



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board

February 24, 2022 @ 1:00PM

Hertz Farm Management

415 S 11<sup>th</sup> Street, Nevada, Iowa 50201

**SPECIAL NOTE TO THE PUBLIC:** Members of the public who would like to call in: 1-312-626-6799

Meeting ID: 856 8138 1816, Passcode: 789696

or Join the Zoom Meeting at <https://us06web.zoom.us/j/85681381816?pwd=bk5XQ1pkWFBhZEZyYTY0d2hNK3FyQT09>

### Tentative Agenda

#### 1) Roll Call

- |   |   |                                      |   |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin    | <input type="checkbox"/> Greene           |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin      | <input type="checkbox"/> Jasper           |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek   | <input type="checkbox"/> Story            |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright      | <input type="checkbox"/> JD Deambra       |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander | <input type="checkbox"/> Julie Smith | <input type="checkbox"/> Andrea Dickerson |

#### 2) Agenda (BJ Hoffman, Chair)

February 24, 2022 Agenda

**Action**

*Board Chair asks for motion to approve*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

#### 3) Minutes (BJ Hoffman, Chair)

January 27, 2022 Minutes

**Action**

*Board Chair asks for motion to approve*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

#### 4) Administration (Russell Wood, CEO)

Job Descriptions – Office Manager, IT Director, Program Manager, Service Coordinator,  
Justice Involved Service Coordinator, Service Coordination Specialist,  
Service Coordination Supervisor

**Action**

*Board Chair asks for motion on job descriptions*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Wages, Salary Matrix

Action

Board Chair asks for motion on wages and salary matrix

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Roll call vote (mark if 'aye')

- |   |   |                                    |                                     |
|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin  | <input type="checkbox"/> Greene     |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin    | <input type="checkbox"/> Jasper     |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek | <input type="checkbox"/> Story      |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright    | <input type="checkbox"/> JD Deambra |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander |                                    |                                     |

Occupancy Costs – Reception 25% or less

Action

Board Chair asks for motion to approve building reception costs into occupancy costs for staff who perform only reception for CICS for 25% or less of their time

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Inventory

Action

Board Chair asks for motion to provide direction to staff

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

County ARPA Funds and MHDS Services

Action

Board Chair asks for motion to provide direction to staff

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Roll call vote (mark if 'aye')

- |   |   |                                    |                                     |
|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin  | <input type="checkbox"/> Greene     |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin    | <input type="checkbox"/> Jasper     |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek | <input type="checkbox"/> Story      |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright    | <input type="checkbox"/> JD Deambra |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander |                                    |                                     |

Transition to Single Employer of Record

Informational

**5) Finance (Betsy Stursma)**  
January Expenditure Report

**Informational**

Claims February 8 and February 22, 2022

**Action**

*Board Chair asks for motion to approve February 8 and February 22 claims.*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

*Roll call vote (mark if 'aye')*

- |   |   |                                    |                                     |
|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin  | <input type="checkbox"/> Greene     |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin    | <input type="checkbox"/> Jasper     |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek | <input type="checkbox"/> Story      |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright    | <input type="checkbox"/> JD Deambra |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander |                                    |                                     |

**6) Operations (Karla Webb)**

SOU – Jennifer Radley

**Action**

*Board Chair asks for motion to approve SOU for Jennifer Radley*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Adult Advisory Committee Appointment – Hancock County Provider Rep

**Action**

*Board Chair asks for motion to approve Hancock County Provider Rep*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Abstaining: \_\_\_\_\_

Contract Template

**Action**

*Board Chair asks for motion to approve the contract template*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

Abstaining: \_\_\_\_\_

FY22 Block Grant Funding – 4% Increase

**Action**

*Board Chair asks for motion to approve/deny rate increase*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

*Roll call vote (mark if 'aye')*

- |   |   |                                    |                                     |
|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin  | <input type="checkbox"/> Greene     |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin    | <input type="checkbox"/> Jasper     |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek | <input type="checkbox"/> Story      |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright    | <input type="checkbox"/> JD Deambra |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander |                                    |                                     |

FY23 Non-Medicaid Rates – 5% Increase

**Action**

*Board Chair asks for motion to approve/deny rate increase*

Motion by: \_\_\_\_\_

Second: \_\_\_\_\_

Vote on motion: \_\_\_\_\_

*Roll call vote (mark if 'aye')*

- |   |   |                                    |                                     |
|---|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Boone            | <input type="checkbox"/> Cerro Gordo      | <input type="checkbox"/> Franklin  | <input type="checkbox"/> Greene     |
| <input type="checkbox"/> Hamilton         | <input type="checkbox"/> Hancock          | <input type="checkbox"/> Hardin    | <input type="checkbox"/> Jasper     |
| <input type="checkbox"/> Madison          | <input type="checkbox"/> Marshall         | <input type="checkbox"/> Poweshiek | <input type="checkbox"/> Story      |
| <input type="checkbox"/> Warren           | <input type="checkbox"/> Webster          | <input type="checkbox"/> Wright    | <input type="checkbox"/> JD Deambra |
| <input type="checkbox"/> Allie Wulfekuhle | <input type="checkbox"/> Kendra Alexander |                                    |                                     |

**7) Public Comments**

*Board Chair asks for public comments at this time*

**8) Next Meeting – March 24, 2022**



# CICS

Supporting Individuals. Strengthening Communities.

## Regional Governing Board Meeting Minutes

January 27, 2022

Hertz Farm Management, Nevada, IA

**Board Members Present:** Boone, Cerro Gordo, Franklin, Greene, Hancock, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, Wright, JD Deambra, Kendra Alexander, Julie Smith. **Counties/Members Absent:** Hamilton, Warren, Webster, Allie Wulfekuhle, Andrea Dickerson. **Administrative Team Present:** Russell Wood, Linn Adams, Patti Leeds, Betsy Stursma, Karla Webb. **Others Present:** Katy Flint, Franklin County Auditor and Audrey Emery, Franklin County HR.

### Agenda & Minutes

**Motion to approve the January 27, 2022 agenda. Motion by Dawley, second by Helgevold. All ayes, motion carried.**

**Motion to approve the December 16, 2021 minutes. Motion by Clifton, second by Watts. All ayes, motion carried.**

Board Chair Hoffman opened the meeting with discussion from the Board for the 28E Agreement between CICS and Franklin County. Kretzinger had questions regarding the 3% monthly payroll cost to Franklin County. Nolte explained the 3% includes HR services for CICS. Stursma explained the other options CICS could take if the Board did not approve the 28E Agreement. Katy Flint, Franklin County Auditor, explained that the 3% includes HR services for staff, monthly and quarterly reports, payroll, etc. from Franklin County. Kretzinger stated his questions have been answered. No other questions were asked. Wood stated the begin date would be no later than July 1, 2022 if the Board passes this, however there is an option to bring staff on sooner.

**Motion by Clifton, second by Helgevold to enter into the 28E Agreement between CICS and Franklin County effective July 1, 2022. All ayes, motion carried on roll call vote.**

**Action did not need to be taken on the Employer of Record – Other Actions on the agenda due to the passing of the 28E Agreement between CICS and Franklin County.**

Russell Wood, CEO gave an overview of the transition for staff to Franklin County and asked for questions. Heddens questioned if there were many staff that are over the maximum sick leave. Wood does not have exact amounts and information at this time. Adams stated Hardin pays out sick leave when leaving. The recommendation to the GB is that no one gets paid out sick leave, only vacation overage. **Motion by Watts, second by Rudolph to approve the Employer of Record Transition Decisions as presented. All ayes, motion carried.**

Wood stated Franklin County will accept the wages at what the Governing Board sets. There are at least three staff that are below the matrix at this time. He would like the Board to consider adjusting staff wages up to where they should be equitably. In February he would like to add a line to the matrix for mid-management positions. Dawley questioned what that means. Wood stated there is a Marshall County employee that has

been employed for five years but is at year one salary. He would like to be able to bring that staff to where she should be. He would like to standardize salaries on July 1 so all staff are on the same pay matrix. Jasper does have an employee that is 50/50. Marshall has a staff that is 20% county. **Motion by Heddens, second by Kretzinger to table the wage adjustment for the three staff until next month. 12 ayes, 1 nay by Heddens, motion carried.**

Hoffman opened discussion on staff wage increases for FY23. Rudolph stated Greene County is doing 7%, insurance rates went up but not significantly. Hoffman asked Kendra if the school has given any numbers. No, nothing yet as contracts usually come out in April. Julie Smith stated as a non-profit provider so typically try to do annual increases at 3%. Patten - Marshall 3%, Cerro Gordo - 4%. Boone - 4.5%, but no increase in insurance premiums to staff. Andrea stated they will be doing 3% as a non-profit provider. Franklin is 6%, Nolte stated if you want to keep good employees you need to pay them. Talsma asked Nolte what Franklin insurance premiums, etc. are looking like for next year. Nolte stated 18% up for insurance premiums and county is not passing it onto staff. Talsma feels like 6% is pretty steep. Helgevold questioned if inflation is 7% then 6% has employees going backwards. **Motion by Talsma, second by Clifton to use 4% and determine next month what the wage adjustment will actually be. All ayes, motion carried on roll call vote.**

Wood explained the letter that will be sent out as an RFI, rather than an RFP for IT services for the region. He given the recommendation to use a hybrid approach. Hire an internal IT staff, however contract out with a provider for above and beyond the on-staff IT. Clifton stated they have in the past used the ISAC IT to review their system. Admin will bring a job description and information to the February meeting. Wood asked for approval for Admin team to send the letter out and hire an internal IT person. **Motion by Dawley, second by Rudolph to send the letter out and hire an internal IT person. All ayes, motion carried.** Admin will bring a job description salary recommendation to the Board in February.

Wood stated Adams and Stursma will be reviewing any occupancy costs for each county and bring the numbers to the Board if there is a significant cost. Wood would like the Board to approve occupancy costs below the fair market rate. **Motion by Kretzinger, second by Watts to allow counties to charge less than fair market rate. All ayes, motion carried.**

Finance Officer Betsy Stursma shared the claims report for December 28, 2021, January 11 and January 25, 2022. **Motion by Clifton, second by Talsma to approve claims. All ayes, motion carried on roll call vote.** Stursma also provided the November and December expenditure reports.

Stursma stated as long as the service is within the budget there should not be a budget amendment needed per DHS for FY22. This may change, however at this point the budget should remain. Stursma reviewed the FY23 budget. **Motion by Talsma, second by Rayhons to approve FY23 Budget. All ayes, motion carried on roll call vote.**

Operations Officer Karla Webb presented two contract amendments. **Motion by Clifton, seconded by Heddens to approve the Prairie Ridge and Optima contract amendments. All ayes, motion carried.**



**Webb presented the Conflict of Interest Policy and Procedure and Statements. Motion by Deambra, second by Dawley to approve the Conflict of Interest Policy and Procedure and Statements. All ayes, motion carried.**

**Webb presented the Adult Advisory Committee Appointments. Motion by Talsma, second by Patten. All ayes, motion carried.**

The State Quarterly Report was tabled until the next meeting.

Public comment was shared by Hoffman and Clifton.

Next Meeting is February 24, 2022.

Chair adjourned the meeting.

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Patti Leeds, Recording Secretary

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BJ Hoffman, Board Chair



## Job Description Office Manager



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Office Manager

REPORTS TO: Assigned CICS Officer

DEPARTMENTS: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** The Office Manager acts as receptionist for the Central Iowa Community Services Office, manages the physical plant, and assists staff with clerical tasks.

This position is subject to criminal and abuse background checks and may require pre-employment physical including drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Receive and respond to telephone, email, and direct walk-in inquiries from staff or the public; responds directly to the inquires or directs to the appropriate staff member.
- Develop and maintain electronic and paper files, records and reports related to agency business; performs data entry and database management related to agency operations, including Community Services Network (CSN).
- Receive, sort, and prepare incoming and outgoing mail.
- Prepare various written correspondence, letters, or mailings for staff; proofreads various written materials.
- Travel to other locations as needed for deliveries and pick-ups.
- Keep applications and other information available for walk-in inquiries.
- Assist with maintaining a clean office environment.
- Maintain office equipment.
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.
- Participate in education and training opportunities.
- Other duties as assigned by the assigned CICS Officer.

Items marked also apply to this employee:

- Deposit revenues.
- Generate invoices.
- Process claims.
- Reconcile claims and revenues.
- File or upload completed applications and other documents.
- Assist with regional reports and provider contracting.
- Revise forms, business cards, and create new documents.
- Develop brochures, presentations, and other marketing material.
- Distribute keys and monitor all personnel who have office and/or building keys.
- Track location and building supply inventories and make recommendations for supply orders, purchase office supplies.
- Take minutes for meetings.
- Maintain and update CICS specific website or web-based forms.
- Update CICS information on information and referral websites such as 211 and Iowa Compass.
- Assist with o365 Administration.
- Perform duties as CSN Expert User.

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Applies professional level of knowledge of federal and state assistance programs for disability populations.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Demonstrates competent computer skills, including use of Microsoft o365 and CSN.
- Ability to present ideas effectively, in both oral and written form.
- Ability to comprehend and follow oral and / or written directions.
- Ability to operate standard office equipment.

