

Instructions and Plan for Technical Assistance/ Consultation

Section 1. Instructions for Submitting Human Service Zone Agreement.

1. Each county shall submit a completed the Human Service Zone Agreement with an attached Letter of Explanation. Counties proposing to form a Human Service Zone may collaborate to share common documents, but each county must submit independently with a signature certifying official action of the County Commission to approve the Agreement. The Letter of Explanation will need to provide a brief explanation as to factors outlined in the Human Service Zone Agreement Template Appendix A. The Letter of Explanation does not need to address all the factors. The proposed Human Service Zones are required to provide more detailed information regarding the factors outlined in Appendix A when the Human Service Zone Plan is submitted to the Department.
2. In developing the Human Service Zone Agreement, any questions as to what to include in the Agreement for the Indirect Cost distribution should be directed to Laural Sehn at lsehn@nd.gov.
3. Completed documents must be sent to Director Chris Jones at cdjones@nd.gov or faxed to 328-2359 by December 1, 2019.

Section 2. Instructions for Submitting Human Service Zone Plan.

1. The commissioners of each county within the Human Service Zone together shall develop the Human Service Zone Plan.
2. The proposed Human Service Zone Plan will need to specifically address each factor outlined in Appendix E in more detail than what was provided by the proposed Human Service Zone in its Human Service Zone Agreement.
3. In developing the Human Service Zone Plan, counties should reach out to the Department of Human Services HR Director Marcie Wuitschick at mwuitschick@nd.gov for a copy of the DHS HR policies.
4. The board(s) of county commissioners must provide an update by March 31, 2020 as to the status of the plan development.
5. The Human Service Zone Plan must be approved by each board of county commissioners for each county of the Human Service Zone.
6. Completed documents must be sent to Director Chris Jones at cdjones@nd.gov or faxed to 328-2359 by June 1, 2020.

Section 3. Plan for Technical Assistance.

1. Information will be continually posted to transition website <http://www.nd.gov/dhs/info/redesign-sb2124/index.html> , including legislative information, Frequently Asked Questions, fiscal guidance, etc. This webpage may be accessed from the DHS home page using the link in the top right-hand corner.
2. Human Service Zone working groups may submit formal questions to Chris Jones (cdjones@nd.gov) and Terry Traynor (ttraynor@ndaco.org).
3. The Department and/or North Dakota Association of Counties anticipates issuing a response or update on working group requests within 10 business days of submission. Formal questions and responses once complete may be posted online to the transition website.

Section 4. Plan for Consultation.

1. Working group may submit a request for a consultation meeting to Chris Jones (cdjones@nd.gov) and Terry Traynor (ttraynor@ndaco.org).
2. The Department of Human Services and/or the North Dakota Association of Counties anticipates setting up a meeting within one month of the date of the request between

working group and a Department of Human Services or North Dakota Association of Counties representative(s).