

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, Community Aids 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.

	2007 Actual	2008 Budget	2008 Estimate	2009 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>50.77</b>	<b>49.82</b>	<b>49.82</b>	<b>50.51</b>	<b>0.69</b>
General Government	\$7,271,972	\$7,165,447	\$7,186,662	\$7,222,910	\$57,463
Charges for Services	\$12,184	\$4,000	\$14,500	\$6,000	\$2,000
Interdepartmental	\$79,685	\$76,279	\$76,279	\$59,356	(\$16,923)
Other Revenue	\$192,965	\$271,642	\$228,442	\$210,667	(\$60,975)
Appr. Fund Balance (a)	\$388,444	\$368,550	\$371,550	\$318,550	(\$50,000)
<b>County Tax Levy/(Credit)</b>	<b>(\$4,012,883)</b>	<b>(\$3,850,715)</b>	<b>(\$3,850,715)</b>	<b>(\$3,648,830)</b>	<b>\$201,885</b>
<b>Total Revenues</b>	<b>\$3,932,367</b>	<b>\$4,035,203</b>	<b>\$4,026,718</b>	<b>\$4,168,653</b>	<b>\$133,450</b>
Personnel Costs	\$3,105,101	\$3,249,311	\$3,179,749	\$3,354,929	\$105,618
Operating Expenses	\$302,552	\$270,539	\$281,400	\$265,353	(\$5,186)
Interdept. Charges	\$486,105	\$515,353	\$513,489	\$548,371	\$33,018
<b>Total Expenditures</b>	<b>\$3,893,758</b>	<b>\$4,035,203</b>	<b>\$3,974,638</b>	<b>\$4,168,653</b>	<b>\$133,450</b>

Rev. Over (Under) Exp.	\$38,609	-	\$52,080	-	-
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- (a) 2009 Fund Balance includes \$175,000 transferred from the Long Term Care Fund and \$143,550 from the H&HS Fund Balance. The 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

General Government revenues include \$7,209,996 of State Basic County Allocation (BCA) funding, which is an increase of \$78,304 related to the statewide Foster Care rate increases which is pass through payments to foster care parents. In addition, Wisconsin Statewide Automated Child Welfare Information System (WiSACWIS) reimbursement increases by \$2,414 to \$12,414 due to a more restrictive state reporting method and related reimbursable wage and benefit cost increases. This is offset by the elimination of \$22,755 previously budgeted state funding for partially reimbursed administrative expenses related to the certification of Adult Family Homes, which will now be the responsibility of the State contracted Family Care Managed Care Organizations.

Charges for Services for record copy services which are budgeted at \$6,000 increases \$2,000 to closer reflect prior year actuals.

Interdepartmental revenues are from charges to the HHS Public Health Division for department administrative cost recovery, which is lower by \$16,923 at \$59,356 due to the reduction in total grant revenues expected to be received by the Public Health Division in 2009.

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**Administrative Services (cont.)**

Other Revenue contains the same funding level of \$180,442 for the Wisconsin Medicaid Cost Report (WIMCR). Reimbursement retained for providing protective payee services is \$20,225 for 2009, a reduction of \$40,975 to account for less protective payee clients due to the transition of clients to State's Family Care program. Refunds from contract providers as the result of final year-end audit review are estimated to be \$10,000, a reduction of \$20,000 in anticipation of adjustments occurring earlier due to the transition of providers to the Family Care program.

Appropriated Fund Balance is decreased by \$50,000 to \$318,550 as the department reduces reliance on HHS Fund Balance for funding institute placement costs.

The Tax Levy Credit in this program is reduced by \$201,885 due to higher costs to continue Administrative Services and offsets revenue reductions mentioned above.

Personnel costs reflect general wage and employee benefit cost increases, the transfer of 1.00 FTE and \$61,064 for an Administrative Assistant – Fiscal Management from the Long Term Care Division and the unfunding of the remaining balance of 0.31 FTE of an Account Clerk which was unfunded mid-April 2008 results in cost savings of \$14,974, for a net increase of 0.69 FTE.

Operating expenses decrease slightly by \$5,186 to \$265,353 mostly due to data processing equipment maintenance fees that are no longer necessary on a replaced system. The 2009 Budget includes \$123,938 in the cost for computer hardware and software maintenance service license fees and contracted data processing services. Operating expenses also include \$37,000 for office supplies; \$33,256 for audit charges and \$21,500 for outside printing.

Interdepartmental charges are estimated to increase \$33,018 mostly due to a \$21,043 increase related to Risk Management insurance charges due to high claims experience. Also, \$7,112 of the increase is related to the End User Technology Fund charges to reflect the new allocation method for the total cost of computer ownership as recommended by Internal Audit to better reflect Information Technology resources being used by departments. A tax levy increase adjustment of approximately \$3,874 has been provided to limit the impact to the Department absorbing increase above 3%. Legal charges for services provided by Corporation Counsel increase \$5,993 to \$205,713. Also, postage costs are estimated to increase \$5,134 to \$58,134. The increases are offset by a \$9,198 decrease mostly related to telephone/communication charges being reallocated to other divisions based on historical usage.