS Director, Kate Meyer- CCS/CLTS Coordinator, Sarah Petit-DHHS Admin Unit, Lisa Schiessl, Children & Family Unit Manager, Danielle Viau- CCOP & Birth to 3, Kayla Yonke-DHHS Admin Unit, Kimberly Whitaker-Waushara County Human Services.

Introductions: Everyone present and via Teams introduced themselves.

Minutes: Motion/Second (Trochinski/Anderson) to approve the minutes of the 9/12/22, 12/5/22 and 3/6/23 Family Resource Council meeting with no additions or corrections. Motion carried with no negative vote.

Discussion/Action on Programs/Policies -

Coordinated Services Teams: Tara Eichstedt reported: WRAP around program and working with schools. Summer groups are starting.

Children's Community Options Program: Danielle Viau reported-CCOP currently supporting 2 main families.

Birth-Three: Danielle Viau reported- 10 active families and 7 families in process.

CCS (Comprehensive Community Services) Program/CLTS: Kate Meyer introduced- new CLTS facilitator, Ashliegh Gehrke. Current CLTS caseload nearing 50 consumers. CCS paperwork changes need to be agreed upon by this committee. Discussed CCS paperwork in packet: committee agreed to remove registration form and patient conditions form. Will keep PHQ-9 at this time and discuss possible changes later. Committee agreed to allow CCS workers to decide if current recovery plan or new CWHP form should be used. Discussion followed.

Health Unit – Maternal Child Health Update: Rachel Prellwitz reported- Maternal Child Health update; school wide taste testing of Asparagus. Will be working with schools on ‘farm to school tasting’. Alliance for WI Youth- received \$8,000.00 grant. Funds used for drug drops, Narcan training and opioid review. ‘Dash for Stash’ one mile walk or 5k run will be held on 7/15/23 at the Bannerman Trail in Redgranite.

Appearances-

Advocap: Connie Anderson updated- Fond du Lac Head start is looking at options to move the location to a school setting. Annual meeting was held recently, and volunteer and service awards were given out. Daycare pilot program is in progress working with Legislators. Tiny house project completed in Winnebago County. A new director was hired for early head start and head start.

ASTOP: no report

Christine Anne Domestic Abuse Services: no report

Sheriff: waiting on UW Extension new hire for jail programs.

UW Extension: no report

Circuit Court: no report

ESU/Child Support: no report

School Districts: no report

Committee Discussion

Future meeting date: September 11, 2023, at 11:30 am.

Future Agenda Items: N/A

Adjourn

Chair Anderson adjourned the meeting at 11:55 am.

CHILDREN & FAMILY SERVICES UNIT –April 2023

The children and family unit are fully staffed.

Out-of-Home Care – as of 04/01/2023

Foster Care – Level I & II (Range of costs from \$300.00 to 2000.00).
Currently, we have a total of nine (9) children currently in out of home care.

We have one (1) child placed in a Green Lake County Licensed Foster home and seven (7) children are placed with their relatives that are licensed.

Treatment Foster Care – One (1) child/youth in treatment foster care through Pillar & Vine at this time.

Kinship Care – Voluntary (\$300.00 month per child)
Six (6) children are in Kinship Care.

Subsidized Guardianship – Is considered a permanent placement for the children and the county must review the home and placement one time per year. We have two (2) subsidized guardianships.

ACCESS REPORTS

Child Protective Services –

January – 26; 6 screened in; 20 screened out

February-29; 7 screened in, 22 screened out

March-23; 3 screened in, 20 screened out

April-21; 3 screened in, 18 screened out

YTD: 19

Child Services/Welfare –

January –4; 2 screened in; 2 screened out.

February-5; 4 screend in; 1 screened out.
March-4; 1 screened in; 3 screened out
April -6; 2 screened in; 4 screened out

YTD: 9

Youth Justice –

January – 5

February-5

March-9

April-10

YTD: 29

Youth Justice:

The youth justice staff will be very busy with the following groups for the summer months along with their daily duties.

Girl Boss-

Girl Boss is for girls that are in high school. This group focuses on meeting woman owned local businesses. (Ex) Dandelion Farm, Violet & Co, Pie Shack, Lady Bug, Willow & Lilac, Amber Fox, Baked, CorEnergy.

This group is on Monday's starting June 5th, 12:30-2:00

Girl Talk-

Girl Talk is a continuation of Girl Boss. This group will focus on meeting female professionals in the area. (Ex) dentist, eye doctor, lawyer, principal, administrator.

This group is on Monday's starting June 5th, 3:30-4:30

Girl Circle-

Girl Circle is for the younger group, middle school age. This is an evidence-based group. We have not picked which curriculum we will use yet and that will be based on the referrals we receive.

