

**Southwest Wisconsin Care Management Coalition**  
**ADRC Work Group**  
*Revised: July 12, 2007*

**Charter:** To create a written plan for the development and implementation of ADRC(s) in the Southwest Wisconsin Care Management Coalition. Particular activities include:

- Identify local collaborators, including functions, staff and financial resources for proposed ADRC operation
- Identify gaps in resources and develop plan for addressing needs to cover all functions of a fully operational ADRC.
- Identify and agree to areas of regional collaboration.
- Determine governance structure, including assurance of appropriate separation from CMO
- Secure, install and develop software for resource database and client tracking, and begin developing policies/procedures for information management.
- Secure and install telephone system with capability for volume of calls in/calls out and emergency response ("warm transfer" and after-hours message capability)
- Develop staffing plan for ADRC functions (I & A, Options Counseling, Family Care Eligibility Determination. Benefit Spec) that meets requirements for staff qualifications, including formal job descriptions, plan for readiness to serve all target groups, plan for obtaining needed certifications or specialized training
- Develop plan for marketing & outreach/public education
- Develop understanding of and readiness for 100% time reporting using current methodology, including staff training and support
- Develop plan for Pre-Admission Consultation (PAC) capability, including providing information and in-service training to providers and partnering with them to develop referral protocols.
- Develop communication, coordination, referral protocols, policies and/or MOU's with essential public and private services such as ESS, Soc Sec, MH/AODA services, DVR, Independent Living (ILC's), Medical Clinics, APS, etc.
- Plan for development of transition services for young adults with schools and other appropriate community agencies (DVR, ILC, Children with Disabilities)
- Plan for development of early intervention & prevention services
- Develop policy, procedure and training for Functional Screen quality
- Develop Access Plan for Family Care, including policy, procedure and MOU's for functional and financial eligibility determination and enrollment; enrollment consultant, urgent services; disenrollment; and the role of the RC in annual reviews and change in condition screens
- Work with CMO Work Group to develop plan for "roll-over" of COP/CIP/Waiver consumers
- Work with CMO Work Group to develop a phase-in plan for eliminating the wait list and serving new consumers
- Identify location for ADRC and set up office operations, including a public resource area

**Membership:**

<b>Agency</b>	<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Access to Independence	Rachel Schild	815-990-0587	<a href="mailto:rachels@accesstoind.org">rachels@accesstoind.org</a>
Age Adv-AAA	Jayne Mullins	608-224-6305	<a href="mailto:mullinsjf@mailbag.com">mullinsjf@mailbag.com</a>
Organizational Skills Associates	Buck Rhyme	608-238-7114	<a href="mailto:brhyme@orgskills.com">brhyme@orgskills.com</a>
Crawford	Kathy Leard	608-326-0235	<a href="mailto:klearn@crawfordcountywi.org">klearn@crawfordcountywi.org</a>
Grant	Gayle Mason	608-723-6113	<a href="mailto:gcaginggayle@tds.net">gcaginggayle@tds.net</a>
Grant	Fred Naatz	608-723-2136 Ext. 107	<a href="mailto:fnaatz@grantdss.com">fnaatz@grantdss.com</a>
Green	Linda Boll	608-328-9347	<a href="mailto:lboll@gchsd.org">lboll@gchsd.org</a>
Iowa	Judy Lindholm	608-935-0389	<a href="mailto:judy.lindholm@iowacounty.org">judy.lindholm@iowacounty.org</a>
Ind. Living Resources	Jason Beloungy	608-647-8053	<a href="mailto:jason.beloungy@ilresources.org">jason.beloungy@ilresources.org</a>
Juneau	Carolyne Kotchi	608-847-2400	<a href="mailto:dhsalts@co.juneau.wi.us">dhsalts@co.juneau.wi.us</a>
Juneau	Heidi Randall	608-847-9366	<a href="mailto:juneauag@co.juneau.wi.us">juneauag@co.juneau.wi.us</a>
Lafayette	Carol Benson	608-776-4888	<a href="mailto:carol.benson@lafayettecountywi.org">carol.benson@lafayettecountywi.org</a>
Lafayette	Tom MacDonald	608-776-4909	<a href="mailto:tmacdonald@lchsd.org">tmacdonald@lchsd.org</a>
Richland	Kim Enders	608-647-4616	<a href="mailto:endersk@co.richland.wi.us">endersk@co.richland.wi.us</a>
Richland	Linda Symons	608-647-6226	<a href="mailto:symonsl@co.richland.wi.us">symonsl@co.richland.wi.us</a>
Sauk	Sue Hebel	608-524-7931	<a href="mailto:shebel@co.sauk.wi.us">shebel@co.sauk.wi.us</a>
Sauk	Gina Thill	608-524-7933	<a href="mailto:gthill@co.sauk.wi.us">gthill@co.sauk.wi.us</a>
Sauk	Trish Vandre	608-356-5581 Ext. 3325	<a href="mailto:tvandre@co.sauk.wi.us">tvandre@co.sauk.wi.us</a>

**Product:** Comprehensive written ADRC Development and Implementation Plan for review, approval, and implementation by the Southwestern Care Management Coalition including required technical assistance (if any) and required resources.

**Time Frame:** Tentative plan is to submit ADRC application to DHFS by December 2007.