



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # R-6 DATE 12/12/13  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 12/12/13  
Agenda Item #: R.6  
Est. Start Time: 10:30 am  
Date Submitted: 11/27/13

**BUDGET MODIFICATION DCHS14-23 Increasing Department of County Human  
Agenda Services Aging and Disability Services Division Federal/State Fund  
Title: Appropriation by \$2,286,409.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

**Requested Meeting Date:** December 12, 2013 **Time Needed:** 10 minutes  
**Department:** County Human Services **Division:** Aging & Disability Services  
**Contact(s):** Dana Lloyd  
**Phone:** 503-988-4073 **Ext.** 84073 **I/O Address:** 167/240  
**Presenter Name(s) & Title(s):** Peggy Brey, ADS Division Director

## General Information

### 1. What action are you requesting from the Board?

The Department of County Human Services (DCHS), Aging and Disability Services Division (ADSD) is requesting approval of budget modification DCHS14-23, which increases ADSD state allocated Medicaid funds in FY2014 by \$2,286,409.

### 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 State of Oregon's Legislatively Approved Budget provided significant strategic investments in Aging and Persons with Disability programs for the 2013-2015 biennium and resulted in increased funding for Medicaid staffing in ADSD.

This additional revenue funds Area Agencies on Aging at 95% equity, adds positions to accommodate for increased workloads and caseload growth, and increases program capacity to reduce nursing facility census through transition and diversion of clients from nursing facilities to community based settings.

ADSD is requesting to increase the Medicaid appropriation by \$2,286,409 to the FY2014

fiscal year budget and add a total of 27.07 FTE (46.40 FTE annualized).

New plus two existing positions (annualized FTE) include:

- Office Assistant 2 – 3.00 FTE
- Office Assistant Senior – 2.00 FTE
- Data Analyst – 1.00 FTE
- Program Specialist – 2.00 FTE
- Program Specialist Senior – 1.00 FTE
- Human Services Investigator – 3.00 FTE
- Administrative Analyst Senior – 1.00 FTE
- Case Management Assistant – 4.00 FTE
- Case Manager 1 – 11.00 FTE
- Case Manager 2 – 6.00 FTE
- Case Manager Senior – 8.00 FTE
- Program Supervisor – 4.00 FTE

Community Health Nurse (two existing positions increased .20 FTE each) -- .40 FTE

In addition, DCHS Human Resources will be adding a Limited Duration Human Resources Analyst 2 position for seven months through the end of the fiscal year to cover additional recruiting and processing needs.

The overall impact includes increased staffing across Long Term Care, Adult Protective Services, Adult Care Home, and Administration programs. Positions added will reduce caseload sizes for case managers, adult protective service workers, and ACHP licensors, as well as add proportionate support and supervisory capacity. New positions will help offset the increased workload for case managers resulting from the State's implementation of the K Plan and will increase capacity to meet state goals for reducing nursing facility census in Multnomah County by 9 clients per month during the biennium. And finally, positions have been added to provide needed program support for data analysis, coordination and implementation of LTC modernization and innovation initiatives, and development of specialized community based resources for transition and diversion care options.

Funding and positions will be increased in the following program offers: 25022 ADS Adult Care Home Program, 25023A ADS Long Term Care Program, 25024A ADS Adult Protective Services, 25027 ADS Administration, and 25001 DCHS Human Resources.

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

The FY2014 fiscal year budget for ADSD will increase by \$2,286,409.

This additional funding will increase personnel costs by \$2,127,172 to fund 27.07 new FTE (46.40 FTE annualized) and a full-time Limited Duration position in DCHS Human Resources. Additional Material & Services expenses incurred will be \$110,893. Central indirect expenses will increase by \$48,344.

Service reimbursement to the risk management fund will increase by \$478,664 (Insurance).

Service reimbursement from the Federal/State fund to the General fund will increase by \$48,344 (Central Indirect).