This group is on Wednesday's starting June 7th, 1:00-2:30

Boys Mini horses-

This group is for middle school boys that have already completed the boy's full day summer group. This takes place at Living Anew Farm

This group is on Tuesday's starting June 20th, 9:00-11:00

Boys full day summer group-

This group is for middle school boys. The focus is on social skills. The first half of the day for six weeks is at Living Anew Farm. The second half of the day is doing activities in the community.

This group is on Thursday's June 22nd, 9:00- 4:00(?) depends on the day's activities.

Birth to Three/C-COP/CLTS

Birth to Three presently has had three (3) new children referred in the month of April (2 of these children were not yet evaluated/one was screened out). No new children were found eligible therefore no new Individualized Family Service Plans (IFSP)'s were developed. Twelve (12) children were open in the program in the month of April that had active IFSP's. Children's Community Options has two (2) children enrolled. Children's Long-Term Support (CLTS) are presently being carried by the Birth to Three staff; Sixteen (16) cases have been assigned.

CHILDREN & FAMILY SERVICES UNIT –May 2023

The children and family unit are fully staffed.

Out-of-Home Care – as of 05/31/2023

Foster Care – Level I & II (Range of costs from \$300.00 to 2000.00). Currently, we have a total of nine (9) children currently in out of home care.

We have one (1) child placed in a Green Lake County Licensed Foster home and seven (7) children are placed with their relatives that are licensed.

Treatment Foster Care – One (1) child/youth in treatment foster care through Pillar & Vine at this time.

Kinship Care – Voluntary (\$300.00 month per child)
Six (6) children are in Kinship Care.

Subsidized Guardianship – Is considered a permanent placement for the children and the county must review the home and placement one time per year. We have two (2) subsidized guardianships.

ACCESS REPORTS

Child Protective Services –

January – 26; 6 screened in; 20 screened out.

February-29; 7 screened in, 22 screened out.

March-23; 3 screened in, 20 screened out.

April-21; 3 screened in, 18 screened out.

May – 17; 5 screened in, 12 screened out.

YTD: 24

Child Services/Welfare –

January –4; 2 screened in; 2 screened out.

February-5; 4 screened in; 1 screened out.

March-4; 1 screened in; 3 screened out.

April -6; 2 screened in; 4 screened out.

May- 0 services report

YTD: 9

Youth Justice –
January – 5
February-5
March-9
April-10
May- 5

YTD: 34

Youth Justice:

The youth justice staff continue to be busy with their regular/daily duties as well as with providing the following groups to the youth in our community.

- Girl Boss
- Girl Talk
- Girl Circle
- Boys Mini Horse
- Boys Full Day Summer

Birth to Three/C-COP/CLTS

Birth to Three presently has had seven (7) new children referred in the month of May (2 referrals were transfers from another county, so auto eligible/one referral declined). No new children were found eligible therefore no new Individualized Family Service Plans (IFSP)'s were developed (2 new auto eligible children's IFSP's will be updated/written at a soon to be determined date). Ten (10) children were open in the program in the month of May that had active IFSP's (Two children had closed due to turning three in April). Children's Community Options has two (2) children enrolled. Children's Long-Term Support (CLTS) are presently being carried by the Birth to Three staff; Thirteen (13) cases have been assigned (3 children from previous month moved to another county).

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Green Lake WI 54941**

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April 2023 Health Unit Monthly Report to the Health & Human Services Board

Public Health Update:

- Focus for the month of April continues to be on our Community Health Assessment.
- Lauren Olson and Allison Krause gave Vaping Presentation to parents from parochial schools on April 5th at All Saints Church in Berlin.
- Chris Culotta, Northeast Regional Director, and supervisor of the statewide DHS 140 review program with WI DHS, presented the Health Department with its plaque to certify its Level II status at the Health Advisory Board meeting, held on April 12th.



- Collaborating with BHU on Zero Suicide initiative, received notification that our grant application was approved on April 19th.
- Community Health Survey ended on April 10th. Paper surveys were collected from all GL county libraries on April 11th. Total number of survey responses received are 629 online and 109 paper. Steering committee meeting held on April 26th to provide high level overview of data analysis so far. Next meeting to be held on May 10th and will do a deeper dive into the data and complete a prioritization activity on the identified health needs.

