Transforming Lives

Developmental Disabilities Administration
040 - M2 - 9T - TRANSFERS

Agency Submittal: 2015-17 Final 2017 Sup **Budget Period: 2015-17**

SUMMARY

The Department of Social and Health Services (DSHS) requests the shift of FTEs and funding among programs in the 2017 Supplemental Budget. This transfer will align FTEs and funds with the programs where the costs are incurred. The net impact is zero.

PROBLEM STATEMENT

Funding and FTEs for activities and services is not currently in the proper programs. This is a result of the placement of funding in the incorrect program during budget development or the transfer of the service to another program that better aligns with the service being provided.

PROPOSED SOLUTION

DSHS requests internal transfer among several program budgets resulting in a net zero funding change for the department. This aligns program appropriations with planned expenditures for the 2015-17 Biennium. DSHS requests the following adjustments:

1) **Business Assessments –** (Program 110 to Program 050):

Program 110 – Administration and Supporting Services (ADMIN) will transfer funding for the Business Assessment process to Program 050 – Aging & Long-Term Support Administration (ALTSA). Business assessments are performed by ALTSA – Management Services Division staff as part of their risk assessment process for residential and nursing home contracts. ADMIN will transfer $20,000 ($12,000 GF-State). The transfer will realign the funding with the program that will be doing the assessments.

2) **Due Process for Adult Family Homes –** (Program 050 to Programs 110 and 145):

Program 050 – ALTSA will transfer funding for the Due Process for Adult Family Homes to Programs 110 – ADMIN and Program 145 – Payments to Other Agencies (PTOA). ALTSA will transfer $115,000 ($58,000 GF-State) to ADMIN and PTOA. The Due Process for Adult Family Homes step in the 2015-17 Biennial budget included funding for the Office of Administrative Hearings (OAH). This transfer will place the funding in ADMIN – Board of Appeals and PTOA – OAH for the work with OAH on appeal hearings.

3) **Warehouse Operations –** (Programs 010, 020, 030, 040, 050, 060 and 110):

Programs 010 – Children's Administration (CA), 020 – Juvenile Rehabilitation (JR), 030 – Mental Health Division (030), 040 - Developmental Disabilities Administration (DDA), 040 – ALTSA, 060 – Economic Services Administration and ADMIN (110) will be transferring FTEs and funding for the Warehouse Operations across the agency that are being consolidated in Program 110 – ADMIN. Funding for the Warehouse Operations is being realigned to reflect the anticipated charge-back of the costs to the programs based on services being provided.

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4) **WaTech Funding –** (Programs 010, 020, 030, 040, 050, 060, 070, 100, 110 and 135 to Program 145):
The 2015-17 Biennial Budget included transferring costs for the Human Resource Management System (HRMS) Production Support based on the monthly invoice that was received from WaTech. Since that transfer, we have received notice from WaTech that the monthly invoice that the transfer was based on was incorrect. This additional transfer will align the funding in Program 145 – PTOA with the costs that are being incurred. The amount being transferred between programs is $576,000 ($410,000 GF-State).

5) **Technology Services Division (TSD) Realignment –** (Programs 010, 020, 030, 040, 050, 060, 070, 100 and 135 to Program 110):
A review of the budget for the ADMIN Technology Services Division (TSD) budget resulted in the need to transfer resources from the programs to ADMIN – TSD. This transfer results in a change in the amount of TZ that should be allocated in each program. The amount being transferred to ADMIN from the programs for the fiscal year (FY) is $420,000 ($282,000 GF-State).

6) ESA – Office of Financial Recovery (OFR) – ADMIN – Services and Enterprise Support Administration (SESA) – (Programs 060 and 110):
OFR and SESA have a Memorandum of Understanding (MOU) for application support that is being supplied by the Technology Services Division in ADMIN. In support of the MOU, 3.0 FTEs are being transferred between ESA – OFR and ADMIN – SESA. Only the FTEs are being transferred between the programs as the MOU provides for the chargeback of the costs of the work that is being provided.

