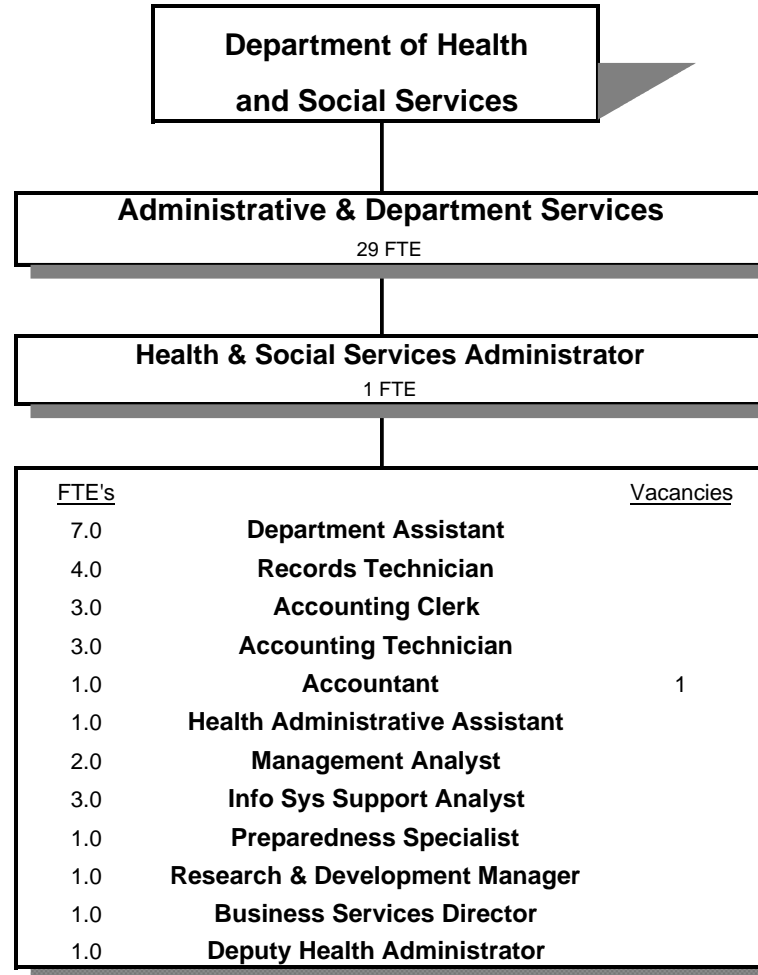


ADMINISTRATIVE AND DEPARTMENT SERVICES



SIGNIFICANT CHANGES IN ADMINISTRATIVE & DEPARTMENT SERVICES

....Electronic Medical Records System is operational and further development continues.

....Compliance program has been implemented.

....Centralization of Medical Records Unit will be completed.

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

	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Revised Budget FY 11-12	Proposed FY 12-13	Approved FY 12-13	Adopted FY 12-13
<u>RESOURCES</u>							
Beginning Balance (Use Restricted)	92,624	137,229	226,087	221,242	288,873	288,873	288,873
Intergovernmental Revenues	281,833	324,331	350,825	210,068	95,233	95,233	95,233
Charges and Other Revenues	208,278	250,554	233,145	217,667	223,591	223,591	223,591
Interest	(1,073)		515				
Transfer In - Public Safety Fund			18,000	45,000	18,000	18,000	18,000
	<u>489,038</u>	<u>574,885</u>	<u>602,485</u>	<u>472,735</u>	<u>336,824</u>	<u>336,824</u>	<u>336,824</u>
TOTAL RESOURCES	581,662	712,114	828,572	693,977	625,697	625,697	625,697
<u>REQUIREMENTS</u>							
Personnel Services	1,289,185	1,747,277	1,820,365	2,023,783	2,035,975	2,035,975	2,035,975
Materials & Services	400,682	458,313	583,937	802,670	704,727	704,727	704,727
Capital Outlay	32,120	5,057	23,112		54,875	54,875	54,875
Transfers Out - General Fund	11,913	11,142	19,290	8,356	5,361	5,361	5,361
Add: Expense Reimbursements from Other Divisions	<u>(1,287,874)</u>	<u>(1,484,648)</u>	<u>(1,576,886)</u>	<u>(2,040,832)</u>	<u>(2,085,241)</u>	<u>(2,085,241)</u>	<u>(2,085,241)</u>
Total Expenditures	446,026	737,141	869,818	793,977	715,697	715,697	715,697
Ending Balance (Use Restricted)	<u>137,229</u>	<u>226,087</u>	<u>253,616</u>				
TOTAL REQUIREMENTS	583,255	963,228	1,123,434	793,977	715,697	715,697	715,697
Use of General County Resources	1,593	251,114	294,862	100,000	90,000	90,000	90,000
Staffing FTE	18.00	27.40	28.38	29.00	29.00	29.00	29.00