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

NA

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

NA

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**Budget Modification**

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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).**

Medicaid funds (CFDA# 93.778) are increasing based on the legislatively approved State of Oregon budget and new biennial allocation.

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

25022 - ADS Adult Care Home Program budget increases by \$107,866

25023A - ADS Long Term Care Program budget increases by \$1,722,612

25024A - ADS Adult Protective Services budget increases by \$299,407

25027 - ADS Administration budget increases by \$95,137

25001 - DCHS Human Resources by \$61,387

- **What do the changes accomplish?**

The budget increase will provide additional funds for Medicaid staffing, including direct service, support and supervisory positions, along with associated services and supply needs.

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

Yes. This budget modification results in the addition of 46.40 FTE (annualized) and increases two existing Community Health Nurse positions by .20 each, from .60 FTE to .80 FTE. In addition, DCHS Human Resources will hire a Limited Duration Human Resources Analyst 2 position through the end of the fiscal year (seven months).

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

These Medicaid Title XIX funds pay 100% of central indirect costs.

- **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?**

This allocation represents ongoing funding.

- **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 current DHS Medicaid service contract expires June 30, 2015. However the contract is renewable.

**NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**Required Signatures**

**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 11/22/13

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 11/25/13

**Department HR:** Urmila Jhattu /s/ **Date:** 11/22/13

**Countywide HR:** Susan Mulett /s/ **Date:** 11/25/2013

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*

## EXPENDITURES & REVENUE

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

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element
					Cost Center	WBS Element	
1	30-01	26090	25027	0040		ADSDIVADM201XIX	50190
2	30-01	26090	25027	0040		ADSDIVADM201XIX	60000
3	30-01	26090	25027	0040		ADSDIVADM201XIX	60130
4	30-01	26090	25027	0040		ADSDIVADM201XIX	60140
5	30-01	26090	25027	0040		ADSDIVADM201XIX	60180
6	30-01	26090	25027	0040		ADSDIVADM201XIX	60200
7	30-01	26090	25027	0040		ADSDIVADM201XIX	60220
8	30-01	26090	25027	0040		ADSDIVADM201XIX	60240
9	30-01	26090	25027	0040		ADSDIVADM201XIX	60260
10	30-01	26090	25027	0040		ADSDIVADM201XIX	60270
11	30-01	26090	25027	0040		ADSDIVADM201XIX	60350
12							
13	30-75	26090	25022	0040		ADSDIVAHXIX	50190
14	30-75	26090	25022	0040		ADSDIVAHXIX	60000
15	30-75	26090	25022	0040		ADSDIVAHXIX	60130
16	30-75	26090	25022	0040		ADSDIVAHXIX	60140
17	30-75	26090	25022	0040		ADSDIVAHXIX	60180
18	30-75	26090	25022	0040		ADSDIVAHXIX	60200
19	30-75	26090	25022	0040		ADSDIVAHXIX	60220
20	30-75	26090	25022	0040		ADSDIVAHXIX	60240
21	30-75	26090	25022	0040		ADSDIVAHXIX	60260
22	30-75	26090	25022	0040		ADSDIVAHXIX	60270
23	30-75	26090	25022	0040		ADSDIVAHXIX	60350
24							
25	26-10	26090	25001	0040		CHSBS.HR.TITLEXIX	50190
26	26-10	26090	25001	0040		CHSBS.HR.TITLEXIX	60100
27	26-10	26090	25001	0040		CHSBS.HR.TITLEXIX	60135
28	26-10	26090	25001	0040		CHSBS.HR.TITLEXIX	60145
29	26-10	26090	25001	0040		CHSBS.HR.TITLEXIX	60350
30							
31	30-80	26090	25024A	0040		ADSDIVAPSXIX	50190