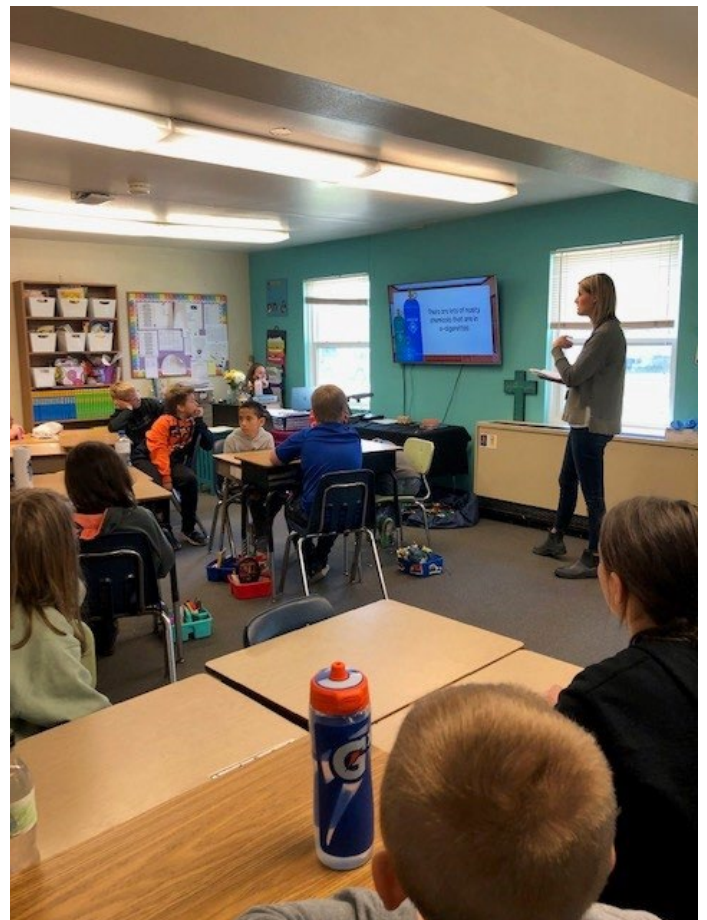
- The Tri-County Overdose Fatality Review team continues to meet to plan for July 15th run/walk event on Bannerman Trail in Redgranite entitled, “Dash for the ‘Stache”. Event to include: run/walk, presenters, live performances, raffles, and food.
- Staff continues course offered through University of Minnesota called, Systems Approaches to Healthy Communities, which is a requirement of our Maternal Child Health (MCH) grant.
 - MCH peering learning call on course module #3 held on April 20th with Lauren Olson and Allison Krause attending.
- Allison Krause attended 3-day training for Homeland Security Exercise and Evaluation Program (HSEEP) at the Waupun Fire Department. HSEEP provides a set of guiding principles for PH Preparedness exercise and evaluation programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.



- National Healthcare Decisions Day recognized on April 16th. Nancy Gimenez and Kristen Dorsch (Aging Unit) set up informational tables at: Green Lake County Building entrance, Berlin Library, Berlin Senior Center, Princeton Senior Center, Green Lake Library and Kingston Library. They also held 2 in-person presentations: April 13th at GLC Government Center with 8 attendees, and on April 27th at the Princeton Senior Center with approximately 40 attendees.



- The Green Lake County Diabetes prevention program (DPP) started a new cohort on 4/18 with 11 participants.
- Lauren Olson and Allison Krause began 4-week tobacco prevention classes for 5th through 8th graders at All Saints School in Berlin on April 12th. This course is specific to vaping use prevention.
- Well Water Testing Project Collaboration with Land Conservation kicked off with distributing 150 free water test kits to residents, with focus on wells located in the Townships of Princeton and Dalton. Water test kit pick up was on April 20th, with drop off on April 24th. Test results should take approximately 4-6 weeks to get back. Community meeting will be held (date TBD) to go over results and answer questions regarding well water.
- Staff attended Preparedness Summit virtually week of April 24th.
- In honor of Earth Day on April 22nd, Lauren Olson collaborated with Christ Alone Lutheran School, 3rd-5th grade, in Princeton and Allison and Lauren with All Saints Catholic School, 4th grade, in Berlin to educate about tobacco and nicotine products and their effect on the earth. There was a short lesson about tobacco products and how it affects our bodies and the chemicals in the products. After the lesson, the classes took a walk around the blocks near the schools to clean up tobacco butts (and other garbage). East Central Alliance for Nicotine Prevention sponsored lunch for the classes that participated in the clean ups.



Respectfully submitted, Rachel Prellwitz, Health Officer

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

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May 2023 Health Unit Monthly Report to the Health & Human Services Board

Public Health Update:

- Focus for the month of May continues to be on our Community Health Assessment. Steering committee meeting held on May 10th to do a deeper dive into the data and complete a prioritization activity on the top identified health needs. Next steps include forming work groups to work on goals/objectives/strategies for the top 3 health needs. Top 3 health needs identified from the prioritization activity were: Mental Health, Substance Misuse, and Access to Healthcare.
- Nancy Gimenez attended Advocap Policy Council meeting on May 10th.
- The Tri-County Overdose Fatality Review team continues to meet to plan for July 15th run/walk event on Bannerman Trail in Redgranite entitled, "Dash for the 'Stache". Event to include: run/walk, presenters, live performances, raffles, and food.

