

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.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	50.51	50.09	50.09	51.51	1.42
General Government (a)	\$7,316,458	\$6,928,206	\$6,879,458	\$7,422,040	\$493,834
Charges for Services	\$17,418	\$16,200	\$16,200	\$16,200	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$156,151	\$227,221	\$156,307	\$153,821	(\$73,400)
Appr. Fund Balance	\$318,550	\$275,550	\$275,550	\$262,000	(\$13,550)
County Tax Levy/(Credit)	(\$3,648,830)	(\$3,190,270)	(\$3,190,270)	(\$3,292,318)	(\$102,048)
Total Revenues	\$4,159,747	\$4,256,907	\$4,137,245	\$4,561,743	\$304,836
Personnel Costs	\$3,300,717	\$3,415,731	\$3,376,026	\$3,657,204	\$241,473
Operating Expenses	\$220,245	\$270,453	\$200,068	\$280,311	\$9,858
Interdept. Charges	\$484,474	\$570,723	\$568,417	\$624,228	\$53,505
Total Expenditures	\$4,005,436	\$4,256,907	\$4,144,511	\$4,561,743	\$304,836

Rev. Over (Under) Exp.	\$154,311	-	(\$7,266)	-	-
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(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 \$7,068,377 of State Community Aids Basic County Allocation (BCA) funding, which represents an increase of \$343,750. This includes shifting \$249,980 of BCA to this program as a result of the \$468,741 reduction of the scheduled Family Care payments made back to the State. The remaining \$93,770 in additional BCA is more than offset by the state's \$183,547 reduction of Federal Alcohol and Other Drug Abuse Block Grant (in the AODA program) as it reverts back to the 2009 level. State Income Maintenance revenue of \$115,000, from indirect cost recovery, continues at the same level as 2010. Also, Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS) reimbursement is budgeted at \$28,979 is unchanged from the 2010 budget. General Government revenues also include the direct budgeting of administrative cost recovery reimbursements from the Public Health and the Aging and Disability Resource divisions grant funded programs which are budgeted to increase by \$150,084. In addition, charges for services revenue for record copy services continue to be budgeted at the 2010 level of \$16,200.

Other Revenues from the Wisconsin Medicaid Cost Report (WIMCR) are budgeted to decrease \$75,000 to about \$128,200, reflecting prior year actual declining trends. Reimbursements retained for providing protective payee services for Supplemental Security Income (SSI) clients remain at \$15,600 for 2011.

Fund Balance appropriations change of \$13,550 and tax levy credit change of \$102,048 are mainly due to the BCA increase more than offsetting the division's expenditure increases.

Administrative Services (cont.)

Personnel cost increases reflect employee cost to continue and several proposed position realignments to address a recent review and resulting recommendations on medical billing which includes two new positions; a Senior Information Technical Professional and a Programs Project Analyst positions are added to this area partly offset with the unfunding of a 0.58 FTE Administrative Assistant – Fiscal Management, through a retirement. This proposed realignment better coordinates efforts working with the Aging and Disability Resource Divisions and allows for the unfunding of an Account Clerk II with the workload being covered by existing staff located in the Administrative Services Division.

Operating expenses increased by \$9,858 to \$280,311. The 2011 budget base includes about \$124,700 for computer hardware and software service/ license fees and contracted system analysis. Operating expenses also includes \$45,300 mostly for office supplies and materials; \$36,685 for audit charges; \$25,525 for printing costs; \$21,940 for training, registration and travel; \$13,835 for equipment, maintenance/service and about \$12,000 for bank fees charges related to electronic processing where the County is the protective payee for individual client accounts.

Interdepartmental charges are estimated to increase \$53,505, mostly due to a \$26,800 increase to about \$191,900 related to the End User Technology Charges (EUTF) which reflects the allocation method for the total cost of computer ownership and the Information Technology resources being used by departments as recommended by Internal Audit. A tax levy adjustment has been provided to mostly mitigate the impact of these increases. Also, a \$16,900 increase is included for Risk Management insurance cost allocations reflecting higher claims experience. Legal charges for services provided by Corporation Counsel increase about \$6,270 to \$215,161. Also, telephone/communication charges are estimated to increase \$3,750 to \$43,105. Postage costs and copier replacement costs remain at 2010 levels of \$37,815 and \$12,078 respectively.

Family Care Payments to the State

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

Program Description

This program reflects the 2011 required (mandated) back to the State as part of the local maintenance of effort base for the State Family Care initiative, which began July of 2008 for Waukesha County.

	2009 Actual	2010 Budget	2010 Estimate	2011 Budget	Budget Change
Staffing (FTE)	0.00	0.00	0.00	0.00	0.00
General Government	\$3,156,200	\$3,156,200	\$3,156,200	\$2,906,220	(\$249,980)
Appr. Fund Balance	\$289,215	\$754,641	\$754,641	\$535,880	(\$218,761)
County Tax Levy	\$0	\$0	\$0	\$0	\$0
Total Revenues:	\$3,445,415	\$3,910,841	\$3,910,841	\$3,442,100	(\$468,741)
Operating Expenses	\$3,445,415	\$3,910,841	\$3,910,841	\$3,442,100	(\$468,741)
Total Expenditures:	\$3,445,415	\$3,910,841	\$3,910,841	\$3,442,100	(\$468,741)

Rev. Over (Under) Exp.	-	-	-	-	-
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Program Highlights

General Government revenues of \$2,906,220 reflect a portion of State Community Aids – Basic County Allocation (BCA) received from the State Department of Health Services. In addition, Long Term Care Fund Balance of \$535,880 is utilized to temporarily offset the required payment back to the state, which is available from planned under budgeting of a portion of BCA revenue in 2008.

Operating expenses include the third year required payment of \$3,442,100 back to the State Department of Health Services to meet the scheduled county contribution – maintenance of effort (phased down over five years until the County reaches the legislated 22% contribution level in 2013) to help pay for the expansion of the State's Family Care Program

	Year	Due Date	Amount
Year 1a	7/1/08 to 12/31/08	January 31, 2009	\$ 1,255,624
Year 1b	1/1/09 to 6/30/09	June 30, 2009	\$ 2,189,791
			\$ 3,445,415
Year 2	7/1/09 to 6/30/10	June 30, 2010	\$ 3,910,841
Year 3	7/1/10 to 6/30/11	June 30, 2011	\$ 3,442,100
Year 4	7/1/11 to 6/30/12	June 30, 2012	\$ 2,973,359
Year 5	7/1/12 to 6/30/13	June 30, 2013	\$ 2,504,618
Year ~	Years following 2013	June 30~	\$ 2,504,618