

State of Alaska FY2008 Governor's Operating Budget

Department of Health and Social Services Administrative Support Services Component Budget Summary

Component: Administrative Support Services

Contribution to Department's Mission

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

Core Services

- Financial management of all programs within the department.
- Timely fiscal payments for all bills, travel and other payables.
- Accurate and timely federal claims and reporting for the almost \$1 billion in federal funds collected every year.
- Purchasing and grant management services.
- Coordination of all budget activities within the department.

FY2008 Resources Allocated to Achieve Results

FY2008 Component Budget: \$16,973,000	Personnel:	
	Full time	171
	Part time	0
	Total	171

Key Component Challenges

Activities within this component are key to the success of the entire Finance and Management unit within the Commissioner's Office. A primary challenge for this workgroup is to stabilize processes and functions within the department, while improving the efficiency and effectiveness of all administrative support areas.

Other challenges include:

- Grant and Contract administration processes need to be more efficient and effective.
- Both short and long-term forecasting needs to be used to better manage the Medicaid budget.
- Implementation of State Travel Office has been challenging, particularly for rural travel.
- Implementation of improvements as outlined in the Business Process Reviews need to be completed for revenue and fiscal areas.
- The Department of Health and Social Services Revenue Management System will be redeveloped with capital funds because it is cumbersome and puts us at risk of losing potential federal funds.

Significant Changes in Results to be Delivered in FY2008

There are no projected changes for FY08.

Major Component Accomplishments in 2006

Budget Section:

- Released the Long-Term Medicaid Forecast prepared by the Lewin Group and EcoNorthwest.
- Began updating the Long-Term Medicaid Forecast.
- Began planning and development of a new Short-Term Medicaid projection model.
- Completed Department of Health and Social Services FY08 Information Technology plan in conjunction with Information Technology Services staff.
- Tracked and responded to 145 legislative requests the first three quarters of 2006.

- Developed and distributed the Department of Health and Social Services FY07 Budget Overview for legislative discussions.
- Developed and implemented an operating budget of over \$1.9 billion.
- Continued utilization of monthly expenditure/revenue tracking to identify and adjust potential problem areas as early as possible in the fiscal year.
- Began development of web-based monthly expenditure/revenue tracking/reporting system to streamline process and provide better internal access to information.
- Coordinated Performance Measure reporting with the Department and served as liaison with the Office of Management and Budget on performance measurement.
- Upgraded JUCE relational database used for Medicaid cost, caseload reporting and budget projections.
- Coordinated Mental Health Trust Authority project funding within the Department, including reconciling Trust proposals with department budget; project status reporting; etc.

Finance Section:

- Kept up with large volumes of Department of Health and Social Services billings (147,129 for FY06) throughout the year, paying invoices within an average of 8.75 days.
- Processed the Department's 88,242 autopay billings.

Grants and Contracts Unit:

- Phase II of grants database (eGrants) began in preparation for grantee roll-out in FY07.
- Received only two formal protests from all FY06 solicitations for professional services and commodities contracts. No appeals were filed.
- Responded to 17 grant award appeals successfully. One additional appeal was elevated to lawsuit but grantee eventually withdrew.
- Completed the Health and Social Services FY06 Operating Grant booklet.
- Issued 612 FY06 grant awards totaling over \$142 million.

Audit Unit:

- Reconciled and settled 350 department grants.
- Recovered \$2,645,000 of unexpended and/or mis-spent grant funds.
- Provided federal sub-recipient monitoring of 105 department grantees.
- Provided staff time as requested to the Division of Legislative Audit to assist with the department federal compliance audit.
- Facilitated the update of DHSS State Single Audit Compliance Supplements.
- Facilitated compilation of DHSS federal sub-recipient list for Division of Finance.
- Performed special limited review of one department grantee.

Revenue Unit:

- Started development of a new Revenue Management Cost Allocation system using capital funds.
- Reorganized into a separate unit to provide more efficiency.

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

Contact Information

Contact: Janet Clarke, Assistant Commissioner
Phone: (907) 465-1630
Fax: (907) 465-2499
E-mail: Janet_Clarke@health.state.ak.us