#### ENTRY REQUIREMENTS:

- High school diploma or equivalent and experience in a similar position or combination of education and experience. Associate Degree or higher in business or related field is preferred.
- Working understanding of the Windows operating system and accurate typing skills necessary.
- Successful candidate shall have strong interpersonal skills, excel in time management, and be self-motivated and capable of working independently.

#### WORK ENVIRONMENT:

While performing the duties required of this position, the employee is occasionally subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others' schedules or to meet the needs of clients accessing services.

#### PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines and equipment including, but not limited to, computer and printers, fax machine, copier, calculator, and telephone. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and / or pulling of light to moderate weight materials (approximately thirty pounds).

#### DISCLAIMERS:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the assigned CICS Officer or CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

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Date

## Job Description Information Technology Director



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Information Technology Director

REPORTS TO: CEO

DEPARTMENTS: Central Iowa Community Services

FLSA STATUS: Exempt

**POSITION SUMMARY:** The purpose of this position is to oversee, coordinate and manage information services and technology for Central Iowa Community Services.

This position is subject to criminal and abuse background checks and may require pre-employment drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Oversee and perform network administration functions including:
  - network security.
  - installation of network equipment.
  - installation of data communications systems and cabling.
  - research and evaluate hardware and software.
  - develop and implement security policies.
  - review applications developed by outside vendors and partners to ensure compatibility with other network programs, systems, and procedures already in place.
  - maintain documentation on equipment, sites, and configuration.
- Oversee and support all technology including but not limited to:
  - personal computer support functions, including coordinating warranty service and overseeing third party maintenance, ensuring problems are fixed properly in a timely fashion.
  - Implementing and maintaining strategic computing hardware maintenance procedures.
  - Coordinating, purchasing, and installation of hardware and software;
  - Implementing procedure changes.
- Provide training to staff on hardware and software including Microsoft Office 365.
- Perform duties as CICS HIPAA Security Officer.
- Develop strategic plan for CICS information technology initiatives including feasibility, infrastructure, and budgets.
- Advise CEO on information technology plans, needs and direction including, requirements for new or modified software and hardware.
- Coordinate with outside vendors as required.
- Participate in education and training opportunities.
- Process reports and other documents as directed.
- Other duties as assigned.

### ENTRY REQUIREMENTS:

- Degree in an Information Technology field or a combination of education and experience equal to 4 years that demonstrates the ability to perform the duties of the position.
- Working understanding of the Windows operating system and accurate typing skills necessary.
- Successful candidate shall have strong interpersonal skills, excel in time management, and be self-motivated and capable of working independently.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Technical:
  - Experience operating and managing computer LANs, WANs including wireless, personal computers (PCs) including DNS and DHCP for workstations and servers.
  - Working knowledge of Windows operating systems, Windows server environment, firewalls, and Microsoft SQL.
  - Experience in operating, maintaining, and troubleshooting computer hardware and software.
  - Ability to perform input and retrieval functions on a computer such as word processing, spreadsheets, databases, and presentation software.
  - Knowledge of basic computer procedures and principles.
  - Ability to use the Internet to extract and record data.
  - Ability to do basic repairs and cleaning of information technology equipment.
  - Knowledge of Office 365 sufficient to provide training to staff.
  - Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials.
- Interpersonal
  - Demonstration of a willingness to take initiative.
  - Be reliable, responsible and dependable in fulfilling obligations.
  - Possess a high level of integrity and ability to maintain confidentiality.
- Communication
  - Possess excellent verbal and written communication skills.
  - Ability to effectively communicate and present information.
  - Ability to develop and maintain effective, constructive, and cooperative working relationships.
  - Ability to read, analyze, and interpret data, legal documents, or governmental regulations.
  - Ability to prepare reports, general correspondence, and lists.
  - Ability to organize, plan, and prioritize work utilizing problem solving skills, analytical thinking, and gathering and analyzing data.
  - Ability to work under pressure, time constraints, and deadlines.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.

**WORK ENVIRONMENT:**

While performing the duties required of this position, the employee is occasionally subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others' schedules or to meet the needs of clients accessing services.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines and equipment including, but not limited to, computer and printers, fax machine, copier, calculator, and telephone. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and/or pulling of light to moderate weight materials (approximately 30 pounds).

**DISCLAIMERS:**

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the CICS CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Job Description Program Manager



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Program Manager

REPORTS TO: CICS Planning and Development Officer

DEPARTMENT: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** The Program Manager will implement and manage projects and data for the region. This includes coordinating, monitoring, collecting, and analyzing various data sets, specific regional projects. This position will ensure timeliness and effectiveness in providing ongoing fact-based guidance to assist the CICS region in making informed decisions. This position will require working with various agencies and organizations associated with the CICS MHDS Region.

This position is subject to criminal and abuse background checks and may require pre-employment drug screening.

**SALARY:** Based on the CICS Pay Matrix

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Assist with development and implementation of project plans
- Manage project budgets and resource allocations
- Track project deliverables
- Provide direction and support to project team
- Monitor and report on progress and outcomes of projects
- Present reports and define project progress, challenges, and solutions
- Implement and manage project changes and interventions to achieve project outcomes
- Evaluate and assess project results
- Assist Operations Officer with the following contracting functions:
  - Monitors compliance with all state requirements, including performance- based contracts and outcome measurements
  - Establishes goals and targets with providers
  - Assesses project effectiveness and recommends improvements
  - Assists in defining and establishing provider outcomes
  - Measure progress towards goals
  - Formulates corrective action plans
- Facilitates meetings as directed.
- Provides individual and group trainings on department related topics
- Import, transform, validate, or model data from the CICS MHDS region with the purpose of understanding or drawing conclusions from the data.
- Evaluate and develop plans to integrate data from multiple sources and formats to provide the most accurate data set that will assist CICS in making informed decisions.
- Design reporting templates to translate data to an understandable illustrative format.
- Share data with other agencies and organizations to enhance the effectiveness of regional objectives.
- Develop reporting data and outcomes for use by the region.
- Develop surveys and materials to collect pertinent data and outcomes related to mental health, intellectual and other developmental disabilities, substance use, brain injuries, and justice related services.
- Participate in workgroups and committees of the Iowa State Association of Counties, Iowa Community Services Association and Community Services Network (CSN) to utilize specific information related to data analysis and outcomes.
- Assist with recommending policies, procedures and data management processes that support accurate reporting.
- Maintain a current knowledge of data analysis tools and systems.

- Complete data reporting requirements for federal, state, and local grants and projects.
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.

**NECESSARY KNOWLEDGE, EXPERIENCE, AND ABILITY:**

- Proven experience working with data analysis.
- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information regarding data and outcomes with attention to detail and accuracy.
- Strong communication skills with the ability to communicate outcomes and data to various stakeholders.
- Attention to detail with the ability to draw conclusions from data and outcomes.
- Must understand basic statistical methods utilized for analyzing data.
- Must understand system databases, data elements, computer skills including use of Microsoft office 365 and application software solutions to maximize data gathering and data analysis.
- Demonstrate the ability to run queries, write reports and present findings.
- Demonstrate critical thinking and problem-solving skills.
- Demonstrate the ability to do research.
- Must have excellent oral and written skills.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Demonstrate the ability to handle responsibilities under pressure.

**ENTRY REQUIREMENTS:**

- A minimum of a bachelor's degree with coursework in project evaluation, management, research or public administration from an accredited college or university with coursework in the social sciences or human services field. Experience in data or quantitative analysis is required.
- Experience in research design and implementation preferred.
- Working understanding of the Windows operating system and accurate typing skills necessary.
- Must possess a valid driver's license at the time of hire and adequate liability insurance is required.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines and equipment including, but not limited to, computer and printers, fax machine, copier, calculator, and telephone. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and / or pulling of light to moderate weight materials (approximately thirty pounds).

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- All requirements are subject to possible modifications to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job descriptions in no way imply that the description includes every duty to be performed by the employees in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the Planning and Development Officer or CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

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Date

## Job Description Service Coordinator



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Service Coordinator

REPORTS TO: CICS Coordination Officer

DEPARTMENT: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** The purpose of the position is to perform service coordination and social work under the direction of the Coordination Officer and/or assigned Service Coordination Supervisor.

This position is also subject to criminal and abuse background checks and requires pre-employment physical and drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Process requests for services by conducting intakes, completing applications, obtaining required eligibility documents, obtaining, or completing necessary assessments, social histories, and other necessary documentation for the determination of program eligibility.
- Assist in accessing community resources identified for the client, family members, and/or providers
- Complete funding applications, draft requests for regional funding, and monitor on-going funding needs and service authorizations.
- Ensure the provisions of the CICS Management Plan Policies and Procedures are carried out.
- Provide information regarding the civil commitment process, MHDS funding system, and service alternatives.
- Advocate for the client and facilitate the Interdisciplinary Team, as directed, in the development of the Individual Service Plan for persons not eligible for Medicaid Case Management
- Coordinate, implement, and monitor the Individual Service Plan for designated individuals.
- Create and maintain client files with required information and documentation and complete all required documentation and updates in a timely manner.
- Initiate the transfer of an individual and facilitate discharge planning when it is determined the individual no longer needs services.
- Acquire and maintain expertise in Community Services Network (CSN) and CICS SharePoint.
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.
- Identify and implement other outreach programs that will benefit the citizens of the region.
- Participate in agency, provider, and state-wide committee meetings, as assigned, provide training on department related topics, and attend work-related meetings, conferences, educational and training opportunities, and seminars.
- Other duties as assigned

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Applies professional level of knowledge of federal and state assistance programs for disability populations.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Demonstrates competent computer skills, including use of Microsoft o365 and CSN.
- Ability to present ideas effectively, in both oral and written form.
- Demonstrated ability in critical thinking and problem solving,
- Ability to work alone or as part of a team.
- Ability to comprehend and follow oral and/or written directions.

- Ability to negotiate and resolve conflict between dissenting parties.
- Knowledgeable in crisis intervention principles and practices.

**ENTRY REQUIREMENTS:**

- A bachelor's degree with 30 semester hours or equivalent quarter hours in a human services field (including, but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of services to individuals with mental illness, intellectual disabilities, brain injury, or other developmental disabilities.
- A valid driver's license, reliable transportation, and adequate liability insurance are required.
- Working understanding of the Windows operating system and accurate typing skills necessary.

**WORK ENVIRONMENT:**

While performing the duties required of this position, the employee is regularly subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others' schedules.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines and equipment. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and/or pulling of light to moderate weight materials (approximately thirty pounds).

**DISCLAIMERS:**

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job description in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the Coordination Officer, designated Service Coordination Supervisor or CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

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Date

# Job Description

## Justice Involved Service Coordinator



**CICS**  
Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Justice Involved Service Coordinator

REPORTS TO: CICS Coordination Officer

DEPARTMENT: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** This position is responsible for coordinating supports and services for individuals involved in the Justice System. Successful performance helps ensure the provision of mental health services to the general public in a way that provides an alternative to incarceration.

This position is subject to criminal and abuse background checks and requires pre-employment physical and drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Processes requests for services by conducting intakes and obtaining and collecting necessary documentation for the determination of eligibility.
- Refers clients for mental health and/or substance abuse treatment as indicated by professional assessment and diagnosis.
- Assists clients in applying for other local, state, or federal benefits or other related programs; assists clients in completing paperwork.
- Completes funding applications, drafts requests for Regional funding; monitors on-going funding needs and service authorizations.
- Ensures the provisions of the CICS Management Plan Policies and Procedures are carried out.
- Provides information regarding the civil commitment process, MHDS funding system and service alternatives.
- Collaborates with multi-disciplinary colleagues and with County Attorney/Public Defender; attends court hearings as appropriate.
- Coordinates with providers to establish services, including those incarcerated or in inpatient settings awaiting placement.
- Acts as liaison to and consults with community agencies to coordinate intervention processes; networks with law enforcement and other agencies.
- Follows-up on individuals' progress by communicating with service providers; the courts, as required and allowed by law; coordinates on-going individual case monitoring.
- Documents services in a timely manner; maintains case files; collects statistical data to measure outcomes and evaluate services.
- Acquire and maintain expertise in Community Services Network (CSN) and CICS SharePoint.
- Participates in agency, provider, and state-wide committee meetings; provides training on department related topics, attends work-related meetings, conferences, education and training opportunities, and seminars.
- Advocates for the client and facilitate the Interdisciplinary Team, as directed, in the development of the Individual Service Plan for persons not eligible for Medicaid Case Management.
- Coordinates, implements, and monitors the Individual Service Plan for designated individuals.
- Completes all required documentation in a timely manner.
- Provides appropriate crisis management referrals, as needed.
- Initiates the transfer of an individual and facilitates discharge planning when appropriate.
- Assists in accessing community resources identified for the client, family members, and/or providers.
- Identifies and implements other outreach programs that will benefit the citizens of the region.
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.
- Other duties as assigned.

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Applies professional level of knowledge of federal and state assistance programs for disability populations.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Demonstrates competent computer skills, including use of Microsoft Office and CSN.
- Demonstrates ability to present ideas effectively, in both oral and written form.
- Demonstrates ability in critical thinking and problem solving,
- Demonstrates ability to work alone or as part of a team.
- Demonstrates ability to comprehend and follow oral and/or written directions.
- Demonstrates ability to negotiate and resolve conflict between dissenting parties.
- Demonstrates knowledge in crisis intervention principles and practices.