7) **Special Commitment Center (SCC) Ombudsman –** (Programs 110 and 135):
The SCC received an FTE and funding in the 2016 Supplemental budget, High Acuity Client Interventions step (PL-MF) for an Ombudsman. This position will reside within ADMIN - FSA so the FTE and funding are being transferred from SCC to ADMIN. The amount being transferred for the FY biennium is 1.0 FTE and $99,000 GF-State.

8) Developmental Disability Administration (DDA) to Aging and Long-Term Support Administration – (Program 040 to Program 050):
The 2016 Supplemental budget, Mandatory Workload step (M1-94) for DDA included FTEs and funding for IT Specialists positions. The FTEs and funding are being transferred from DDA to ALTSA. The amount being transferred for the FY is 1.2 FTEs and $295,000 ($148,000 GF-State).

9) **Personnel Service Charge Reduction –** (Programs 010, 020, 030, 040, 050, 060, 070, 100, 110, 135 and 145):
The 2016 Supplemental Budget included a reduction to Program 145 - PTOA for Department of Enterprise Services Central Services for the Personnel Service Charge. The Personnel Service Charge is charged to each of the programs so the reduction should have been taken in the programs. This transfer will align the reduction in funding with each of the programs that will have a reduction in costs for FY 17. The amount being transferred between programs is $304,000 ($250,000 GF-State).

10) **Trust Fund Unit** - (Programs 010 and 110):
Transfer 2 FTEs and funding for the Trust Fund Unit to CA from ADMIN. The effective date of the transfer is December 1, 2016, or 7 months in FY 17. This unit is providing services specific to the Children's Administration and should therefore the FTEs and funding should be in the CA budget. The amount of the transfer is $89,000 ($73,000 GF-State) for FY 17.

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These transfers will realign the funding with the DSHS programs to be charged.

EXPECTED RESULTS

DSHS accounts for the wise use of public dollars by maximizing federal funding sources.

STAKEHOLDER IMPACT

None

Agency contact: Bill Jordan 360-902-8183

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 5: Efficient, Effective and Accountable Government – Customer Satisfaction and Employee Engagement

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.

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? No

h) Capital budget impacts? No

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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

l) Other important connections? No

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

N / A

Alternatives/Consequences/Other

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

The request transfers funding between programs so that the needs can be met within existing resources.

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

The transfer of the funding and FTEs is to align expenditures to the current appropriation levels.

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

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Operating Expenditures	FY 2016	FY 2017	FY 2018	FY 2019
001-1 General Fund-State	0	-250,000	-250,000	-250,000
001-C General Fund-Medicaid	0	-164,000	-164,000	-164,000
Total Cost	**0**	**-414,000**	**-414,000**	**-414,000**

Staffing	FY 2016	FY 2017	FY 2018	FY 2019
FTEs	**0.0**	**-2.4**	**-2.4**	**-2.4**

Performance Measure Detail

Activity:		Incremental Changes FY 2016	FY 2017	FY 2018	FY 2019
Program: 040					
D036	Field Services	0	0	0	0
D095	State Operated Living Alternatives	0	0	0	0
D086	Residential Habilitation Facilities	0	0	0	0
D079	Program Support for Developmental Disabilities	0	0	0	0

No measures submitted for package

Object Detail

		FY 2016	FY 2017	FY 2018	FY 2019
A	Salaries and Wages	0	-199,000	-199,000	-199,000
B	Employee Benefits	0	-75,000	-75,000	-75,000
E	Goods and Other Services	0	-98,000	-98,000	-98,000
G	Travel	0	-1,000	-1,000	-1,000
J	Capital Outlays	0	-1,000	-1,000	-1,000
TZ	Intra-agency Reimbursements	0	-40,000	-40,000	-40,000
	Total Objects	**0**	**-414,000**	**-414,000**	**-414,000**

DSHS Source Detail

Overall Funding

Operating Expenditures		FY 2016	FY 2017	FY 2018	FY 2019
Fund 001-1, General Fund-State					
Sources	**Title**				
0011	General Fund State	0	-250,000	-250,000	-250,000
	Total for Fund 001-1	**0**	**-250,000**	**-250,000**	**-250,000**
Fund 001-C, General Fund-Medicaid					
Sources	**Title**				
19TA	Title XIX Assistance (FMAP)	0	-33,000	-23,000	-23,000
19UL	Title XIX Admin (50%)	0	-131,000	-141,000	-141,000
	Total for Fund 001-C	**0**	**-164,000**	**-164,000**	**-164,000**
	Total Overall Funding	**0**	**-414,000**	**-414,000**	**-414,000**