The poster is for a "Dash for the 'Stache'" event. The top half features a silhouette of a runner against a background of splattered paint. A banner across the runner says "DASH FOR THE 'STACHE". Below the banner is a purple mustache graphic with the text "In Memory of JAKE JEZWINSKI". The bottom half of the poster is dark blue with white text. It reads "1 MILE WALK 5K RUN" in large letters, followed by "Support Overdose Awareness & Prevention". The date and location are "July 15, 2023 Bannerman Trail Highway 21, Redgranite, WI". An "Event Schedule" section lists: "Registration 7:00 am", "5k Run 8:00 am", and "1 Mile Walk 8:30 am". It also says "Stay after for Music, Food, Raffles, Speakers, Vendors & More!". A QR code is on the right. At the bottom, it says "Register Before June 9th for Early Bird Pricing!" and provides the registration URL: <https://www.co.marquette.wi.us/departments/health/harm-reduction/dash-for-the-stache-walk-run-registration> Or Scan the QR Code.

- Staff continues course offered through University of Minnesota called, Systems Approaches to Healthy Communities, which is a requirement of our Maternal Child Health (MCH) grant.
 - MCH peering learning call on course module #4 held on May 11th with Lauren Olson attending.
- Lauren Olson and Allison Krause concluded 4-week tobacco prevention classes for 5th through 8th graders at All Saints School in Berlin on May 15th. This course is specific to vaping use prevention.
- COVID-19 Emergency declaration ended on May 11th.
- Lauren Olson attended the Alliance for Wisconsin Youth meeting on May 12th. Incentive grantees shared how funding was/is to be spent. We received \$8,000.00 to be used for drug drop box maintenance, Narcan education, and OFR Community event.
- Allison Krause and Nancy Gimenez participated in Kindness Day on May 16th, helping out at the GL Food Pantry and surprising volunteers with flowers.



- Rachel Prellwitz and Lauren Olson attended the Opioid, Stimulants, and Trauma Summit May 16th through May 18th. The Opioids, Stimulants, and Trauma Summit highlights prevention, harm reduction, treatment, and recovery strategies related to opioids, stimulants, and trauma.
- Allison Krause continues to be a part of the state PHEP Plan 2023 workgroup. She is a part of several subgroups including: community recovery, PH surveillance/epidemiology investigations, PH lab testing, responder safety/health, information sharing, PH legalities and administration.
- Lauren Olson helped to coordinate a school-wide tasting of asparagus with Princeton School district in partnership with Farm-to-School Program.
- Allison Krause and Lauren Olson attended WPHA-WALHDAB annual public health conference in Middleton on May 24th-25th. The theme of this years' conference was Strengthening Foundations for Thriving Communities.
- Staff attended the Wisconsin Statewide Hepatitis C Elimination Community Webinar on May 31st.

Respectfully submitted, Rachel Prellwitz, Health Officer

Fox River Industries



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May Board Meeting Unit Update

Fox River Industries *March Services*

Day Service & Rec & Leisure Program

- No updates for March

Facility Based Prevocational Services

- Federal Licensing for 14-C subminimum wages renews 4/1/23. Renewal paperwork mailed last week of March. New prevailing rate increased 11%. These rates take effect first pay period in April.

Community Based Prevocational Services

- No Updates for March

Group Supported Employment

- MOU's is being ironed out with Green Lake Conference Center. MyChoice Wisconsin agreed to our rate, and it has officially been added to the contract. Meeting held with Green Lake Conference Center as potential partner was promising; next meeting scheduled for April.

Supported Employment

- Referrals for Marquette/Waushara/Waupaca counties are on hold.

Supportive Home Care

- Notice was given to the Managed Care Organizations that we will be discontinuing this service as of April 30th.

Representative Payee Services

- Waushara County has ceased providing payee services to Social Security Beneficiaries as of March. We had agreed to begin to manage funds for 8 beneficiaries April and May.

*An indicator of success we are tracking is the percent of individuals in our **PREVOCATIONAL SERVICES** engaged at any point in the **COMMUNITY EMPLOYMENT** process (applied for DVR, working with Supported Employment, in a stable job; not including GSE).

2023 Quarter							Comments
1	January	28%	February	29%	March	35%	
2	April		May		June		
3	July		August		September		
4	October		November		December		

OTHER UPDATES

Disability Services

- Board of Directors meeting scheduled for April 17, 2023.
- As part of the DOT Audit, we are working on updating our Title IV plan.
- DOT added as lien holders on 5310 Vehicles

Fox River Industries, Inc.

