

Budget Brief – Executive Director Operations

NUMBER HHS-05-11

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

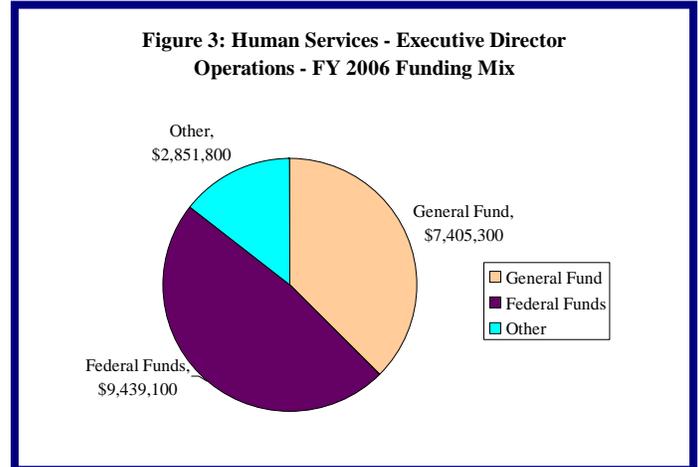
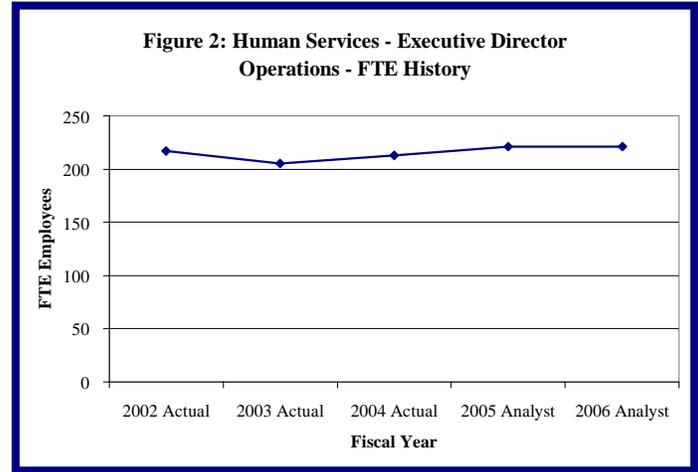
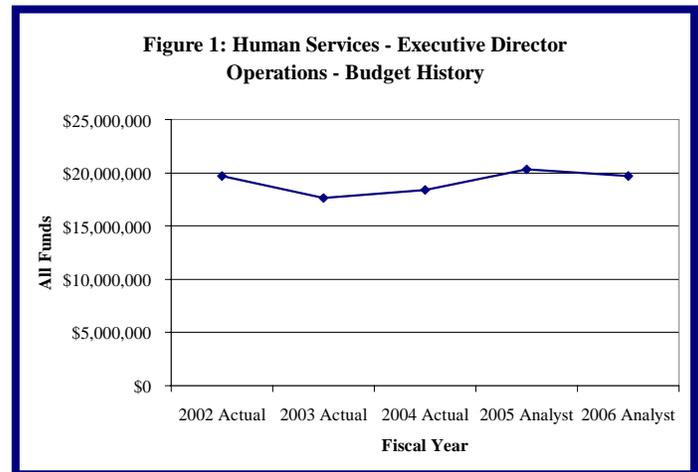
The Analyst recommends that the Legislature approves the Department’s request to make several General Fund base budget changes that crosses line items within the Department. The Analyst FY 06 Budget reflects these budget fund transfers. They are listed below:

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.

Department of Human Services License Fees				
FY 2006 Proposal				
	Current	Changes	Estim.#	Estimated
	Fee	for FY 06	Licenses	Revenues
Initial-new program*	\$ 300.00	no chg	50	\$ 15,000
Adult Day Care (0-50)	100.00	no chg	12	1,200
Adult Day Care per cap	3.00	no chg	250	750
Adult Day Care (50+)	200.00	no chg	1	200
Child Placing	250.00	no chg	60	15,000
Day Treatment	150.00	no chg	150	22,500
Outpatient Treatment	100.00	no chg	225	22,500
Residential Support	100.00	no chg	70	7,000
Residential Treatment	200.00	no chg	225	45,000
Residential Treatment per cap	3.00	no chg	3,900	11,700
Social Detoxification	200.00	no chg	10	2,000
Life Safety Pre-inspection	200.00	no chg	50	10,000
Outdoor Youth Program	300.00	no chg	9	2,700
Outdoor Youth Program per cap	5.00	no chg	628	3,140
Interm. Secure Treatment	250.00	no chg	5	1,250
Interm. Secure Treatment per cap	3.00	no chg	200	600
FBI Fingerprint Checks **	24.00	no chg	1,000	24,000
Total Estimated Revenues				\$ 184,540

* 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.

