



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 4/4/16
Agenda Item #: R.7
Est. Start Time: 10:25 am
Date Submitted: 3/25/13

Agenda Title: BUDGET MODIFICATION: DCHS13-14 - Increasing Developmental Disabilities Services Division Federal/State appropriation by \$242,792.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: Next Available
Department: Department of County Human Services
Contact(s): Kathy Tinkle
Phone: 503-988-3691 **Ext.** x26858 **I/O Address:** 167/240
Presenter Name(s) & Title(s): Mohammed Bader, Interim Developmental Disabilities Division Director

Time Needed: 5 minutes
Division: Developmental Disabilities Services

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS13-14, increasing the Developmental Disabilities Services Division (DDSD) Federal/State fund by \$242,792 which will add 3 permanent, and 5 limited duration full time positions, increase rent assistance, and contracted services and supplies.

With the budget modification a full time Case Manager 1 position is also reclassified to an Office Assistant Senior as determined by the Class/Comp unit of Central Human Resources Re-classification Request #2102.

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

The funding for this budget modification is available due to the elimination of two DDSD Program Manager Senior positions, unobligated prior year revenue from the 11-13 biennial award and a renewal of a Home Forward grant funding rent assistance for DDSD clients.

Program Offer 25010 – DD Administration and Support:

Two vacant Program Manager Senior positions are eliminated effective April 1st, 2013. These positions have been vacant for several months, resulting in the Division Director directly supervising all three Program Manager 1 positions. This budget modification will allow DDSD to hire direct services staff to help address work load demands throughout the division in abuse investigations and in case management services. The reduction of \$80,462 for these positions will be utilized to fund the 3 new permanent positions (program offers 25013 – DD Services for Children and 25014 – DD Abuse Investigations) for FY13, \$11,567 will be used to increase supply expenses and \$18,000 will fund non-Medicaid eligible client expenses.

Program Offer 25011 – DD Systems, Contracts and Budget:

An increase in Housing Authority of Portland – Home Forward funding of \$103,589, which will provide short term rent assistance to 85 households.

Program Offer 25012 – DD Services for Adults::

In this program \$38,381 will be used to hire one limited duration full time Case Manager 2 position. This position will assist in access, coordination and assure the delivery of services and support required by individuals with developmental disabilities.

Program Offer 25013 – DD Services for Children:

In this program \$38,622 will be used to hire two limited duration full time Case Manager 2 (CM2) positions. One of these positions will cover caseloads for service coordinators on leave, when positions are vacated and being recruited for; caseloads that are maxed out and need additional support for emergency appointments, and serve as a backup service coordinator to other case managers.

The second position will have assigned caseloads to help with the increase in children enrolling into the program and balance large caseloads. The Children's Unit case numbers are increasing, and case managers' caseloads are already at capacity. This position will hold a half caseload in DDSD and a half caseload with Mental Health Wrap serving DD children to assist in the increasing number of children that are enrolling into DD services with dual diagnosis (DD/MH), which has required us to explore creative ways to appropriately serve these clients that our programs co-manage.

Finally, \$21,267 will be used to hire a permanent full time Program Specialist position which will help provide support to the unit regarding State Plan Personal Care funded services and Family Support funded services to families. Having the Program Specialist will allow a single point of contact for services and much more structure with increased efficiency to the managing of these services.

Program Offer 25014 – DD Abuse Investigations:

In this program \$21,267 will be used to hire a permanent full time Human Services Investigator position which will be assigned regular case loads to screen and manage serious abuse incidents. Another \$21,267 will be used to hire one full time limited duration Human Services Investigator to assist in managing the 90 open cases currently back logged.

Finally, \$26,361 will be used to hire a permanent full time Program Supervisor which will assure the quality of written reports, meeting strict timelines for reports and investigations, and will supervise the abuse investigations team.