- Board of Directors meeting scheduled for April 17, 2023.
- Transportation Work Group created to evaluate routes.

Green Lake County Staff Updates

- Nicole Beltran; Supported Employment Coordinator; gave her resignation effective April 28, 2023.

Respectfully submitted by,
Dawn Brantley, Unit Manager

Fox River Industries



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June Board Meeting Unit Update

Fox River Industries

April Services

Day Service & Rec & Leisure Program

- No updates
- Waitlist: 10

Facility Based Prevocational Services

- Facilitated and Completed annual interviews with UW Whitewater to meet requirement of the Work Force Innovation and Opportunity Act.
- Will be doing cost analysis's to determine price adjustments to subcontract customers as soon as 5/01/23 to accommodate changes to prevailing wage in similar work.
- Waitlist: 11

Community Based Prevocational Services

- No Updates
- Waitlist: 6

Group Supported Employment

- Goal of being ready to tour the Green Lake Conference Center with participants and begin services in May. We are working with Green Lake Conference Center on a Memorandum of Understanding to guide our relationship as we move forward.

Supported Employment

- Referrals for Marquette/Waushara/Waupaca counties continue to be on hold.
- Coordinator resigned as of April 28, 2023.

Supportive Home Care

- We will be discontinuing this service as of April 30th. Participants are decreasing consistently. Staff resources being reassigned to Day Programming.

Representative Payee Services

- Waushara County has ceased providing payee services to Social Security Beneficiaries as of March. We had agreed to begin to manage funds for 8 beneficiaries in April and May. We have since reduced that number to 4.
- April 30, 2023 – active beneficiaries currently serving: 78
- Currently working implementing a process of ETF transfers to a debit card for participants that is it appropriate for to reduce staff resources with issuing frequent personal spending money.

Transportation

- Transportation Committee met on April 24th.
- Updated our Title VI Plan as required by DOT (attached); approved by Disabilities Services Board as part of the 5310-grant process. Will submit to DOT for final approval and then implementation.
- Transportation Work Group created to evaluate routes continues to evaluate the best way to meet needs with current resources.

*An indicator of success we are tracking is the percent of individuals in our **PREVOCATIONAL SERVICES** engaged at any point in the **COMMUNITY EMPLOYMENT** process (applied for DVR, working with Supported Employment, in a stable job; not including GSE).

2023 Quarter							Comments
1	January	28%	February	29%	March	35%	
2	April	36%	May		June		
3	July		August		September		
4	October		November		December		

OTHER UPDATES

Disability Services

- Board of Directors met on April 17, 2023.

Fox River Industries, Inc.

- Board of Directors met on April 17, 2023.

Green Lake County Staff Updates

- Nicole Beltran; Supported Employment Coordinator; gave her resignation effective April 28, 2023.

Respectfully submitted by,
Dawn Brantley, Unit Manager

Aging / ADRC April & May

ADRC – local ADRC can help decide if someone is eligible for publicly funded long-term care. In addition, the ADRC will provide:

Information about Wisconsin's long-term care programs and help with local resources.

Information on living options, the kind of help you or your loved one needs, where to receive care, and how to pay for it.

One-on-one counseling to determine the best options based on personal needs, values, and preferences.

- May -
 - Received Calls 252
 - 162 calls about Public Benefits Long Term Care Programs
 - 192 calls have called before
 - 183 Age 60 or older
- April –
 - Received 212 calls
 - 115 calls about Public Benefits Long Term Care Programs
 - 166 calls have called before
 - 155 Age 60 or older

Disability Benefit Specialist- Disability benefit specialists are available to help adults ages 18 to 59 who have a disability. Elder benefit specialists are on-hand to help adults over age 60 who have a disability. Specialists can answer your questions related to benefits, such as:

FoodShare
Medicaid
Medicare
Private health insurance
Social Security

- April and May Combined
 - 27 New Consumers
 - 56% referrals about Income Benefits
 - 28% referrals about Health Insurance

Elder Benefit Specialist- Elder benefit specialists are on-hand to help adults over age 60 who have a disability. Specialists can answer your questions related to benefits, such as:

FoodShare
Medicaid
Medicare
Private health insurance
Social Security

- April and May Combined
 - 12 New Consumers
 - 56% referrals about Health Insurance Benefits
 - 31% Income Benefits

Food Pantry –

May-

226- Total Households

498- Total People served

- 165 Seniors
- 220 Adults under 60
- 113 Children

April-

201- Total Households

451- Total People served

- 155 Seniors
- 196 Adults under 60
- 100 Children

Adult Protective Services - Adult protective services help elder adults and adults at risk who have been abused, neglected, or financially exploited.

