

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Health and Social Services Family and Youth Services Management Component Budget Summary**

## **Component: Family and Youth Services Management**

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### **Component Mission**

The mission of the Division of Family and Youth Services (DFYS) is to protect children who are abused and neglected or at risk of abuse and neglect.

### **Component Services Provided**

The primary purpose of the Family and Youth Services Management component is to provide comprehensive technical, managerial and financial support to the front line social workers located in four regions in twenty-nine field offices located throughout the state. This component provides funding for the DFYS Central Office, which is composed of six primary units including the DFYS Director's Office; the Family Services Unit; the Administrative Support Unit; the Grants/Contracts/Purchase of Services Unit; the Federal Financing Unit; and the Data Processing Unit.

The DFYS Director's Office provides oversight and guidance on program development and Division policy implementation.

The Family Services Unit performs program development and field support in licensing of all non-medical child care facilities (community care licensing), which includes assistance in investigations, revocations, litigation and regulations development. This unit coordinates with the Division of Mental Health & Developmental Disabilities (DMHDD) and the Alaska Mental Health Board in planning for severely emotionally disturbed children in DFYS custody who need mental health services. The Family Services Unit also coordinates with other divisions and departments on significant issues such as citizen review panels and child support enforcement. This unit tracks State and Federal legislation related to these areas, ensures compliance, analyzes State legislation for conflicts with Federal laws and regulations and reviews Federal legislation and regulatory changes for impact on State programs. The Family Services Unit ensures statewide consistency in practice by providing support, including but not limited to technical assistance to the field, analysis of proposed legislation, preparation of draft position papers and regulations, and policies and procedures to carry out the Division's responsibilities. This unit writes and administers grants related to program improvements, coordinates with other divisions and departments on Family Services issues and prepares and publishes the Division's annual report that includes the analysis of data found in the management information system, PROBER.

The Fiscal Section is composed of the Administrative Support, Grants/Contracts, and Federal Financing Units. The Fiscal Section establishes and monitors the current status of all appropriations and revenue sources, monitors the fiscal policies for the Division, and ensures that expenditures are made in accordance with generally accepted accounting principles, the laws of the State of Alaska, the Administrative Manual and the policy and procedures of the Department. The Fiscal Section provides technical procurement assistance to other central office personnel and to the regional and field office personnel. The unit manages the Division's responsibilities for the development of major portions of the Purchased Services BRU including the Division's Foster Care, Subsidized Adoption & Guardianship program, Family Preservation, Residential Child Care, and Court Ordered and Reunification Efforts components. This unit coordinates the fiscal and budget work of DFYS regions and works closely with the Department's Division of Administrative Services. The Federal Financing Unit was created in FY2000 to develop flexible funding mechanisms to maximize federal funding resources to enable the Division to improve and increase service delivery to DFYS clients. The Division anticipates that work done by this new unit will enable the Department to increase federal receipts by several million dollars.

Data Processing Unit (DPU) maintains the Division's PC-based case management system (PROBER) and the Division's mainframe provider payment system. DPU is responsible for the planning, implementation, maintenance and administration of approximately 23 local area networks providing technical support to almost 400 end users. This includes the purchase, installation, and maintenance of the hardware and software for all DFYS offices. Additionally, the unit is assisting in the development and implementation of the Division's new client management information system, ORCA (Online Resources for the Children of Alaska). This system will integrate the case management workload accounting system and the provider payment system on a common platform.

## Component Goals and Strategies

### 1) PROVIDE COMPREHENSIVE PROGRAM, MANAGERIAL AND FINANCIAL SUPPORT TO THE DIVISION'S FRONT LINE SOCIAL WORKERS:

Utilize the six primary units within the Family and Youth Services Management component to provide comprehensive technical, managerial and financial support to the front line social workers located in four regions in twenty-nine field offices located throughout the state. The six primary units include the DFYS Director's Office; the Family Services Unit; the Administrative Support Unit; the Grants/Contracts/Purchase of Services Unit; the Federal Financing Unit; and the Data Processing Unit.

### 2) DEVELOP FLEXIBLE FUNDING MECHANISMS TO IMPROVE AND EXPAND SERVICE DELIVERY:

The Federal Financing Unit, created in FY2000, will continue to develop flexible funding mechanisms to maximize federal funding resources to enable the Division to improve and increase service delivery to DFYS clients. The Division anticipates that work done by this new unit will enable the Department to increase federal receipts by several million dollars.

### 3) DEDICATE STAFF RESOURCES FOR THE SUCCESSFUL DEVELOPMENT AND IMPLEMENTATION OF THE ORCA MANAGEMENT INFORMATION SYSTEM:

The Division has dedicated three DFYS Central Office positions including a Project Manager, a Data Processing Manager, and an Analyst Programmer position to ensure the successful design and implementation of the State's federally mandated client information system, ORCA (On-line Resources for the Children of Alaska). The ORCA system will be a combined client, case management information system and provider payment system. The new system will replace the Division's current case management system and the DFYS Provider Payment System. ORCA will improve the Division's ability to protect children by providing "real time" case management information including status of cases, activities completed, outcomes reached, and services needed for children in custody. The ORCA system will be utilized by over 250 DFYS social workers and support staff located in 29 DFYS field offices and four regional offices spanning from Ketchikan to Barrow.