#### ENTRY REQUIREMENTS:

- A bachelor's degree with 30 semester hours or equivalent quarter hours in a human services field (including, but not limited to, criminal justice, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of services to the population groups that the person is hired to serve.
- A valid driver's license, reliable transportation, and adequate liability insurance are required.
- Working understanding of the Windows operating system and accurate typing skills necessary.

#### WORK ENVIRONMENT:

While performing the duties required of this position, the employee is regularly subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Contacts are typically with co-workers, other regional personnel, service providers, jail staff, clients, attorneys, magistrates, judges, probation officers, and members of the general public. Interactions with clients will be in the community, the office, and in the jail.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others' schedules.

#### PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines and equipment. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and/or pulling of light to moderate weight materials (approximately thirty pounds).

#### DISCLAIMERS:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job description in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the Coordination Officer, designated Service Coordination Supervisor or CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

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Date

# Job Description

## Service Coordination Specialist



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Service Coordination Specialist

REPORTS TO: CICS Coordination Officer

DEPARTMENT: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** The purpose of the position is to perform intermediate administrative work related to service coordination and social work under the direction of the Coordination Officer.

This position is also subject to criminal and abuse background checks and requires pre-employment drug screening.

**SALARY:** Based on the CICS pay matrix.

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Coordinate with providers to set up community and/or transitional services for those receiving funding from the region including those in inpatient settings or residing in residential care facilities.
- Perform assessments to determine level of care, service needs, and eligibility.
- Advocate for the client and facilitate the Interdisciplinary Team, as directed, in the development of the Individual Service Plan for persons not eligible for Medicaid Case Management.
- Coordinate, implement, and monitor the Individual Service Plan for designated individuals.
- Initiate the transfer of an individual and facilitate discharge planning when it is determined the individual no longer needs services or can be served in a community-based setting.
- Complete the application and eligibility determination process, as required by CICS policy, for all individuals referred to and/or residing in residential care facilities (RCF), mental health institutes (MHI) in excess of 30 days, and other nursing facilities.
- Complete funding applications, draft requests for regional funding, and monitor on-going funding needs and service authorizations.
- Ensure the provisions of the CICS Management Plan Policies and Procedures are carried out.
- Provide information regarding the civil commitment process, MHDS funding system, and service alternatives.
- Provide appropriate crisis management referrals, as needed.
- Complete monthly tracking and other information as directed by Coordination Officer.
- Acquire and maintain expertise in Microsoft o365 and Community Services Network (CSN).
- Assist in accessing community resources identified for the client, family members, and / or providers
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.
- Participate in agency, provider, and state-wide committee meetings, as assigned, provide training on department related topics, and attend work-related meetings, conferences, educational and training opportunities, and seminars.
- Other duties as assigned

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Applies professional level of knowledge of federal and state assistance programs for disability populations.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure.
- Demonstrates competent computer skills, including use of Microsoft o365 and CSN.
- Ability to present ideas effectively, in both oral and written form.
- Demonstrated ability in critical thinking and problem solving.

- Ability to work alone or as part of a team.
- Ability to comprehend and follow oral and / or written directions.
- Ability to negotiate and resolve conflict between dissenting parties.
- Knowledgeable in crisis intervention principles and practices.

**ENTRY REQUIREMENTS:**

- A bachelor’s degree with 30 semester hours or equivalent quarter hours in a human services field (including, but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of services to individuals with mental illness, intellectual disabilities, brain injury, or other developmental disabilities.
- A valid driver’s license, reliable transportation, and adequate liability insurance are required.
- Working understanding of the Windows operating system and accurate typing skills necessary.

**WORK ENVIRONMENT:**

While performing the duties required of this position, the employee is regularly subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally in order to accommodate others’ schedules. Significant travel is involved.

**PHYSICAL REQUIREMENTS:**

Must be physically able to operate a variety of automated office machines and equipment. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and / or pulling of light to moderate weight materials (approximately thirty pounds).

**DISCLAIMERS:**

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by the Coordination Officer or CEO.

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Job Description

## Service Coordination Supervisor



# CICS

Supporting Individuals. Strengthening Communities.

NAME:

POSITION: Service Coordination Supervisor

REPORTS TO: CICS Coordination Officer

DEPARTMENT: Central Iowa Community Services

FLSA STATUS: Non-Exempt

**POSITION SUMMARY:** Under the direction of the Coordination Officer, the Service Coordination Supervisor assists in managing and coordinating the regional system of care and services for individuals with mental illness, intellectual disabilities, brain injury, and other developmental disabilities.

This position is subject to criminal and abuse background checks and may require pre-employment drug screening.

**SALARY:** Based on the CICS pay matrix

### ESSENTIAL JOB DUTIES/RESPONSIBILITIES:

- Serve as a regional Coordinator of Children's Behavioral Health Services, including the following:
  - Process applications and coordinate services for crisis stabilization and other crisis services for children,
  - Provide consultation to Service Coordinators, families, and other stakeholders regarding the children's behavioral health system.
- Facilitate and participate in the Children's and Adult Advisory Committees, as assigned.
- Provide consultation and supervision of local Service Coordinators, as assigned.
- Provide education and resources to local Service Coordinators.
- Review and make recommendations to Coordination Officer regarding Exception to Policy (ETP) requests.
- Review and approve/deny funding requests according to the CICS Management Plan Policies and Procedures, as assigned.
- Assist in collection of information, tracking reports, documentation audits, service utilization, and other quality assurance related activities.
- Coordinate local office coverage, as assigned, and provide for staffing in offices as needed.
- Assist with employee evaluations and reviews, as assigned.
- Provide backup in performing assessments to determine level of care, service needs, and eligibility, as needed.
- Provide backup in coordinating and facilitating services and discharge planning for individuals in residential care facilities (RCF) and/or State Mental Health Institutes (MHIs).
- Perform local Service Coordination duties, as assigned, including, but not limited to:
  - Determine initial and continuing client eligibility, maintain records for accountability, and make appropriate referrals so that assistance is provided according to program policies and procedures and clients are aware of the broadest array of services available to them.
  - Assist clients in receiving services which have been identified in the planning process that maximize their ability for self-determination.
  - Assist in accessing resources or other local, state, or federal benefits identified for the client, family members, and/or providers.
  - Complete all required documentation in individual case files in a timely manner.
  - Initiate the transfer of an individual to other services or terminate services when the client determines they are no longer required or desired.
- Provide mediation between the client and the providers, guardians, family members, or the agency relative to the needs and desires identified by the client.
- Establish and maintain effective working relationships with clients, county, regional, and state employees, law enforcement, the judicial system, MHDS Service providers, and the public.
- Participate in professional development and public education opportunities.
- Other duties as assigned.

## NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

The successful candidate must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that he/she can perform the essential functions of the job:

- Ability to supervise and direct staff.
- Ability to comprehend and follow oral and/or written directions.
- Ability to conduct detailed analytical evaluations and studies and prepare related reports and recommendations.
- Ability to communicate well and establish effective working relationships.
- Ability to negotiate and resolve conflict between dissenting parties.
- Ability to operate standard office equipment.
- Ability to prepare detailed reports, maintain files and records, and meet deadlines.
- Ability to present ideas effectively, in both oral and written form.
- Ability to retrieve, access, and interpret technical sources of information, including local, state, and federal legal codes and regulations.
- Applies professional level of knowledge of federal and state assistance programs for disability populations.
- Demonstrates adaptability to performing a variety of duties, regularly changing from one task to another of a different nature without loss of efficiency or composure and meet deadlines.
- Demonstrates competent computer skills, including use of Microsoft o365 and Community Services Network.
- Knowledgeable in crisis intervention principles and practices.

## ENTRY REQUIREMENTS:

- A bachelor's degree with 30 semester hours or equivalent quarter hours in a human services field (including, but not limited to, psychology, social work, mental health counseling, marriage and family therapy, nursing, education, occupational therapy, and recreational therapy) and at least one year of experience in the delivery of services to MH/DD/BI population groups.
- A valid driver's license, reliable transportation, and adequate liability insurance are required.
- Working understanding of Windows operating system and accurate typing skills necessary.

## WORK ENVIRONMENT:

While performing the duties required of this position, the employee is occasionally subject to a mentally stressful environment; however, the likelihood of bodily injury or similar occupational hazard is slight. Must have physical and mental stamina and be able to perform successfully under time-limited pressure.

Regular office hours are 8:00am to 4:30pm, Monday through Friday. Must have the flexibility to adjust the schedule occasionally to accommodate others' schedules.

## PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of automated office machines and equipment. The position may entail long periods of sitting or driving, depending on circumstances.

In most cases, physical demand requirements are at a level of those for sedentary or office environment work which may involve some lifting, carrying, pushing, and / or pulling of light to moderate weight materials (approximately thirty pounds).

## DISCLAIMERS:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodations with the employer.
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Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided to qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss potential needs for accommodations with the employer.

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Signature

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Date

FY2022											
Job Title	Start	1	2	3	4	5	6	7	8	9	10
Admin support II	\$17.61	\$17.96	\$18.32	\$18.69	\$19.05	\$19.44	\$19.82	\$20.23	\$20.63	\$21.04	\$21.46
Program Manager	\$21.97	\$22.41	\$22.87	\$23.33	\$23.80	\$24.26	\$24.74	\$25.23	\$25.74	\$26.25	\$26.77
Service Coordinator/ Specialist	\$21.97	\$22.41	\$22.87	\$23.33	\$23.80	\$24.26	\$24.74	\$25.23	\$25.74	\$26.25	\$26.77
	<b>Minimum</b>	<b>Maximum</b>									
Officers	\$74,198	\$98,000									
CEO	\$103,000	\$103,000									

FY2023											
Job Title	Start	1	2	3	4	5	6	7	8	9	10
Admin support II	\$18.31	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.04	\$21.46	\$21.88	\$22.32
Program Manager	\$25.81	\$26.88	\$27.95	\$29.02	\$30.09	\$31.16	\$32.23	\$33.30	\$34.37	\$35.44	\$36.51
Service Coordinator/ Specialist	\$22.84	\$23.30	\$23.78	\$24.26	\$24.75	\$25.23	\$25.73	\$26.23	\$26.77	\$27.30	\$27.84
Service Coordination Supervisor	\$26.51	\$27.25	\$27.99	\$28.73	\$29.47	\$30.21	\$30.95	\$31.69	\$32.43	\$33.17	\$33.91
IT Director	\$32.97	\$34.27	\$35.57	\$36.87	\$38.17	\$39.47	\$40.77	\$42.07	\$43.37	\$44.67	\$45.97
	<b>Minimum</b>	<b>Maximum</b>									
*Officers	\$99,840	\$101,920									
CEO	\$107,120	\$107,120									
*Requesting to reset Officer BASE to \$96,000 (This reflects a 4% increase on the new base.)											

Employee	Position	July 2022 Region %	Current Wage	Starting Wage	Hourly Change Due to Rebase	Annual Increase to County Due to Rebase	4% COLA
Connie McQuiston	Support Staff	50%	\$28.18	\$28.18	\$0.00	\$0.00	\$29.31
Alice Kenney	Support Staff	75%	\$18.64	\$20.63	\$1.99	\$1,034.80	\$21.46
Lisa Soder	Service Coordination	90%	\$26.77	\$26.77	\$0.00	\$0.00	\$27.84
Betsy Stursma	Finance Officer	95%	\$98,000	\$98,000	\$0.00	\$0.00	\$101,920
Christy Christenson	Service Coordination	95%	\$25.24	\$25.24	\$0.00	\$0.00	\$26.25
Jodi Hamilton	Service Coordination	95%	\$25.61	\$25.61	\$0.00	\$0.00	\$26.63
Karla Webb	Operations Officer	95%	\$90,666	\$96,000	\$2.56	\$266.70	\$99,840
Starla Varrelman	Service Coordination	100%	\$20.43	\$22.87	\$2.44	\$0.00	\$23.78
Linn Adams	Coordination Officer	100%	\$91,000	\$96,000	\$2.40	\$0.00	\$99,840
Kelly Gerke	Support Staff	80%	\$17.96	\$19.44	\$1.48	\$615.68	\$20.22
Jessica Crawford	Service Coordination	100%	\$22.87	\$24.26	\$1.39	\$0.00	\$25.23
Michelle Lauchner	Support Staff	100%	\$16.74	\$18.32	\$1.58	\$0.00	\$19.05
Nikki Sprecher	Service Coordination	100%	\$25.58	\$26.25	\$0.67	\$0.00	\$27.30
Kathy Johnson	Service Coordination	100%	\$25.73	\$26.77	\$1.04	\$0.00	\$27.84
Brittany Baker	Service Coordination	100%	\$24.83	\$25.74	\$0.91	\$0.00	\$26.77
Lisa Leanhart	Support Staff	100%	\$20.84	\$21.23	\$0.39	\$0.00	\$22.08
Tyler Lennon	Service Coordination	100%	\$23.44	\$23.80	\$0.36	\$0.00	\$24.75
Patti Treibel Leeds	Planning Officer	100%	\$95,952	\$96,000	\$0.02	\$0.00	\$99,840
Lisa Hill	Support Staff	100%	\$19.80	\$19.82	\$0.02	\$0.00	\$20.61
Brenda Daily	Service Coordination	100%	\$28.74	\$28.74	\$0.00	\$0.00	\$29.89
Carrie Hisler	Service Coordination	100%	\$30.82	\$30.82	\$0.00	\$0.00	\$32.05
Jarica White	Service Coordination	100%	\$24.26	\$24.26	\$0.00	\$0.00	\$25.23
Jen Sheehan	Service Coordination	100%	\$25.99	\$25.99	\$0.00	\$0.00	\$27.03
Jennifer Radley	Support Staff	100%	\$18.05	\$18.05	\$0.00	\$0.00	\$18.77
Jess Van De Voort	Service Coordination	100%	\$26.56	\$26.56	\$0.00	\$0.00	\$27.62
Kim Schomaker	Service Coordination	100%	\$27.71	\$27.71	\$0.00	\$0.00	\$28.82
Liza Howard	SC Supervisor	100%	\$27.53	\$30.95	\$0.00	\$0.00	\$30.95
Meghan Freie	SC Specialist	100%	\$26.77	\$26.77	\$0.00	\$0.00	\$27.84
Robin McKee	SC Supervisor	100%	\$28.03	\$33.91	\$0.00	\$0.00	\$33.91
Russell Wood	CEO	100%	\$103,000	\$103,000	\$0.00	\$0.00	\$107,120
Tanya Martinson	Support Staff	100%	\$21.46	\$21.46	\$0.00	\$0.00	\$22.32
TBD	Program Manager	100%	\$25.81	\$25.81	\$0.00	\$0.00	\$25.81
TBD	IT Director	100%	\$32.97	\$32.97	\$0.00	\$0.00	\$32.97
<b>Total Regional Payroll:</b>							<b>\$1,936,009.50</b>