Capital Outlay is to replace 3 servers and 1 storage network and to replace furniture

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 09-10	FY 10-11	Budget FY 11-12	FY 12-13	FY 12-13	FY 12-13
207-4090-2280-02	Duplicating Services	Photocopies	24	0	400	6,172	6,172	6,172
207-4090-2620-00	Vital Statistics	General	113,552	94,092	80,412	80,412	80,412	80,412
207-4090-3200-41	State/Fed-Health Division	Software Development	0	132,438	100,000	0	0	0
207-4090-3200-70	State/Fed-Health Division	Bioterrorism Program	111,053	107,519	110,068	95,233	95,233	95,233
207-4090-3200-71	State/Fed-Health Division	Emergency Response PE12	0	7,950	0	0	0	0
207-4090-3200-72	State/Fed-Health Division	HRSA Regional Lead Agency	147,749	17,367	0	0	0	0
207-4090-3200-73	State/Fed-Health Division	Emer Prep Fed Medical Station	0	18,857	0	0	0	0
207-4090-3200-74	State/Fed-Health Division	Healthcare Preparedness	0	3,393	0	0	0	0
207-4090-3290-80	State/Fed-Other Assistance	OR AHHS-HRSA	529	0	0	0	0	0
207-4090-3390-04	State-Other Assistance	Aid for Veteran Affairs	65,000	63,301	0	0	0	0
207-4090-3800-01	Interest	General Investments	0	515	0	0	0	0
207-4090-3820-03	Rents, Leases and Royalties	Land & Buildings	135,489	137,971	136,855	137,007	137,007	137,007
207-4090-3875-00	Expense Reimbursements	General	1,543	1,057	0	0	0	0
207-4090-3879-00	Miscellaneous	General	24	25	0	0	0	0
207-4090-3879-90	Miscellaneous	Subrogating Claim Recovery	(78)	0	0	0	0	0
207-4090-3900-20	Transfers In	Public Safety Fund	0	18,000	45,000	18,000	18,000	18,000
Total Revenue			574,885	602,485	472,735	336,824	336,824	336,824
207-4090-4000-00	Regular Employees	General	1,110,576	1,112,478	1,175,619	1,189,820	1,189,820	1,189,820
207-4090-4030-00	Temporary Employees	General	29,912	67,474	52,608	50,922	50,922	50,922
207-4090-4050-00	Overtime	General	1,120	2,768	0	0	0	0
207-4090-4500-00	PERS	General	220,825	229,664	315,926	318,312	318,312	318,312
207-4090-4510-00	Social Security	General	82,677	85,878	93,960	94,917	94,917	94,917
207-4090-4520-00	Workers' Compensation	General	8,510	4,139	4,299	4,343	4,343	4,343
207-4090-4520-01	Workers' Compensation	Workers Comp Claims	282	0	0	0	0	0
207-4090-4530-00	Medical and Dental Insurance	General	274,119	291,353	353,736	349,742	349,742	349,742
207-4090-4540-00	Unemployment	General	19,256	26,611	27,635	27,919	27,919	27,919
Total Personnel Services			1,747,277	1,820,365	2,023,783	2,035,975	2,035,975	2,035,975
207-4090-5099-00	Other Professional Services	General	136,346	81,477	60,000	60,000	60,000	60,000
207-4090-5300-00	Health & Social Svc Contracts	General	0	0	371,567	286,646	286,646	286,646
207-4090-6290-00	Software Purchases	General	6,490	30,655	14,534	42,655	42,655	42,655
207-4090-6290-10	Software Purchases	Software Updates/Maintenance	0	70,745	82,025	74,312	74,312	74,312
207-4090-6290-15	Software Purchases	Software Development	0	112,000	10,000	0	0	0
207-4090-6295-00	Equipment-Noninventory	General	8,465	20,185	19,451	6,050	6,050	6,050
207-4090-6299-00	Other Materials and Supplies	General	12,039	21,608	10,719	9,147	9,147	9,147
207-4090-6400-00	Land and Building Rent	General	12,121	12,363	12,611	12,863	12,863	12,863

