WiLearn Cost Reporting Process

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Introductions

- John Staskunas-Title IV-E Program and Policy Analyst
- Becky Markgraf-Title IV-E Grant Accountant
- Sara Schwoch-Accountant-Senior

WiLearn

- New worker training program
  - Estimated time to complete is six months starting from the day of hire
- Required for all new employees with the following Job Functions:
  - Access
  - Initial Assessment
  - Ongoing Services
- No more than 7 primary case assignments at any given time
- Program officially started January 1
- First cohort started together on February 13

Why WiLearn?

- Accessibility
- Timeliness
- Consistency
- On-the-Job and Transfer of Learning
- Enhanced supervisor oversight

WiLearn Training Components

- Case Worker Pre-Service web-based modules

- eWiSACWIS web-based modules

- Eight Foundational elements

- Safety in Child Protective Services-Present Danger

WiLearn Odds and Ends

- The first WiLearn cohort started in February 2023, and a new cohort will form on a monthly basis moving forward

- Workers who are new hires who have completed the required core training components at a different time or location can potentially be exempt from WiLearn if documentation is provided

The Random Moment Time Study

- The RMTS is a federally approved cost allocation method used to accurately determine proportions of worker time that are devoted to a specific program
  - Used by DCF to claim title IV-E on Social Services costs

What is the Point?

- The State of Wisconsin submits a claim on behalf of counties, receives reimbursement from the federal government, and provides funding to the counties through the state/county allocation.

- The federal government requires one uniform cost allocation plan

- Federal law requires cost pools to be linked to the RMTS Staff Roster

- Communication is key between workers, supervisors, liaisons, and fiscal staff

RMTS Staff Roster Key Players

- Workers-Receive the survey emails indicating that they need to log into the RMTS system and respond accurately within a certain time frame

- Supervisors-Have the ability to modify general information in an employee's RMTS record and monitor RMTS observations

- Liaisons-Add or delete staff members/supervisors and certify the accuracy of the roster every month

- Accountants/Fiscal Staff-Responsible for maintaining the cost pool that is associated with the RMTS Staff Roster
  - Can also be added as supervisors/liaisons on the RMTS Staff Roster to assist with monitoring

Who Belongs on the RMTS Staff Roster?

There are two requirements for inclusion on the RMTS Staff Roster.

1. Target Group-Employees who provide direct case management and related services for the following Target Groups, or any combination, must be included on the RMTS Staff Roster:

    -Child Protective Services

    -Child Welfare

    -Youth Justice

2. Job Function-The scope of direct case management and related services is defined as employees whose regularly assigned job duties include one or more of the following:

    -Access/Intake Worker

    -Case Aides who directly assist one or more child welfare workers

    -Case Manager/Case Worker

    -Initial Assessment/Investigator

    -Provider Licensing (Foster Home Coordinators, Recruiters, and Licensing Specialists)

Changes to the RMTS Process

- New workers enrolled in WiLearn should still be added to RMTS Staff Roster
- Participants in WiLearn will not be sampled while in WiLearn in order to comply with title IV-E claiming requirements
- Not all new workers who are added to the RMTS Staff Roster will be required to complete WiLearn
- Sampling via email will be done on a monthly basis
- Communication is key between financial staff and supervisors

Prior Children and Family IV-E Cost Pool

- Line 3301= direct employee and associated costs for child welfare related units and employees. All expenses related to employees who are *included on the RMTS Staff Roster and being sampled* must be reported on a monthly basis on line 3301.
  - Salaries and fringe
  - Partial salaries and fringe for direct supervisors of employees
  - Partial salaries and fringe for clerical and other employees who support employees but are not included in AMSO
  - Travel costs (mileage, food) for these employees and supervisors that are related to regular job duties (case management, home visits, etc.)
  - Training fees and costs for these employees and supervisors (Non-PDS registration fees, mileage, hotels, etc.)