Each 1% increase will result in a total regional increase of about \$17,750

Employees highlighted are Hybrid Employees

## January 2022 Expenditure Report

FY 2021	CICS MHDS Region	Monthly Expenditures	YTD Expenditures	FY22 Budget	Budget Remaining	% of Budget Used
<b>Core Domains</b>						
<b>COA</b>	<b>Treatment</b>					
42305	Mental health outpatient therapy	\$ 4,146	\$ 15,684	\$ 150,000	\$ 134,316	10%
42306	Medication prescribing & management	\$ 1,615	\$ 11,565	\$ 20,000	\$ 8,435	58%
43301	Assessment & evaluation	\$ -	\$ -	\$ 20,000	\$ 20,000	0%
71319	Mental health inpatient therapy-MHI	\$ -	\$ 59,011	\$ 200,000	\$ 140,989	30%
73319	Mental health inpatient therapy	\$ -	\$ -	\$ 25,000	\$ 25,000	0%
	<b>Crisis Services</b>					
32322	Personal emergency response system	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
44301	Crisis evaluation	\$ 4,469	\$ 284,238	\$ 625,000	\$ 340,762	45%
44302	23 hour crisis observation & holding	\$ -	\$ -	\$ 40,000	\$ 40,000	0%
44305	24 hour access to crisis response	\$ -	\$ -	\$ -	\$ -	
44307	Mobile response	\$ 93,477	\$ 644,181	\$ 950,000	\$ 305,819	68%
44312	Crisis Stabilization community-based services	\$ 17,805	\$ 129,328	\$ 250,000	\$ 120,672	52%
44313	Crisis Stabilization residential services	\$ -	\$ 64,951	\$ 150,000	\$ 85,049	43%
44396	Access Centers: start-up / sustainability	\$ -	\$ -	\$ 500,000	\$ 500,000	0%
	<b>Support for Community Living</b>					
32320	Home health aide	\$ -	\$ -	\$ -	\$ -	
32325	Respite	\$ 1,181	\$ 1,181	\$ 5,000	\$ 3,819	24%
32328	Home & vehicle modifications	\$ -	\$ -	\$ -	\$ -	
32329	Supported community living	\$ 82,411	\$ 392,821	\$ 1,100,000	\$ 707,179	36%
42329	Intensive residential services	\$ -	\$ -	\$ 500,000	\$ 500,000	0%
	<b>Support for Employment</b>					
50362	Prevocational services	\$ 773	\$ 4,570	\$ 25,000	\$ 20,430	18%
50364	Job development	\$ -	\$ -	\$ -	\$ -	
50367	Day habilitation	\$ 7,338	\$ 71,974	\$ 225,000	\$ 153,026	32%
50368	Supported employment	\$ 13,123	\$ 68,017	\$ 100,000	\$ 31,984	68%
50369	Group Supported employment-enclave	\$ 932	\$ 9,139	\$ 20,000	\$ 10,861	46%
	<b>Recovery Services</b>					
45323	Family support	\$ -	\$ 23,943	\$ 25,000	\$ 1,058	96%
45366	Peer support	\$ -	\$ 3,719	\$ 20,000	\$ 16,281	19%
	<b>Service Coordination</b>					
21375	Case management	\$ -	\$ -	\$ -	\$ -	
24376	Health homes	\$ -	\$ -	\$ -	\$ -	
	<b>Sub-Acute Services</b>					
63309	Subacute services-1-5 beds	\$ -	\$ -	\$ 100,000	\$ 100,000	0%
64309	Subacute services-6 and over beds	\$ -	\$ 99,299	\$ 100,000	\$ 701	99%
	<b>Core Evidenced Based Treatment</b>					
04422	Education & Training Services - provider competency	\$ -	\$ -	\$ 15,000	\$ 15,000	0%
32396	Supported housing	\$ -	\$ -	\$ -	\$ -	
42398	Assertive community treatment (ACT)	\$ 21,327	\$ 61,978	\$ 125,000	\$ 63,022	50%
45373	Family psychoeducation	\$ -	\$ -	\$ 10,000	\$ 10,000	0%
	<b>Core Domains Total</b>	<b>\$ 248,597</b>	<b>\$ 1,945,598</b>	<b>\$ 5,305,000</b>	<b>\$ 3,359,402</b>	<b>37%</b>
<b>Mandated Services</b>						
46319	Oakdale	\$ -	\$ -	\$ 50,000	\$ 50,000	0%
72319	State resource centers	\$ -	\$ -	\$ -	\$ -	
74XXX	Commitment related (except 301)	\$ 17,899	\$ 134,876	\$ 400,000	\$ 265,124	34%
75XXX	Mental health advocate	\$ 14,350	\$ 127,100	\$ 250,000	\$ 122,900	51%
	<b>Mandated Services Total</b>	<b>\$ 32,250</b>	<b>\$ 261,976</b>	<b>\$ 700,000</b>	<b>\$ 438,024</b>	<b>37%</b>
<b>Additional Core Domains</b>						
	<b>Justice system-involved services</b>					
25xxx	Coordination services	\$ 25,276	\$ 176,932	\$ 600,000	\$ 423,068	29%
44346	24 hour crisis line**	\$ -	\$ -	\$ -	\$ -	
44366	Warm line**	\$ -	\$ -	\$ 10,000	\$ 10,000	0%
46305	Mental health services in jails	\$ 10,114	\$ 76,039	\$ 250,000	\$ 173,961	30%
46399	Justice system-involved services-other	\$ -	\$ -	\$ -	\$ -	
46422	Crisis prevention training	\$ -	\$ -	\$ 25,000	\$ 25,000	0%
46425	Mental health court related costs	\$ -	\$ -	\$ -	\$ -	
74301	Civil commitment prescreening evaluation	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
	<b>Additional Core Evidenced based treatment</b>					
42366	Peer self-help drop-in centers	\$ 56,130	\$ 450,461	\$ 785,000	\$ 334,539	57%
42397	Psychiatric rehabilitation (IPR)	\$ 1,641	\$ 6,152	\$ 60,000	\$ 53,848	10%
	<b>Additional Core Domains Total</b>	<b>\$ 93,161</b>	<b>\$ 709,584</b>	<b>\$ 1,735,000</b>	<b>\$ 1,025,416</b>	<b>41%</b>
<b>Other Informational Services</b>						
03371	Information & referral	\$ 134	\$ 454	\$ -	\$ (454)	
04372	Planning and/or Consultation (client related)	\$ -	\$ -	\$ -	\$ -	
04377	Provider Incentive Payment	\$ -	\$ -	\$ -	\$ -	
04399	Consultation Other	\$ -	\$ -	\$ -	\$ -	
04429	Planning and Management Consultants (non-client related)	\$ -	\$ -	\$ 50,000	\$ 50,000	0%
05373	Public education	\$ 880	\$ 100,490	\$ 200,000	\$ 99,510	50%
	<b>Other Informational Services Total</b>	<b>\$ 1,014</b>	<b>\$ 100,944</b>	<b>\$ 250,000</b>	<b>\$ 149,056</b>	<b>40%</b>
<b>Essential Community Living Support Services</b>						

## January 2022 Expenditure Report

FY 2021	CICS MHDS Region	Monthly Expenditures	YTD Expenditures	FY22 Budget	Budget Remaining	% of Budget Used
06399	Academic services		\$ -	\$ -	\$ -	
22XXX	Services management	\$ 125,234	\$ 954,033	\$ 1,950,000	\$ 995,967	49%
23376	Crisis care coordination	\$ -	\$ -	\$ -	\$ -	
23399	Crisis care coordination other		\$ -	\$ -	\$ -	
24399	Health home other		\$ -	\$ -	\$ -	
31XXX	Transportation	\$ 15,405	\$ 97,797	\$ 250,000	\$ 152,203	39%
32321	Chore services		\$ -	\$ -	\$ -	
32326	Guardian/conservator	\$ -	\$ 300	\$ 5,000	\$ 4,700	6%
32327	Representative payee	\$ 813	\$ 5,979	\$ 20,000	\$ 14,021	30%
32335	CDAC	\$ -	\$ -	\$ -	\$ -	#DIV/0!
32399	Other support	\$ -	\$ -	\$ -	\$ -	#DIV/0!
33330	Mobile meals		\$ -	\$ -	\$ -	
33340	Rent payments (time limited)	\$ -	\$ 20,955	\$ 200,000	\$ 179,045	
33345	Ongoing rent subsidy	\$ -	\$ 770	\$ -	\$ (770)	
33399	Other basic needs	\$ 992	\$ 23,473	\$ 80,000	\$ 56,527	
41305	Physiological outpatient treatment	\$ -	\$ -	\$ 5,000	\$ 5,000	0%
41306	Prescription meds	\$ 21	\$ 304	\$ 15,000	\$ 14,696	2%
41307	In-home nursing		\$ -	\$ -	\$ -	
41308	Health supplies		\$ -	\$ -	\$ -	
41399	Other physiological treatment		\$ -	\$ -	\$ -	
42309	Partial hospitalization		\$ -	\$ -	\$ -	
42310	Transitional living program	\$ -	\$ 32,620	\$ 400,000	\$ 367,380	8%
42363	Day treatment		\$ -	\$ -	\$ -	
42396	Community support programs	\$ -	\$ 531	\$ 10,000	\$ 9,469	5%
42399	Other psychotherapeutic treatment	\$ -	\$ -	\$ -	\$ -	
43399	Other non-crisis evaluation		\$ -	\$ -	\$ -	
44304	Emergency care		\$ -	\$ -	\$ -	
44399	Other crisis services		\$ -	\$ -	\$ -	
45399	Other family & peer support		\$ -	\$ -	\$ -	
46306	Psychiatric medications in jail	\$ 2,439	\$ 21,569	\$ 50,000	\$ 28,431	43%
50361	Vocational skills training		\$ -	\$ -	\$ -	
50365	Supported education		\$ -	\$ -	\$ -	
50399	Other vocational & day services		\$ -	\$ -	\$ -	
63XXX	RCF 1-5 beds (63314, 63315 & 63316)	\$ -	\$ -	\$ -	\$ -	
63XXX	ICF 1-5 beds (63317 & 63318)		\$ -	\$ -	\$ -	
63329	SCL 1-5 beds		\$ -	\$ -	\$ -	
63399	Other 1-5 beds		\$ -	\$ -	\$ -	
<b>Essential Comm Living Support Services Total</b>		<b>\$ 144,905</b>	<b>\$ 1,158,331</b>	<b>\$ 2,985,000</b>	<b>\$ 1,826,669</b>	<b>39%</b>
<b>Other Congregate Services</b>						
50360	Work services (work activity/sheltered work)	\$ -	\$ -	\$ -	\$ -	
64XXX	RCF 6 and over beds (64314, 64315 & 64316)	\$ 47,873	\$ 375,724	\$ 900,000	\$ 524,276	42%
64XXX	ICF 6 and over beds (64317 & 64318)		\$ -	\$ -	\$ -	
64329	SCL 6 and over beds	\$ 26,333	\$ 90,576	\$ -	\$ (90,576)	
64399	Other 6 and over beds	\$ -	\$ -	\$ -	\$ -	
<b>Other Congregate Services Total</b>		<b>\$ 74,206</b>	<b>\$ 466,300</b>	<b>\$ 900,000</b>	<b>\$ 433,700</b>	<b>52%</b>
<b>Administration</b>						
11XXX	Direct Administration	\$ 88,149	\$ 896,965	\$ 1,500,000	\$ 603,035	60%
12XXX	Purchased Administration	\$ 3,843	\$ 25,951	\$ 125,000	\$ 99,049	21%
<b>Administration Total</b>		<b>\$ 91,993</b>	<b>\$ 922,916</b>	<b>\$ 1,625,000</b>	<b>\$ 702,084</b>	<b>57%</b>
<b>Regional Totals</b>		<b>\$ 686,124.91</b>	<b>\$ 5,565,649.07</b>	<b>\$ 13,500,000</b>	<b>\$ 7,934,351</b>	<b>41%</b>
58%						
<b>(45XX-XXX)County Provided Case Management</b>						
<b>(46XX-XXX)County Provided Services</b>						

Transfer Numbers (Expenditures should only be counted when final expenditure is made for services/administration. Transfers are eliminated from budget to show true regional finances)

13951	Distribution to MHDS regional fiscal agent from member county	\$ -	\$ -	\$ -	\$ -	\$ -
14951	MHDS fiscal agent reimbursement to MHDS regional member county	\$ -	\$ -	\$ -	\$ -	\$ -

\*\* 24 hour crisis line and warm line are transitioning from additional core to state wide core services with state funding.

Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4659	V 60	Linn Adams		Services Management - Mil	41500	04022	413	62				107.64
				Disbursement# 4826								107.64
4660	V 169	Amazon Capital Services		Direct Admin - Stationary	41500	04411	260	62				25.99
4660	V 169	Amazon Capital Services		Direct Admin - Informatio	41500	04411	262	62				68.77
				Disbursement# 4827								94.76
4662	V 283	Ames Rental Properties Co-op		Basic Needs - Rent Paymen	41500	04233	340	62				450.00
				Disbursement# 4828								450.00
4664	V 664	Beecher, Field, Walker, Morris		Commitment - Legal Repres	41500	04074	393	62				91.00
				Disbursement# 4829								91.00
4675	V 1849	Branstad & Olson Law		Commitment - Legal Repres	41500	04074	393	62				132.30
4675	V 1849	Branstad & Olson Law		Commitment - Legal Repres	41500	04074	393	62				132.00
				Disbursement# 4830								264.30
4669	V 1230	Capstone Behavioral Healthcare		Basic Needs - Rent Paymen	41500	04033	340	62				325.00
				Disbursement# 4831								325.00
4671	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	306	62				72.45
4671	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4671	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				144.90
4671	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4671	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4671	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4671	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	305	62				22.33-
4671	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	305	62				43.13-
4671	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	305	62				71.04
				Disbursement# 4832								512.73
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				403.08
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				325.06
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				351.07
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				416.08
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				156.03
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				1066.21
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				468.09
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				416.08
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				130.03
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				195.04
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				234.05
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				364.07
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				130.03
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				234.05
4672	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				338.07
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				286.06
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				260.05
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				286.06
4672	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				260.05

Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				169.03
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				312.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				338.07
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				182.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				221.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				273.05
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				468.09
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				429.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				234.05
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				442.09
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				390.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				286.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				572.11
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				195.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				208.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				468.09
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				520.10
					Disbursement# 4833	Disbursement	Total					12,027.38
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				481.09
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				325.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				312.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				403.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				715.14
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				520.10
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				364.07
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				312.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				390.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				468.09
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				221.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				494.10
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				403.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				442.09
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				390.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				169.03
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				208.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				325.06
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				598.12
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				702.14
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				182.04
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				416.08
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				442.09
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				663.13
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				546.11
4672	V 1349	Central Iowa		Detention Commitment - Sheriff Tran	41500	04074	353	62				390.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				273.05
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				351.07
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				221.04
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				390.08
4672	V 1349	Central Iowa		Detention Transportation - General	41500	04031	354	62				338.07



Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4692 V	5696	Eyerly Ball CMHS		Assertive Community Treat	41500	04042	398	62				4350.00
				Disbursement# 4843								4,350.00
4677 V	2347	David Fiester		Commitment - Legal Repres	41500	04074	393	62				165.00
				Disbursement# 4844								165.00
4704 V	72119	Franklin County Sheriff's Off.		Commitment - Sheriff Tran	41500	04074	353	62				43.75
4704 V	72119	Franklin County Sheriff's Off.		Commitment - Sheriff Tran	41500	04074	353	62				43.75
4704 V	72119	Franklin County Sheriff's Off.		Commitment - Sheriff Tran	41500	04074	353	62				87.50
4704 V	72119	Franklin County Sheriff's Off.		Commitment - Sheriff Tran	41500	04074	353	62				61.59
				Disbursement# 4845								236.59
4678 V	2436	Friendship Ark Inc.		Support Services - Suppor	41500	04032	329	62				720.75
4678 V	2436	Friendship Ark Inc.		Support Services - Suppor	41500	04332	329	62				3862.76
4678 V	2436	Friendship Ark Inc.		Support Services - Suppor	41500	04332	329	62				1053.48
				Disbursement# 4846								5,636.99
4698 V	7342	GateHouse-DB Iowa Holdings		Direct Admin - Publicatio	41500	04411	400	62				189.89
				Disbursement# 4847								189.89
4679 V	2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				123.50
4679 V	2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				91.00
4679 V	2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				91.00
4679 V	2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				117.00
				Disbursement# 4848								422.50
4670 V	1279	LifeWorks Community Services		Day Habilitation	41500	04250	367	62				548.64
4670 V	1279	LifeWorks Community Services		Voc/Day - Individual Supp	41500	04250	368	62				747.79
4670 V	1279	LifeWorks Community Services		Support Services - Suppor	41500	04332	329	62				67.27
4670 V	1279	LifeWorks Community Services		Day Habilitation	41500	04350	367	62				670.56
4670 V	1279	LifeWorks Community Services		Voc/Day - Individual Supp	41500	04350	368	62				374.42
4670 V	1279	LifeWorks Community Services		Voc/Day - Group Supported	41500	04350	369	62				367.50
4670 V	1279	LifeWorks Community Services		Day Habilitation	41500	04750	367	62				121.92
				Disbursement# 4849								2,898.10
4682 V	4400	Mainstream Living		Day Habilitation	41500	04350	367	62				515.76
4682 V	4400	Mainstream Living		Voc/Day - Group Supported	41500	04350	369	62				128.10
4682 V	4400	Mainstream Living		Support Services - Suppor	41500	04332	329	62				10.86
				Disbursement# 4850								654.72
4703 V	8100	Marco		Direct Admin - Office Equ	41500	04411	444	62				211.61
				Disbursement# 4851								211.61
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				31.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				31.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				15.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				16.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				16.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				16.00
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				21.00

Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4683 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				15.00
4684 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				25.00
4684 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				19.00
4684 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				16.00
4684 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				16.00
4684 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				18.00
				Disbursement#	4852	Disbursement	Total					255.00
4685 V	4500	Mary Greeley Medical Center		Transportation - General	41500	04031	354	62				290.38
4685 V	4500	Mary Greeley Medical Center		Transportation - General	41500	04031	354	62				151.50
4685 V	4500	Mary Greeley Medical Center		Commitment - Sheriff Tran	41500	04074	353	62				290.38
4685 V	4500	Mary Greeley Medical Center		Psychotherapeutic Treatme	41500	04042	310	62				8221.20
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3150.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2000.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3600.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3600.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2800.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2400.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				7200.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1400.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3500.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2000.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3600.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1750.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2800.00
4685 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2100.00
4686 V	4500	Mary Greeley Medical Center		Psychotherapeutic Treatme	41500	04042	310	62				795.60
4686 V	4500	Mary Greeley Medical Center		Psychotherapeutic Treatme	41500	04042	310	62				7956.00
				Disbursement#	4853	Disbursement	Total					59,955.06
4687 V	4901	Medicap Pharmacy 8095		Prescription Medication (	41500	04046	306	62				856.35
				Disbursement#	4854	Disbursement	Total					856.35
4688 V	4919	MIW Inc.		Voc/Day - Prevocational S	41500	04250	362	62				443.33
4688 V	4919	MIW Inc.		Voc/Day - Prevocational S	41500	04350	362	62				103.10
4688 V	4919	MIW Inc.		Voc/Day - Individual Supp	41500	04350	368	62				70.07
				Disbursement#	4855	Disbursement	Total					616.50
4668 V	1226	NAMI Central Iowa		Peer Family Support - Fam	41500	04045	323	62				4372.50
4668 V	1226	NAMI Central Iowa		Public Education Services	41500	04005	373	62				3587.50
4668 V	1226	NAMI Central Iowa		Psychotherapeutic Treatme	41500	04042	366	62				4551.00
				Disbursement#	4856	Disbursement	Total					12,511.00
4689 V	5283	North Iowa Vocational Center		Basic Needs - Rent Paymen	41500	04033	340	62				450.00
4689 V	5283	North Iowa Vocational Center		Basic Needs - Rent Paymen	41500	04033	340	62				450.00
				Disbursement#	4857	Disbursement	Total					900.00
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47

Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				46.29
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				20.00
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				92.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				20.00
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				20.00
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				20.00
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
4680 V	4316	Orchard Place CCR&R		Psychotherapeutic Treatme	41500	04042	305	62				72.47
				Disbursement#	4858							798.52
				Disbursement Total								
4691 V	5548	Bill Patten		Direct Admin - Mileage &	41500	04411	413	62				32.76
4691 V	5548	Bill Patten		Direct Admin - Mileage &	41500	04411	413	62				31.36
				Disbursement#	4859							64.12
				Disbursement Total								
4693 V	5788	Pottawattamie Co Sheriff's Off		Commitment - Sheriff Tran	41500	04074	353	62				35.00
				Disbursement#	4860							35.00
				Disbursement Total								
4694 V	5815	Poweshiek Co Sherriff's Dept		Commitment - Sheriff Tran	41500	04074	353	62				56.74
4694 V	5815	Poweshiek Co Sherriff's Dept		Commitment - Sheriff Tran	41500	04074	353	62				56.74
4694 V	5815	Poweshiek Co Sherriff's Dept		Commitment - Sheriff Tran	41500	04074	353	62				59.74
				Disbursement#	4861							173.22
				Disbursement Total								
4706 V	82831	Prairie Ridge Integrated		Psychotherapeutic Treatme	41500	04042	366	62				3400.51
4706 V	82831	Prairie Ridge Integrated		Psychotherapeutic Treatme	41500	04242	366	62				1540.82
4706 V	82831	Prairie Ridge Integrated		Psychotherapeutic Treatme	41500	04342	366	62				283.37
4706 V	82831	Prairie Ridge Integrated		Psychotherapeutic Treatme	41500	04742	366	62				566.76
				Disbursement#	4862							5,791.46
				Disbursement Total								
4690 V	5533	Region Six Planning Commission		Transportation - General	41500	04031	354	62				84.00
4690 V	5533	Region Six Planning Commission		Transportation - General	41500	04231	354	62				84.00
4690 V	5533	Region Six Planning Commission		Transportation - General	41500	04331	354	62				8.40
				Disbursement#	4863							176.40
				Disbursement Total								
4695 V	6579	Jen Sheehan		Services Management - Mil	41500	04022	413	62				309.60
4695 V	6579	Jen Sheehan		Services Management - Mil	41500	04222	413	62				300.48
4695 V	6579	Jen Sheehan		Services Management - Mil	41500	04322	413	62				300.48
				Disbursement#	4864							910.56
				Disbursement Total								
4667 V	771	Sioux Rivers Region		Mental Health Advocate -	41500	04075	395	62				96.78
				Disbursement#	4865							96.78
				Disbursement Total								
4697 V	7217	Successful Living		Support Services - Suppor	41500	04032	329	62				2299.76
				Disbursement#	4866							2,299.76
				Disbursement Total								
4696 V	7202	Thrifty White Pharmacy		Prescription Medication (	41500	04046	306	62				133.63
4696 V	7202	Thrifty White Pharmacy		Prescription Medication (	41500	04046	306	62				4.69

Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4696	V 7202	Thrifty White Pharmacy		Prescription Medication (	41500	04046	306	62				10.28
				Disbursement# 4867		Disbursement	Total					148.60
4699	V 7421	Trilix Marketing Group		Public Education Services	41500	04005	373	62				350.00
				Disbursement# 4868		Disbursement	Total					350.00
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
4665	V 700	UnityPoint Health		Assertive Community Treat	41500	04042	398	62				55.83
				Disbursement# 4869		Disbursement	Total					725.79
4701	V 7694	Walters & Johnson		Commitment - Legal Repres	41500	04074	393	62				42.00
				Disbursement# 4870		Disbursement	Total					42.00
4700	V 7680	Warren County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				50.00
				Disbursement# 4871		Disbursement	Total					50.00
4663	V 350	Woolstock Mutal Telephone Assn		Direct Admin - Telecommun	41500	04411	414	62				55.00
				Disbursement# 4872		Disbursement	Total					55.00
4702	V 7870	Youth & Shelter Services, Inc		Crisis Stabilization Resi	41500	04044	313	62				5042.66
4702	V 7870	Youth & Shelter Services, Inc		Crisis Stabilization Resi	41500	04044	313	62				5042.66
4702	V 7870	Youth & Shelter Services, Inc		Crisis Stabilization Resi	41500	04044	313	62				2161.14
				Disbursement# 4873		Disbursement	Total					12,246.46
					48	Total Disbursements						145,106.71
					0	Total ACH						.00
					0	Total EFT						.00
					48	Grand Total						145,106.71
						Credits/Refunds Included						65.46

Date - 2/03/22  
Time - 8:42:49

Story County - Accounting  
Final Disbursement Register

Program - AA31091  
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Disbursement Date 02/08/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
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Totals by Fund