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 09-10	FY 10-11	Budget FY 11-12	FY 12-13	FY 12-13	FY 12-13
207-4090-6450-02	Equipment/Vehicle Rent	Copy Machines	6,210	5,336	6,896	6,846	6,846	6,846
207-4090-6500-00	Interdept Vehicle Expense	General	8,451	11,081	9,790	9,770	9,770	9,770
207-4090-6510-00	Equip/Vehicle Main & Repair	General	285	0	1,200	1,285	1,285	1,285
207-4090-6510-02	Equip/Vehicle Main & Repair	Equipment Service Contracts	82,226	7,639	18,000	3,500	3,500	3,500
207-4090-6530-00	Software Maintenance	General	1,037	0	0	0	0	0
207-4090-6550-00	Building and Grounds Main	General	6,940	27,272	1,672	1,672	1,672	1,672
207-4090-6550-10	Building and Grounds Main	Structural M&R	35	0	0	0	0	0
207-4090-6680-01	Communication	Telephone	35,513	41,030	37,465	34,905	34,905	34,905
207-4090-6685-00	Utilities	General	91,993	104,676	106,300	116,300	116,300	116,300
207-4090-6720-01	Fire/Liability Insurance	Liability Ins Interdept Charges	14,929	4,732	366	279	279	279
207-4090-6920-00	Awards and Recognitions	General	90	0	0	0	0	0
207-4090-7400-00	Office Supplies and Expenses	General	11,059	13,503	11,960	10,882	10,882	10,882
207-4090-7410-00	Postage	General	3,180	3,277	5,612	5,696	5,696	5,696
207-4090-7420-01	Duplicating Services	Photos, Photostats, Copying	25	343	254	0	0	0
207-4090-7500-00	Subscriptions & Periodicals	General	1,079	869	1,200	1,200	1,200	1,200
207-4090-7550-00	Travel	General	657	606	900	600	600	600
207-4090-7550-80	Travel	Mileage Reimbursement	606	1,181	1,897	1,259	1,259	1,259
207-4090-7560-00	Conventions, Schools, Seminars	General	13,940	9,247	14,471	13,715	13,715	13,715
207-4090-7560-05	Conventions, Schools, Seminars	Volunteers	0	29	100	0	0	0
207-4090-7580-00	Dues and Memberships	General	255	1,323	700	1,267	1,267	1,267
207-4090-7800-00	Legal Publication and Printing	General	1,838	410	600	500	500	500
207-4090-7850-00	Pre-employment Testing	General	435	329	380	1,478	1,478	1,478
207-4090-7900-XX	Miscellaneous	General	2,069	2,021	2,000	1,900	1,900	1,900
Total Materials & Services			458,313	583,937	802,670	704,727	704,727	704,727
207-4090-8200-00	Furniture and Equipment	General	0	11,455	0	9,875	9,875	9,875
207-4090-8200-99	Furniture and Equipment	Noninventory	5,057	11,657	0	45,000	45,000	45,000
Total Capital Outlay			5,057	23,112	0	54,875	54,875	54,875
207-4090-9500-01	Transfers Out	General Fund	11,142	19,290	8,356	5,361	5,361	5,361
207-4090-9899-15	Intrafund Transfers	Administration	(9,727)	(22,789)	27,643	32,644	32,644	32,644
207-4090-9899-22	Intrafund Transfers	Accounting	(181,946)	(182,766)	(223,759)	(204,718)	(204,718)	(204,718)
207-4090-9899-24	Intrafund Transfers	Offices	(96,548)	(112,336)	(110,459)	(111,747)	(111,747)	(111,747)
207-4090-9899-26	Intrafund Transfers	Medical Records	0	0	(267,087)	(253,933)	(253,933)	(253,933)
207-4090-9899-27	Intrafund Transfers	Client Accounts	(192,049)	(200,369)	(240,785)	(229,430)	(229,430)	(229,430)
207-4090-9899-28	Intrafund Transfers	Central Registration	(296,042)	(274,029)	(295,779)	(285,881)	(285,881)	(285,881)
207-4090-9899-40	Intrafund Transfers	MIS	(325,111)	(287,548)	(355,481)	(323,188)	(323,188)	(323,188)

