

**RESOLUTION NO.: 88—2017-18**

TO THE HONORABLE, THE OUTAGAMIE COUNTY BOARD OF SUPERVISORS

## LADIES AND GENTLEMEN:

## MAJORITY

1       The County Executive has requested the following position, and the same has been  
2       included in the 2018 COUNTY EXECUTIVE BUDGET:

## Create: (1) Full-time Home Consultant III

NOW THEREFORE, the undersigned members of the Legislative/Audit & Human Resources

7 Committee recommend adoption of the following resolution.

8           BE IT RESOLVED, that the Outagamie County Board of Supervisors does hereby and herewith  
9    authorize and approve of amending the TABLE OF ORGANIZATION FOR THE HEALTH &  
10   HUMAN SERVICES DEPARTMENT, COST CENTER, 2066090, by creating (1) full-time Home  
11   Consultant III position effective January 1, 2018, as described in the attached which by reference are  
12   made a part hereof, and

13           BE IT FURTHER RESOLVED, that the aforementioned budget is hereby confirmed to include  
14   the new position(s) and the attendant budget expenditures and revenues as are detailed in the attached,  
15   and

16           BE IT FINALLY RESOLVED, that the Outagamie County Clerk be directed to forward a copy  
17    of this resolution to the Health & Human Services Director and the Human Resources Department.

18 Dated this day of November 2017

Respectfully Submitted,

## LEGISLATIVE/AUDIT & HUMAN RESOURCES COMMITTEE

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5 Travis Thyssen Cathy Spears  
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11 Shane Griesbach Patrick Meyer  
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16 John Foss

20 Duly and officially adopted by the County Board on: \_\_\_\_\_  
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23 Signed: \_\_\_\_\_ Board Chairperson \_\_\_\_\_ County Clerk  
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26 Approved: \_\_\_\_\_ Vetoed: \_\_\_\_\_  
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29 Signed: \_\_\_\_\_ County Executive  
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## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**This form contains four separate parts. Title Changes require only Part I and Part II to be completed. Forms should be thoroughly completed and submitted to the Human Resources Director. If you have questions when completing this form, please contact the Human Resources Director at 832-1670 or [lisa.lux@outagamie.org](mailto:lisa.lux@outagamie.org).**

### **PART I: GENERAL INFORMATION**

Change(s) being Requested: Add New Position to TO

Effective Date of Change: 1/2/2018

Department: Health and Human Services

Department Head: Rosemary Davis

Cost Center: 2066090

Employee Group: AS&P

#### Justification for Change:

(Include: key benefits of adding position, impact of not adding position, amount of overtime currently being worked, backlog situation, etc... Avoid generalities and provide specific data points.)

The Department has over 1200 clients that we bill services for on a monthly basis. Billings get created for Medicare, Medicaid and many private insurance companies. Before any of our services can be billed our department has many important steps to complete to help clients become billable. These steps include obtaining financial information, helping many clients apply for Medicare, Medicaid, or third party insurance through the Marketplace. Lastly, we also often need to get prior authorizations from the third party payors in order to be able to successfully obtain reimbursement for our billings. Presently we have one staff person classified as a home consultant III that helps provide these services as well as helping uninsured clients get onto prescription assistance programs (PAP). Helping clients with all of these tasks helps reduce significant expenses to the Department. Presently, we cannot keep up with our workload in these financial areas and as a result we are losing dollars we can capture. First, we just recently took over financial screening for all clients that are getting services from our contracted Alcohol and Drug Abuse (AODA) service providers. By taking on these tasks, we are indentifying many more clients that we are able to help get Medicaid and 3<sup>rd</sup> party insurance, saving us county tax levy. Based on the first 3 months of taking on these screenings, we are estimating expense savings of \$53,000 of tax levy in calendar year 2017. In addition, we have identified that by completing necessary prior authorizations, we could have billed 3rd party insurance for over \$87,900 of services. Lastly, the use of the prescription assistance program (PAP) is saving the county over \$206,000 a year. These staff positions are very important to helping clients get the services they need while saving the county significant county tax levy resources.



## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

### Other Alternatives Considered:

Temporary Help  Part-Time vs. Full-Time  Help from other depts.  
 Use of Overtime  Process Improvements

### Fiscal Impact of Change:

Cost Neutral  Cost Reduction  Cost Increase

### FTE Headcount Impact of Change\*:

Headcount Neutral  Headcount Reduction  Headcount Increase

*(\*note: any change in FTE count or substantial fiscal impact requires approval by Committee of Jurisdiction, Finance Committee, Leg/Audit/HR Committee, and Board of Supervisors.)*

**PART I: CHANGE DETAILS** - Complete the appropriate section below for the type of change being requested.

### **POSITION ADDITION** (i.e. addition of entirely new position or one or more of the existing position)

Position Title: Home Consultant III

Type of Addition: Add completely new position  Add to existing position in TO

How many? One (1)

Position is:  Full Time:  Part Time:

Additional Communications/Approval Required:

- Provide updated Job Description to HR
- Comprehensive Position Questionnaire and Market Analysis completed (as determined by HR Director – for brand new or upgraded positions only)
- Inform Committee of Jurisdiction
- Approval from Leg/Audit/HR Committee
- Board of Supervisors Approval

### **PART II: CURRENT AND FUTURE ORG VISUAL**

Attach a copy of your current Table of Organization and proposed Table of Organization for any change(s) indicated in this document.

**PART IV: FINANCIAL DATA** - List the total expenditures, revenues and savings pertaining to this request.

See attached.

\* If you are requesting a position that will only be funded initially for a part of a year, please complete the Annual Salary and Annual Fringe Benefits Cost using the annual cost based on the start date of the change.



## Organizational Change Request

*Every effort should be made to complete these requests during the annual budget process. Exceptions will be considered outside the budget process when appropriate and necessary*

**NOTE:** If any changes are made in the above budget, please contact Human Resources Department, Lisa Lux, ext. 1670, and Financial Services, Brian Massey, ext. 1675. It is extremely important that the information contained here match the figures shown in the budget.

Reviewed By:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>
Department Head:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>
HR Director:	X	Date: 6/22/2017
County Executive:	<input type="checkbox"/>	Date: <a href="#">Click here to enter a date.</a>

**REQUEST:**

Approved    Denied

Resolution Number: [Click here to enter text.](#)

**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**NEW POSITION REQUEST - SUMMARY OF EXPENDITURES**

Position Title:

Home Consultant III

Unit:

Mental Health

1 position

Cost Center:

	Amount Requested	
<b>Salary</b>		<b>\$38,187</b>
1st position		\$38,187
2nd Position		
*Place this total on the Salary line on the New Position Request		
<b>Fringe Benefits</b>		<b>\$20,621</b>
1st position		\$20,621
2nd Position		
*Place this total on the Fringe Benefits line on the New Position Request		

Travel / Training	Quantity	Unit Cost	Total
Mileage	1	\$500	\$500
Meals/Lodging/Other	1	\$0	\$0
Training and Seminars	1	\$0	\$0
<b>Total Travel / Training</b>			<b>\$500</b>

\*Place this total on the Travel/Training line on the New Position Request

Supplies	Quantity	Unit Cost	Total
Office Supplies	\$ 1	\$250	\$250
<b>Total Supplies</b>			<b>\$250</b>

**Office Equipment - Items costing less than \$1,500**

Item	Quantity	Unit Cost	Total
Desk	1	\$400	\$400
Desk chair	1	\$360	\$360
Side chairs with arms (ordered in pairs)	1	\$350	\$350
Side chair without arms (ordered in pairs)		\$310	\$0
Bookcase - 4 shelf	1	\$200	\$200
Bookcase - 6 shelf		\$400	\$0
File cabinet - 2 drawer, locking, letter size		\$300	\$0
File cabinet - 4 drawer, locking, letter size		\$400	\$0
Computer workstation - 36"		\$400	\$0
Computer workstation - 48"		\$500	\$0
Computer workstation - 60"		\$500	\$0
Drawer unit for computer workstation		\$350	\$0
Keyboard adjustable tray	1	\$175	\$175
Calculator with printout	1	\$100	\$100
Privacy Screens	2	\$50	\$100
			\$0
<b>Total*</b>		<b>Office Equipm</b>	<b>\$1,685</b>

