

# **State of Alaska FY2002 Governor's Operating Budget**

Department of Health and Social Services  
Administrative Support Services  
Component

## **Component: Administrative Support Services**

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### **Component Mission**

To provide quality administrative services that support the department's programs.

### **Component Services Provided**

The finance staff of the Administrative Support Services component provides department employees with current guidelines to comply with State and Federal financial and reporting requirements. The fiscal staff provides timely and accurate vendor payments. The revenue staff maximizes Federal claims of approximately \$460 million of appropriated federal funds and \$650 thousand in unrestricted revenues annually, maintains adequate cash management and transmits federal reports on schedule. The procurement staff provides a full range of purchasing services: processing contracts, managing leases and commodity purchases. The data processing staff supports WAN and LAN management, the data warehouse and telecommunications policy. The Budget section coordinates development of the operating budget including processing revised programs, fiscal notes and legislative requests. The Grants Section coordinates all departmentwide grant activity.

### **Component Goals and Strategies**

To assist the Department in meeting its fiduciary responsibilities and to provide efficient and effective service to divisions that promote the delivery of health care and social services. To coordinate administrative processes and the efficient use of state resources and to identify and implement innovative management initiatives.

### **Key Component Issues for FY2001 – 2002**

The staff of the component have struggled to comply with all required deadlines for federal reporting, accounting and budget with limited resources.

### **Major Component Accomplishments for FY2000**

#### **Budget Section:**

- \* Completed the FY2001 operating budget submission on time.
- \* Mental Health Trust Authority budget integration efforts continued.
- \* Efforts will continue in performance reporting throughout FY2001.

#### **Finance Section:**

- \* The section processed payments and federal reports timely within accepted measures.
- \* Changes of drawdown clearance pattern were implemented on major federal programs
- \* Complied with the submission of required report on the status of prior period audit findings to the Department of Administration and Legislative Audit .
- \* Budget restrictions were all completed on time. Expenditure restrictions and revenue deferrals were submitted on time to the Department of Administration, Division of Finance.
- \* Full implementation of Central Bill/Central Pay for Corporate Mastercard program for all Public Health staff.

#### **Information Systems:**

- \* Staff will continue to make application training materials, equipment and trainers available to the department. The IS staff themselves will attend technical training to ensure that they can continue to support the Department's IT infrastructure.
- \* Staff will continue to assist, prepare and track Telephone Service Requests for the Department of Health and Social Services.

#### Data Warehouse:

- \* Build Population data base using data from the Department of Labor.
- \* Data Warehouse has been made available for adhoc and production reports. Enhancements are continuing to be made.
- \* Hardware and software upgrades have been completed. Additional memory, disk and processors have been added. The upgrade to the 64bit Operating System and 64bit Database is ongoing.
- \* The match process is still being accomplished with the original software design.

#### Procurement:

- \* Continue in the consolidation effort of non-store front operations in Anchorage.
- \* Continue to modify and update new electronic procurement system.
- \* Prepare department staff for DOA/DGS Certification program.
- \* Review the department's Field Purchase Order process.
- \* Continue to provide Professional Service and Commodities training to divisions.

#### Grants Administration:

- \* Completed FY 2000 version of Department Grants Booklet.
- \* Outlined process and developed timeline to draft new grant regulations.
- \* Developed step by step guidelines for the proposal evaluation process.
- \* Refine Grants Database and incorporate past grant data into expanded database..
- \* Reviewed grant recommendations from seven divisions.
- \* Evaluated grant procurement issues related to appeals and complaints; made recommendations and composed responses for Commissioner's signature

## Statutory and Regulatory Authority

AS 37.05 Public Finance, Fiscal Procedures Act  
AS 37.07 Public Finance, Executive Budget Act  
AS 37.10 Public Finance, Public Funds  
AS 36.30 Public Contracts, State Procurement Code

## Key Performance Measures for FY2002

**Measure: Anticipate 92% of payments processed within 5 work days**  
*(Not yet addressed by Legislature.)*

#### Current Status:

In FY 2000, there were 84,000 payments made and 2,242 Agency Receipts processed. Out of those, we processed 92% of payments/receipts within 5 work days of receipt of invoice.