2017 Supplemental Budget
Transfers

	Program	FTEs			FY 2016			FY 2017			2015-17 Biennium		
		FY16	FY17	Total	001-1	Other	Total	001-1	Other	Total	001-1	Other	Total
010	**Children's Administration**												
	3 Warehouse Operations		(2.0)	(1.0)			-	124,000	72,000	196,000	124,000	72,000	196,000
	4 WaTech Funding Transfer			-			-	(67,000)	(20,000)	(87,000)	(67,000)	(20,000)	(87,000)
	5 TSD Realignment			-			-	(68,000)	(2,000)	(70,000)	(68,000)	(2,000)	(70,000)
	9 Personnel Service Charge			-			-	(37,000)	(8,000)	(45,000)	(37,000)	(8,000)	(45,000)
	10 Trust Fund Unit Transfer		1.2	0.6			-	73,000	16,000	89,000	73,000	16,000	89,000
				-			-			-	-	-	-
	010 Total	**-**	**(0.8)**	**(0.4)**	**-**	**-**	**-**	**25,000**	**58,000**	**83,000**	**25,000**	**58,000**	**83,000**
020	**Juvenile Rehabilitation**												
	3 Warehouse Operations			-			-	58,000	-	58,000	58,000	-	58,000
	4 WaTech Funding Transfer			-			-	(29,000)	-	(29,000)	(29,000)	-	(29,000)
	5 TSD Realignment			-			-	(13,000)		(13,000)	(13,000)	-	(13,000)
	9 Personnel Service Charge			-			-	(12,000)		(12,000)	(12,000)	-	(12,000)
				-			-			-	-	-	-
	020 Total	**-**	**-**	**-**	**-**	**-**	**-**	**4,000**	**-**	**4,000**	**4,000**	**-**	**4,000**
030	**Mental Health**												
	Category 2000												
	3 Warehouse Operations			-			-	49,000	4,000	53,000	49,000	4,000	53,000
	4 WaTech Funding Transfer			-			-	(87,000)	(2,000)	(89,000)	(87,000)	(2,000)	(89,000)
	5 TSD Realignment			-			-	(46,000)	(3,000)	(49,000)	(46,000)	(3,000)	(49,000)
	9 Personnel Service Charge			-			-	(49,000)	(9,000)	(58,000)	(49,000)	(9,000)	(58,000)
	Category 9000												
	4 WaTech Funding Transfer			-			-	(7,000)	-	(7,000)	(7,000)	-	(7,000)
	5 TSD Realignment			-			-	-	-	-	-	-	-
	9 Personnel Service Charge			-			-	(3,000)	(1,000)	(4,000)	(3,000)	(1,000)	(4,000)
				-			-			-	-	-	-
	030 Total	**-**	**-**	**-**	**-**	**-**	**-**	**(143,000)**	**(11,000)**	**(154,000)**	**(143,000)**	**(11,000)**	**(154,000)**
040	**Developmental Disabilities Administration**												
	Category 1000												
	3 Warehouse Operations			-			-	28,000	27,000	55,000	28,000	27,000	55,000
	4 WaTech Funding Transfer			-			-	(14,000)	(5,000)	(19,000)	(14,000)	(5,000)	(19,000)
	5 TSD Realignment			-			-	(9,000)	(8,000)	(17,000)	(9,000)	(8,000)	(17,000)
	8 DDA to ALTSA Transfer		(2.4)	(1.2)			-	(148,000)	(147,000)	(295,000)	(148,000)	(147,000)	(295,000)
	Category 2000												
	3 Warehouse Operations			-			-	7,000	6,000	13,000	7,000	6,000	13,000
	4 WaTech Funding Transfer			-			-	(17,000)	(6,000)	(23,000)	(17,000)	(6,000)	(23,000)
	5 TSD Realignment			-			-	(9,000)	(10,000)	(19,000)	(9,000)	(10,000)	(19,000)
	Category 8000												
	4 WaTech Funding Transfer			-			-	(14,000)	(5,000)	(19,000)	(14,000)	(5,000)	(19,000)
	Category 9000												
