SUMMARY

The Executive Director Operations (EDO) division includes the Department Director’s Office and various bureaus that serve other divisions such as Fiscal Operations and Human Resource Management, and administrative support services such as the Office of Licensing. It includes programs that work independently of the other department divisions, but for which the Department provides administrative support. These programs include the Governor’s Council for People with Disabilities and the Foster Care Citizen Review Boards.

ISSUES AND RECOMMENDATIONS

Recommended Budget Transfers

The Analyst recommends that the Legislature approves the Department’s request to make several General Fund base budget changes that crosses line items within the Department. The Analyst FY 06 Budget reflects these budget fund transfers. They are listed below:

Transfer “Carousel Project” to DCFS

The first item is a transfer of the “Carousel Project” ($37,500 (General Fund) from “Special Projects” in EDO to the Division of Child and Family Services’ program “Out of Home Care.” The “Carousel Project” is a flexible funding source for children whose placements have previously failed and need multi-agency support.

Transfers for Office Space Adjustments

The second item is a transfer from the Division of Child and Family Services of $9,600 (General Fund), with $7,800 going to the Executive Director Operations, Executive Director’s Office, $600 going to the Division of Substance Abuse and Mental Health Administration, and $1,200 going to the Division of Aging and Adult Services Administration. These transfers represent adjustments of office space “rental” cost in the Department’s main office building in Salt Lake City.
Office of Licensing: License Fees

The Office of Licensing is funded about two-thirds through the General Fund with the balance from federal funds. All revenues from license fees are deposited in the State General Fund, except the FBI fingerprint check fees which are passed through to the FBI. At right is the proposed license fee structure for FY 2006. No changes are proposed. License fees are approved by the Legislature and become part of the appropriations act.

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
<th>Changes</th>
<th>Estim.# of Licenses</th>
<th>Estimated Revenues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Day Care (0-50)</td>
<td>100.00</td>
<td>no chg</td>
<td>12</td>
<td>1,200</td>
</tr>
<tr>
<td>Adult Day Care per cap</td>
<td>3.00</td>
<td>no chg</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>Adult Day Care (50+)</td>
<td>200.00</td>
<td>no chg</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Child Placing</td>
<td>250.00</td>
<td>no chg</td>
<td>60</td>
<td>15,000</td>
</tr>
<tr>
<td>Day Treatment</td>
<td>150.00</td>
<td>no chg</td>
<td>150</td>
<td>22,500</td>
</tr>
<tr>
<td>Outpatient Treatment</td>
<td>100.00</td>
<td>no chg</td>
<td>225</td>
<td>22,500</td>
</tr>
<tr>
<td>Residential Treatment</td>
<td>200.00</td>
<td>no chg</td>
<td>225</td>
<td>45,000</td>
</tr>
<tr>
<td>Residential Treatment per cap</td>
<td>3.00</td>
<td>no chg</td>
<td>3,900</td>
<td>11,700</td>
</tr>
<tr>
<td>Social Detoxification</td>
<td>200.00</td>
<td>no chg</td>
<td>10</td>
<td>2,000</td>
</tr>
<tr>
<td>Life Safety Pre-inspection</td>
<td>200.00</td>
<td>no chg</td>
<td>10</td>
<td>10,000</td>
</tr>
<tr>
<td>Outdoor Youth Program</td>
<td>300.00</td>
<td>no chg</td>
<td>9</td>
<td>2,700</td>
</tr>
<tr>
<td>Outdoor Youth Program per cap</td>
<td>5.00</td>
<td>no chg</td>
<td>628</td>
<td>3,140</td>
</tr>
<tr>
<td>Interm. Secure Treatment</td>
<td>250.00</td>
<td>no chg</td>
<td>5</td>
<td>1,250</td>
</tr>
<tr>
<td>Interm. Secure Treatment per cap</td>
<td>3.00</td>
<td>no chg</td>
<td>200</td>
<td>600</td>
</tr>
<tr>
<td>FBI Fingerprint Checks **</td>
<td>24.00</td>
<td>no chg</td>
<td>1,000</td>
<td>24,000</td>
</tr>
<tr>
<td>** Total Estimated Revenues</td>
<td></td>
<td></td>
<td></td>
<td>184,540</td>
</tr>
</tbody>
</table>

* Except comprehensive mental health, substance abuse.
** Fees collected for the FBI fingerprint checks are passed through to the FBI.