## Key Component Issues for FY2002 – 2003

- The Division of Family & Youth Services provides social services directed at child protection and promoting family stability throughout the State of Alaska. In order to continue to provide these services the agency will continue to maintain a training academy to better prepare its front line social workers. Training is also provided to supervisors and managers in areas such as basic supervision, management, and program administration so that they can better manage and direct the field workers.
- The Division is responding to federal and state mandates and legislation to move children into permanent placements and continues to direct its attention to the Balloon Project and Project SUCCEED. Other federal compliance issues affecting the Division and its operations are the Section 1918 Indian Child Welfare Act, Resumption of Exclusive Jurisdiction by the Native Villages of Barrow and Chevak. Tribal foster care licensing and payments are other related issues on which the Division is focusing.
- The Division continues to focus on safety concerns through complete criminal background checks on everyone having contact with the children and increased travel for complaint investigations of licensed providers.

## Major Component Accomplishments in 2001

### 1) DFYS CENTRAL OFFICE PERSONNEL SUPPORTED THE DIRECTOR AND THE DIVISION'S FOUR REGIONS IN THE DELIVERY OF SERVICES:

DFYS Central Office personnel provided professional reviews and analysis on changes in State and Federal

requirements; assisted in implementation of decisions; analyzed and testified on proposed legislation; reviewed and revised necessary regulatory changes; and responded to inter-governmental and public inquiries.

- The Division improved its management information system by continuing to connect field offices electronically to the regional and central office via the wide area network (WAN).
- Federal Financing Unit: The Division's operating budget includes over \$23 million in Federal Receipts authority.
- Primary Federal funding sources include Title IV-B and IV-E, Title XX Social Services Block Grant, Social Security/SSI, Title XIX Medicaid and TANF funds. In FY2001 the Federal Financing Unit continued to focus on developing flexible funding mechanisms to maximize federal funding resources to enable the Division to improve and increase services to DFYS clients. The Division anticipates that continuing work done by this unit will enable the Department to increase federal receipts by several million dollars.

2) IMPLEMENTED THE APSIN DATA EXCHANGE PROJECT TO INCREASE SAFETY OF CHILDREN IN FOSTER CARE:

- APSIN Data Exchange: DFYS implemented the APSIN Data Exchange Project in cooperation with the Department of Public Safety (DPS), to increase the safety of children in foster care. DFYS foster care providers are identified or flagged in APSIN and DFYS is notified in the event a foster care provider has been arrested or has had any other interaction with the criminal justice system. DFYS reviews these notices and determines whether or not continued placement of a child in the providers' home poses a risk to the child.

3) INDEPENDENT LIVING PROGRAMS:

- The Independent Living Program focus is on providing education and vocational training and support to youth in the custody of DFYS who will be entering young adulthood. This statewide program supports youth 16 years of age and older who do not have the benefit of preparing for adulthood with parental support and guidance. To ensure their success the state focuses on high school graduation or completion; post-high school education; vocational training; employment internships and mentor programs; life skills training to include housing, budgeting, food and nutrition. Additionally, the Independent Living Program provides employment guidance and support to allow these young adults to successfully enter the work force.
- Independent Living Grants: In FY2001 DFYS awarded a number of Independent Living Program grants. One, the Independent Youth Task Force grant, provided continued support and access to higher education and vocational training in six Alaskan communities. Additional FY2001 grants were awarded in Anchorage and Juneau for the Foster Youth Mentoring programs. Through the Independent Living Program foster care clients were provided daily living skills, training and employment services, tuition waivers at the University of Alaska and support programs and career information designed to target youth who have left or are about to leave the foster care system.

### **Statutory and Regulatory Authority**

AS 47.14.100 Powers and duties of department over care of child.