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

Department Detail

			Actual	Actual	Revised	Proposed	Approved	Adopted
			FY 09-10	FY 10-11	Budget	FY 12-13	FY 12-13	FY 12-13
			FY 11-12					
207-4090-9899-41	Intrafund Transfers	Info Tech	(108,954)	(141,496)	(145,656)	(174,687)	(174,687)	(174,687)
207-4090-9899-50	Intrafund Transfers	Dept. Admin	(274,271)	(355,553)	(429,469)	(534,301)	(534,301)	(534,301)
Total Other Requirements			(1,473,506)	(1,557,596)	(2,032,476)	(2,079,880)	(2,079,880)	(2,079,880)
Total Expenditures			737,141	869,818	793,977	715,697	715,697	715,697

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

PERSONNEL SERVICES					
	Actual	Actual	Revised	Budget	
	FTE	FTE	Budget	FY 12-13	
	FY 09-10	FY 10-11	FTE	FTE	Amount
Health & Social Services Admin	1.00	1.00	1.00	1.00	89,704
Veterans Service Officer	1.00	1.00			
Research and Development Manager		0.40	1.00	1.00	80,464
IS Tech Support Analyst 2	1.00	2.00	2.00	2.00	108,930
IS Tech Support Analyst 1	2.00	1.00	1.00	1.00	45,912
Deputy Health Administrator/Director	1.00	1.00	1.00	1.00	78,111
Environ Health Specialist 2	1.00	1.00	1.00	1.00	52,530
Bus Srv Div Dir	1.00	1.00	1.00	1.00	68,515
Operations Team Manager		1.00			
Management Analyst 3	2.00	2.00	3.00	2.00	91,430
Management Analyst 2	1.00	1.00			
Health Dept Admin Assistant	1.00	1.00	1.00	1.00	42,724
Accountant				1.00	52,458
Accounting Technician 2	1.00	1.00	1.00	1.00	34,459
Accounting Technician 1	1.00	1.00	1.00	2.00	65,380
Accounting Clerk 2	1.00	2.00	4.00	3.00	88,734
Accounting Clerk 1	1.00	2.00			
Records Technician			4.00	4.00	104,041
Veterans Claims Specialist	1.80	1.50			
Department Assistant 4	9.60	7.48	7.00	7.00	186,428
Total Regular	27.40	28.38	29.00	29.00	1,189,820
Temporary					50,922
PERS		24.60%, 26.39%			318,312
Social Security		7.65%			94,917
Worker's Compensation		0.35%			4,343
Unemployment		2.25%			27,919
Medical & Dental Insurance		\$1,019/mo			349,742
Total Personnel Services					2,035,975

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.
 -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: 27.60 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 \$90,000
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