Accountability Detail

The overall performance of the Executive Director’s Office is reflected in the performance of its various divisions and programs, the training level and quality of its workforce, its effective use of resources, compliance with statutory and regulatory requirements, etc. Within the EDO budget are various bureaus and agencies that perform specific functions in serving the department, such as the Office of Technology, Office of Fiscal Operations, Human Resources, and Administrative Support. Other bureaus, such as the Office of Public Guardian and Administrative Hearing (both in Legal Affairs), Office of Licensing, and Foster Care Citizens Review Boards are simply “housed” under the EDO office for administrative support. Below are some examples of performance measures for bureaus with specific purposes.

Administrative Support Services

The Office of Administrative Support is responsible for facilities management and planning and provides such general services as mail distribution, forms control, motor pool and information services. At right are some current performance data on services provided by this bureau.

Office of Licensing

The Office of Licensing is authorized to license public and private agencies that provide various human service programs. The Office proposes and enforces laws, rules and due process procedures in issuing and reviewing licenses. The data to the right shows how well the Office is able to perform its duties in a timely and efficient manner. Over the past three years, it has been able to issues all licenses within 30 days of receiving the application. In FY 2004, it was able to handle all background screenings within 15 days. Complaint investigations are being completed within 30 days in about 90% of the cases.
**Foster Care Citizens Review Board**

The Foster Care Citizens Review Board (FCCRB) evaluates the appropriateness of foster children placements and that children are moving through the system in a timely manner. Currently, these volunteer boards are required to provide a citizens review for every child within the first year of state custody. Proposed legislation would change that to the first 18 months of state custody. The chart at right shows that the FCCRB is approaching 95% of performing such a review in the first 12 months of state custody.

**Child Protection Ombudsman**

The Child Protection Ombudsman investigates complaints filed against the Division of Child and Family Services (DCFS) and make recommendations regarding the findings of those investigations. At right are some measures indicating the workload of the Office. It also shows that its recommendations to DCFS were implemented 100% in FY 2004.

![Chart showing percent of foster care children receiving a citizen review during first year of state custody.](chart.png)

<table>
<thead>
<tr>
<th>Office of Child Protection Ombudsman</th>
<th>FY 2003</th>
<th>FY 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Intake Calls</td>
<td>578</td>
<td>385</td>
</tr>
<tr>
<td>Number of Investigations</td>
<td>112</td>
<td>50</td>
</tr>
<tr>
<td>% Valid Complaints</td>
<td>66%</td>
<td>82%</td>
</tr>
<tr>
<td>Number of Recommendations</td>
<td>225</td>
<td>109</td>
</tr>
<tr>
<td>% Recommendations Implemented</td>
<td>93%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Budget Detail**

**Budget Recommendation**

The Analyst recommends an FY 2006 appropriation for the Executive Director Operations (EDO) totaling $19.7 million (3 percent below the current FY 2005 authorized budget). The FY 2006 recommendation includes $7.4 million from the General Fund. The FY 2005 authorized budget includes $517,800 of one-time carry-forward funds from FY 2004.