41500	Central Iowa Community Service	145,106.71
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Final Total	145,106.71
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End of report

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4973 V	15	Abbe Center for Community		Comm Based Settings (6+ B	41500	04064	314	62				1039.43
				Disbursement# 4874		Disbursement		Total				1,039.43
4974 V	20	Access, Inc.		Support Services - Suppor	41500	04032	329	62				6769.78
4974 V	20	Access, Inc.		Day Habilitation	41500	04050	367	62				1108.90
4974 V	20	Access, Inc.		Support Services - Suppor	41500	04232	329	62				280.00
				Disbursement# 4875		Disbursement		Total				8,158.68
4975 V	169	Amazon Capital Services		Direct Admin - Stationary	41500	04411	260	62				4.99
4975 V	169	Amazon Capital Services		Direct Admin - Stationary	41500	04411	260	62				19.99
4975 V	169	Amazon Capital Services		Direct Admin - Stationary	41500	04411	260	62				25.99
				Disbursement# 4876		Disbursement		Total				50.97
4981 V	508	ARC of Story County		Information & Referral Se	41500	04003	371	62				160.38
4981 V	508	ARC of Story County		Psychotherapeutic Treatme	41500	04042	366	62				221.37
4981 V	508	ARC of Story County		Psychotherapeutic Treatme	41500	04242	366	62				2828.24
4981 V	508	ARC of Story County		Psychotherapeutic Treatme	41500	04342	366	62				450.39
				Disbursement# 4877		Disbursement		Total				3,660.38
4980 V	501	Associates for Psychiatric Srv		Commitment - Diagnostic E	41500	04074	300	62				400.00
				Disbursement# 4878		Disbursement		Total				400.00
4982 V	588	Brittany Baker		Services Management - Mil	41500	04022	413	62				163.31
4982 V	588	Brittany Baker		Services Management - Mil	41500	04222	413	62				158.49
4982 V	588	Brittany Baker		Services Management - Mil	41500	04322	413	62				158.49
				Disbursement# 4879		Disbursement		Total				480.29
4985 V	1230	Capstone Behavioral Healthcare		Crisis Evaluation	41500	04044	301	62				114.17
4985 V	1230	Capstone Behavioral Healthcare		Crisis Evaluation	41500	04044	301	62				114.17
4985 V	1230	Capstone Behavioral Healthcare		Crisis Evaluation	41500	04044	301	62				232.09
4985 V	1230	Capstone Behavioral Healthcare		Crisis Evaluation	41500	04044	301	62				232.09
4985 V	1230	Capstone Behavioral Healthcare		Crisis Evaluation	41500	04044	301	62				346.26
4985 V	1230	Capstone Behavioral Healthcare		Justice System Involved C	41500	04025	376	62				6051.00
4985 V	1230	Capstone Behavioral Healthcare		Support Services - Suppor	41500	04032	329	62				908.14
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04042	366	62				7104.00
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04042	366	62				5414.96
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04242	366	62				824.04
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04342	366	62				412.00
4985 V	1230	Capstone Behavioral Healthcare		Mental Health Services in	41500	04046	305	62				59.43
4985 V	1230	Capstone Behavioral Healthcare		Mental Health Services in	41500	04046	305	62				59.43
4985 V	1230	Capstone Behavioral Healthcare		Mental Health Services in	41500	04046	305	62				228.34
4985 V	1230	Capstone Behavioral Healthcare		Mental Health Services in	41500	04046	305	62				401.94
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04042	305	62				269.78
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04042	305	62				114.17
4985 V	1230	Capstone Behavioral Healthcare		Psychotherapeutic Treatme	41500	04042	306	62				101.60
				Disbursement# 4880		Disbursement		Total				22,987.61
4976 V	198	Carr Law Firm PLC		Commitment - Legal Repres	41500	04074	393	62				220.88
4976 V	198	Carr Law Firm PLC		Commitment - Legal Repres	41500	04074	393	62				112.12
4976 V	198	Carr Law Firm PLC		Commitment - Legal Repres	41500	04074	393	62				609.13

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
				Disbursement#	4881	Disbursement	Total					942.13
4993	V 2097	Cedar Valley Ranch, Inc.		Comm Based Settings (6+ B	41500	04064	314	62				4867.62
				Disbursement#	4882	Disbursement	Total					4,867.62
4986	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				232.09
4986	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	305	62				155.61
4986	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	306	62				232.09
4986	V 1327	Center Associates		Psychotherapeutic Treatme	41500	04042	306	62				72.45
4986	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4986	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				232.09
4986	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4986	V 1327	Center Associates		Mental Health Services in	41500	04046	305	62				72.45
4986	V 1327	Center Associates		Justice System Involved C	41500	04025	376	62				6648.00
4986	V 1327	Center Associates		Crisis Evaluation	41500	04044	301	62				806.69
				Disbursement#	4883	Disbursement	Total					8,596.37
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				468.09
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				468.09
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				182.04
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				442.09
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				273.05
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				806.16
4987	V 1349	Central Iowa Detention		Transportation - General	41500	04031	354	62				364.07
4987	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				312.06
4987	V 1349	Central Iowa Detention		Commitment - Sheriff Tran	41500	04074	353	62				468.09
				Disbursement#	4884	Disbursement	Total					3,783.74
4989	V 1362	Central Iowa Psychological		Mental Health Services in	41500	04046	305	62				277.72
4989	V 1362	Central Iowa Psychological		Mental Health Services in	41500	04046	305	62				155.61
				Disbursement#	4885	Disbursement	Total					433.33
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04042	397	62				1640.52
4988	V 1361	Central Iowa Recovery Inc.		Support Services - Suppor	41500	04332	329	62				184.14
4988	V 1361	Central Iowa Recovery Inc.		Day Habilitation	41500	04350	367	62				695.80
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04042	366	62				3969.81
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04242	366	62				3155.19
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04042	366	62				5377.00
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04042	366	62				5190.90
4988	V 1361	Central Iowa Recovery Inc.		Psychotherapeutic Treatme	41500	04242	366	62				1934.10
				Disbursement#	4886	Disbursement	Total					22,147.46
4990	V 1372	Central Services 2-5-12		Direct Admin - Building (	41500	04411	450	62				750.00
				Disbursement#	4887	Disbursement	Total					750.00
4991	V 1475	Choice Employment Services		Voc/Day - Individual Supp	41500	04250	368	62				299.54
				Disbursement#	4888	Disbursement	Total					299.54
5039	V 83451	Community Care of Knoxville		Comm Based Settings (6+ B	41500	04064	314	62				1133.82
5039	V 83451	Community Care of Knoxville		Comm Based Settings (6+ B	41500	04064	314	62				818.87



Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2320.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2030.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				580.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				3480.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2900.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1740.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				580.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1740.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				870.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				580.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1740.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2610.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2610.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1740.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2900.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				580.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2320.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1450.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1450.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1160.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2320.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1160.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1450.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1450.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1160.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2030.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2030.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				1740.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Evaluation	41500	04044	301	62				2030.00
4995 V	2219	eVizzit of Ia Psychiatry, JAIL		Crisis Stabilization Comm	41500	04044	312	62				900.00
					Disbursement#	4894	Disbursement Total					51,650.00
5024 V	5696	Eyerly Ball CMHS		Justice System Involved C	41500	04025	376	62				6863.00
5024 V	5696	Eyerly Ball CMHS		Crisis Evaluation	41500	04044	301	62				232.09
5024 V	5696	Eyerly Ball CMHS		Crisis Stabilization Comm	41500	04044	312	62				4451.18
5024 V	5696	Eyerly Ball CMHS		Crisis Stabilization Comm	41500	04044	312	62				4451.17
5024 V	5696	Eyerly Ball CMHS		Crisis Stabilization Comm	41500	04044	312	62				8902.36
5024 V	5696	Eyerly Ball CMHS		Mobile Response	41500	04044	307	62				88820.76
					Disbursement#	4895	Disbursement Total					113,720.56
4996 V	2326	FIA Friendship Club, Inc.		Psychotherapeutic Treatme	41500	04042	366	62				2335.70
4996 V	2326	FIA Friendship Club, Inc.		Psychotherapeutic Treatme	41500	04242	366	62				3277.60
4996 V	2326	FIA Friendship Club, Inc.		Psychotherapeutic Treatme	41500	04342	366	62				409.70
					Disbursement#	4896	Disbursement Total					6,023.00
4998 V	2438	Foundation 2, Inc.		Mobile Response	41500	04044	307	62				9132.00
					Disbursement#	4897	Disbursement Total					9,132.00
4997 V	2430	Freedom Pointe of Greater		Psychotherapeutic Treatme	41500	04042	366	62				6709.99
4997 V	2430	Freedom Pointe of Greater		Psychotherapeutic Treatme	41500	04242	366	62				415.01

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
				Disbursement#	4898							7,125.00
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				123.50
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				91.00
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				104.00
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				130.00
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				136.50
5000	V 2654	Kent L. Geffe		Commitment - Legal Repres	41500	04074	393	62				130.00
				Disbursement#	4899							715.00
4999	V 2629	Greene County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				81.98
				Disbursement#	4900							81.98
5001	V 2724	Hamilton County		Commitment - Sheriff Tran	41500	04074	353	62				44.50
				Disbursement#	4901							44.50
5003	V 2782	Jodi Hamilton		Services Management - Mil	41500	04022	413	62				47.74
5003	V 2782	Jodi Hamilton		Services Management - Mil	41500	04222	413	62				46.33
5003	V 2782	Jodi Hamilton		Services Management - Mil	41500	04322	413	62				46.33
				Disbursement#	4902							140.40
4977	V 286	Hancock County Health System		Direct Admin - Building (	41500	04411	450	62				100.00
				Disbursement#	4903							100.00
5018	V 5137	HIRTA Public Transit		Transportation - General	41500	04031	354	62				463.32
5018	V 5137	HIRTA Public Transit		Transportation - General	41500	04231	354	62				147.42
5018	V 5137	HIRTA Public Transit		Transportation - General	41500	04331	354	62				157.95
5018	V 5137	HIRTA Public Transit		Transportation - General	41500	04031	354	62				262.05
				Disbursement#	4904							1,030.74
5038	V 83215	Carrie Hisler		Services Management - Mil	41500	04022	413	62				96.08
5038	V 83215	Carrie Hisler		Services Management - Mil	41500	04222	413	62				93.24
5038	V 83215	Carrie Hisler		Services Management - Mil	41500	04322	413	62				93.24
				Disbursement#	4905							282.56
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				800.73
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				416.01
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				118.86
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				333.90
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				118.86
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				118.86
5005	V 3261	Integrated Treatment Services		Mental Health Services in	41500	04046	305	62				59.43
				Disbursement#	4906							1,966.65
5006	V 3430	Iowa State Assoc. of Counties		Direct Admin - Educationa	41500	04411	422	62				190.00
5006	V 3430	Iowa State Assoc. of Counties		Direct Admin - Educationa	41500	04411	422	62				190.00
				Disbursement#	4907							380.00
5007	V 3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				155.42
5008	V 3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				562.20

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
5008 V	3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				491.71
5008 V	3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				186.25
5008 V	3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				538.73
5008 V	3620	Jasper County Sheriff		Commitment - Sheriff Tran	41500	04074	353	62				745.22
				Disbursement#	4908	Disbursement		Total				2,679.53
5010 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				31.00
5010 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				92.00
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				41.68
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				36.45
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				25.99
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				49.56
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				55.39
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				218.79
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				31.08
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				81.22
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				176.20
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				161.41
5010 V	4443	Marshall County		Prescription Medication (	41500	04046	306	62				114.77
5010 V	4443	Marshall County		Commitment - Sheriff Tran	41500	04074	353	62				31.00
				Disbursement#	4909	Disbursement		Total				1,146.54
5011 V	4500	Mary Greeley Medical Center		Psychotherapeutic Treatme	41500	04042	310	62				3182.40
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				350.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3200.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2800.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				5900.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3500.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3500.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3500.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3500.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				800.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				4800.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				3200.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				1600.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				4000.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				4000.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2450.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				2400.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				800.00
5011 V	4500	Mary Greeley Medical Center		Sub Acute Services (6+ Be	41500	04064	309	62				400.00
5012 V	4500	Mary Greeley Medical Center		Psychotherapeutic Treatme	41500	04042	310	62				5834.40
				Disbursement#	4910	Disbursement		Total				62,816.80
5013 V	4508	Mason City Clinic		Commitment - Diagnostic E	41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic E	41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic E	41500	04074	300	62				60.00