## EXPENDITURES & REVENUE

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

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element
					Cost Center	WBS Element	
32	30-80	26090	25024A	0040		ADSDIVAPSXIX	60000
33	30-80	26090	25024A	0040		ADSDIVAPSXIX	60130
34	30-80	26090	25024A	0040		ADSDIVAPSXIX	60140
35	30-80	26090	25024A	0040		ADSDIVAPSXIX	60180
36	30-80	26090	25024A	0040		ADSDIVAPSXIX	60200
37	30-80	26090	25024A	0040		ADSDIVAPSXIX	60220
38	30-80	26090	25024A	0040		ADSDIVAPSXIX	60240
39	30-80	26090	25024A	0040		ADSDIVAPSXIX	60260
40	30-80	26090	25024A	0040		ADSDIVAPSXIX	60270
41	30-80	26090	25024A	0040		ADSDIVAPSXIX	60350
42							
43							
44	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	50190
45	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60000
46	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60130
47	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60140
48	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60180
49	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60200
50	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60220
51	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60240
52	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60260
53	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60270
54	30-55	26090	25023A	0040		ADSDIVLTCEDXIX	60350
55							
56							
57							
58							
59							
60							
61	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	50190
62	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60000

## EXPENDITURES & REVENUE

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

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element
					Cost Center	WBS Element	
63	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60130
64	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60140
65	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60180
66	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60200
67	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60220
68	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60240
69	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60260
70	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60270
71	30-55	26090	25023A	0040		ADSDIVLTCSEDXIX	60350
72							
73							
74	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	50190
75	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60000
76	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60130
77	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60140
78	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60180
79	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60200
80	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60220
81	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60240
82	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60260
83	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60270
84	30-55	26090	25023A	0040		ADSDIVLTCNNEDXIX	60350
85							
86							
87							
88							
89							
90							
91	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	50190
92	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60000
93	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60130

## EXPENDITURES & REVENUE

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

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element
					Cost Center	WBS Element	
94	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60140
95	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60180
96	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60200
97	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60220
98	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60240
99	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60260
100	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60270
101	30-55	26090	25023A	0040		ADSDIVLTCWDXIX	60350
102							
103	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	50190
104	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60000
105	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60130
106	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60140
107	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60180
108	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60200
109	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60220
110	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60240
111	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60260
112	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60270
113	30-55	26090	25023A	0040		ADSDIVLTCMCXIX	60350
114							
115	72-80	3500		0020	705210		50316
116	72-80	3500		0020	705210		60330
117							
118	19	1000		0020	9500001000		50310
119	19	1000		0020	9500001000		60470
120							



**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal

Fund	Job #	HR Org	WBS	Position Title
26090	6002	63262	ADSDIVADM201XIX	Office Assistant Senior
26090	6013	63262	ADSDIVADM201XIX	Data Analyst
26090	9670	63195	CHSBS.HR.TITLEXIX	HR Analyst 2 (LD) 1.00 FTE
26090	6021	62956	ADSDIVAHXIX	Program Specialist
26090	9361	62956	ADSDIVAHXIX	Program Supervisor
26090	6315	62964	ADSDIVAPSXIX	Community Health Nurse
26090	6315	62964	ADSDIVAPSXIX	Community Health Nurse
26090	6301	65173	ADSDIVAPSXIX	Human Services Investigator
26090	6299	66293	ADSDIVAPSXIX	Case Management Assistant
26090	9005	66293	ADSDIVAPSXIX	Administrative Analyst Senior
26090	6297	62961	ADSDIVLTCEDXIX	Case Manager 2
26090	6298	65175	ADSDIVLTCEDXIX	Case Manager 1
26090	6001	62959	ADSDIVLTCEDXIX	Office Assistant 2
26090	9361	65175	ADSDIVLTCEDXIX	Program Supervisor
26090	6296	62963	ADSDIVLTCSEDXIX	Case Manager Senior
26090	6298	65180	ADSDIVLTCSEDXIX	Case Manager 1
26090	6297	65179	ADSDIVLTCNNEDXIX	Case Manager 2
26090	6298	65178	ADSDIVLTCNNEDXIX	Case Manager 1
26090	6001	62962	ADSDIVLTCNNEDXIX	Office Assistant 2
26090	6088	65181	ADSDIVLTCWDXIX	Program Specialist Senior
26090	6297	65182	ADSDIVLTCWDXIX	Case Manager 2
26090	6298	62960	ADSDIVLTCWDXIX	Case Manager 1
26090	6297	65177	ADSDIVLTCMCXIX	Case Manager 2
26090	6298	65176	ADSDIVLTCMCXIX	Case Manager 1
26090	6001	62958	ADSDIVLTCMCXIX	Office Assistant 2
26090	9361	65177	ADSDIVLTCMCXIX	Program Supervisor
26090	6296	65452	ADSDIVLTCMCXIX	Case Manager Senior
26090	6297	65452	ADSDIVLTCMCXIX	Case Manager 2
26090	6299	65452	ADSDIVLTCMCXIX	Case Management Assistant
26090	6021	65452	ADSDIVLTCMCXIX	Program Specialist
26090	6002	65452	ADSDIVLTCMCXIX	Office Assistant Senior
26090	9361	65452	ADSDIVLTCMCXIX	Program Supervisor

