

## Developmental Disabilities Administration

### 040 - M1 - 94 - MANDATORY WORKLOAD ADJUSTMENTS

Agency Submittal: 11-2017-19-YR Agency Req

Budget Period: 2017-19

#### SUMMARY

The outcome of the caseload forecast is used in conjunction with a system of established workload standards to project future staffing needs. This adjustment maintains established Case Resource Manager (CRM) to client caseload ratios required to manage the Developmental Disabilities Administration (DDA) caseload. DDA requests a reduction of -6.1 FTE, -\$1,173,000 Total Funds (-\$704,000 GF State).

#### PROBLEM STATEMENT

DDA requests a reduction of -6.1 FTE, -\$1,173,000 Total Funds (-\$704,000 GF State) for mandatory workload associated with caseload changes identified through the summer 2016 caseload forecast process. These adjustments maintain established Case Resource Manager (CRM) to client caseload ratios required to manage the DDA caseload. The outcome of the caseload forecast is used in conjunction with a system of established workload standards to project future staffing needs. The CRM staff will be utilized to complete mandated assessments, service plans, and monitoring of individual support plans for clients of DDA. The workload standards take into account different staffing needs based on setting and position type. Financial, supervisory, clerical, and managerial staffing needs are factored into the staffing request based upon established ratios of these positions to social service staff.

#### PROPOSED SOLUTION

Reduce the workload for DDA by -6.1 FTE, -\$1,173,000 Total Funds (-\$704,000 GF State) for staffing level adjustments based on a system of established workload standards. The workload standards take into account different staffing needs based on setting and position type. Financial, supervisory, clerical, and managerial staffing needs are factored into the staffing request based upon established ratios of these positions to social service staff.

#### EXPECTED RESULTS

The consequence of adopting this package is that DDA will make staff adjustments to maintain existing performance in response to caseload changes. Forecast driven caseload changes reflect the agency's goals, including:

- Ensuring a safety net is in place for people of need;
- Clients maintain maximum independence;
- Services are of high quality;
- People participate in choices about their services; and
- Clients experience stability.



#### DSHS VISION

People are healthy • People are safe • People are supported • Taxpayer resources are guarded

#### DSHS MISSION

To transform lives

#### DSHS VALUES

Honesty and Integrity • Pursuit of Excellence • Open Communication • Diversity and Inclusion • Commitment to Service

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**STAKEHOLDER IMPACT**

There is no known opposition to this request.

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Program Contact: Eric Mandt, (360) 725-2579

**OTHER CONNECTIONS**

**Performance Outcomes/Important Connections**

**1. Does this DP provide essential support to one or more of the Governor's Results Washington priorities?**

Goal 4: Healthy & Safe Communities - Support People - Help the most vulnerable people become independent and self-sufficient.

**2. The decision package meets the following DSHS' strategic objectives:**

1.1: Identify individual health and welfare needs in a timely manner in order to support individuals to have healthy and active lives.

2.2: Increase opportunities for individuals who live in large residential facilities to have the option to move into the community and be supported as needed.

**3. Identify other important connections or impacts below.** (Indicate 'Yes' or 'No'. If 'Yes' identify the connections or impacts related to the proposal.)

a) Regional/County impacts? No.

b) Other local government impacts? No.

c) Tribal government impacts? No.

d) Other state agency impacts? No.

e) Responds to specific task force, report, mandate or executive order? No.

f) Does request contain a compensation change or require changes to a Collective Bargaining Agreement? No.

g) Facility/workplace needs or impacts? This decision package includes staffing adjustments in response to caseload changes.

h) Capital budget impacts? No.

i) Is change required to existing statutes, rules or contracts? No.

j) Is the request related to litigation? No.

k) Is the request related to Puget Sound recovery? No.

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l) Other important connections? No.

**4. Please provide a detailed discussion of connections/impacts identified above.**

**Alternatives/Consequences/Other**

**5. What alternatives were explored by the agency, and why was this alternative chosen?**

Due to the specific nature of this request, no alternatives were explored by the agency.

**6. How has or can the agency address the issue or need within its current appropriation level?**

The consequence of adopting this package is that AL TSA will make staff adjustments to maintain existing performance in response to caseload changes.