- May – 4 Total Referrals
- April - 11 Total Referrals

Nutrition Program (3 sites Berlin, Markesan, Green Lake)– Senior dining centers (congregate) give older adults a place to enjoy a fresh, healthy meal with others. Centers offer a space for community, friendship, and a place to receive resources / education. Home-delivered meals are for older adults who must stay at home or have limited ability to leave the home. It may be hard to travel due to health or other reasons.

- May
 - Home – Delivered Meals – 1,778
 - Congregate – 390
 - Carry Out – 233
- April
 - Home – Delivered Meals – 1,4978
 - Congregate – 328
 - Carry Out – 182

Caregiver Support Programs- 3 programs (National Family Caregiver Support Program, Alzheimer’s Family and Caregiver Support Program and Title IIIB). The purpose of the National Family Caregiver Support Program (NFCSP) is to assist families and other informal caregivers in caring for loved ones at home for as long as possible. Research shows that caregivers experience high levels of emotional, physical, and financial stress which often leads to diminished health of the caregiver.

Alzheimer’s Family and Caregiver Support program is available to individuals with a diagnosis of Alzheimer’s disease or other dementia and their caregiver when the person with dementia

Title IIIB These funds are for legal services, access assistance and in-home services.

- National Family Caregiver Support Program – May - 2 New Referrals. April - 0
- Alzheimer’s Family and Caregiver Support Program – 0 new referrals for April and May
- Title IIIB – 0 new referrals for April and May

*Services were put on hold for April and most of May as the Aging Programs waited for GWAAR to provide updated Budgets to make sure the Aging Program knew how much funding was being received. Services are back to being provided.

Dementia Care Specialist – Provide free information and support to adults with dementia and caregivers. Help create places where people with Dementia can remain active and safe.

- May

- Activities:

- Memory screen clinic in Berlin and Green Lake
 - Alzheimer’s Conference

- April

- Activities:

- Community Outreach / Marketing
 - Memory Screen Event

Behavioral Health Unit—April 2023

Behavioral Health Unit programs continue to see caseload volumes at full capacity while we continue to recruit for and train new staff. Our new CLTS coordinator began in early May, and we have been able to fill our open therapy position on a part-time basis beginning June 5th. **Welcome Ashliegh & Kristle!**

We are continuing to work through a series of upgrades to our electronic health record and are optimistic that these upgrades will benefit clients and streamline the work of administrative staff and practitioners. The final upgrade, my HealthPoine goes live June 5th. This upgrade will allow clients to communicate with the clinic via a patient portal for some aspects of care such as refill requests, appointment scheduling, etc.

Additionally, Medicaid has made several changes recently which will impact various programs in addition to the end of the public health emergency quickly approaching.

- Medicaid is implementing a new claim review process which will potentially generate some additional burdens for staff in terms of submitting supporting documentation for selected claims and will tighten the timelines for clinicians' documentation.
- Medicaid is implementing a new set of codes for crisis response programs. This will pave the way for an incentivized rate to be paid for mobile and team-based crisis response in 2024. At this time, staff continue to work through the added training requirements, and administrative staff have been working to understand the new codes and ensure they are set up properly.

Outpatient Mental Health (MH) & Substance Abuse (SUD) Programs- *The majority of Behavioral Health clients are served via our outpatient clinic. The outpatient clinic serves clients' mental health and substance use disorder (SUD) needs.*

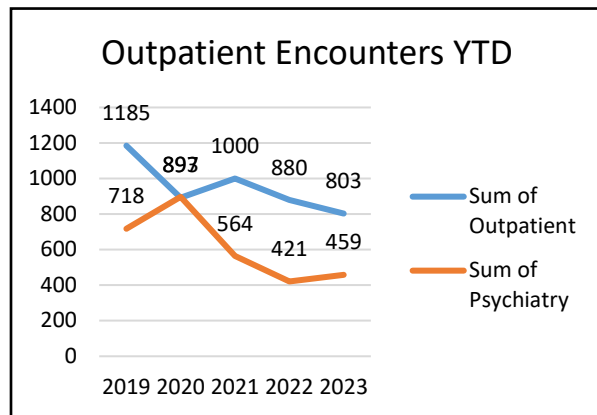


Figure 1: Psychiatric services data have varied and declined after 2020. This is primarily due to the end of child psychiatric services at this agency with the retirement of Dr. Baldomero. Outpatient therapy services have declined due to having open therapy positions over the majority of the past year due to difficulties recruiting for qualified counselors and due to existing counselors splitting their time between outpatient and crisis services.