**Intent Language – FY 2006**

*Funds previously appropriated to the Office of Technology for the electronic Resource Eligibility Program (e-REP) enhancements are non-lapsing.*

**Legislative Action**

1. The Analyst recommends a base budget for the Executive Director Operations totaling $19,696,200 ($7,405,300 General Funds) as detailed in the “Budget Detail Table.”
2. Consider intent language authorizing non-lapsing status for e-REP funding from FY 2005 into FY 2006 as listed above.
3. Consider proposed license fees in the Office of Licensing (no change proposed from current fees).
## Budget Detail Table

### Human Services - Executive Director Operations

<table>
<thead>
<tr>
<th>Sources of Finance</th>
<th>FY 2004 Actual</th>
<th>FY 2005 Appropriated</th>
<th>Changes</th>
<th>FY 2005 Revised</th>
<th>Changes</th>
<th>FY 2006 Analyst*</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>8,004,900</td>
<td>7,435,000</td>
<td>0</td>
<td>7,435,000</td>
<td>0</td>
<td>7,405,300</td>
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<tr>
<td>General Fund, One-time</td>
<td>0</td>
<td>54,900</td>
<td>0</td>
<td>54,900</td>
<td>(54,900)</td>
<td>0</td>
</tr>
<tr>
<td>Federal Funds</td>
<td>8,179,100</td>
<td>9,062,700</td>
<td>406,900</td>
<td>9,469,600</td>
<td>(30,500)</td>
<td>9,439,100</td>
</tr>
<tr>
<td>Transfers - H - Medical Assistance</td>
<td>710,100</td>
<td>824,900</td>
<td>(141,400)</td>
<td>683,500</td>
<td>23,200</td>
<td>706,700</td>
</tr>
<tr>
<td>Transfers - Other Agencies</td>
<td>2,029,100</td>
<td>152,400</td>
<td>1,992,700</td>
<td>2,145,100</td>
<td>0</td>
<td>2,145,100</td>
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<tr>
<td>Beginning Nonlapsing</td>
<td>0</td>
<td>0</td>
<td>517,800</td>
<td>517,800</td>
<td>(517,800)</td>
<td>0</td>
</tr>
<tr>
<td>Closing Nonlapsing</td>
<td>(517,800)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lapsing Balance</td>
<td>(47,000)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$18,358,400</td>
<td>$17,529,900</td>
<td>$2,776,000</td>
<td>$20,305,900</td>
<td>($609,700)</td>
<td>$19,696,200</td>
</tr>
</tbody>
</table>

#### Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>FY 2004 Actual</th>
<th>FY 2005 Appropriated</th>
<th>Changes</th>
<th>FY 2005 Revised</th>
<th>Changes</th>
<th>FY 2006 Analyst*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director's Office</td>
<td>1,456,500</td>
<td>1,849,100</td>
<td>100,300</td>
<td>1,949,400</td>
<td>(6,000)</td>
<td>1,943,400</td>
</tr>
<tr>
<td>Legal Affairs</td>
<td>1,174,500</td>
<td>1,333,000</td>
<td>(3,600)</td>
<td>1,329,400</td>
<td>(7,400)</td>
<td>1,322,000</td>
</tr>
<tr>
<td>Information Technology</td>
<td>4,198,000</td>
<td>2,313,000</td>
<td>2,412,300</td>
<td>4,725,300</td>
<td>(473,300)</td>
<td>4,252,000</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>3,086,300</td>
<td>3,231,800</td>
<td>(2,259,900)</td>
<td>971,900</td>
<td>(7,500)</td>
<td>964,400</td>
</tr>
<tr>
<td>Fiscal Operations</td>
<td>2,584,300</td>
<td>2,692,400</td>
<td>(14,300)</td>
<td>2,678,100</td>
<td>(15,500)</td>
<td>2,662,600</td>
</tr>
<tr>
<td>Human Resources</td>
<td>2,170,500</td>
<td>2,261,100</td>
<td>51,300</td>
<td>2,312,400</td>
<td>(22,600)</td>
<td>2,289,800</td>
</tr>
<tr>
<td>Local Discretionary</td>
<td>1,332,300</td>
<td>1,492,000</td>
<td>0</td>
<td>1,492,000</td>
<td>0</td>
<td>1,492,000</td>
</tr>
<tr>
<td>Special Projects</td>
<td>1,300</td>
<td>40,500</td>
<td>(3,000)</td>
<td>37,500</td>
<td>(37,500)</td>
<td>0</td>
</tr>
<tr>
<td>Services Review</td>
<td>1,054,100</td>
<td>899,000</td>
<td>133,400</td>
<td>1,032,400</td>
<td>(13,700)</td>
<td>1,018,700</td>
</tr>
<tr>
<td>Office of Licensing</td>
<td>0</td>
<td>0</td>
<td>2,404,900</td>
<td>2,404,900</td>
<td>(19,800)</td>
<td>2,385,100</td>
</tr>
<tr>
<td>Developmental Disabilities Council</td>
<td>754,600</td>
<td>758,800</td>
<td>31,200</td>
<td>790,000</td>
<td>(800)</td>
<td>789,200</td>
</tr>
<tr>
<td>Foster Care Citizens Review Boards</td>
<td>546,000</td>
<td>659,200</td>
<td>(76,600)</td>
<td>582,600</td>
<td>(5,600)</td>
<td>577,000</td>
</tr>
<tr>
<td>Total</td>
<td>$18,358,400</td>
<td>$17,529,900</td>
<td>$2,776,000</td>
<td>$20,305,900</td>
<td>($609,700)</td>
<td>$19,696,200</td>
</tr>
</tbody>
</table>