**Measure: Anticipate submitting 90% of Federal reports on time**  
*(Not yet addressed by Legislature.)*

#### Current Status:

In FY 2000, 188 federal reports were submitted. Of those, 70% were processed on time and 30% processed 1-50 days late.

**Measure: Anticipate turnaround time for Purchase Requisitions within average of 3 work days**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000 there were 818 Purchase Requisitions (PRs) received. Action was taken on 100% of Purchase Requisitions within 3 work days.

**Measure: Anticipate processing 92% of all grant waivers and amendments within 3 work days and 8% within 5 work days.**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000, we received 102 requests from 246 grantees. 92% of Grant waivers and recommendations were processed within 3 work days and 8% within 7 work days.

**Measure: Anticipate processing 85% of Revised Programs within 3 work days.**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000, there were 550 Revised Programs logged. 440 processed within 3 work days or 80%; the average processing time for Revised Programs was 2.1 days.

**Measure: Anticipate processing 93% of Legislative Inquiries within 5 work days**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000, there were 104 Legislative requests processed. Average processing time for Legislative inquiries was 5.6 work days.

**Measure: Anticipate network up and running 99% of the time**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000, network was up and running 8,736.5 hours during the year (or 99.7%).

**Measure: Keep reported Email failures to less than 1% of volume of Email**  
*(Not yet addressed by Legislature.)*

**Current Status:**

In FY 2000, zero percent - no lost Email.

**Status of FY2001 Performance Measures**

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• Anticipate 92% of payments processed within 5 work days		X			
• Anticipate submitting 90% of Federal reports on time		X			
• Anticipate turnaround time for Purchase Requisitions within average of 3 work days		X			
• Anticipate processing 92% of all grant waivers and amendments within 3 work days and 8% within 5 work days.		X			

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Component — Administrative Support Services

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	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> <li>Anticipate processing 85% of Revised Programs within 3 work days.</li> <li>Anticipate processing 93% of Legislative Inquiries within 5 work days</li> <li>Anticipate network up and running 99% of the time</li> <li>Keep reported Email failures to less than 1% of volume of Email</li> </ul>		X			
		X			
		X			
		X			

**Administrative Support Services****Component Financial Summary***All dollars in thousands*

	<b>FY2000 Actuals</b>	<b>FY2001 Authorized</b>	<b>FY2002 Governor</b>
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	2,457.4	2,902.6	2,904.3
72000 Travel	16.9	21.3	21.3
73000 Contractual	618.9	494.8	594.8
74000 Supplies	204.1	43.5	43.5
75000 Equipment	104.1	38.0	38.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	18.4	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>3,419.8</b>	<b>3,500.2</b>	<b>3,601.9</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	1,007.8	1,195.4	1,222.4
1003 General Fund Match	552.6	562.8	572.8
1004 General Fund Receipts	1,478.1	1,444.7	1,415.5
1007 Inter-Agency Receipts	329.4	224.9	257.0
1053 Investment Loss Trust Fund	0.0	19.3	0.0
1061 Capital Improvement Project Receipts	51.9	53.1	134.2
<b>Funding Totals</b>	<b>3,419.8</b>	<b>3,500.2</b>	<b>3,601.9</b>

**Estimated Revenue Collections**

<b>Description</b>	<b>Master Revenue Account</b>	<b>FY2000 Actuals</b>	<b>FY2001 Authorized</b>	<b>FY2001 Cash Estimate</b>	<b>FY2002 Governor</b>	<b>FY2003 Forecast</b>
<b><u>Unrestricted Revenues</u></b>						
None.		0.0	0.0	0.0	0.0	0.0
<b>Unrestricted Total</b>		<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b><u>Restricted Revenues</u></b>						
Federal Receipts	51010	1,007.8	1,195.4	1,195.4	1,222.4	1,250.0
Interagency Receipts	51015	329.4	224.9	224.9	257.0	267.0
Capital Improvement Project Receipts	51200	51.9	53.1	53.1	134.2	150.0
<b>Restricted Total</b>		<b>1,389.1</b>	<b>1,473.4</b>	<b>1,473.4</b>	<b>1,613.6</b>	<b>1,667.0</b>
<b>Total Estimated Revenues</b>		<b>1,389.1</b>	<b>1,473.4</b>	<b>1,473.4</b>	<b>1,613.6</b>	<b>1,667.0</b>