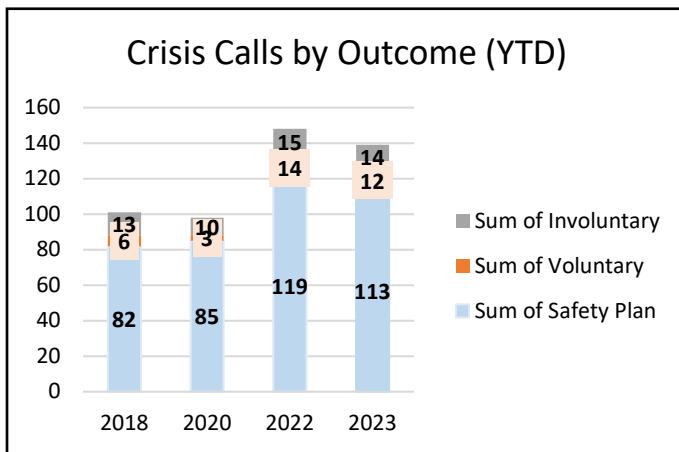
April Note:

1. Clinicians continue to have full caseloads, however as our therapy service team has been short staffed for, outpatient service encounters have been fewer. We have noted modest improvement in our wait time (average wait for an assessment is currently 37 days, average wait from intake to 1st treatment session is 23 days)—target would be 14 days or less. We are optimistic that this wait time will decrease as we have now added a part time clinician who can begin accepting new clients immediately.
2. Outpatient clinicians have also needed to spend some additional time on training to ensure that they understand changes that have occurred with Medicaid as well as changes within our electronic health record.

Wrap-Around Services- Behavioral Health Unit provides three tiers of wrap-around services, allowing us to match individuals with a program that meets the level of need based on their unique situation.

1. Targeted Case Management (TCM)— Less intensive case management for clients. **This program expanded to include adult clients in summer 2018. It presently serves 12 individuals.**
2. Comprehensive Community Services (CCS)—Recovery-focused support for clients who may benefit from an intensive level of services for a shorter period of time. **This program serves individuals across the lifespan and presently serves 42 individuals.**
3. Community Support Program (CSP)- Intensive community-based support for individuals with chronic mental illness. This support is intended to be long-term and supports clients to maintain psychiatric stability in the community and to reduce hospitalizations. **This program presently serves 18 adults.**

Crisis Services- Crisis services are available 24/7 including weekends/ holidays for psychiatric and substance use disorder emergencies



In April, we continued to see increase in crisis responses consistent with the past several years. Call volume has had an average of 30% increase since this same time in 2020. The data represent new crisis calls each month. The crisis team provides additional follow up services to clients after their initial contact. This differs case-by-case basis, however crisis follow up can last anywhere from 30 days to 6 months.

In January 2023, we added a crisis therapist position to our staff which has allowed us to expand outreach and offer more expedient follow up for individuals in a crisis who may otherwise

have been on a waitlist. We believe that this, along with the integration of our substance use case manager position into the crisis enhancement team, has contributed to the reduction in emergency detentions so far this year compared to last year.

A team of staff have been accepted to the Zero Suicide learning collaborative to focus on developing effective suicide prevention strategies for our programs. This month, all staff in Dept of Health & Human Services were asked to take a survey related to this initiative.

Children’s Long Term Support Waiver (CLTS)—Medicaid waiver program provides funding for families of children with long-term disabilities (developmental, physical, and/or severe emotional disturbance) to access services such as respite care and service coordination which are otherwise not covered by Medicaid insurance. In 2018, Wisconsin announced the dissolution of the local waitlist and then subsequently the transition to a state-wide waiting list model and subsequently dissolved the state waiting list. Starting in 2021, youth who are screened eligible for CLTS services will automatically be placed into “enrollable” status with the expectation that the waiver agency will then open them within the allotted 30 days. In late 2021, we hired our first full-time CLTS case manager to attempt to meet the increasing need. Our current program census is at 47 youth.

DRUG TESTING CONSENT

Client Name: _____ DOB: _____

I, _____, hereby consent to provide a urine specimen and/or saliva specimens for the purpose of testing for the presence of prescribed and non-prescribed substances.

