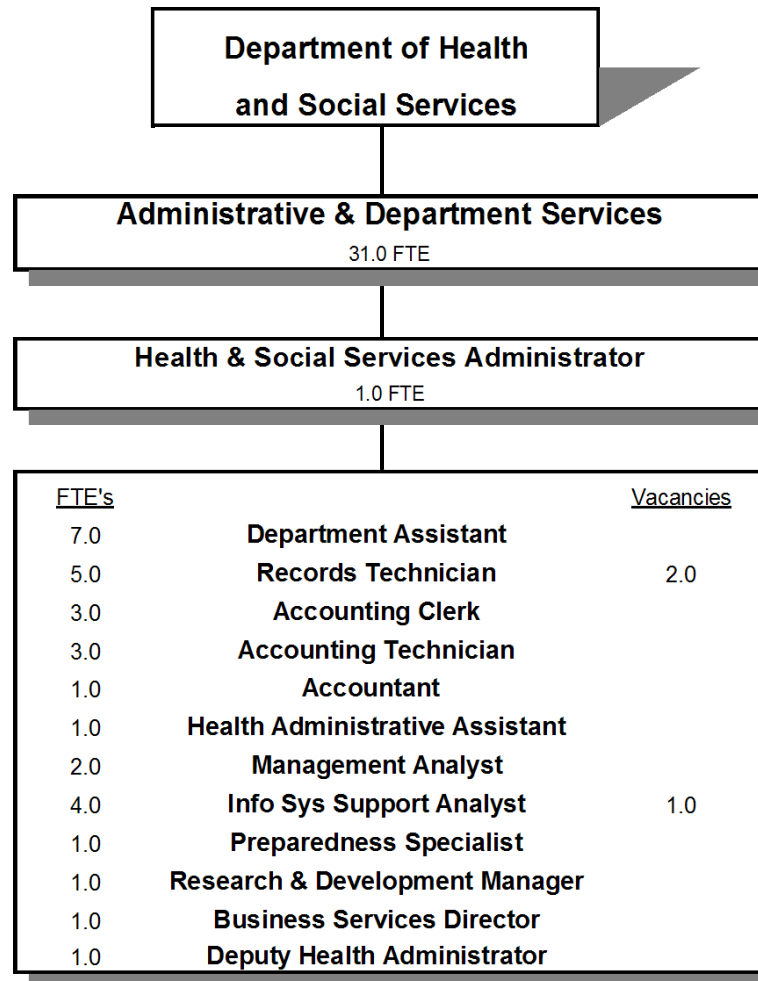


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

-*Meaningful Use program being implemented to further improve Electronic Medical Record System, expansion of the IT/MIS department to accommodate these increased needs*
-*Expansion of Medical Records Team in order to accommodate increased workload due to increase in clients being serviced in Mental Health and Developmental Disabilities Division*
-*Compliance program to be further enhanced and implemented throughout the divisions*

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services (4090)

	Actual FY 09-10	Actual FY 10-11	Actual FY 11-12	Revised Budget FY 12-13	Proposed FY 13-14	Approved FY 13-14	Adopted FY 13-14
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	137,229	226,087	253,616	288,873	513,000	513,000	513,000
Intergovernmental Revenues	324,331	350,825	95,661	112,801	112,800	112,800	112,800
Charges and Other Revenues	250,554	233,145	252,799	223,591	218,940	218,940	218,940
Interest		515	250				
Transfer In - Public Safety Fund		18,000	18,000	21,620	15,000	15,000	15,000
	574,885	602,485	366,710	358,012	346,740	346,740	346,740
TOTAL RESOURCES	712,114	828,572	620,326	646,885	859,740	859,740	859,740
<u>REQUIREMENTS</u>							
Personnel Services	1,747,277	1,820,365	1,922,697	2,040,022	2,274,348	2,274,348	2,274,348
Materials & Services	458,313	583,937	357,636	721,868	896,535	896,535	896,535
Capital Outlay	5,057	23,112	9,874	54,875	15,150	15,150	15,150
Transfers Out - General Fund	11,142	19,290	8,387	5,361	7,385	7,385	7,385
Add: Expense Reimbursements from Other Divisions	(1,484,648)	(1,576,886)	(1,914,778)	(2,085,241)	(2,241,948)	(2,241,948)	(2,241,948)
Total Expenditures	737,141	869,818	383,816	736,885	951,470	951,470	951,470
Ending Balance (Use Restricted)	226,087	253,616	336,714				
TOTAL REQUIREMENTS	963,228	1,123,434	720,530	736,885	951,470	951,470	951,470
Use of General County Resources	251,114	294,862	100,204	90,000	91,730	91,730	91,730
Staffing FTE	27.40	28.38	29.00	29.00	31.00	31.00	31.00