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
5013 V	4508	Mason City Clinic		Commitment - Diagnostic	E 41500	04074	300	62				60.00
				Disbursement#	4911							600.00
												Disbursement Total
5015 V	4730	Mediapolis Care Facility Inc		Comm Based Settings (6+ B	41500	04064	314	62				1039.43
				Disbursement#	4912							1,039.43
												Disbursement Total
5014 V	4721	Medicap Pharmacy		Prescription Medication (	41500	04046	306	62				298.71
5014 V	4721	Medicap Pharmacy		Prescription Medication (	41500	04046	306	62				254.76
				Disbursement#	4913							553.47
												Disbursement Total
5016 V	4919	MIW Inc.		Voc/Day - Prevocational S	41500	04250	362	62				257.75
5016 V	4919	MIW Inc.		Voc/Day - Individual Supp	41500	04350	368	62				70.07
				Disbursement#	4914							327.82
												Disbursement Total
5017 V	5101	Neighborhood Law Group of Ia.		Commitment - Legal Repres	41500	04074	393	62				56.70
				Disbursement#	4915							56.70
												Disbursement Total
5019 V	5220	Nite Owl Printing		Services Management - Sta	41500	04022	260	62				42.50
				Disbursement#	4916							42.50
												Disbursement Total
5020 V	5283	North Iowa Vocational Center		Basic Needs - Rent Paymen	41500	04033	340	62				450.00
5020 V	5283	North Iowa Vocational Center		Basic Needs - Rent Paymen	41500	04033	340	62				450.00
5020 V	5283	North Iowa Vocational Center		Basic Needs - Other	41500	04033	399	62				1039.43
5020 V	5283	North Iowa Vocational Center		Comm Based Settings (6+ B	41500	04064	329	62				268.24
5020 V	5283	North Iowa Vocational Center		Support Services - Suppor	41500	04032	329	62				594.99
5020 V	5283	North Iowa Vocational Center		Voc/Day - Individual Supp	41500	04050	368	62				449.30
5020 V	5283	North Iowa Vocational Center		Comm Based Settings (6+ B	41500	04064	314	62				11273.17
5020 V	5283	North Iowa Vocational Center		Support Services - Suppor	41500	04232	329	62				162.27
5020 V	5283	North Iowa Vocational Center		Voc/Day - Individual Supp	41500	04250	368	62				778.91
5020 V	5283	North Iowa Vocational Center		Support Services - Suppor	41500	04332	329	62				162.27
5020 V	5283	North Iowa Vocational Center		Day Habilitation	41500	04350	367	62				84.53
5020 V	5283	North Iowa Vocational Center		Voc/Day - Individual Supp	41500	04350	368	62				374.42
5020 V	5283	North Iowa Vocational Center		Voc/Day - Individual Supp	41500	04350	368	62				1717.52
5020 V	5283	North Iowa Vocational Center		Voc/Day - Group Supported	41500	04350	369	62				423.36
				Disbursement#	4917							18,228.41
												Disbursement Total
5021 V	5448	One Vision-Opportunity Village		Voc/Day - Individual Supp	41500	04250	368	62				1169.27
5021 V	5448	One Vision-Opportunity Village		Support Services - Suppor	41500	04332	329	62				509.33
				Disbursement#	4918							1,678.60
												Disbursement Total
5004 V	2872	Optimae LifeServices, Inc.		Basic Needs - Rent Paymen	41500	04033	340	62				905.00
5004 V	2872	Optimae LifeServices, Inc.		Basic Needs - Rent Paymen	41500	04033	340	62				945.03
5004 V	2872	Optimae LifeServices, Inc.		Basic Needs - Rent Paymen	41500	04033	340	62				.07
				Disbursement#	4919							1,850.10
												Disbursement Total

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
5023 V	5596	Penn Center		Comm Based Settings (6+ B Disbursement#	41500 4920	04064 Disbursement	314	62				6692.28 6,692.28
5025 V	5815	Poweshiek Co Sherriff's Dept		Commitment - Sheriff Tran Disbursement#	41500 4921	04074 Disbursement	353	62				56.74 56.74
4984 V	865	Prairie View Management, Inc.		Support Services - Suppor	41500	04032	329	62				216.36
4984 V	865	Prairie View Management, Inc.		Basic Needs - Other Disbursement#	41500 4922	04033 Disbursement	399	62				352.11 568.47
5037 V	83117	The Pride Group		Comm Based Settings (6+ B Disbursement#	41500 4923	04064 Disbursement	314	62				23017.75 23,017.75
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04032	329	62				560.26
5026 V	5840	Progress Industries		Voc/Day - Individual Supp	41500	04250	368	62				748.84
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04332	329	62				354.09
5026 V	5840	Progress Industries		Voc/Day - Individual Supp	41500	04350	368	62				748.84
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04732	329	62				418.47
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04032	329	62				840.38
5026 V	5840	Progress Industries		Day HABILITATION	41500	04250	367	62				190.08
5026 V	5840	Progress Industries		Voc/Day - Individual Supp	41500	04250	368	62				748.84
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04332	329	62				246.79
5026 V	5840	Progress Industries		Day HABILITATION	41500	04350	367	62				147.36
5026 V	5840	Progress Industries		Voc/Day - Individual Supp	41500	04350	368	62				748.84
5026 V	5840	Progress Industries		Support Services - Suppor	41500	04732	329	62				214.60
5026 V	5840	Progress Industries		Day HABILITATION Disbursement#	41500 4924	04750 Disbursement	367	62				1178.88 7,146.27
5027 V	5910	Quill Corporation		Direct Admin - Stationary Disbursement#	41500 4925	04411 Disbursement	260	62				58.99 58.99
5022 V	5533	Region Six Planning Commission		Transportation - General	41500	04031	354	62				3.00
5022 V	5533	Region Six Planning Commission		Transportation - General	41500	04031	354	62				14.00
5022 V	5533	Region Six Planning Commission		Transportation - General	41500	04031	354	62				14.00
5022 V	5533	Region Six Planning Commission		Transportation - General	41500	04231	354	62				84.00
5022 V	5533	Region Six Planning Commission		Transportation - General Disbursement#	41500 4926	04331 Disbursement	354	62				16.80 131.80
5028 V	6096	Respite Connection		Support Services - Respit Disbursement#	41500 4927	04332 Disbursement	325	62				602.28 602.28
5029 V	6224	Rolling Hills Community		Mental Health Advocate -	41500	04075	395	62				86.96
5029 V	6224	Rolling Hills Community		Mental Health Advocate -	41500	04075	395	62				4608.85
5029 V	6224	Rolling Hills Community		Mental Health Advocate -	41500	04075	395	62				4695.87
5029 V	6224	Rolling Hills Community		Mental Health Advocate - Disbursement#	41500 4928	04075 Disbursement	395	62				4697.03 14,088.71
4978 V	322	Salvation Army		Support Services - Repres	41500	04032	327	62				624.00
4978 V	322	Salvation Army		Support Services - Repres Disbursement#	41500 4929	04232 Disbursement	327	62				96.00 720.00

Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount	
5030 V	6465	Scenic Acres		Comm Based Settings (6+ B Disbursement#	41500 4930	04064 Disbursement	329	62				4193.68 4,193.68	
5031 V	6470	Kim Schomaker		Services Management - Mil	41500	04022	413	62				91.12	
5031 V	6470	Kim Schomaker		Services Management - Mil	41500	04222	413	62				105.37	
5031 V	6470	Kim Schomaker		Services Management - Mil Disbursement#	41500 4931	04322 Disbursement	413	62				70.27 266.76	
5032 V	6471	Scott Pharmacy		Prescription Medication ( Disbursement#	41500 4932	04046 Disbursement	306	62				128.10 128.10	
5034 V	7125	Story County Treasurer		Prescription Medication ( Disbursement#	41500 4933	04046 Disbursement	306	62				171.76 171.76	
4979 V	367	Betsy Stursma		Direct Admin - Mileage &	41500	04411	413	62				190.40	
4979 V	367	Betsy Stursma		Direct Admin - Mileage & Disbursement#	41500 4934	04411 Disbursement	413	62				165.56 355.96	
5002 V	2770	Tom Switzer		Basic Needs - Rent Paymen Disbursement#	41500 4935	04033 Disbursement	340	62				600.00 600.00	
5009 V	4112	Patti Treibel-Leeds		Direct Admin - Mileage & Disbursement#	41500 4936	04411 Disbursement	413	62				359.78 359.78	
4983 V	700	UnityPoint Health		Assertive Community Treat Disbursement#	41500 4937	04042 Disbursement	398	62				837.45 837.45	
5035 V	7601	VISA		Direct Admin - Postage &	41500	04411	412	62				60.00	
5035 V	7601	VISA		Direct Admin - Mileage &	41500	04411	413	62				248.64	
5035 V	7601	VISA		Direct Admin - Informatio Disbursement#	41500 4938	04411 Disbursement	632	62				800.00 1,108.64	
5036 V	7870	Youth & Shelter Services, Inc		Crisis Stabilization Resi Disbursement#	41500 4939	04044 Disbursement	313	62				72430.00 72,430.00	
												66 Total Disbursements	561,898.35
												0 Total ACH	.00
												0 Total EFT	.00
												66 Grand Total	561,898.35
												Credits/Refunds Included	.00

Date - 2/18/22  
Time - 10:48:32

Story County - Accounting  
Final Disbursement Register

Program - AA31091  
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Disbursement Date 02/22/2022

Claim #	Vendor#	Payee Name	Invoice#	Description	Fund	Funct	Obj	Dpt	Prj	Sub	Line	Amount
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Totals by Fund

41500	Central Iowa Community Service	561,898.35
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Final Total	561,898.35
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End of report



# CICS

Supporting Individuals. Strengthening Communities.

## STATEMENT OF UNDERSTANDING

FY 2022

According to the Central Iowa Community Services (CICS) 28E (*emphasis added*):

### 6.4 Employment of staff

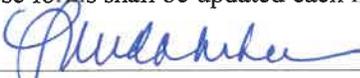
(a) All staff members performing services for the Region, including, but not limited to, the CEO, Administrative Team members, coordinators of adult disability services, coordinators of children’s behavioral health services, service coordinators, office support, planners, etc., may remain employees of his or her respective county. **If so, there will be a statement of understanding between the Governing Board and the individual county Boards of Supervisors that will identify the individual employee, the position to be filled, and the portion of the employee’s wages and benefits that will be the responsibility of the Region.**

This document serves as the Statement of Understanding between \_\_\_\_\_ Story \_\_\_\_\_ County and Central Iowa Community Services for the following positions:

Employee	Position	% of wages and benefits
Jennifer Radley	Administrative Assistant II	100%

Begin Date February 22, 2022

The costs for the above position, including salary, benefits and other expenses shall be paid using regional funds currently held by \_\_\_\_\_ Story \_\_\_\_\_ County in their County Fund 10. Beginning 7/1/17 the amount of salary paid from Fund 10 shall not exceed the maximum reimbursement rate for the position, as approved annually by the CICS Governing Board, multiplied by the percentage of the position that is regionally funded. Individuals in the position prior to 7/1/17 shall be grandfathered in at the pay rate they are receiving 7/1/17 and CICS will allow an annual increase for reimbursement for the position not to exceed the percentage increase allowed for the regional pay matrix annually by the CICS Governing Board. These forms shall be updated each fiscal year or as mutually agreed upon.

  
\_\_\_\_\_  
Signature

LINDA MURKEN  
\_\_\_\_\_  
Printed Name

VICE -  
Chair, \_\_\_\_\_ Story \_\_\_\_\_ County Board of Supervisors

2/15/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Chair, Central Iowa Community Services

\_\_\_\_\_  
Date

**Recommendation for CICS Adult Advisory Committee Appointments**

<b>Member</b>	<b>Representing</b>	<b>County</b>	<b>Term Dates</b>
Neidi Metz	Provider	Hancock	2/1/22-12/31/22

## **Central Iowa Community Services Provider and Program Participation Agreement**

**THIS PROVIDER AND PROGRAM PARTICIPATION AGREEMENT (“Agreement”)**, entered into this First day of July, 2022, is by and between Central Iowa Community Services (“CICS”) and \_\_\_\_\_ (“Provider”).

### RECITALS:

A. CICS is a governmental entity organized under Chapter 28E of the Code of Iowa, governed by its Governing Board. Mental health and disability services are funded and administered by CICS within the scope and according to the criteria of the Regional Management Plan. CICS desires to contract with Provider to provide Covered Services for the benefit of CICS Individuals.

B. Provider is licensed, certified and/or accredited under the laws of the State of Iowa to provide mental health, intellectual disabilities, and/or developmental disability services and desires to contract with CICS to provide Covered Services for the benefit of CICS Individuals.

C. An effective service delivery environment should be based on individualized, person centered, strengths-based practices which are trauma informed, co-occurring capable, and culturally competent.

In consideration of the premises and promises contained herein, it is mutually agreed by and between CICS and Provider as follows:

### **SECTION 1 Definitions**

**Administrative Team:** Community Service Directors of Region member counties.

**CICS Governing Board:** The board of CICS responsible for governing CICS.

**CICS Individual:** A person who is eligible and authorized to receive funding as defined in the Regional Management Plan as approved by the Director of the Department of Human Services, State of Iowa.

**Co-payment:** The amount that may be charged to CICS Individual at the time services are rendered.

**Covered Services:** Services enumerated in the Regional Management Plan, as approved by the Director of the Department of Human Services, State of Iowa.

**HIPAA:** Collectively, the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act, and all implementing regulations.

**Individual Authorization:** An Individual Authorization is a standard form, signed by an individual, to allow disclosure of the individual's Protected Health Information. The form must comply with HIPAA and all other applicable federal and state laws. The individual may revoke the Individual Authorization at any time in accordance with its terms.

**Protected Health Information:** Individually identifiable health information that is transmitted by or maintained in electronic media, or transmitted by or maintained in any other form or medium.

**Region:** The inter-governmental entity created under Chapter 28E of the Code of Iowa and Section 331.390 of the Code of Iowa that includes member counties of CICS.

