

The COUNTY OF MILWAUKEE
Inter-Office Communication

Date: April 19, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Shakita LaGrant-McClain, Director, Department of Health and Human Services

Subject: A report from the Director, Department of Health and Human Services (DHHS), requesting the creation of 1.0 FTE Human Service Worker-Enrollment Specialist

File Type: Action Report

REQUEST

A report from the Director, Department of Health and Human Services (DHHS), requesting approval to create 1.0 FTE Human Service Worker-Enrollment Specialist at paygrade 16Z4.

POLICY

The maximum number of positions and/or the maximum number of employee hours in a given classification are approved as part of the annual adopted budget. Changes to the authorized number of positions outside of the budget process require approval by the Milwaukee County Board of Supervisors.

Milwaukee County Ordinances:		17.28
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BACKGROUND

For the past few years, DHHS has been working in collaboration with the State to increase the number of children participating in the Children’s Long-Term Support (CLTS) waiver program. As a result, CLTS has seen a steep growth in its program enrollment. Over the last few years, enrollment has increased by nearly 40 percent. Currently, total CLTS enrollment is about 2,400 kids across Milwaukee County and the State estimates that approximately 12,000 to 14,000 Milwaukee County children are potentially eligible for CLTS.

CLTS serves children, from ages birth to under 22 years, who are Medicaid eligible and in need of care that is typically provided in an institutional setting. These services allow children to remain in their homes and/or communities. Eligible children include those with a developmental disability, mental health disability, and/or physical disability. DHHS utilizes the CLTS funding to deliver critical services to this target population using vendor partners and dedicated county staff. Some examples of services authorized include respite, counseling and therapy, personal

support (bathing, dressing, eating, etc.), home modification, vehicle modification, and electronic equipment purchase.

The CLTS program also requires significant development and management of high quality, equitable services and programs across CLTS. Due to the program growth over the years, support that is specifically dedicated to kids and families on the CLTS wait list and during their initial program enrollment is necessary. For this reason, DHHS is requesting the creation of a 1.0 FTE Human Service Worker-Enrollment Specialist.

The HSW-Enrollment Specialist duties and responsibilities include, but are not limited to, the following: monitor the CLTS waitlist and report out as appropriate, collaborate with internal and external staff and supervisors to plan enrollments into the CLTS Waiver program, track kids who are enrolled and disenrolled, submit information to central registration for new participants, determine if Medicaid is needed, enter participants in the state database, review initial functional screens from the intake team as needed, discuss services with the child, family and team, complete purchase order requests, and provide resources to meet the needs of the family while on the CLTS waitlist. This position is essential to support the growing needs of the CLTS program.

The creation of this dedicated full-time position will help ensure children are transitioned off the waitlist and into services more quickly.

Position requested:

Title	Pay Range	Annual Salary Range
Human Service Worker	\$22.57-\$30.99	\$46,945-\$64,459

ALIGNMENT TO STRATEGIC PLAN

The request to create the new position aligns with the county's strategic plan to ensure that we can continue determining what, where, and how we deliver services to advance health equity. To that end, consistent staffing is needed to support the administrative and case management functions associated with this program that provides critical services.

FISCAL EFFECT

The total annual cost for the Human Service Worker-Enrollment Specialist is between \$50,536 - \$69,390 (including salary and social security) and is 100% offset by administrative revenue from the CLTS Program.

TERMS

N/A

VIRTUAL MEETING INVITES

Shakita.LaGrant@milwaukeecountywi.gov
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PREPARED BY:

Kelly Pethke, Administrator

APPROVED BY:

Shakita LaGrant-McClain

Shakita LaGrant-McClain, Director, Department of Health & Human Services

ATTACHMENTS:

None

cc: County Executive David Crowley
Chair, Personnel Committee
Mary Jo Meyers, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady, Research Director, Comptroller's Office
Janelle M. Jensen, Legislative Services Director, County Clerk's Office
Lottie Maxwell-Mitchell, Senior Budget & Management Analyst, DAS