Capital Outlay is for replacement of 3 computer servers

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 10-11	FY 11-12	Budget FY 12-13	FY 13-14	FY 13-14	FY 13-14
207-4090-2280-02	Duplicating Services	Photocopies	0	7,639	6,172	6,150	6,150	6,150
207-4090-2620-00	Vital Statistics	General	94,092	108,886	80,412	80,500	80,500	80,500
207-4090-3200-41	State/Fed-Health Division	Software Development	132,438	0	0	0	0	0
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	107,519	95,661	112,801	112,800	112,800	112,800
207-4090-3200-71	State/Fed-Health Division	Emergency Response PE12	7,950	0	0	0	0	0
207-4090-3200-72	State/Fed-Health Division	HRSA Regional Lead Agency	17,367	0	0	0	0	0
207-4090-3200-73	State/Fed-Health Division	Emer Prep Fed Medical Station	18,857	0	0	0	0	0
207-4090-3200-74	State/Fed-Health Division	Healthcare Preparedness	3,393	0	0	0	0	0
207-4090-3390-04	State-Other Assistance	Aid for Veteran Affairs	63,301	0	0	0	0	0
207-4090-3800-01	Interest	General Investments	515	250	0	2,000	2,000	2,000
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	137,971	136,256	137,007	130,290	130,290	130,290
207-4090-3875-00	Expense Reimbursements	General	1,057	46	0	0	0	0
207-4090-3879-00	Miscellaneous	General	25	7	0	0	0	0
207-4090-3879-95	Miscellaneous	NSF Checks	0	(35)	0	0	0	0
207-4090-3900-20	Transfers In	Public Safety Fund	18,000	18,000	21,620	15,000	15,000	15,000
Total Revenue			602,485	366,710	358,012	346,740	346,740	346,740
207-4090-4000-00	Regular Employees	General	1,112,478	1,132,661	1,189,820	1,310,217	1,310,217	1,310,217
207-4090-4030-00	Temporary Employees	General	67,474	49,950	53,922	32,417	32,417	32,417
207-4090-4050-00	Overtime	General	2,768	428	0	0	0	0
207-4090-4500-00	PERS	General	229,664	286,588	319,050	418,219	418,219	418,219
207-4090-4510-00	Social Security	General	85,878	86,400	95,147	102,713	102,713	102,713
207-4090-4520-00	Workers' Compensation	General	4,139	4,141	4,354	4,699	4,699	4,699
207-4090-4530-00	Medical and Dental Insurance	General	291,353	335,911	349,742	396,685	396,685	396,685
207-4090-4540-00	Unemployment	General	26,611	26,618	27,987	9,398	9,398	9,398
Total Personnel Services			1,820,365	1,922,697	2,040,022	2,274,348	2,274,348	2,274,348
207-4090-5099-00	Other Professional Services	General	81,477	22,243	60,000	60,000	60,000	60,000
207-4090-5300-00	Health & Social Svc Contracts	General	0	0	286,646	330,713	330,713	330,713
207-4090-6290-00	Software Purchases	General	30,655	6,410	42,655	139,780	139,780	139,780
207-4090-6290-10	Software Purchases	Software Updates/Maintenance	70,745	83,350	74,312	90,465	90,465	90,465
207-4090-6290-15	Software Purchases	Software Development	112,000	0	0	0	0	0
207-4090-6295-00	Equipment-Noninventory	General	20,185	15,399	8,050	21,020	21,020	21,020
207-4090-6299-00	Other Materials and Supplies	General	21,608	6,645	23,588	14,704	14,704	14,704
207-4090-6400-00	Land and Building Rent	General	12,363	12,611	12,863	12,900	12,900	12,900
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	5,336	5,947	6,846	7,095	7,095	7,095

