



DANE COUNTY DEPARTMENT OF HUMAN SERVICES COMPREHENSIVE COMMUNITY SERVICES

APPLICATION and CONTRACTING FAQ

4.27.2018

General Questions

1. I am just starting my business, what do I need to know?

A lot. Thankfully, there are a number of resources to which you can turn, such as:

- State of Wisconsin Business pages website at: <http://www.wisconsin.gov/Pages/business.aspx> . This is a treasure trove of information from registering your business to accessing tax information and forms.
- Wisconsin Women's Business Initiative Corporation (WWBIC). Don't be fooled by the name, this statewide organization works with men and women by offering classes in business planning, financing, personal financial management, and more. Their website is at: <https://www.wwbic.com/> .
- Service Core of Retired Executives (SCORE) is a network of volunteer, expert business mentors who lend their time and expertise through mentoring, workshops, and educational resources. More information is on their website at: <https://www.score.org/> .
- University of Wisconsin School of Business offers a number of Startup Business Courses. More information may be found on their web site at: <https://bus.wisc.edu/cped/sbdc/program-topics/start-up-business-solutions> .
- National Council of Non-Profits has an entire section to starting a non-profit organization on their web site at: <https://www.councilofnonprofits.org/tools-resources/how-start-nonprofit> .

A good approach is to work with or for another business and to learn as much as you can from them about the fiscal and administrative aspects of the business before venturing out on your own.

2. What are the minimum standards to become a CCS provider?

A good place to start is to review the DCDHS Provider web page regarding the Comprehensive Community Services Program found at: <https://danecountyhumanservices.org/ccs/prov/default.aspx> . This has links to a number of resources including Wisconsin Administrative Code Ch. DHS 36 which outlines the program requirements and to the *Provider Handbook* that contains important information on the CCS service array, steps to becoming a provider, ongoing expectations of providers, and authorization and billing information.

For all agencies, DCDHS requires that the agency has a designated fiscal staff person with the appropriate credentials who is not a program staff person OR that the agency contracts with an outside accounting firm.

Service Facilitation Agencies. For agencies providing service facilitation services, DCDHS requires that the agency has at least a 25% full-time equivalent (FTE) CCS Mental Health Professional directly employed by the Agency who meets the minimum qualifications described in DHS 36.10(2)(g)1-8 with the ability to provide consultation during agency business hours throughout the work week AND has at least three (3) full-time equivalent (FTE) service facilitators

directly employed by the agency. These requirements must be met within one year of the initial contract, with the discretion to extend the timeline upon DCDHS approval.

Service Array Agencies. For agencies providing service array services, DCDHS requires that the agency has a CCS Supervisor directly employed by the Agency who meets the minimum qualifications described in DHS 36.10(2)(g)1-8 OR CCS staff on the CCS Staff Listing have a mean experience of at least two (2) years providing psychosocial rehabilitation within any of the service array categories to individuals with mental health and/or substance use disorders. This means that while some staff may have less than two years of experience, across all CCS staff the average should be two years.

Fiscal Questions

3. I use QuickBooks, do I need an Accountant or Bookkeeper too?

The short answer is yes. QuickBooks is a tool. It does not replace the knowledge or expertise of a fiscal professional or someone with an accounting background. Nor will it assure that your paperwork and documentation are ready to withstand an audit.

In considering your organization's financial management system, you will want to reference the Department of Health Services *Financial Management Manual* <https://www.dhs.wisconsin.gov/business/fmm-toc.htm> . In particular Chapter 2, Accounting Records and Source Documentation, would be most helpful to small agencies.

4. Will I need an audit?

If your organization receives \$25,000 or more from the Department of Human Services in a year, then a financial audit will be needed.

5. How do I find an auditor?

We can not recommend any specific auditing or accounting individual or firm. You may want to check with other businesses to see who they have used. The Wisconsin Institute of Certified Public Accountants has a web site that allows a search for Certified Public Accountants, including those who handle audits, at: <http://www.wicpa.org/Content/PublicResources/findacpa.aspx> . Accounting Firms and Certified Public Accountants in Wisconsin are credentialed by the Wisconsin Department of Safety and Professional Services.

The State of Wisconsin, Department of Health Services on their web site: <https://www.dhs.wisconsin.gov/business/fmm-d1.htm> has additional resources on how to contract for audit services.