#### Categories of Expenditure

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2004 Actual</th>
<th>FY 2005 Appropriated</th>
<th>Changes</th>
<th>FY 2005 Revised</th>
<th>Changes</th>
<th>FY 2006 Analyst*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>12,948,300</td>
<td>13,331,900</td>
<td>493,600</td>
<td>13,825,500</td>
<td>(117,900)</td>
<td>13,707,600</td>
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<tr>
<td>In-State Travel</td>
<td>112,700</td>
<td>119,200</td>
<td>(2,600)</td>
<td>116,600</td>
<td>0</td>
<td>116,600</td>
</tr>
<tr>
<td>Out of State Travel</td>
<td>28,000</td>
<td>34,600</td>
<td>1,300</td>
<td>35,900</td>
<td>0</td>
<td>35,900</td>
</tr>
<tr>
<td>Current Expense</td>
<td>1,674,300</td>
<td>2,254,500</td>
<td>(204,400)</td>
<td>2,050,100</td>
<td>(36,800)</td>
<td>2,013,300</td>
</tr>
<tr>
<td>DP Current Expense</td>
<td>1,787,400</td>
<td>1,742,500</td>
<td>583,300</td>
<td>2,325,800</td>
<td>(458,000)</td>
<td>1,867,800</td>
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<tr>
<td>DP Capital Outlay</td>
<td>14,300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Charges/Pass Thr</td>
<td>1,793,400</td>
<td>1,980,300</td>
<td>(28,300)</td>
<td>1,952,000</td>
<td>3,000</td>
<td>1,955,000</td>
</tr>
<tr>
<td>Total</td>
<td>$18,358,400</td>
<td>$19,463,000</td>
<td>$842,900</td>
<td>$20,305,900</td>
<td>($609,700)</td>
<td>$19,696,200</td>
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</table>

#### Other Data

<table>
<thead>
<tr>
<th>Data</th>
<th>FY 2004 Actual</th>
<th>FY 2005 Appropriated</th>
<th>Changes</th>
<th>FY 2005 Revised</th>
<th>Changes</th>
<th>FY 2006 Analyst*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTE</td>
<td>212.6</td>
<td>218.8</td>
<td>2.0</td>
<td>220.8</td>
<td>(0.0)</td>
<td>220.8</td>
</tr>
<tr>
<td>Vehicles</td>
<td>11</td>
<td>11</td>
<td>(11)</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.