Administrative Support Services Component Financial Summary

All dollars shown in thousands

	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	10,216.8	11,860.4	13,739.2
72000 Travel	89.8	31.9	31.9
73000 Services	907.8	4,758.1	3,108.9
74000 Commodities	1,413.8	52.0	52.0
75000 Capital Outlay	0.0	41.0	41.0
77000 Grants, Benefits	0.8	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	12,629.0	16,743.4	16,973.0
Funding Sources:			
1002 Federal Receipts	6,253.9	6,686.8	6,951.0
1003 General Fund Match	1,731.4	1,835.1	2,060.9
1004 General Fund Receipts	2,574.8	6,023.6	5,670.9
1007 Inter-Agency Receipts	1,436.2	1,531.9	1,585.6
1037 General Fund / Mental Health	375.6	394.3	432.9
1061 Capital Improvement Project Receipts	52.3	55.7	55.7
1108 Statutory Designated Program Receipts	154.5	163.4	163.4
1156 Receipt Supported Services	50.3	52.6	52.6
Funding Totals	12,629.0	16,743.4	16,973.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	6,253.9	6,686.8	6,951.0
Interagency Receipts	51015	1,436.2	1,531.9	1,585.6
Statutory Designated Program Receipts	51063	154.5	163.4	163.4
Receipt Supported Services	51073	50.3	52.6	52.6
Capital Improvement Project Receipts	51200	52.3	55.7	55.7
Restricted Total		7,947.2	8,490.4	8,808.3
Total Estimated Revenues		7,947.2	8,490.4	8,808.3

**Summary of Component Budget Changes
From FY2007 Management Plan to FY2008 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2007 Management Plan	8,253.0	6,686.8	1,803.6	16,743.4
Adjustments which will continue current level of service:				
-Deficit Reduction Act for Title IV E	149.0	-149.0	0.0	0.0
-Transfer Out Nursing Salary Market Based Pay to Multiple Components	-2,115.3	0.0	0.0	-2,115.3
-Transfer funds for PCN 06-0640 from Medical Assistance Administration	47.6	47.5	0.0	95.1
-Transfer funds for PCN 06-?091, 06-?092 and 06-?093 from Public Health Administration	107.3	107.3	0.0	214.6
-Transfer Funds from Medical Assistance Administration for JUCE and Oracle Maintenance	13.0	13.0	0.0	26.0
-FY 08 Health Insurance Increases for Exempt Employees	0.3	0.1	0.6	1.0
-Fund Source Adjustment for Retirement Systems Increases	680.5	-490.5	-190.0	0.0
Proposed budget increases:				
-Retirement and Non-covered Employee Health Insurance Increases for Division of Personnel	399.7	0.0	0.0	399.7
-FY 08 Retirement Systems Rate Increases	629.6	735.8	243.1	1,608.5
FY2008 Governor	8,164.7	6,951.0	1,857.3	16,973.0

Administrative Support Services Personal Services Information				
Authorized Positions			Personal Services Costs	
	FY2007 Management Plan	FY2008 Governor		
Full-time	171	171	Annual Salaries	8,139,371
Part-time	0	0	Premium Pay	3,384
Nonpermanent	0	0	Annual Benefits	6,531,230
			Less 6.37% Vacancy Factor	(934,785)
			Lump Sum Premium Pay	0
Totals	171	171	Total Personal Services	13,739,200

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	2	0	2
Accountant III	2	0	9	0	11
Accountant IV	1	0	4	0	5
Accountant V	0	0	3	0	3
Accounting Clerk II	7	0	11	0	18
Accounting Spvr II	1	0	0	0	1
Accounting Tech I	4	0	7	0	11
Accounting Tech II	1	0	7	0	8
Accounting Tech III	2	0	3	0	5
Administrative Assistant	6	0	8	0	14
Administrative Clerk II	3	0	2	0	5
Administrative Clerk III	1	0	3	0	4
Administrative Manager I	2	0	4	0	6
Administrative Manager II	3	0	5	0	8
Administrative Manager III	0	0	4	0	4
Administrative Manager IV	0	0	3	0	3
Administrative Svcs Mgr I	0	0	1	0	1
Administrative Svcs Mgr II	0	0	5	0	5
Asst Commissioner	0	0	1	0	1
Coordinator	0	0	1	0	1
Grants Administrator I	0	0	5	0	5
Grants Administrator II	0	0	12	0	12
Grants Administrator III	0	0	4	0	4
Grants Administrator IV	0	0	1	0	1
Human Resource Assistant	1	0	1	0	2
Human Resource Technician I	1	0	0	0	1
Internal Auditor III	0	0	1	0	1
Internal Auditor IV	0	0	1	0	1
Mail Svcs Courier	1	0	0	0	1
Procurement Spec I	2	0	1	0	3
Procurement Spec II	1	0	1	0	2
Procurement Spec III	0	0	1	0	1
Prog Coordinator	0	0	1	0	1
Program Budget Analyst I	0	0	1	0	1
Program Budget Analyst III	0	0	2	0	2
Program Budget Analyst IV	0	0	4	0	4
Program Budget Manager	0	0	1	0	1
Project Asst	0	0	1	0	1
Project Coord	0	0	2	0	2

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Project Coordinator	0	0	3	0	3
Project Manager	0	0	1	0	1
Research Analyst III	0	0	2	0	2
Research Analyst IV	0	0	1	0	1
Supply Technician I	0	0	1	0	1
Training Specialist II	0	0	1	0	1
Totals	39	0	132	0	171