- Line 3683 = the share of indirect and AMSO costs required to support the positions and functions listed on the RMTS Staff Roster for line 3301 according to your county's indirect cost allocation plan.
  - Department management including director, deputy director, and other management
  - Legal staff, including contracted services
  - Accounting and finance staff
  - Supervisors of child welfare workers who are not reported on Line 3301
  - Agency support staff including clerical, information technology, and fiscal operations

- Line 3329 = the net cost of payments provided to private Child Placing Agencies (CPA) for administrative functions performed by CPA employees on behalf of children placed by the county agency in foster homes supervised by the CPA.

New lines added for New Worker Training (WiLearn)

- Line 3301N = direct employee and associated costs for employees that are <u>enrolled in WiLearn</u>.
  - Salaries and fringe
  - Partial salaries and fringe for direct supervisors
  - Partial salaries and fringe for clerical and other employees who support workers, but are not included in AMSO
  - Travel costs (mileage, food) related to regular job duties (case management, home visits, etc.)
  - Training fees and costs (Non-PDS registration fees, mileage, hotels, etc.)
  - Supplies, services, and equipment costs directly associated with these new workers
  - A percentage of rent, telecommunications and IT costs that are directly charged to the child welfare unit according to your county's direct cost allocation methodology.

- Line 3683N =the share of indirect and AMSO costs required to support the employees enrolled in WiLearn and their supervisors included in line 3301N according to your county's indirect cost allocation plan. AMSO expenses reported on line 3683N must include a proportional share of salary, fringe benefits, and related travel for the following employees:
  - Department management including director, deputy director, and other management
  - Legal staff, including contracted services
  - Accounting and finance staff
  - Supervisors of child welfare workers who are not reported on Line 3301 or Line 3301N
  - Agency support staff including clerical, information technology, and fiscal operations

Submitting Cost Reports

- Must report costs in the SPARC Portal on the Cost Pool Informational Reporting for Federal Claiming Form by the 28th of following month.

- https://sparc.wisconsin.gov/

eWiSACWIS Report

- New report in eWiSACWIS
  - FM01X108-RMTS New Worker Training Report
- Lists the workers who were enrolled in WiLearn for the previous month
  - Report should be used as a tool and may not contain all workers enrolled in WiLearn
  - Costs for all enrolled workers should be placed on the appropriate cost pool line
  - Report will be most helpful in establishing who has graduated from WiLearn
  - 72 individual county files

eWiSACWIS Report Example

Why isn't my worker showing up on the eWiSACWIS report when I know that they are enrolled in WiLearn?

-Worker's start date was after the report was pulled for that month

-That worker is not on the RMTS Staff Roster

Started employment on 1/16/23, officially enrolled in WiLearn on 1/18/23.

-Completes WiLearn on 6/30/23

-January 16th-June 30th-3301N

-July 3301

County Responsibilities

- Communication with RMTS Staff Roster liaisons and supervisors to determine who is enrolled in WiLearn

- Report new worker costs and their associated costs on Line 3301N

- Accurately report overhead costs on 3683N

- Maintain accurate cost reporting with 3301, 3329, and 3683

- Consult list of workers enrolled in WiLearn in eWiSACWIS report

Contacts

- For questions concerning which workers should be placed on the appropriate SPARC line code, please contact
  - dcfiv-eprogram@wisconsin.gov
- For questions concerning an issue within SPARC, please contact
  - dcffinancegrants@wisconsin.gov
- For questions concerning WiLearn specific questions, please contact
  - wilearn@wcwpds.wisc.edu
- For questions concerning the RMTS Staff Roster/Sampling Process, please contact
  - dcfrmts@wisconsin.gov

Resources

- Administrative Claiming Guide
    - https://dcf.wisconsin.gov/files/cwportal/funding/pdf/title4e/4e-claimingguide-2023.pdf
- WiLearn Cost Reporting Requirements Memo
- https://dcf.wisconsin.gov/files/cwportal/policy/pdf/memos/2022-31i.pdf
- WiLearn References
    - https://wcwpds.wisc.edu/wilearn/
    - https://wcwpds.wisc.edu/wilearn-program-supports/
    - https://dcf.wisconsin.gov/family-first/workforce

Questions?