**Administrative Support Services****Proposed Changes in Levels of Service for FY2002**

In FY2002 we plan to add a Data Processing Manager II to coordinate the department's large information systems projects, insuring that they are all integrated and linkages are available. Currently there are 4 projects (MMIS, DD, DFYS, OCRA, and DJJ-JOMIS).

**Summary of Component Budget Changes****From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2001 Authorized</b>	<b>2,026.8</b>	<b>1,195.4</b>	<b>278.0</b>	<b>3,500.2</b>
<b>Adjustments which will continue current level of service:</b>				
-Transfer \$63.0 to Audit with PCN 06-?022 RP6-1-0002	0.0	-63.0	0.0	-63.0
-Transfer \$58.8 to Health Planning with PCN 06-0497 RP6-1-0002	-34.3	-24.5	0.0	-58.8
-Year 2 Labor Costs - Net Change from FY2001	-4.2	-3.7	0.8	-7.1
<b>Proposed budget increases:</b>				
-Increase Interagency Receipts for Publications Specialist	0.0	0.0	32.0	32.0
-Additional Federal Authority for Cost Allocations	0.0	118.2	0.0	118.2
-Increase CIP receipts to support integration of DHSS computer systems	0.0	0.0	80.4	80.4
<b>FY2002 Governor</b>	<b>1,988.3</b>	<b>1,222.4</b>	<b>391.2</b>	<b>3,601.9</b>

**Administrative Support Services****Personal Services Information**

Authorized Positions			Personal Services Costs	
	<b>FY2001 Authorized</b>	<b>FY2002 Governor</b>		
Full-time	50	50	Annual Salaries	2,224,677
Part-time	0	0	COLA	36,497
Nonpermanent	0	0	Premium Pay	8,243
			Annual Benefits	787,754
			<i>Less 5.00% Vacancy Factor</i>	(152,859)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>50</b>	<b>50</b>	<b>Total Personal Services</b>	<b>2,904,312</b>

**Position Classification Summary**

<b>Job Class Title</b>	<b>Anchorage</b>	<b>Fairbanks</b>	<b>Juneau</b>	<b>Others</b>	<b>Total</b>
Accountant II	0	0	1	0	1
Accountant III	0	0	2	0	2
Accountant IV	0	0	2	0	2
Accountant V	0	0	1	0	1
Accounting Clerk II	1	0	4	0	5
Accounting Spvr I	1	0	0	0	1
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	2	0	3	0	5
Accounting Tech III	0	0	2	0	2
Administrative Assistant	0	0	1	0	1
Administrative Clerk II	0	0	2	0	2
Administrative Clerk III	1	0	0	0	1
Administrative Manager III	0	0	1	0	1
Analyst/Programmer V	0	0	1	0	1
Customer Services Officer	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Data Processing Mgr III	0	0	1	0	1
Database Specialist II	0	0	1	0	1
Division Director	0	0	1	0	1
Grants Administrator I	0	0	1	0	1
Grants Administrator III	0	0	1	0	1
Mail Clerk Carrier II	1	0	1	0	2
Micro/Network Spec II	1	0	1	0	2
Micro/Network Tech II	0	0	1	0	1
Procurement Spec I	1	0	1	0	2
Procurement Spec II	1	0	0	0	1
Procurement Spec III	0	0	1	0	1
Procurement Spec IV	0	0	1	0	1
Procurement Spec V	0	0	1	0	1
Program Budget Analyst III	0	0	3	0	3
Program Budget Manager	0	0	1	0	1
Publications Spec III	0	0	1	0	1
Secretary	0	0	1	0	1
<b>Totals</b>	<b>9</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>50</b>