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 10-11	FY 11-12	Budget FY 12-13	FY 13-14	FY 13-14	FY 13-14
207-4090-6500-00	Interdept Vehicle Expense	General	11,081	9,204	9,870	13,740	13,740	13,740
207-4090-6510-00	Equip/Vehicle Main & Repair	General	0	2,504	1,335	5,500	5,500	5,500
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	7,639	5,619	3,550	1,910	1,910	1,910
207-4090-6530-00	Software Maintenance	General	0	500	0	0	0	0
207-4090-6550-00	Building and Grounds Main	General	27,272	2,674	1,672	1,685	1,685	1,685
207-4090-6680-01	Communication	Telephone	41,030	33,785	34,905	34,550	34,550	34,550
207-4090-6685-00	Utilities	General	104,676	114,157	116,300	116,300	116,300	116,300
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	4,732	366	279	368	368	368
207-4090-7300-00	Advertising/Publicity	General	0	1,022	0	0	0	0
207-4090-7400-00	Office Supplies and Expenses	General	13,503	11,041	10,882	10,905	10,905	10,905
207-4090-7410-00	Postage	General	3,277	1,342	5,696	5,705	5,705	5,705
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	343	0	0	0	0	0
207-4090-7500-00	Subscriptions & Periodicals	General	869	380	1,200	1,200	1,200	1,200
207-4090-7550-00	Travel	General	606	97	600	600	600	600
207-4090-7550-80	Travel	Mileage Reimbursement	1,181	193	1,259	1,260	1,260	1,260
207-4090-7560-00	Conventions, Schools, Seminars	General	9,247	13,705	14,215	20,985	20,985	20,985
207-4090-7560-05	Conventions, Schools, Seminars	Volunteers	29	0	0	0	0	0
207-4090-7580-00	Dues and Memberships	General	1,323	795	1,267	1,270	1,270	1,270
207-4090-7800-00	Legal Publication and Printing	General	410	3,906	500	500	500	500
207-4090-7850-00	Pre-employment Testing	General	329	1,378	1,478	1,480	1,480	1,480
207-4090-7900-XX	Miscellaneous	General	2,021	2,363	1,900	1,900	1,900	1,900
Total Materials & Services			583,937	357,636	721,868	896,535	896,535	896,535
207-4090-8200-00	Furniture and Equipment	General	11,455	9,874	9,875	15,150	15,150	15,150
207-4090-8200-99	Furniture and Equipment	Noninventory	11,657	0	45,000	0	0	0
Total Capital Outlay			23,112	9,874	54,875	15,150	15,150	15,150
207-4090-9500-01	Transfers Out	General Fund	19,290	8,387	5,361	7,385	7,385	7,385
207-4090-9899-15	Intrafund Transfers	Administration	(22,789)	(74,837)	32,644	45,553	45,553	45,553
207-4090-9899-22	Intrafund Transfers	Accounting	(182,766)	(178,193)	(204,718)	(216,054)	(216,054)	(216,054)
207-4090-9899-24	Intrafund Transfers	Offices	(112,336)	(122,477)	(111,747)	(132,363)	(132,363)	(132,363)
207-4090-9899-26	Intrafund Transfers	Medical Records	0	(197,413)	(253,933)	(300,114)	(300,114)	(300,114)
207-4090-9899-27	Intrafund Transfers	Client Accounts	(200,369)	(221,850)	(229,430)	(239,982)	(239,982)	(239,982)
207-4090-9899-28	Intrafund Transfers	Central Registration	(274,029)	(282,293)	(285,881)	(292,785)	(292,785)	(292,785)
207-4090-9899-30	Intrafund Transfers	Facilities	0	(9,063)	0	0	0	0
207-4090-9899-40	Intrafund Transfers	MIS	(287,548)	(280,540)	(323,188)	(395,807)	(395,807)	(395,807)

Douglas County, Oregon
 Health and Social Services Fund
 Administrative and Department Services