**Family and Youth Services Management**  
**Component Financial Summary**

All dollars in thousands

	FY2001 Actuals	FY2002 Authorized	FY2003 Governor
<b>Non-Formula Program:</b>			
<b>Component Expenditures:</b>			
71000 Personal Services	3,222.2	3,454.0	3,923.2
72000 Travel	84.8	37.8	99.8
73000 Contractual	797.7	756.1	832.6
74000 Supplies	97.1	78.8	85.0
75000 Equipment	122.6	32.0	32.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
<b>Expenditure Totals</b>	<b>4,324.4</b>	<b>4,358.7</b>	<b>4,972.6</b>
<b>Funding Sources:</b>			
1002 Federal Receipts	2,467.3	2,459.4	2,481.6
1003 General Fund Match	584.1	597.7	615.9
1004 General Fund Receipts	842.1	846.0	907.5
1007 Inter-Agency Receipts	416.1	296.5	803.3
1053 Investment Loss Trust Fund	14.8	0.0	0.0
1061 Capital Improvement Project Receipts	0.0	159.1	164.3
<b>Funding Totals</b>	<b>4,324.4</b>	<b>4,358.7</b>	<b>4,972.6</b>

**Estimated Revenue Collections**

Description	Master Revenue Account	FY2001 Actuals	FY2002 Authorized	FY2002 Cash Estimate	FY2003 Governor	FY2004 Forecast
<b>Unrestricted Revenues</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>Restricted Revenues</b>						
Federal Receipts	51010	2,467.3	2,459.4	2,459.4	2,481.6	2,481.6
Interagency Receipts	51015	416.1	296.5	296.5	803.3	803.3
Capital Improvement Project Receipts	51200	0.0	159.1	159.1	164.3	164.3
Investment Loss Trust Fund	51393	14.8	0.0	0.0	0.0	0.0
<b>Restricted Total</b>		<b>2,898.2</b>	<b>2,915.0</b>	<b>2,915.0</b>	<b>3,449.2</b>	<b>3,449.2</b>
<b>Total Estimated Revenues</b>		<b>2,898.2</b>	<b>2,915.0</b>	<b>2,915.0</b>	<b>3,449.2</b>	<b>3,449.2</b>

**Family and Youth Services Management**

**Proposed Changes in Levels of Service for FY2003**

The Division of Family and Youth Services has requested an increment of \$498.6 in Interagency Receipts authority to account for the costs and revenue associated with management of federal programs, formula funded programs and the residential care program. The Independent Living program is a new federal program to assist the youth aging out of foster care. The Office of Juvenile Justice and Delinquency Prevention provided funding to establish Child Advocacy Centers in Alaska. These new programs as well as the growth in the Subsidized Adoption and Guardianship program, the accounting requirements of the Residential Care program and the development of the Division's information system, ORCA, requires increased support. The proposed increase in Interagency Receipt authority will budget the revenue and expenditures for continued services to these programs.

**Summary of Component Budget Changes**

**From FY2002 Authorized to FY2003 Governor**

*All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
<b>FY2002 Authorized</b>	<b>1,443.7</b>	<b>2,459.4</b>	<b>455.6</b>	<b>4,358.7</b>
<b>Adjustments which will continue current level of service:</b>				
-Year 3 Labor Costs - Net Change from FY2002	39.7	62.2	13.4	115.3
-Correct Funding Sources for Salary Adjustments due to Unrealized Receipts	40.0	-40.0	0.0	0.0
<b>Proposed budget increases:</b>				
-Increase Interagency Receipts for Program Management	0.0	0.0	498.6	498.6
<b>FY2003 Governor</b>	<b>1,523.4</b>	<b>2,481.6</b>	<b>967.6</b>	<b>4,972.6</b>

## Family and Youth Services Management

### Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2002</u> <u>Authorized</u>	<u>FY2003</u> <u>Governor</u>		
Full-time	60	64	Annual Salaries	2,985,643
Part-time	0	1	COLA	75,383
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,078,566
			<i>Less 5.23% Vacancy Factor</i>	(216,392)
			Lump Sum Premium Pay	0
<b>Totals</b>	<b>60</b>	<b>65</b>	<b>Total Personal Services</b>	<b>3,923,200</b>

### Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant III	0	0	3	0	3
Accounting Clerk II	0	0	4	0	4
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	3	0	3
Accounting Tech III	0	0	1	0	1
Administrative Clerk II	1	0	3	0	4
Administrative Clerk III	0	0	1	0	1
Administrative Manager I	0	0	1	0	1
Administrative Manager IV	0	0	1	0	1
Analyst/Programmer II	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer IV	0	0	1	0	1
Data Processing Mgr I	0	0	2	0	2
Division Director	0	0	1	0	1
Grants Administrator II	0	0	1	0	1
Medical Assist Admin I	0	0	1	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Spec II	0	0	1	0	1
Micro/Network Tech I	0	0	1	0	1
Micro/Network Tech II	2	1	0	0	3
Program Coordinator	0	0	1	0	1
Project Manager	0	0	1	0	1
Research Analyst III	0	0	1	0	1
Research Analyst IV	0	0	1	0	1
Secretary	0	0	1	0	1
Social Services Associate II	0	0	2	0	2
Social Services Prog. Admin.	0	0	2	0	2
Social Svcs Prog Coord	0	0	11	0	11
Social Svcs Prog Officer	0	0	4	0	4
Social Worker IV (Cs)	2	0	4	1	7
<b>Totals</b>	<b>5</b>	<b>1</b>	<b>58</b>	<b>1</b>	<b>65</b>