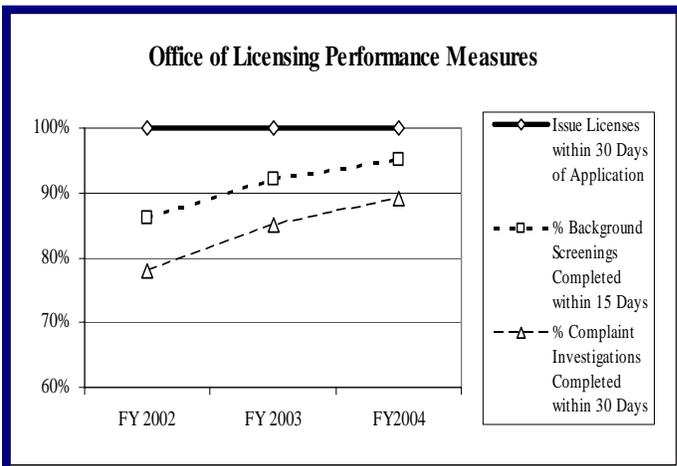
Administrative Support Services

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.

Administrative Services	FY 2004
% of Constituent Service Calls Resolved within 24 Hours	83%
% of All Mail Processed Through Mailroom within 24 Hours	100%
% of Maintenance Compliance at All State Owned Buildings	93%
% Vehicle Requests Processed within 7 Days of Receipt	90%
% of All Building Sites Inspected At Least Twice	100%

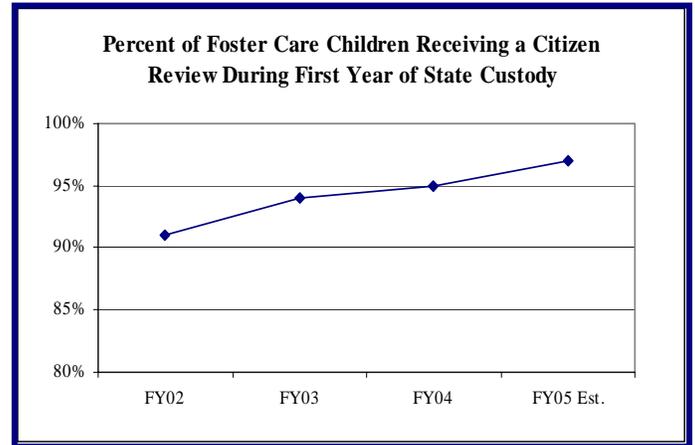
Office of Licensing

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 issue 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.

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

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						
	FY 2004	FY 2005		FY 2005		FY 2006
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Analyst*
General Fund	8,004,900	7,435,000	0	7,435,000	(29,700)	7,405,300
General Fund, One-time	0	54,900	0	54,900	(54,900)	0
Federal Funds	8,179,100	9,062,700	406,900	9,469,600	(30,500)	9,439,100
Transfers - H - Medical Assistance	710,100	824,900	(141,400)	683,500	23,200	706,700
Transfers - Other Agencies	2,029,100	152,400	1,992,700	2,145,100	0	2,145,100
Beginning Nonlapsing	0	0	517,800	517,800	(517,800)	0
Closing Nonlapsing	(517,800)	0	0	0	0	0
Lapsing Balance	(47,000)	0	0	0	0	0
Total	\$18,358,400	\$17,529,900	\$2,776,000	\$20,305,900	(\$609,700)	\$19,696,200
Programs						
Executive Director's Office	1,456,500	1,849,100	100,300	1,949,400	(6,000)	1,943,400
Legal Affairs	1,174,500	1,333,000	(3,600)	1,329,400	(7,400)	1,322,000
Information Technology	4,198,000	2,313,000	2,412,300	4,725,300	(473,300)	4,252,000
Administrative Support	3,086,300	3,231,800	(2,259,900)	971,900	(7,500)	964,400
Fiscal Operations	2,584,300	2,692,400	(14,300)	2,678,100	(15,500)	2,662,600
Human Resources	2,170,500	2,261,100	51,300	2,312,400	(22,600)	2,289,800
Local Discretionary	1,332,300	1,492,000	0	1,492,000	0	1,492,000
Special Projects	1,300	40,500	(3,000)	37,500	(37,500)	0
Services Review	1,054,100	899,000	133,400	1,032,400	(13,700)	1,018,700
Office of Licensing	0	0	2,404,900	2,404,900	(19,800)	2,385,100
Developmental Disabilities Council	754,600	758,800	31,200	790,000	(800)	789,200
Foster Care Citizens Review Boards	546,000	659,200	(76,600)	582,600	(5,600)	577,000
Total	\$18,358,400	\$17,529,900	\$2,776,000	\$20,305,900	(\$609,700)	\$19,696,200
Categories of Expenditure						
Personal Services	12,948,300	13,331,900	493,600	13,825,500	(117,900)	13,707,600
In-State Travel	112,700	119,200	(2,600)	116,600	0	116,600
Out of State Travel	28,000	34,600	1,300	35,900	0	35,900
Current Expense	1,674,300	2,254,500	(204,400)	2,050,100	(36,800)	2,013,300
DP Current Expense	1,787,400	1,742,500	583,300	2,325,800	(458,000)	1,867,800
DP Capital Outlay	14,300	0	0	0	0	0
Other Charges/Pass Thru	1,793,400	1,980,300	(28,300)	1,952,000	3,000	1,955,000
Total	\$18,358,400	\$19,463,000	\$842,900	\$20,305,900	(\$609,700)	\$19,696,200
Other Data						
Total FTE	212.6	218.8	2.0	220.8	(0.0)	220.8
Vehicles	11	11	(11)	0	0	0

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