Department Detail

			Actual	Actual	Revised Budget	Proposed	Approved	Adopted
			FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 13-14	FY 13-14
207-4090-9899-41	Intrafund Transfers	Info Tech	(141,496)	(117,801)	(174,687)	(134,794)	(134,794)	(134,794)
207-4090-9899-50	Intrafund Transfers	Dept. Admin	(355,553)	(430,311)	(534,301)	(575,602)	(575,602)	(575,602)
Total Other Requirements			(1,557,596)	(1,906,391)	(2,079,880)	(2,234,563)	(2,234,563)	(2,234,563)
Total Expenditures			869,818	383,816	736,885	951,470	951,470	951,470

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services

PERSONNEL SERVICES					
	Actual	Actual	Revised	Budget	
	FTE	FTE	Budget	FY 13-14	
	FY 10-11	FY 11-12	FTE	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	105,761
Veterans Service Officer	1.00				
Research and Development Manager	0.40	1.00	1.00	1.00	82,077
IS Tech Support Analyst 2	2.00	2.00	2.00	4.00	213,499
IS Tech Support Analyst 1	1.00	1.00	1.00		
Deputy Health Administrator	1.00	1.00	1.00	1.00	76,818
Environ Health Specialist 2	1.00	1.00	1.00	1.00	52,770
Bus Srv Div Dir	1.00	1.00	1.00	1.00	69,880
Operations Team Manager	1.00				
Management Analyst 3	2.00	3.00	2.00	2.00	91,578
Management Analyst 2	1.00				
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	43,582
Accountant			1.00	1.00	55,418
Accounting Technician 2	1.00	1.00	1.00	1.00	35,176
Accounting Technician 1	1.00	1.00	2.00	2.00	66,133
Accounting Clerk 2	2.00	4.00	3.00	3.00	90,453
Accounting Clerk 1	2.00				
Records Technician		4.00	4.00	5.00	137,954
Veterans Claims Specialist	1.50				
Department Assistant 4	7.48	7.00	7.00	7.00	189,118
Total Regular	<u>28.38</u>	<u>29.00</u>	<u>29.00</u>	<u>31.00</u>	<u>1,310,217</u>
Temporary					32,417
PERS		30.36%, 32.76%			418,219
Social Security		7.65%			102,713
Worker's Compensation		0.35%			4,699
Unemployment		0.70%			9,398
Medical & Dental Insurance		\$1,081/mo			396,685
Total Personnel Services					<u><u>2,274,348</u></u>

Douglas County, Oregon
Health and Social Services Fund
Administrative and Department Services Programs

VITAL RECORDS

-Staffing: 0.40 FTE
 -Provide birth and death certificates to general public; receive and receipt fees
 -Transmit certified data to the Oregon Health Authority
 -No County contribution to this program
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PREPAREDNESS

-Staffing: 1.00 FTE
 -Oversee health and medical issues for the County Disaster Response Plan
 -Develop and oversee department preparedness
 -Promotes Douglas County citizen preparedness
 -Communicates with CDC and State of Oregon using Health Alert Network
 -Oversee County Community Emergency Response Team (CERT) to assist local response agencies during community emergencies
 -No County contribution to this program
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ADMINISTRATIVE AND DEPARTMENT SERVICES

-Staffing: 29.60 FTE
 -Overall department management and administration
 -Oversee Emergency Medical Services Advisory Committee
 -Risk management and safety; incident investigation and prevention including civil rights issues; HIPAA; Compliance Program
 -Planning and Quality Assurance
 -Department financial services includes budget, general ledger, payroll, accounts payable, accounts receivable, fiscal reporting and forecasting, grant monitoring, costing of services
 -Department personnel matters including recruitment, new hire processes, background checks and related personnel matters
 -Department Information Technology & Management Information Systems team installs, trouble shoots, administers and trains staff on all software and hardware. Provides business reporting and analysis; customizes software
 -Department business services including contract management, grant monitoring, statistical/financial analysis, reporting, special projects and evaluation of processes for effectiveness, efficiency and conformity
 -Department client services including central registration, billing and invoicing for client services and branch office support
 -Medical Records team responsible for the storage, accuracy and release of all physical and electronic medical records
 -County contribution is estimated at \$91,730
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