Calculate costs/savings that will take place in this FY; these should explain the act

**Effective Date: 12-01-13**

Fund	Job #	HR Org	WBS	Position Title
26090	6002	63262	ADSDIVADM201XIX	Office Assistant Senior
26090	6013	63262	ADSDIVADM201XIX	Data Analyst
26090	9670	63195	CHSBS.HR.TITLEXIX	HR Analyst 2 (LD) .58 FTE
26090	6021	62956	ADSDIVAHXIX	Program Specialist
26090	9361	62956	ADSDIVAHXIX	Program Supervisor
26090	6315	62964	ADSDIVAPSXIX	Community Health Nurse
26090	6315	62964	ADSDIVAPSXIX	Community Health Nurse
26090	6301	65173	ADSDIVAPSXIX	Human Services Investigator
26090	6299	66293	ADSDIVAPSXIX	Case Management Assistant
26090	9005	66293	ADSDIVAPSXIX	Administrative Analyst Senior
26090	6297	62961	ADSDIVLTCEDXIX	Case Manager 2
26090	6298	65175	ADSDIVLTCEDXIX	Case Manager 1
26090	6001	62959	ADSDIVLTCEDXIX	Office Assistant 2
26090	9361	65175	ADSDIVLTCEDXIX	Program Supervisor
26090	6296	62963	ADSDIVLTCSEDXIX	Case Manager Senior
26090	6298	65180	ADSDIVLTCSEDXIX	Case Manager 1
26090	6297	65179	ADSDIVLTCNEDXIX	Case Manager 2
26090	6298	65178	ADSDIVLTCNEDXIX	Case Manager 1
26090	6001	62962	ADSDIVLTCNEDXIX	Office Assistant 2
26090	6088	65181	ADSDIVLTCWDXIX	Program Specialist Senior
26090	6297	65182	ADSDIVLTCWDXIX	Case Manager 2
26090	6298	62960	ADSDIVLTCWDXIX	Case Manager 1
26090	6297	65177	ADSDIVLTCMCXIX	Case Manager 2
26090	6298	65176	ADSDIVLTCMCXIX	Case Manager 1
26090	6001	62958	ADSDIVLTCMCXIX	Office Assistant 2
26090	9361	65177	ADSDIVLTCMCXIX	Program Supervisor
26090	6296	65452	ADSDIVLTCMCXIX	Case Manager Senior
26090	6297	65452	ADSDIVLTCMCXIX	Case Manager 2
26090	6299	65452	ADSDIVLTCMCXIX	Case Management Assistant
26090	6021	65452	ADSDIVLTCMCXIX	Program Specialist
26090	6002	65452	ADSDIVLTCMCXIX	Office Assistant Senior
26090	9361	65452	ADSDIVLTCMCXIX	Program Supervisor
				<b>TOTAL CURRENT FY CH</b>