Program Offer 25016 – DD Intake and Eligibility Services:

In this program \$22,933 will be used to hire a full time limited duration Clinical Services Specialist position to assist in meeting the demands of individuals that apply for DD services, and will complete the OAR process requirements. This position is needed to absorb some of the new referrals as well as assist with re-determining eligibility, which is required for individuals meeting prior eligibility to be conducted between the age of 18 and 22.

Finally, a Case Manager 1 position is reclassified to an Office Assistant Senior as determined by the Class/Comp unit of Central Human Resources, in reclassification request #2102. This position assists the Intake and Eligibility Unit with the eligibility process by coordinating and tracking the schedule of evaluations, handles billing and payments, coordinates and tracks records requests, monitors and distributes incoming documents, reports updated and trends, and assists with the team review meetings.

3. Explain the fiscal impact (current year and ongoing)

This budget modification reallocates funds, adds one-time-only unobligated and new grant funding to program offers: 25010, 25011, 25012, 25013, 25014, and 25016. Additional unobligated grant funding will also be utilized to fund the limited duration positions in FY14. Once these funds are exhausted, the limited duration positions will be eliminated and services will return to the previously funded levels.

The three new permanent positions are funded ongoing by the elimination of two Program Manager Senior positions.

The additional Home Forward grant added to program offer 25011 is ongoing and is renewed every 5 years.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

The Developmental Disabilities Services Division Federal/State fund will increase by \$242,792, of which \$103,589 is the Home Forward grant (CFDA# 14.239).

- **What budgets are increased/decreased?**

Program Offer 25010 – DD Administration and Support will decrease by \$50,895; Personnel will decrease by \$80,462, Professional Services will increase by \$18,000 and Supplies will increase by \$11,567.

Program Offer 25011 – DD Systems, Contracts and Budget will increase by \$103,589 for Direct Client Assistance.

Program Offer 25012 – DD Services for Adults will increase by \$38,381 for one limited duration staff position.

Program Offer 25013 – DD Services for Children will increase by \$59,889 for one permanent and two limited duration staff positions.

Program Offer 25014 – DD Abuse Investigations will increase by \$68,895 for two permanent and one limited duration staff positions.

Program Offer 25016 – DD Intake and Eligibility Services will increase by \$22,933 for one limited duration staff position.

- **What do the changes accomplish?**

This budget modification will provide permanent and limited duration staff to assist in the screening, monitoring and delivery of DD services and caseloads. New ongoing Home Forward grant funding will provide short term rent assistance to 85 households.

- **Do any personnel actions result from this budget modification? Explain.**

Yes, two vacant full time Manager Senior positions are eliminated and three full time permanent staff positions will be added, (1) Program Specialist, (1) Human Services Investigator and (1) Program Supervisor to the Developmental Disabilities Services Division.

Five full time limited duration staff positions will be added (3) Case Manager 2, (1) Human Services Investigators and (1) Clinical Services Specialist.

One Case Manager 1 position is re-classified to an Office Assistant Senior.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

No, the funding sources do not allow for indirect charges.

- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

The carryover funding of \$139,203 is a portion of unobligated funds from the previous fiscal year and therefore is one-time-only in nature. Carryover funding will also be added with an amendment to the FY14 budget to support the added limited duration positions in FY14. Once these funds have been fully expended, the limited duration positions will be eliminated and services will return to previously funded levels.


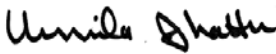

The increase in Home Forward funding (\$103,589) is associated with a 5-year grant. The amount for each year is subject to change based on available funding at the federal level. Services will be adjusted based on what is awarded each year.

- If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?

The State intergovernmental agreement is ongoing and renewed on a biennial basis. The current biennium expires 6/30/13, with a biennial renewal expected as of July 1, 2013. Home Forward funding is ongoing and renewed every 5 years. The current agreement will expire on 6/30/17.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

Elected Official or Dept Director:	<u></u>	Date:	<u>03/21/13</u>
Budget Analyst:	<u>Jennifer Unruh</u>	Date:	<u>3/22/13</u>
Department HR:	<u></u>	Date:	<u>3/22/13</u>
Countywide HR:	<u></u>	Date:	<u>3/22/2013</u>