

**Lead Agency:** County Human Services

**Program Contact:** Patrice Botsford

**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, and 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 service contracts with providers which involves determination of regulatory requirements; initiation of appropriate contracts, amendments and negotiation of contract terms and conditions; as well as public procurements and following and implementing county administrative procedures. 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, as well as tracking and verifying revenues for adult protective services, 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, verifying client enrollment in the service and required reporting. In managing the revenue and expenditures, the unit tracks all budget costs for 130 employees and approximately 1,500 clients in comprehensive waived services.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	% of 0337 forms accurately processed monthly <sup>1</sup>	0.0%	80.0%	95.0%	90.0%
Outcome	% of errors noted in monthly CPMS reconciliation <sup>2</sup>	0.0%	20.0%	3.5%	5.0%

**Performance Measure - Description**

<sup>1</sup> 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 payment system.

<sup>2</sup> This unit is responsible for reconciling expenditures to funds received from Office of Developmental Disabilities Services for support services. This reconciliation ensures that our information correlates to 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>	2012	2012	2013	2013
Personnel	\$0	\$1,514,546	\$0	\$848,627
Contracts	\$448,842	\$44	\$422,189	\$0
Materials & Supplies	\$24,000	\$7,445,127	\$5,000	\$2,135,077
Internal Services	\$0	\$117,330	\$75,049	\$28,694
<b>Total GF/non-GF:</b>	<b>\$472,842</b>	<b>\$9,077,047</b>	<b>\$502,238</b>	<b>\$3,012,398</b>
<b>Program Total:</b>	<b>\$9,549,889</b>		<b>\$3,514,636</b>	
Program FTE	0.00	8.00	0.00	9.00
<b>Program Revenues</b>				
Intergovernmental	\$0	\$8,951,256	\$0	\$3,012,398
Other / Miscellaneous	\$0	\$125,791	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$9,077,047</b>	<b>\$0</b>	<b>\$3,012,398</b>

## Explanation of Revenues

\$20,588 - Housing Authority of Portland: Based on FY12 revised budget  
 \$905,441 - State Mental Health Grant Local Admin: Based on FY12 revised budget  
 \$28,000 - Crisis Intervention: Based on FY12 revised budget  
 \$1,339,808 - Self-Directed Individual/Families: Based on FY12 revised budget  
 \$10,920 - Special Projects: Based on FY12 revised budget  
 \$54,888 - Foster Care: Based on FY12 revised budget  
 \$249,983 - Family Support Services: Based on FY12 revised budget  
 \$383,322 - Long Term Support for Children: Based on FY12 revised budget  
 \$19,448 - Regional Crisis Coordination  
 \$391,536 - County General Fund Match: Based on FY11 Accepted Match Application  
 \$110,702 - County General Fund

## Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #25011, DD Systems, Contracts and Budget

Adding 1.0 FTE Program Technician pending Class/Comp study. This is a new position to improve the unit's ability to generate timely provider payments, improve fiscal management and meet state reporting deadlines.

State funds for DD53 - Transportation Services (\$4,145,728) and DD56 - Rent Subsidies (\$553,265) are now paid directly to providers through the eXPRS payment system. As a result these revenues will no longer be included in the DDSD budget.