

2019 PROGRAM SPECIFICATION  
DDIS

PROGRAM #: 209

STANDARD PROGRAM: Child Community Options Program (CCOP)

TARGET POP: Disabled Youth

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday – Friday 8:00 a.m. – 5:00 p.m.  
Although the position need not be full-time.

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- Civil Rights/Affirmative Action Policies
- Fair Labor Standards Act
- Criminal and Caregiver background checks, drug screening, driver's license checks for all staff working within the project scope.

## PROGRAM DESCRIPTION:

The Child Community Options Program provides individual services and support to families who have a child with a severe disability living at home. The program allows flexibility in buying goods and services to meet the needs of that child and their family. All eligible families, whether they have received funding in past years or not, may be eligible to receive services. Prioritization of the family's current circumstances and needs must be determined prior to the allocation of funding.

The CCOP Case Manager will be expected to:

- Assess all new referrals during the year
- Establish relationships with all eligible families
- Work closely with HSD to provide the rotational model of funding, including the paperwork, training families on how the system operates and implement any program changes
- Provide case management services to all eligible families, whether funded or not
- Provide Title 19 billings to HSD on a monthly basis
- Complete all paperwork as required by the Child Community Options Program, HSD Case Management guidelines, other funding sources and the HSD Fiscal Division
- Send out the request for prioritizing to families and be the lead agency in making decisions as to which families will receive funding each year
- Consult with the Child Community Options Program Advisory Committee

The HSD contact for this program will be the Supervisor of the Special Needs Unit.

## Child Community Options Program Administration

1. Vendor will issue checks for all approved services and equipment from State funds for eligible CCOP clients.
2. Vendor shall administer and maintain all accounts relating to authorized individual in the Child Community Options Program. Records of payments to CCOP clients and providers shall be maintained in an acceptable accounting manner.
3. No payment shall be issued without an authorization and within the agreed upon amount.
4. All funds will be issued for allowable services defined in the State Child Community Options Program guidelines.
5. The Program will assist in the implementation of the state required parental fee with appropriate families.

## EVALUATION OUTCOMES:

1. Referrals are processed through Compass Wisconsin: Threshold to determine eligibility and placed on the State PPS waiting list. All eligible children will be assessed by vendor within 45 days once an eligible child comes to the top of the waiting list.
2. Families will express satisfaction with the case management services as shown by an annual client satisfaction survey.

## REPORTING REQUIREMENTS:

Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.

Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/19, 7/15/19 and 10/15/19 to Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome and Demographic Reports must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.