



JOE PARISI
DANE COUNTY EXECUTIVE

Dane County Department of Human Services

Division of Adult Community Services

1202 Northport Drive Madison WI 53704-2020
(608) 242-6200 Fax: (608) 242-6293

Director – Shawn Tessmann
Division Administrator – Todd Campbell

DATE: January 8, 2020

FROM: Todd Campbell

TO: Julie Meister

RE: One-Year Pilot for Determining Residency in the CCS Program

The Wisconsin Department of Health Services and its predecessors have issued several policy memos that have clarified county residency for purposes of service provision in Wisconsin. A residency manual that is attached to a Numbered Memo (DDES 2007-01) establishes the criteria that a person must meet in order to be considered the resident of a county. Because counties have a statutory obligation (Chapters 46, 51, and 55) to serve their residents within available resources, it is necessary to define who is a resident of a particular county for these purposes. To that end, DDES 2007-01 outlines four criteria that must be simultaneously met to determine whether a person is a resident of a particular county:

1. Physical presence within the county
2. Physical presence is voluntary (per the individual or by the choice of their legal guardian).
3. The individual has the intent to remain in the county
4. The individual is in a place of fixed habitation within the county.

Where questions arise about a person's residency, it is most often related to the fourth criteria: whether a person is in a place of fixed habitation within the county. The residency manual attached to DDES 2007-01 clarifies what is meant by this phrase:

Examples of a place of fixed habitation include a home, apartment, condominium, residential hotel or a mobile home (fixed on a site). It also may include a nursing home, CBRF or other supervised residential facility when the person intends to live there for the foreseeable future because he or she has long term care needs and the services of the facility are needed to meet those needs. A motel, hotel (except a residential hotel), or rooming house are generally not considered places of fixed habitation. However, in limited situations a motel, hotel or rooming house may be considered a place of fixed habitation if the person lives there voluntarily and intends to remain there for the foreseeable future.

A place of fixed habitation does not include a car or other motorized vehicle because it is not a fixed habitation. Nor does it include an emergency shelter for the homeless because it is by

definition a temporary shelter, a shelter for victims of domestic abuse, or a nursing home, CBRF or other supervised residential facility where a person's stay is temporary to address acute care needs.

This fourth criteria is sometimes seen as a barrier to individuals who need access to certain behavioral health services, particularly those homeless individuals in our county. Currently, individuals in this situation are referred to services in the county where they last had a place of fixed habitation. If the person is a Medicaid beneficiary they may be referred to covered behavioral health services such as outpatient care and psychiatry. If a person is in need of additional support of the kind that the Comprehensive Community Services (CCS) Program offers, people who do not meet that fourth criterion will be referred back to the CCS program in their home county. Returning to the home county to obtain these services may not be a feasible option for many who are currently homeless.

One-Year Pilot

In an effort to help as many people into recovery as we can, the Dane County Comprehensive Community Services (CCS) Program will pilot an exception to this residency criteria for one year. Effective January 13, 2020, when determining Dane County residency for the CCS program, an individual must meet the first three of the four criteria of residency as delineated in DDES 2007-01 (physical presence, voluntary presence, intent to remain in Dane County). If an individual is not simultaneously in a place of fixed habitation within Dane County, the individual may be considered as having met the fourth criterion through the demonstration of 60 days of consistent engagement with homeless-related services. This engagement can be verified by service provider entries in the Homeless Management Information System (HMIS). Sixty days of engagement may also be demonstrated by documentation from a homeless service provider on agency letterhead that indicates the person's name, date of the person's first contact with the agency, and a statement of the agency's consistent involvement with the person since that first contact.

This pilot will apply to the Dane County CCS Program only. All other services will determine county of residency consistent with state and Dane County policy. At the end of this pilot period, the CCS Program will report on the following: the number of persons screened for whom this exception was applied; the number of resulting program admissions; the average length of stay in the program for this group of admissions compared to all program admissions; and the percent of these admissions who obtained stable housing while in CCS.

The Dane County Department of Human Services strives to support all of its residents. We recognize that there are some in our community who are working toward, but have not yet gained stable housing. This pilot will help assure that this circumstance does not prevent access to a needed level of behavioral health services in Dane County.

cc: Shawn Tessmann
Casey Becker
Carrie Simon