

Administrative Services

County-Wide Key Strategic Outcome: Cost effective services delivered with competence and skill

Program Description

Along with providing the overall direction of the HHS Department, Administrative Services is responsible for coordinating and providing operational, fiscal and management information systems support.

Major functions and responsibilities include the processing of client and provider payments, contract administration of purchased services, the billing for services to Medicare, Medical Assistance, Commercial Insurance Carriers and responsible parties, and liaison to Human Resources. Health Insurance Portability & Accountability Act (HIPAA) Privacy/Security compliance, client records management, Department specific computer training and system administration, along with Department-wide data collection, analysis and reporting to various outside entities are coordinated and supported through this area.

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	Budget Change
Staffing (FTE)	50.51	50.51	50.51	50.09	(0.42)
General Government	\$7,528,828	\$7,222,910	\$7,291,497	\$6,869,106	(\$353,804)
Charges for Services	\$16,096	\$6,000	\$12,519	\$16,200	\$10,200
Interdepartmental	\$76,279	\$59,356	\$59,356	\$67,500	\$8,144
Other Revenue	\$192,844	\$210,667	\$201,940	\$218,821	\$8,154
Appr. Fund Balance (a)	\$371,550	\$318,550	\$318,550	\$275,550	(\$43,000)
County Tax Levy/(Credit)	(\$3,850,715)	(\$3,648,830)	(\$3,648,830)	(\$3,190,270)	\$458,560
Total Revenues	\$4,334,882	\$4,168,653	\$4,235,032	\$4,256,907	\$88,254
Personnel Costs	\$3,165,579	\$3,354,929	\$3,384,299	\$3,415,731	\$60,802
Operating Expenses	\$270,180	\$265,353	\$223,697	\$270,453	\$5,100
Interdept. Charges	\$510,528	\$548,371	\$525,976	\$570,723	\$22,352
Total Expenditures	\$3,946,287	\$4,168,653	\$4,133,972	\$4,256,907	\$88,254
Rev. Over (Under) Exp.	\$388,595	-	\$101,060	-	-

(a) The major State funding source for the HHS, Community Aids, is accounted for in this program area. Within the guidelines of the State of Wisconsin Allowable Cost Policy Manual, the Community Aids can be used to fund a broad range of services, as it is not earmarked for any single purpose or program.



Program Highlights

General Government revenues include \$6,724,627 of State Community Aids Basic County Allocation (BCA) funding, which represents a decrease of \$425,369. For Calendar Year (CY) 2010, the State has passed on federal revenue reductions in the amount of \$126,559 from the Department of Children and Families (DCF) and \$298,810 from the Department of Health Services (DHS). The DHS reduction in CY 2010 is magnified due to a one time Federal Stimulus funding increase for the Federal Alcohol and Other Drug Abuse Block Grant funding, which will revert back to the 2009 level in 2011 calendar year and the DHS Community Aids will appear to increase \$217,991 over 2010.

Department of Health Services	CY 09	CY 10	Change	CY 11	CY10 vs CY11
Community Aids	\$ 8,003,291	\$ 7,704,481	\$ (298,810)	\$ 7,922,472	\$ 217,991
Alcohol and Other Drug Abuse block grant	\$ 421,473	\$ 605,020	\$ 183,547	\$ 421,473	\$ (183,547)
	\$ 8,424,764	\$ 8,309,501	\$ (115,263)	\$ 8,343,945	\$ 34,444
Department of Children & Families					
Community Aids	\$ 3,469,984	\$ 3,343,425	\$ 3,343,425	\$ 3,249,491	\$ (93,934)
	\$ 11,894,748	\$ 11,652,926	\$ 3,228,162	\$ 11,593,436	\$ (59,490)

Administrative Services (cont.)

State Income Maintenance revenue of \$115,000, from indirect cost recovery, reflects an increase of \$55,000 retained by the department. In addition, Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS) reimbursement is budgeted to increase by \$16,565 to \$28,979 reflecting current year experience and related reimbursable wage and benefit cost increases. Charges for Services revenue for record copy services are budgeted at \$16,200 reflects an increase of \$10,200 to more closely reflect prior year actuals.

Interdepartmental revenues are from charges to the HHS Public Health Division for department administrative cost recovery mostly related to grant funded programs are budgeted to increase by \$8,144 to \$67,500.

Other Revenues for the Wisconsin Medicaid Cost Report (WIMCR) are budgeted to increase \$22,779 to \$203,221. Reimbursements retained for providing protective payee services for Supplemental Security Income (SSI) clients are estimated to be \$15,600 for 2010, a reduction of \$4,625 to account for less protective payee clients, which is due to the transition of clients to the Family Care program. Refunds from contract providers as the result of final year-end audit review in the amount of \$10,000 are removed for 2010 due to the final transition of service providers to the Family Care program. The Tax Levy Credit change of \$466,508 is mainly due to the State's Community Aid revenue reduction mentioned above and the reduction in Appropriated Fund Balance of \$43,000.

Personnel costs reflect employee costs to continue, partially offset by the unfunding of an Administrative Assistant – Fiscal Management in the 3rd quarter of 2010, due to retirement, for a net decrease of 0.42 FTE.

Operating expenses increased slightly by 1.96% or \$5,100 to \$270,453. The 2010 Budget includes \$124,697 in the cost for computer hardware and software service/license fees and contracted system analysis. Operating expenses also include \$41,486 mostly for office supplies; \$35,790 for audit charges; \$21,500 for printing costs; \$18,593 for subscriptions, registrations, travel; \$16,337 for equipment, maintenance/service and \$12,050 for bank fees charges.

Interdepartmental charges are estimated to increase \$22,352, mostly due to a \$20,300 increase related to the End User Technology Fund charges, to reflect the allocation method for the total cost of computer ownership and the Information Technology resources being used by departments. A tax levy adjustment has been provided to mitigate the impact of increases. Also included is a \$13,371 increase, to \$102,882, for Risk Management insurance charges reflecting higher claims experience. Legal charges for services provided by Corporation Counsel increase \$3,181 to \$208,894. Also, telephone/communication charges are estimated to increase \$2,384 to \$39,352, while copier replacement costs are budgeted to increase \$2,165 to \$12,078 and records storage is budgeted to increase \$1,469 to \$3,780. The increases are partially offset by a significant \$20,319 decrease in postage costs mainly related to the transition of providers to the Family Care program and reduced contracts and invoice related mailings with \$37,815 remaining in the 2010 postage account.