



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-6 DATE 02/04/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 02/04/2010
Agenda Item #: R-6
Est. Start Time: 10:05 AM
Date Submitted: 01/22/2010

BUDGET MODIFICATION: DCHS - 28

BUDGET MODIFICATION DCHS-28 Increasing Mental Health and Addiction Services Division OHP (Medicaid) Funding by \$1,450,982 and Adding a 1.0 FTE
Agenda Title: Data Analyst Position in Mental Health and Addiction Services Division
Title: Business Services

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

Requested Meeting Date: February 4, 2010 **Amount of Time Needed:** 5 Minutes
Department: County Human Services **Division:** Mental Health & Addiction Services
Contact(s): Kathy Tinkle
Phone: 988-3691 **Ext.** 26858 **I/O Address:** 167/240
Presenter(s): Karl Brimner, David Hidalgo

General Information

1. What action are you requesting from the Board?

The Department of County Human Services Mental Health and Addiction Services Division (MHASD) recommends approval of budget modification DCHS-28 increasing OHP (Medicaid) funding by \$1,450,982 to provide additional mental health services to Verity members (adults and children) and to create a 0.42 FTE (1.00 FTE annualized) Data Analyst position.

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.

Enrollment in Verity has increased since the beginning of July 2009 by approximately 4,900 members, increasing Verity's annual revenue by \$1,450,982.

Program Offer 25054- MHASD Business Services increases \$35,712 in OHP (Medicaid) funding. This budget modification adds a 0.42 FTE (1.00 annualized) Data Analyst position to oversee data collection and report creation. These reports will be utilized to promote sound management decisions to increase mental health services to Verity insured adults & children.

Program Offer 25062- Mental Health Services for Adults increases by \$855,000 in OHP (Medicaid) funding and **Program Offer 25067- Community Based Mental Health Services for Children & Families** increases by \$560,270 in OHP (Medicaid) funding to provide mental health services for the additional 4,900 (adults/children) Verity members.

These funds will support the full spectrum of care as available through the County's Verity OHP program. Such services include: mental health crisis services; outpatient mental health treatment; intensive mental health treatment; respite; mental health residential; and inpatient psychiatric hospitalization.

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

The fiscal impact of increased Verity membership will continue in FY 2011. The annualized cost of the 1.00 FTE Data Analyst position in FY2011 is \$85,709.

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

ATTACHMENT 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).**

Verity Mental Health revenue is increased \$ 1,450,982 annually due to an increase of 4,900 insured members.

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

Budget Modification DCHS-28 increases the:

- FY 2010 OHP/Medicaid Fund for the DCHS Mental Health Business Services by \$35,712.
- FY 2010 OHP/Medicaid Fund for the DCHS Mental Health Services for Adults by \$855,000.
- FY 2010 OHP/Medicaid Fund for the DCHS Mental Health Services for Children and Families by \$560,270.

- **What do the changes accomplish?**

This budget modification provides services to the 4,900 additional members (adults/children) and adds a 1.00 FTE Data Analyst position to Business Services to oversee data collection and report creation.

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

Yes. The approval of this budget modification will result in an increase of 0.42 FTE (1.00 FTE annualized) Data Analyst (JCN 6073). Current year cost for the new Data Analyst is \$35,712. Cost for this position in FY2011 is \$85,709.

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

N/A, this funding does not allow 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 OHP/Medicaid funding is received via monthly premiums based on currently enrolled Verity members.