Just like with any service, you will want to get more than one estimate on the cost of your audit. It is helpful to work with an auditor who has experience working with government/non-profit agencies; one with experience working with the Comprehensive Community Services program is a bonus.

6. What is the cost of an audit?

There are a number of factors which impact the cost of an audit. Audits start in the neighborhood of \$5,000 and go on up. The cost of an audit should be factored into the cost of doing business.

7. How do I set my rates for services?

This is where a fiscal professional can help. See the resources listed under questions 1 and 5. A good reference regarding allowable costs is the *Wisconsin Allowable Cost Manual* found at: <https://www.dhs.wisconsin.gov/business/allow-cost-manual.htm> .

The CCS Rate Proposal Worksheet found on the CCS website at: <https://danecountyhumanservices.org/ccs/prov/forms.aspx> under Fiscal Forms is useful in understanding the rates that can be supported.

8. How do I obtain the required insurance – professional liability insurance, commercial general liability insurance, etc.?

Start by contacting your personal insurance company.

Application Specific Questions

Application Summary

9. What is a Federal EIN?

An EIN is an Employer Identification Number. It is also known as a Federal Tax Identification Number (TIN) and is used to identify a business entity. To learn more, check out the IRS website at: <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> .

10. What is a DUNS number?

D-U-N-S, which stands for data universal number system, is a unique nine-digit identifier for businesses. It is used to establish a business credit file. It is also required when doing business with the federal government and associated agencies. More information may be found on the Dun & Bradstreet web site at: <http://www.dnb.com/duns-number/what-is-duns.html> .

Agency Background

11. What is an independent contractor versus an employee?

The Internal Revenue Service (IRS), has a web page dedicated to tackling this question at: <https://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee> . Please be sure to check this site so that you do not inadvertently run afoul of the rules.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

COMPREHENSIVE COMMUNITY SERVICES
Usual & Customary Rate Schedule

Provider Agency Name: _____

CCS Service Delivery Time, Documentation, and Travel Time

Modifier Description	Cost Per Quarter Hour
(APNP) Advanced Practice Nurse Prescriber with Psychiatric Specialty	
(MD) Psychiatrist Level	
(PhD) Doctoral Level	
Masters Degree Level (includes Qualified Treatment Trainee Types 1 & 2)	
Registered Nurse	
Bachelors Degree Level	
Associate Degree Level (includes Certified Peer Specialist and Rehabilitation Worker)	

Provider Agency Signature: _____ **Date:** _____

Print Name and Title: _____

County Signature: _____ **Date:** _____

Print Name and Title: _____



Dane County Department of Human Services

Director – Lynn Green
1202 Northport Drive, Madison WI 53704

JOE PARISI
DANE COUNTY EXECUTIVE

Date: June 5, 2018

To: Comprehensive Community Services (CCS) Service Providers

From: Bill Hanna, Division Administrator of Fiscal & Management Services *BH*

Re: Usual & Customary Rates

Dane County Department of Human Services (DCDHS) has a fiduciary responsibility to taxpayers and to the Wisconsin Medicaid Program. The amount that DCDHS bills for CCS services must be reasonable and justifiable. As a result, DCDHS has developed the following Dane County interim rates for the 2019-2020 contracting period for CCS:

Modifier Description	Dane County Interim Rate (Per 15 Minutes)
(APNP) Advanced Practice Nurse Prescriber	\$53.57
(MD) Psychiatrist level	\$53.57
(PhD) Doctoral level	\$40.00
Masters Degree level	\$27.32
Registered Nurse	\$18.22
Bachelors Degree level	\$18.22
Associate Degree level	\$11.87

Usual and customary rates requested at or below the interim amounts listed above will be processed with no supplemental documentation required.

Usual and customary rates requested in excess of the interim amounts listed above will require supplemental documentation to justify rates. The CCS rate proposal workbook must be submitted electronically to the CCS Provider Network Coordinator, in addition to the completed rate schedule. The rate proposal workbook can be located on the CCS website under forms.

Rate increases or decreases may be requested at the mid-point of two year contracts. To request a rate adjustment, the provider agency must submit a written request, along with a revised rate schedule, and a rate proposal workbook (for increases only). The complete request should be emailed to the DCDHS accountant by October 31st. Late requests will not be accepted. If approved, revised rates will go into effect for services beginning January 1st of year-two, of the contract period. Please note: DCDHS may require downward rate adjustments at anytime, based on results of an agency's prior year fiscal audit.