

Human Services Fund Health & Human Services Program

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 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.

The major State funding source for Fund 150, the Basic County Allocation (BCA), is accounted for in this program area. Within the guidelines of the State of Wisconsin Allowable Cost Policy Manual, the BCA can be used to fund a broad range of services, as it is not earmarked for any single purpose or program.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	50.77	50.77	50.77	49.82	(0.95)
General Government	\$7,726,191	\$7,205,927	\$7,241,770	\$7,165,447	(\$40,480)
Charges for Services	\$10,078	\$4,000	\$4,000	\$4,000	\$0
Interdepartmental	\$52,918	\$47,249	\$68,988	\$76,279	\$29,030
Other Revenue	\$240,633	\$270,442	\$255,442	\$271,642	\$1,200
Appr. Fund Balance (a)	\$388,550	\$368,550	\$388,444	\$368,550	\$0
County Tax Levy/(Credit)	(\$4,462,453)	(\$4,019,893)	(\$4,019,893)	(\$3,850,715)	\$169,178
Total Revenues	\$3,955,917	\$3,876,275	\$3,938,751	\$4,035,203	\$158,928
Personnel Costs	\$2,807,248	\$3,125,521	\$3,082,066	\$3,249,311	\$123,790
Operating Expenses	\$240,734	\$265,363	\$264,810	\$270,539	\$5,176
Interdept. Charges	\$524,404	\$485,391	\$475,444	\$515,353	\$29,962
Total Expenditures	\$3,572,386	\$3,876,275	\$3,822,320	\$4,035,203	\$158,928

Rev. Over (Under) Exp.	\$383,531	-	\$116,431	-	-
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(a) 2008 Fund Balance includes \$200,000 transferred from the Long Term Care fund to cover costs associated with programs transferred from the Long Term Care Fund to the Human Services Fund.



Program Highlights

Total General Government revenues decrease by \$40,480 mainly due to the recording of all emergency preparedness grant funding of \$50,480 in the Public Health Division. In the 2007 Budget, this grant funding was used to assist in the funding of the Human Services Coordinator position. In 2008, the position will be funded with Tax Levy. This is partially offset by an increase of \$10,000 for administrative reimbursement related to the Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS). The total State Community Aids - Basic County Allocation (BCA) funding estimated in General Government revenues for the entire Department is \$9.9 million, which reflects the partial funding and responsibility transfer from the County to the Managed Care Organization in 2008. The amount has not significantly changed in the last twelve years. The lack of an increase in State BCA funding is a major resource constraint on the Department and Waukesha County.

Personnel costs include funding for the cost to continue 49.82 FTE's and the unfunding of a regular full-time Account Clerk I position mid-April 2008, for a decrease of 0.69 FTE. Also, summer student extra help for the annual records retention review is reduced 50%, for a decrease of 0.26 FTE.

The \$5,176 increase in Operating expenditures reflects the change in the cost for the annual financial audit of \$3,416 and increasing charges for bank financial services of \$800 and software vendor maintenance of \$960.

Interdepartmental charges are estimated to increase \$29,962 mostly due to legal charges for direct provided services by Corporation Counsel of \$16,683. A \$7,302 increase related to the End User Technology allocation reflects the new allocation methodology recommended by Internal Audit to more accurately reflect Information Technology resources being used by Departments. A Tax Levy increase adjustment has been provided to limit the increase that has to be absorbed by the Department. Also, a \$3,106 increase is related to telephone/communication charges and a \$2,930 increase is related to insurance charges.