Program # 25086 - DD Support — Version 2/14/2005 s

Priority: Accountability   **Lead Agency:** County Human
Program Offer Type: Support   **Program Contact:** Rex Surface
Related Programs:
Frameworks: Poverty Framework

Executive Summary

Maintains client records, as documentary proof of all client services and demographics. Manages data system to track, reconcile and provide payment information. Monitors revenues and expenditures and creates and monitors budget. Provides information and referral to help clients navigate the system and maximize services.

Program Description

Developmental Disability's(DD's) tailoring of services to meet individual needs requires that all financial, service, monitoring and contracting activities rely on tracking systems kept at the client level. A new computerized data system designed around DD specific needs will be ready for use in FY06. It will contain individual client case notes as well as documentation of client movements across services, service costs, eligibility, protective services and quality assurance measures. The data system includes staff for data entry, system maintenance and reporting. Program relies on staff for grant accounting, office support, quality assurance, data reconciliation with State records, reception and the management of client records. Program maintains the client chart room, where individual records are kept and made available in compliance with Health Insurance Portability and Accountability Act and where progress notes for billing are routed and recorded.

Program Justification

Program data transactions with the State allow them to access the federal funds that support acute and long-term care for people with DD. A State audit found deficiencies in data tracking and DD's manual reconciliation found millions of dollars in error at settlement. The new data system will result in more accurate and timely reports to the State. Further, the new data system is being designed to electronically transfer County DD data to a new electronic payment system that the State is implementing in July. We will share a single database, eliminating year-end settlement issues and making data retrievable by both County and State DD authorized staff. DD is sharing the development of the data system with other interested divisions within the Department.

Performance Measures

Summary of last year's program results and this year's expected results

This year, the Division is contracting with Raintree Software to customize and install a new data system; all existing data will be converted by July 1, 2005. Support services will complete efforts to uniformly configure information in all 3,390 client records. Using new processes for handling data, the Program began monthly service data reconciliation with the State. Quality Assurance efforts included a quality assurance review of all files and personal follow-up calls with 1,220 clients to verify information.

411-320-0030; 411-320-0040; 411-320-0170;Org & Prog Mgmt   CDDP Responsibility   Complaints/griev/appeal;

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	$0	$80,214	$0	$865,784
Contracts	$0	$0	$40,252	$407,749
Materials & Supplies	$0	$0	$0	$65,647
Internal Services	$0	$0	$16,160	$199,975
Capital Outlay	$0	$0	$0	$169,975
Subtotal: Direct Exps:	**$0**	**$80,214**	**$56,412**	**$1,709,130**
Administration	$0	$0	$0	$0
Program Support	$0	$0	$0	$0
Subtotal: Other Exps:	**$0**	**$0**	**$0**	**$0**
Total GF/non-GF:	**$0**	**$80,214**	**$56,412**	**$1,709,130**
Program Total:	**$80,214**		**$1,765,542**	
Program FTE	0.00	0.00	0.00	12.75
Program Revenues				
Intergovernmental	$0	$80,214	$0	$1,709,130
Program Revenue for Admin	$0	$0	$0	$0
Total Revenue:	**$0**	**$80,214**	**$0**	**$1,709,130**

Explanation of Revenues

Significant Program Changes