\*Place this total on the Office Equipment line under Supplies on the New Position Request

\$1,935

**Purchased Services**

IT Equipment	Quantity	Unit Cost	Total
Computer, monitor, keyboard, mouse		\$1,200	

Laptop - full size	\$ 1	\$1,650	\$1,650
Laptop - small form factor		\$1,550	\$0
Docking station for laptop		\$200	\$0
WYSE terminal, monitor			\$0
Monitor	\$ 1	\$145	\$145
Monitor	\$ 1	\$145	\$145
Dual monitor stand	\$ 1	\$150	\$150
Scanner			\$0
Laser Printer ( allowed only for certain positions)	\$ 1	\$300	\$300
Telephone	\$ 1	\$100	\$100
<b>Office Equipment</b>			
Headset	\$ 1	\$375	\$375
Cell phone (<250 mins/mo = \$200; > 250 mins/mo = \$730)			\$0
Mobile hot spot or air card (\$600)		\$600	\$0
Dues & subscriptions			\$0
<b>Total Purchased Services</b>			<b>\$2,865</b>

**Capital Outlay - List items costing more than \$1,500**

Item	Quantity	Unit Cost	Total
			\$0
			\$0
<b>Total**</b>			

\*\*Place this total on the Furniture/Office Equipment line under Capital Expenditures on the New Position Request Summary of Expenditures form.

<b>Grand Total</b>	<b>\$64,108</b>
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**Position will be funded as follows:**

Levy	\$10,998
Prior Authorizations completed for Insurance	\$33,772
AODA Expense saving from financial reviews and intakes	\$19,338
<b>Total</b>	<b>\$64,108</b>

<b>Reduction to Purchase of Services in Mental Health Provided - Levy</b>	<b>\$10,998</b>
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Updated: 06/06/2017

**Outagamie County  
Position Description**

030.02.04

<b>Position Title:</b>	Home Consultant I, II, III	<b>Date:</b>	November 9, 2012
<b>Department:</b>	DHHS	<b>Union:</b>	2048
<b>Reports To:</b>	Supervisor: Child and Family Unit I, or Supervisor: Mental Health Services	<b>Pay Grade:</b>	2, 7, 10

**Purpose of Position**

Reporting to a Supervisor in the Children, Youth and Families Division, the Home Consultant I, II or III provides services to families to prevent neglect and abuse of children, to maintain the independence of individuals and families and to promote healthy, safe environments. Referrals from other DHHS Divisions are accepted on a case-by-case basis.

Reporting to the Supervisor: Mental Health Services, Mental Health Division, the Home Consultant III performs work involving the care and treatment of individuals experiencing severe and persistent mental illness, providing a positive rehabilitative influence.

Positions are graded as I, II or III depending upon the level of discretion, independence and experience required.

**Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Instructs and assists consumers individually and in groups regarding basic living activities which may include but are not limited to money management, personal hygiene, nutrition, housing, shopping, meal preparation, laundry, parenting, community living, and recreation.
- Assists in assessment and evaluation of cases to determine consumer's needs and progress relative to the treatment plan.
- Provides information on community resources.
- Records observations relating to actions and behavior, maintains records of services provided.
- Transports and escorts consumers to meetings, services, appointments and other activities.
- Provides information to social workers, therapists, supervisory staff and other professionals regarding the consumer's status.
- Provides support to consumers and families in crisis and stress situations.
- Attends staff meetings and participates in training activities as required.

- Maintains regular and predictable attendance, works overtime/extra hours as required.
- Performs other duties as assigned.