- I understand that the test results will be shared with the providers on my care team, including clinical supervisor and Medical Director as needed.
- I understand that drug testing results are one component of my treatment planning along with information I share with my psychiatrist, collateral information obtained from other providers or supports, and my provider's clinical assessment of my needs.
- I understand that refusing to provide or tampering with a urine specimen or providing false information on a specimen's chain of custody form, may constitute grounds for my provider to make changes to my treatment plan including consideration for discontinuation of controlled substance prescriptions.
- I understand that failure to pass the drug may constitute grounds for my provider to make changes to my treatment plan including consideration for discontinuation of controlled substance prescriptions.
- I consent freely and voluntarily to my provider's request for a specimen. I hereby release and hold harmless Green Lake County Department of Health & Human Services and its employees and agents from any liability whatsoever arising from this request to furnish my specimens and the testing of my specimens.
- I understand that my specimen will be sent to a certified laboratory for confirmation.
- I understand that all information derived from this test will be kept confidential and released only with my written consent in accordance with all state and federal healthcare privacy laws. I also understand a documented chain of specimen custody exists to ensure the identity and integrity of my specimens throughout this collection and testing process.

Donor's Signature: X _____ Date: _____ Time: _____

GREEN LAKE COUNTY DHHS
BEHAVIORAL HEALTH UNIT

POLICY AND PROCEDURE
DRUG TESTING SERVICES (75.24(20))

STATEMENT OF NEED: Individuals presenting for outpatient substance use treatment and/or psychiatric care may benefit from monitoring of use of prescribed and non-prescribed substances through use of drug testing services recommended by providers. DHS75.24(20) requires that agencies utilizing drug testing services have policies and procedures that outline these services and the methodology for confirmation of testing results.

TARGET GROUP: Persons identified with an identified substance use disorder diagnosis and/or where drug testing is indicated as part of a controlled substances contract between client and prescriber.

PROGRAM DESCRIPTION: Drug testing services will be provided at the recommendation of a qualified substance use treatment provider or psychiatric prescriber. Testing and release of testing results will occur with informed consent from the client. Testing results will be used in conjunction with patient self-report, behavioral observation, collateral information, and clinical assessment to guide treatment planning.

STAFF: BEHAVIORAL HEALTH UNIT STAFF

OUTCOMES/GOALS:

1. Individuals presenting for services shall have access to drug testing services recommended as a part of their treatment.
2. Drug testing results will be available to providers to use as one component of a comprehensive assessment to guide treatment planning and decisions.
3. Clinic will obtain authorization from clients to bill Medicaid or other third-party payers for drug testing services with objective to ensure testing services are affordable and accessible to all clients.
4. Ensure that drug testing services and results are maintained in the client electronic health record in accordance with CFR42 Part 2 confidentiality regulations.

a. Drug Testing Recommendation and Collection

- i. Clinical recommendation for drug testing services shall be discussed with the client and documented in the client record (treatment plan or psychiatric progress notes)
- ii. Prior to test collection, staff shall obtain written informed consent from the client or their parent/ guardian.
- iii. Clients recommended for drug testing services shall be informed of the drug testing policies as well as their right to revoke consent during the treatment process.
- iv. Urinalyses shall be monitored by a same-sex staff member who has been provided training on proper collections procedures in accordance with laboratory standards. (See collection procedure provided by laboratory below)

b. Use of laboratory services, chain of custody, and confirmation of positive drug test results

- i. The clinic will maintain testing agreement with a certified laboratory that will provide timely turnaround for testing results.

- ii. Clinic staff will utilize urinalysis testing that will be sent in to a certified laboratory for analysis.
 - iii. Rapid testing may only be used in a situation where an immediate result is necessary. All rapid tests that produce a positive result shall be confirmed with a lab send-in test after.
 - iv. Clinic staff shall utilize appropriate chain of custody forms provided by the laboratory when sending specimens for confirmation via post. Copies of chain of custody forms shall be maintained in file.
- c. Confidentiality of drug testing results**
- i. Drug testing results shall be stored as a part of electronic health record and are considered substance use treatment records for the purposes of protection under 42 CFR Part 2.
 - ii. Individuals shall be informed of the potential risks and benefits associated with the decision to disclose their drug testing results prior to said disclosure occurring.
 - iii. In instances where drug testing results will be disclosed outside of the agency, a written release, compliant with all aspects of 42 CFR Part 2, shall be obtained and said release shall specifically indicate that the client has provided consent to release drug testing results.
 - iv. Some limited information (diagnosis, demographic information, and treatment plan) shall need to be shared with laboratory for purposes of obtaining insurance coverage for testing. Clients shall be informed of this via authorization for billing.

METHODS: Staff shall be trained in and follow the laboratory testing protocols (attached).

INDICATORS:

1. Drug testing services shall be available for clients and results from testing will be obtained by clinic providers in a timely manner.
2. Informed consent for drug testing policies and for disclosure of drug testing results (as applicable) shall be found in electronic health record.

MEASUREMENT:

Behavioral Health Unit Manager or designee completes weekly random file reviews for outpatient clinic health records. This review shall include a comprehensive review of required documentation regarding the protocols for consent and provision of drug testing services.