

**COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION**

Date: November 2, 2012

To: Supervisor Marina Dimitrijevic, Chairwoman, County Board of Supervisors

From: Craig Kammholz, Fiscal and Budget Administrator, DAS – Fiscal

Subject: Request to create 1.0 FTE Administrative Coordinator (Title Code 00011051, Pay Grade 27M) and 1.0 FTE Quality Assurance Specialist (Pay Range, 16C)

REQUEST

The Department of Health and Human Services is requesting to create 1.0 FTE Administrative Coordinator (Title Code 00011051, Pay Grade 27M) and 1.0 FTE Quality Assurance Specialist (Pay Range, 16C) within the Delinquency and Court Services Division (DCSD) of DHHS.

BACKGROUND/ANALYSIS

In September 2012, DCSD was one of three sites to be awarded the Juvenile Justice Reform and Reinvestment Demonstration grant. This grant will help the division to implement and evaluate a systematic protocol of evidence-based and cost measurement tools that will assist agencies in making better decisions regarding its resources and services for youth involved in the juvenile justice system. There are two primary components to the implementation of this initiative: point of service implementation and system level implementation.

Implementation at the point of service includes the use of a risk assessment tool to conduct risk and needs assessments for juveniles that are in the system and local program service options. Currently, DCSD uses the Youth Assessment and Screening Instrument (YASI) to conduct risk and needs assessments. In addition to the YASI, the division will be adopting the Standardized Program Evaluation Protocol (SPEP) that is used for comparing juvenile justice programs to what research has found to be effective. This tool helps to identify programs that are likely to be more effective in reducing recidivism and program improvements for that purpose.

Implementation at the system level includes tracking and assessing costs and outcomes for youth in the juvenile justice system. Scores obtained through the use of SPEP will be integrated with a cost benefit rating to compare the per unit cost to the service type. This will help administrators make better decisions on what programs and services to fund.

DCSD will work with the Georgetown University Center for Juvenile Justice Reform which will provide technical assistance and the Urban Institute, which will serve as the project evaluator to implement the evidence-based and cost measurement tools. Implementing these initiatives will require additional staff that is dedicated specifically to this grant initiative. In addition, a condition of this grant is that DCSD commit to begin full implementation by March 1, 2013. As a result, the department is requesting the creation of 1.0 FTE Administrative Coordinator and 1.0 FTE Quality Assurance Specialist.

This Administrative Coordinator will primarily be responsible for assisting the Grants Coordinator with program coordination; planning, implementing, managing, and monitoring programs and projects as assigned; evaluating projects and developing outcomes; supervision of staff involved in projects; developing necessary documentation to meet grant reporting and other requirements; developing training materials for staff and provider agencies; updating and evaluating administrative procedure & policy manuals; developing and monitoring the Quality Improvement plan; and lead project implementation meetings, provider network meetings, and in-services.

The Quality Assurance Specialist is supervised by the Administrative Coordinator and is primarily responsible for the following: ensuring that all providers demonstrate their intent to provide best practices and evidence-based services; investigating client complaints; assisting with the implementation of the Quality Improvement plan; assisting with the development of policies and procedures for provider networks, ensuring that providers remain in compliance with these policies; assisting in identifying and resolving system barriers; conducting audits and providing technical assistance to providers as needed; conducting scheduled and unscheduled site visits to ensure compliance; follow-up with providers on written reports, corrective action plans and site visits and report findings to supervisor; review with providers and staff any pattern of errors in issuance of services for clients and determine if training is needed; and assisting providers in resolving identified problems.

Allowing the department to create these positions will allow them to fully implement the initiative and possibly see cost savings and better outcomes for the youth served.

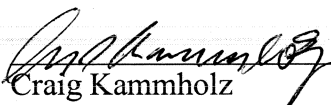
FISCAL NOTE

Approval of the request to create 1.0 FTE Administrative Coordinator and 1.0 FTE Quality Assurance Specialist effective December 20, 2012 will result in a fiscal impact for 2013 of increased expenditures including salary, social security, and active fringe benefits of \$110,374, which is completely funded with grant revenue.

RECOMMENDATION

To assist DCSD in improving the service delivery system through implementing grant activities, the Department of Administrative Services, Fiscal Affairs recommends that the request to create 1.0 FTE Administrative Coordinator and 1.0 FTE Quality Assurance Specialist, effective December 20, 2012, be approved.

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