**Regional Management Plan:** CICS' plan, developed pursuant to Iowa Code Section 331.393, for providing an array of cost-effective individualized services and supports that assist CICS Individuals in the Region to be as independent, productive, and integrated into the community as possible, within the constraints of the services fund.

## **SECTION 2**

### **Duties of Provider**

**Section 2.1 Provision of Covered Services.** Provider shall provide Covered Services to each CICS Individual who is authorized by the Administrative Team or Administrative Team designee (“Designee”) to receive such services to the extent designated in Attachment A, Service Definitions and Rates. Such services shall be rendered in compliance with applicable laws and regulations and the Regional Management Plan. Provider shall provide Covered Services in a manner that: (a) documents the services provided, in conformance with applicable federal, state and local laws and regulations and the Regional Management Plan, and (b) protects the confidentiality of the CICS Individual's medical records, including, without limitation, any Protected Health Information. Provider may decline providing services to a CICS Individual provided that Provider communicates this decision to Administrative Team or Designee within twenty-four (24) hours of declining such services.

**Section 2.2 Compliance with the Regional Management Plan.** Provider and its staff shall be bound by and provide Covered Services in compliance with the Regional Management Plan. Failure to comply with the Regional Management Plan may result in sanctions including, without limitation, the loss of reimbursement and/or termination of the Agreement. If Provider does not agree with the sanction, Provider may appeal such action to the CICS Governing Board. The decision of the CICS Governing Board shall be final and conclusive and non-appealable.

**Section 2.3 Authorization and Notification Requirements.** All Covered Services provided to CICS Individuals by Provider must be authorized by CICS prior to or at the time of rendering services or in accordance with the Regional Management Plan. The Regional Management Plan shall not diminish Provider's obligation to render Covered Services consistent with the applicable

standard of care. Provider shall be required to obtain from each CICS Individual an Individual Authorization that allows Provider to disclose any information about the Individual to CICS.

**Section 2.4 Access to Books and Records.** Unless otherwise required by applicable statutes or regulation, Provider shall allow CICS access to books, records, or cost reports as needed to establish rates or for purposes of appeals, utilization, grievance, claims payment review, individual medical records review, or financial audits, during the term of this Agreement and seven (7) years following its termination. Provider shall obtain any necessary Individual Authorization to allow CICS to exercise its rights under this Agreement.

**Section 2.5 Licenses.** At all times, Provider and the providers it employs or contracts with to provide services to CICS Individuals shall have all necessary licenses and certifications to perform the Covered Services.

**Section 2.6 Major Incident Reporting.** To the extent Provider is otherwise required to comply with Iowa Administrative Code (“IAC”) Chapter 77, Provider shall promptly notify CICS in writing when a “major incident” as defined in IAC 441-77 involves a CICS Individual and the major incident would otherwise be required to be reported if the CICS Individual were receiving a Medicaid funded service. Provider may use the CICS Major Incident Report Form or Iowa Medicaid Critical Incident Report form for purposes of the notification.

### **SECTION 3**

#### **Service Delivery and Assessment**

**Section 3.1 Service Delivery.** The Region encourages the use of Evidence Based Practices, Research Based Practices and Promising Practices in service delivery.

**Section 3.2 Service Assessment.** The Region is charged with the responsibility of collecting Outcome measurement information. Provider is required to follow the reporting requirements for any outcome measures listed in Attachment A. If the Region implements additional measures, this contract will be amended to reflect said changes.

**Section 3.3 Incentives.** Provider may qualify for incentive payments if it meets reporting and outcome participation requirements established by CICS.

### **SECTION 4**

#### **Claims Submission and Payment**

**Section 4.1 Claims Submission.** Provider agrees to submit all claims for Covered Services in accordance with the Regional Management Plan.

**Section 4.2 Claims Payment.** CICS will pay claims for Covered Services in accordance with the Regional Management Plan.

**Section 4.3 Compensation to Provider.** Provider agrees to accept payment from CICS for Covered Services provided to CICS Individuals under this Agreement as payment in full, less any Co-payment or other amount that is due from CICS Individuals for such services. Provider shall not negotiate and/or accept lower rates or more favorable terms than those provided for in this Agreement from any other Region or county. Rates of compensation for Covered Services are set forth in Attachment A, Service Definitions and Rates.

## **SECTION 5**

### **Relationship Between the Parties**

**Section 5.1 Relationship Between CICS and Provider.** The relationship between CICS and Provider is solely that of independent contractors and nothing in this Agreement shall be construed or deemed to create any other relationship including one of employment, agency, or joint venture. Provider shall maintain social security, workers' compensation and all other employee benefits covering Provider's employees as required by law.

## **SECTION 6**

### **Liability Insurance**

**Section 6.1 Provider Hold Harmless and Indemnification.** Provider shall defend, hold harmless and indemnify CICS against any and all claims, liability, damages, judgments, and expenses, including, without limitation, reasonable attorney fees and costs, asserted against, imposed or incurred by CICS that arise out of acts or omissions of Provider or Provider's employees, agents or representatives in the discharge of Provider's responsibilities under this Agreement.

**Section 6.2 Provider Liability Insurance.** Provider agrees to carry comprehensive general liability insurance (claims-made with appropriate tail coverage or occurrence-based), at its own expense, in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. If Provider employs professionally licensed individuals, Provider also agrees to carry professional liability insurance (claims-made with appropriate tail coverage or occurrence-based), at its own expense, in an amount of not less than \$1,000,000 per occurrence. Both types of coverages shall cover any claims with respect to Covered Services that may arise out of an incident occurring during the term of this Agreement as well as any claims in connection with the performance of Provider's responsibilities under this Agreement. Provider shall furnish to CICS on an annual basis proof of each required insurance, which proof will include the name of the carrier(s), effective dates of each coverage and coverage amounts.

## **SECTION 7**

### **Laws and Regulations**

**Section 7.1 Laws and Regulations.** Provider represents, covenants, and warrants that it is, and during the term of this Agreement will continue to be, operating in full compliance with all applicable federal and state laws.

**Section 7.2 Compliance with Civil Rights Laws.** Provider agrees not to discriminate or differentiate in the treatment of any individual based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability. Provider agrees to ensure mental health and disability services are rendered to CICS Individuals in the same manner, and in accordance with the same standards and with the same availability, as offered to any other individual receiving services from Provider.

**Section 7.3 Equal Opportunity Employer.** CICS counties are equal employment opportunity employers. CICS supports a policy which prohibits discrimination against any employee or applicant for employment on the basis of age, race, sex, creed, color, sex, sexual orientation, gender identity, national origin, religion, or disability, or any other classification protected by law or ordinance. Provider agrees that it is in full compliance with this policy.

**Section 7.4 Confidentiality of Records.** CICS and Provider agree to maintain the confidentiality of all information regarding Covered Services provided to CICS Individuals under this Agreement in accordance with any applicable laws and regulations, including, without limitation, HIPAA. Provider acknowledges that in receiving, storing, processing, or otherwise dealing with information from CICS about CICS Individuals, it is fully bound by federal and state laws and regulations, including, without limitation, HIPAA, governing the confidentiality of medical records, mental health and disability services records, and Protected Health Information.

## **SECTION 8**

### **Term and Termination**

**Section 8.1 Term.** The term of this Agreement shall be for a period of one (1) year commencing on the date first above written, or until the end of the current fiscal year, whichever occurs first.

**Section 8.2 Termination Without Cause.** Either party may terminate this Agreement without cause upon sixty (60) days prior written notice of termination to the other party.

**Section 8.3 Termination With Cause by CICS.** CICS shall have the right to terminate this Agreement immediately by giving written notice to Provider upon the occurrence of any of the following events: (a) restriction, suspension or revocation of Provider's license, certification or accreditation or the license of any provider employed by or contracted with Provider to perform services under this Agreement; (b) Provider's loss of any liability insurance required under this Agreement; or (c) bankruptcy filing by the Provider.

**Section 8.4 Termination by Provider.** Provider may terminate this Agreement pursuant to Section 9.2 or 9.3; provided that Provider notifies CICS within thirty (30) days of the effective date of such amendment of its disagreement with such amendment.

**Section 8.5 Termination for Breach.** Either party shall have the right to terminate this Agreement for material breach of this Agreement by the other party that is not cured within thirty (30) days after written notice to the other party is provided.

**Section 8.6 Information to CICS Individuals.** Provider acknowledges the right of CICS to inform CICS Individuals of Provider’s termination of this Agreement and agrees to cooperate with CICS in deciding on the form of such notification.

**Section 8.7 Continuation of Services After Termination.** Upon request by CICS for up to sixty (60) days upon termination notification, Provider shall continue to render Covered Services in accordance with this Agreement until CICS has transferred CICS Individuals to another provider or until such CICS Individual(s) are discharged.

**Section 8.8 Notices to CICS.** Any notice, request, demand, waiver, consent, approval or other communication to CICS which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

CICS Operations Officer  
126 S. Kellogg Ave., Ste. 001  
Ames, IA 50010

**Section 8.9 Notices to Provider.** Any notice, request, demand, waiver, consent, approval or other communication to Provider which is required or permitted herein shall be in writing and shall be deemed given only if delivered personally, or sent by registered mail or certified mail, or by express mail courier service, postage prepaid, as follows:

\_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 9**  
**Amendments**

**Section 9.1 Amendment.** Subject to Sections 9.1 and 9.2, this Agreement may be amended at any time only by the mutual written agreement of the parties.

**Section 9.2 Regulatory Amendment.** CICS may amend this Agreement to comply with applicable statutes and regulations and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice. If the Provider does not agree with the amendment, Provider may terminate this Agreement as provided in Section 8.4.

**Section 9.3 Regional Management Plan Amendment.** CICS may also amend this Agreement to comply with changes in the Regional Management Plan and shall give written notice to Provider of such amendment and its effective date. Such amendment will not require sixty (60) days advance written notice. If Provider does not agree with the Amendment, Provider may terminate this Agreement as provided in Section 8.4.

**SECTION 10**  
**Other Terms and Conditions**

**Section 10.1 Non-Exclusivity.** This Agreement does not confer upon the Provider any exclusive right to provide services to CICS Individuals in Provider's geographical area. CICS reserves the right to contract with other providers. The parties agree that Provider may continue to contract with other organizations.

**Section 10.2 Assignment.** Provider may not assign any of its rights and responsibilities under this Agreement to any person or entity without the prior written approval of CICS. Any assignment not in accordance with this Section 10.2 shall be null and void.

**Section 10.3 Subcontracting.** Provider may not subcontract any of its rights and responsibilities under this Agreement to any person or entity without prior notification to CICS. Mutual agreement must be obtained between Provider, CICS, and any subcontractor.

**Section 10.4 Entire Agreement and Amendments.** This Agreement and its attachments constitute the entire agreement between CICS and Provider, and supersedes or replaces any prior agreements between CICS and Provider relating to its subject matter. This Agreement may be amended only pursuant to a written document executed by both parties.

**Section 10.5 Rights of Provider and CICS.** Provider agrees that CICS may use Provider's name, address, telephone number, description of Provider, and Provider's care and specialty services in any promotional activities. Otherwise, Provider and CICS shall not use each other's name, symbol or service mark without prior written approval of the other party.

**Section 10.6 Invalidity.** If any term, provision or condition of this Agreement shall be determined invalid by a court of law, such invalidity shall in no way affect the validity of any other term, provision or condition of this Agreement, and the remainder of the Agreement shall survive in full force and effect unless to do so would substantially impair the rights and obligations of the parties to this Agreement.

**Section 10.7 No Waiver.** The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach.

**Section 10.8 Execution.** This Agreement has been executed by the parties hereto, through their duly authorized officials.

**Section 10.9 Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa (but without regard to provisions thereof relating to conflicts of laws).

**Section 10.10 No Third Party Beneficiaries.** Nothing express or implied in this Agreement is intended to confer, nor shall anything herein made confer, upon any person other than the parties to this Agreement and their respective successors or assigns of the parties, any rights, remedies, obligations or liabilities whatsoever.

**Section 10.11 Survival.** Sections 2.4, 6.1, 6.2, 8.6, 8.8, 8.9, and Section 10 shall survive any termination of this Agreement.

**Section 10.12 Waiver of Jury Trial. EACH PARTY HEREBY UNCONDITIONALLY WAIVES ANY RIGHT TO A JURY TRIAL WITH RESPECT TO AND IN ANY ACTION, PROCEEDING, CLAIM, COUNTERCLAIM, DEMAND OR OTHER MATTER WHATSOEVER ARISING OUT OF THIS AGREEMENT.**

**Central Iowa Community Services:**

**Provider Name:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: Chair, CICS Governing Board

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**ATTACHMENT A  
SERVICE DEFINITIONS AND RATES  
(Provider Name)**

<b>Chart of Account</b>	<b>Service Description</b>	<b>Unit of Service</b>	<b>Rate</b>

**OTHER TERMS:**

Medicaid/MCO floor rate may be honored if higher than the CICS Contracted Rate. Please send documentation of the Medicaid/MCO rate to the Operations Officer for consideration of the rate adjustment. If the rate adjustment is approved by CICS this will be executed through a written document with the CICS CEO and the Provider with the effective date as the month following the receipt of the rate documentation. A CICS contract amendment will not be required in these situations.

**Central Iowa Community Services:**

**Provider Name:** \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: Chair, CICS Governing Board

Print Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_