**Home Consultants I, II or III assigned to Children, Youth and Families Division may perform some or all of the following:**

- Serves as a protective/representative payee when necessary.
- Provides supervision services to families involved in child protective service.
- Monitors supervised visitation for foster care and family court cases.
- Documents case notes in WISACWIS.

**Home Consultant III's assigned to Mental Health may perform some or all of the following:**

- Monitors medications to ensure compliance with prescribed dosages as well as efficacy and potential adverse reactions.
- May administer first aid as needed.
- Provides psychosocial rehabilitative services within a team concept.
- Documents observations relating to actions and behaviors and maintains clinical records of services provided.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Graduation from High School required.

**For Home Consultants in the Children, Youth and Families Division:**

Home Consultant I: two years of related experience as described above.

Home Consultant II: two years at the I and completion of 50 hours of approved training.

Home Consultant III: one year at the II and completion of 25 additional hours of approved training.

**For Home Consultants in the Mental Health Division:**

1000 hours of work experience involving the direct provision of services to persons with severe and persistent mental illness or a closely related population; or coursework from a recognized college or university in the social sciences preferred.

**Minimum Knowledge, Skills and Abilities Required to Perform Essential Job Functions**

- 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.
- Knowledge of department and community resources.
- Knowledge of and skill in teaching activities of daily living.

- Ability to effectively communicate in English and understand and follow written and oral instructions.
- Ability to maintain confidentiality and accountability.
- Ability to work independently, make sound decisions, use good judgment and maintain appropriate boundaries with consumers.
- Ability to budget time and schedule work to efficiently complete tasks.
- Ability to transport oneself to and from various locations in a timely, efficient and safe manner.
- Ability to effectively communicate and use tact and diplomacy with consumer's, co-workers, professional personnel, the general public, and members of all socioeconomic groups.
- Ability to establish effective working relationships with consumers and staff.
- Ability to serve as a positive role model for consumers and provide effective direction and supervision.
- Knowledge of adolescent and adult behavior, interpersonal relations and social interaction.
- Ability to recognize potentially hazardous situations and take appropriate action.
- Ability to walk, stoop, climb, bend, stretch; push, pull and lift up to 40 pounds, understanding and utilizing proper body mechanics.
- Ability to add, subtract, multiply, divide, and figure simple mathematical calculations.
- Ability to conduct interactive interviews and obtain information in a non-judgmental manner.
- Ability to comprehend and interpret a variety of documents including medical records, technical manuals, etc.
- Ability to use telephone, calculators, copy machines, computer terminals, dictaphones, typewriters, fax machines and other standard office equipment.
- Ability to work a flexible schedule which may include evenings and weekends.

**Home Consultants assigned to Mental Health will also have the following Minimum Knowledge, Skills and Abilities:**

- Knowledge of psychological/psychiatric terminology and interventions.
- Knowledge of the rules and regulations governing the delivery of care (HFS 63, COP, WMAP Providers Handbook Part H and Part U).
- Knowledge of the use and side effects of psychotropic medications including symptoms of overdose.

- Ability to recognize symptoms of acute alcohol and drug abuse and take appropriate action.
- Knowledge of and ability to apply the basic principles of first aid.
- Ability to prepare a variety of documents including clinical progress notes, billing records, consumer records, etc.

**Home Consultants assigned to the Children, Youth and Families Division will also have the following Minimum Knowledge, Skills and Abilities:**

- Ability to prepare a variety of documents including progress notes and enter them into TCM and/or WISACWIS.
- Ability to effectively set up and administer consumer budgets and balance checkbooks.
- Knowledge of child development and behavior.
- Ability to coach, train parents in effective quality family interaction based on child/ren developmental ages and stages.

Outagamie County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Melissa Blow 11/13/2012  
CYF Division Signature Date

Brian Beyer, LSW 11/16/2012  
MH Division Signature Date

Bob H. Day 11/20/2012  
Human Resources Signature Date

**BLOODBORNE PATHOGENS  
EXPOSURE RISK CATEGORY B**