- **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)?**

N/A

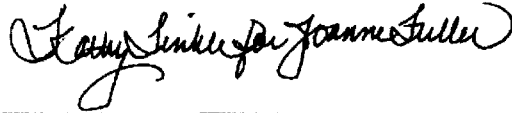
<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: DCHS - 28

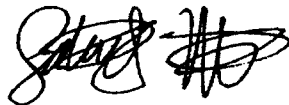
Required Signatures

**Elected Official or
Department/
Agency Director:**



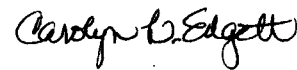
Date: 01/21/2010

Budget Analyst:



Date: 1/22/2010

Department HR:



Date: 01/21/2010

Countywide HR:



Date: 01/21/2010

Budget Modification ID: DCHS-28

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2009

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	20-80	3002	25054	40			MA SA BA 1 XIX	50190	(1,034,640)	(1,070,352)	(35,712)		IG-OP Fed St
2	20-80	3002	25054	40			MA SA BA 1 XIX	60000	231,587	253,589	22,002		Permanent
3	20-80	3002	25054	40			MA SA BA 1 XIX	60130	69,426	76,031	6,605		Salary Related
4	20-80	3002	25054	40			MA SA BA 1 XIX	60140	73,513	80,618	7,105		Insurance
5													
6	20-80	3002	25062	40			MA SC PP AD XIX	50190	(13,000,000)	(13,855,000)	(855,000)		IG-OP Fed St
7	20-80	3002	25062	40			MA SC PP AD XIX	60160	13,000,000	13,855,000	855,000		Pass thru
8													
9	20-80	3002	25067	40			MA SC PP CH XIX	50190	(7,000,000)	(7,560,270)	(560,270)		IG-OP Fed St
10	20-80	3002	25067	40			MA SC PP CH XIX	60160	7,000,000	7,560,270	560,270		Pass thru
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3002	6073	63314	MA SA BA 1 XIX	Data Analyst		1.00	52,805	15,852	17,052	85,709
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						1.00	52,805	15,852	17,052	85,709

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3002	6073	63314	MA SA BA 1 XIX	Data Analyst		0.42	22,002	6,605	7,105	35,712
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.42	22,002	6,605	7,105	35,712



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Keith Mitchell, DCHS, MHAS Business Services, x9615
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: January 8, 2010
Subject: Reclassification Request #1383 (New Data Analyst)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: January 6, 2010
Current Classification: n/a
Job Class Number: n/a
Pay Grade: n/a

Position Number: TBD
Requested Classification: Data Analyst
Job Class Number: 6073
Pay Grade: 25

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: January 8, 2010

Allocated Classification: Data Analyst
Pay Range: \$48,358.08 - \$59,445.36 annually

Job Class Number: 6073
Pay Grade: 25

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☒ Vacant - see New/Vacant Section
☐ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This new position will be responsible for monitoring program financials of the Mental Health and Addiction Services Division (MHASD) using client information management data systems and the Third Party Administrator's claims paid, provider authorization, and Verity enrollment databases; ensuring that data storage and reporting systems are created and maintained for accurate and complete information availability; and that records are in compliance with state and county regulatory policies and contract obligations. This position will train staff on MHASD data systems and serve as data liaison with DCHS IT and the third party administrator on issues related to data submission requirements. The essential job functions include developing, managing, and maintaining databases and data systems for program staff use; producing regular and ad-hoc reports by linking various databases both inside and outside the county; updating, tracking, and reporting on various information systems; and developing program evaluation methods data systems.

Data Technician performs a variety of basic level technical work involved in the maintenance of automated information systems including collection, cleaning, updating, editing, entering and validation of data; produces business and technical reports/documents. The routine nature of data collection, validation, updating, editing and reporting distinguishes this class from the higher levels.

Data Analyst is the full journey level professional analyst who performs complex technical and analytical work in the design, development, and maintenance of unique and complex automated information systems utilized by county departments. At least one of these must be a standalone system and be used by other division or department staff to obtain information. Employees in this class are responsible for ad-hoc reporting, problem solving, organizing, analyzing, and summarizing data received from a variety of sources. Work is highly varied and complex requiring knowledge of discipline-specific processes and methods.

Due to the professional level of work performed; the development of multiple standalone systems used by staff to gather information; and the highly varied, sophisticated reports that must be produced, this position best fits the Data Analyst (6073) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Carolyn Edgett, HR Analyst Senior
Kim Pasquinelli, HR Analyst
Pauline Reed, HR Maintainer
Local 88
Class Comp File Copy