

**Lead Agency:** County Human Services

**Program Contact:** Leslie Goodlow Baldwin

**Program Offer Type:** Administration

**Related Programs:**

**Program Characteristics:**

### Executive Summary

The Developmental Disabilities Systems, Contracts and Budget unit provides oversight for the division's budget, client systems for enrolling clients into services, and procurements and contracts. The unit is responsible for managing funding for comprehensive services to clients. Unit staff track and verify revenue, ensure the funds are applied to appropriate cost centers, oversee expenses and changes that are incurred. The unit conducts monthly review of each service element to ensure they balance to the State CPMS system for those services paid by the county and to eXPRS for those services paid directly by the state. The unit is responsible for submitting all required forms to the State for client service changes, monitoring funding for services and ensuring appropriate application of waived services. In addition, the unit ensures availability of State funded services to clients by managing and monitoring provider contracts.

### Program Description

In maintaining and managing the personnel budget the division works with the Department Administration and Business Services to identify revenue versus positions and costs to develop an annual budget for the division. This also includes processing budget modifications and providing budget analysis as needed. The unit is responsible for management of 75-80 service contracts with providers per year which involves determination of regulatory requirements; initiation of appropriate contracts, amendments and negotiation of contract terms and conditions; as well as following and implementing county administrative process. The unit is responsible for tracking and verifying revenue for 24 hour residential, foster care and employment which are direct pay to providers from the state; transportation, rent subsidy, county crisis funds, family support funds, kids long-term diversion and adult in-home services which are paid through the county to providers; and targeted case management and LA02(local admin funds) which are for personnel and operating expenses. This includes the ongoing review and reporting of funding allocations, service expenditures, completing and securing budget approval, and verifying client enrollment in the service. In managing the revenue and expenditures, the unit tracks all employee costs for 130 employees and approximately 2,000 clients in comprehensive services.

### Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	% of 0337 forms accurately processed monthly.(1)	0.0%	0.0%	0.0%	80.0%
Outcome	% of errors noted in monthly CPMS reconciliation.(2)	0.0%	0.0%	0.0%	20.0%

### Performance Measure - Description

1) The 0337 form is the mechanism in which clients are entered into and exited from services. This program is responsible for ensuring accurate completion and data entry into the State eXPRS system.

2) This unit is responsible for reconciling expenditures to funds received from Seniors & People with Disabilities for support services. In order to ensure our information matches what the State CPMS system has.

## Legal/Contractual Obligation

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2011	2011	2012	2012
Personnel	\$32,729	\$864,325	\$0	\$757,273
Contracts	\$401,851	\$41	\$420,189	\$44
Materials & Supplies	\$4,965	\$8,262,708	\$12,000	\$7,437,519
Internal Services	\$5,960	\$134,112	\$0	\$117,330
<b>Total GF/non-GF:</b>	<b>\$445,505</b>	<b>\$9,261,186</b>	<b>\$432,189</b>	<b>\$8,312,166</b>
<b>Program Total:</b>	<b>\$9,706,691</b>		<b>\$8,744,355</b>	
Program FTE	0.00	8.00	0.00	8.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$9,261,187	\$0	\$8,186,375
Other / Miscellaneous	\$0	\$0	\$0	\$125,791
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$9,261,187</b>	<b>\$0</b>	<b>\$8,312,166</b>

## Explanation of Revenues

\$3,984 – Housing Authority of Portland: Based on FY11 revised budget  
 \$24,498 – Housing Authority of Portland, ARRA: Based on FY11 award  
 \$764,811 – State Mental Health Grant Local Admin: Based on FY11 revised budget \$7,393,021 – State Mental Health Grant: Based on FY11 revised budget  
 \$125,791 – Beginning Working Capital State Mental Health Grant: Based on FY11 estimated carryover  
 \$383,322 – County General Fund Match - Based on FY10 Accepted Match Application  
 \$40,653 - County General Fund

## Significant Program Changes

✔ Significantly Changed

### Last year this program was:

This program was included in 25015 DD Coordination, Monitoring and Crisis Services. It was moved into a separate program offer in order to distinguish between client services and operational services.

FTE moved from 25015 include: 1.0 FTE PM1, 3.0 FTE PDS Sr, 1.0 FTE OA sr, 1.0 FTE Data Tech, 1.0 FTE Admin Analyst, 1.0 FTE PDS.

The funding for client services which this program oversees was also moved to this PO:

SE County 44 (Crisis), 53 (transportation), 56 (rent subsidy), 45 (nursing home), 150 (family support), 151 (kids long-term diversion), and 49 (adult in-home comp). Also added is DD58 which is replacing 57 for 'special projects'.