**7. Does this decision package include funding for any IT-related costs (hardware, software, services, cloud-based services, contracts or IT staff)?**

**No**

**Yes (Include an IT Addendum)**

**Fiscal Detail****040 - M1 - 94 - Mandatory Workload Adjustments**

<b>Operating Expenditures</b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
001-1 General Fund-State	-543,000	-161,000	-161,000	-161,000
001-C General Fund-Medicaid	-362,000	-107,000	-107,000	-107,000
<b>Total Cost</b>	<b>-905,000</b>	<b>-268,000</b>	<b>-268,000</b>	<b>-268,000</b>
<b>Staffing</b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
FTEs	-9.4	-2.8	-2.8	-2.8

**Performance Measure Detail**

<b>Activity:</b>	<b>Incremental Changes</b>			
	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
<b>Program: 040</b>				
D036 Field Services	0	0	0	0
No measures submitted for package				

**Object Detail**

	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
A Salaries and Wages	-525,000	-156,000	-156,000	-156,000
B Employee Benefits	-199,000	-59,000	-59,000	-59,000
E Goods and Other Services	-53,000	-16,000	-16,000	-16,000
ED Rentals and Leases – Land and Buildings	-59,000	-17,000	-17,000	-17,000
EN Personnel Services	-4,000	-1,000	-1,000	-1,000
G Travel	-34,000	-10,000	-10,000	-10,000
JA Noncapitalized Assets	-3,000	-1,000	-1,000	-1,000
TZ Intra-agency Reimbursements	-28,000	-8,000	-8,000	-8,000
<b>Total Objects</b>	<b>-905,000</b>	<b>-268,000</b>	<b>-268,000</b>	<b>-268,000</b>

**DSHS Source Detail****Overall Funding**

<b>Operating Expenditures</b>		<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
<b>Fund 001-1, General Fund-State</b>					
<b><u>Sources Title</u></b>					
0011	General Fund State	-543,000	-161,000	-161,000	-161,000
<b>Total for Fund 001-1</b>		<b>-543,000</b>	<b>-161,000</b>	<b>-161,000</b>	<b>-161,000</b>
<b>Fund 001-C, General Fund-Medicaid</b>					
<b><u>Sources Title</u></b>					
19UL	Title XIX Admin (50%)	-362,000	-107,000	-107,000	-107,000
<b>Total for Fund 001-C</b>		<b>-362,000</b>	<b>-107,000</b>	<b>-107,000</b>	<b>-107,000</b>
<b>Total Overall Funding</b>		<b>-905,000</b>	<b>-268,000</b>	<b>-268,000</b>	<b>-268,000</b>

**2015-17 Biennial Budget  
M1-94 Mandatory Workload Adjustments**

Step 1 - What are the allocated CRM	FY17 Base from 2016 Supplemental	
	Projected Caseload	Calculated CRM
Intensive In-home	700	17.5
Comm Protection	409	10.2
VPP	123	4.1
Children's Intensive In-Home Behavior Support (CIIBS)	99	5.5
Other Waiver/State Plan/Community First Choice	24,611	335.6
Non Waiver Paid Services	7,796	74.2
<b>TOTAL</b>	<b>33,738</b>	<b>447.1</b>

Step 2 - What are the calculated CRM for the Biennial Budget?	Ratio	FY18		FY19	
		Projected Caseload	Calculated CRM	Projected Caseload	Calculated CRM
Intensive In-home	40	700	17.5	700	17.5
Comm Protection	40	401	10.0	399	10.0
VPP	30	117	3.9	112	3.7
Children's Intensive In-Home Behavior Support (CIIBS)	18	100	5.6	100	5.6
Other Waiver/State Plan/Community First Choice	75	24,334	324.5	24,557	327.4
Non Waiver Paid Services	105	8,265	78.7	8,462	80.6
<b>TOTAL</b>		<b>33,917</b>	<b>440.2</b>	<b>34,330</b>	<b>444.8</b>

Step 3 - What are the calculated CRM Adjustments for steps	Ratio	FY18		FY19	
		Projected Caseload	Calculated CRM	Projected Caseload	Calculated CRM
Intensive In-home	40	-	-	-	-
Comm Protection	40	(8)	(0.2)	(10)	(0.2)
VPP	30	(6)	(0.2)	(11)	(0.4)
Children's Intensive In-Home Behavior Support (CIIBS)	18	1	0.1	1	0.1
Other Waiver/State Plan/Community First Choice	75	(277)	(11.1)	(54)	(8.2)
Non Waiver Paid Services	105	469	4.5	666	6.4
<b>TOTAL</b>		<b>179</b>	<b>(6.9)</b>	<b>592</b>	<b>(2.3)</b>

**Step 4 - What is the CRM adjustment (after the adjustment for Personal Care growth)?**

	FY18	FY19	Annual Average
Case Resource Manager	(6.9)	(2.3)	(4.6)
CRM Supervisor	(0.4)	(0.1)	(0.3)
Resource Program Mgr	(0.3)	(0.1)	(0.2)
Intake & Eligibility	(0.5)	(0.2)	(0.3)
Secretary Senior	(0.9)	(0.3)	(0.6)
Dev Dis Administrator	(0.2)	(0.1)	(0.1)
Management Services	(0.3)	(0.1)	(0.2)
Financial Services Specialist 4	0.1	0.4	0.3
Financial Services Specialist 5	-	-	-
Financial (WMS)	-	-	-
Financial Clerical	-	-	-
<b>Total</b>	<b>(9.4)</b>	<b>(2.8)</b>	<b>(6.1)</b>