	3 Warehouse Operations			-			-	10,000	10,000	20,000	10,000	10,000	20,000
	4 WaTech Funding Transfer			-			-	(39,000)	(15,000)	(54,000)	(39,000)	(15,000)	(54,000)
	5 TSD Realignment			-			-	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)
	9 Personnel Service Charge			-			-	(44,000)	(10,000)	(54,000)	(44,000)	(10,000)	(54,000)
				-			-			-	-	-	-
	040 Total	**-**	**(2.4)**	**(1.2)**	**-**	**-**	**-**	**(250,000)**	**(164,000)**	**(414,000)**	**(250,000)**	**(164,000)**	**(414,000)**
050	**Aging & Long-Term Support Admin**												
	1 Business Assessments			-			-	12,000	8,000	20,000	12,000	8,000	20,000
	2 Due Process for Adult Family Homes			-			-	(58,000)	(57,000)	(115,000)	(58,000)	(57,000)	(115,000)
	3 Warehouse Operations			-			-	55,000	50,000	105,000	55,000	50,000	105,000
	4 WaTech Funding Transfer			-			-	(27,000)	(26,000)	(53,000)	(27,000)	(26,000)	(53,000)
	5 TSD Realignment			-			-	(27,000)	(25,000)	(52,000)	(27,000)	(25,000)	(52,000)
	8 DDA to ALTSA Transfer		2.4	1.2			-	148,000	147,000	295,000	148,000	147,000	295,000
	9 Personnel Service Charge			-			-	(28,000)	(6,000)	(34,000)	(28,000)	(6,000)	(34,000)
				-			-			-	-	-	-
	050 Total	**-**	**2.4**	**1.2**	**-**	**-**	**-**	**75,000**	**91,000**	**166,000**	**75,000**	**91,000**	**166,000**
060	**Economic Services Administration**												
	3 Warehouse Operations		(11.0)	(5.5)			-	(121,000)	(123,000)	(244,000)	(121,000)	(123,000)	(244,000)
	4 WaTech Funding Transfer			-			-	(80,000)	(72,000)	(152,000)	(80,000)	(72,000)	(152,000)
	5 TSD Realignment			-			-	(87,000)	(89,000)	(176,000)	(87,000)	(89,000)	(176,000)
	6 OFR - SESA MOU - FTEs Only		(3.0)	(1.5)			-			-	-	-	-
	9 Personnel Service Charge			-			-	(57,000)	(15,000)	(72,000)	(57,000)	(15,000)	(72,000)
				-			-			-	-	-	-
	060 Total	**-**	**(14.0)**	**(7.0)**	**-**	**-**	**-**	**(345,000)**	**(299,000)**	**(644,000)**	**(345,000)**	**(299,000)**	**(644,000)**

2017 Supplemental Budget
Transfers

	Program	FTEs FY16	FTEs FY17	FTEs Total	FY 2016 001-1	FY 2016 Other	FY 2016 Total	FY 2017 001-1	FY 2017 Other	FY 2017 Total	2015-17 Biennium 001-1	2015-17 Biennium Other	2015-17 Biennium Total
070	**Alcohol and Substance Abuse**												
	4 WaTech Funding Transfer			-			-	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)
	5 TSD Realignment			-			-	(1,000)		(1,000)	(1,000)	-	(1,000)
	9 Personnel Service Charge			-			-	(2,000)		(2,000)	(2,000)	-	(2,000)
				-			-			-	-	-	-
	070 Total	**-**	**-**	**-**	**-**	**-**	**-**	**(4,000)**	**(1,000)**	**(5,000)**	**(4,000)**	**(1,000)**	**(5,000)**
100	**Division of Voc. Rehabilitation**												
	4 WaTech Funding Transfer			-			-		(10,000)	(10,000)	-	(10,000)	(10,000)
	5 TSD Realignment			-			-	(15,000)		(15,000)	(15,000)	-	(15,000)
	9 Personnel Service Charge			-			-	(2,000)	(3,000)	(5,000)	(2,000)	(3,000)	(5,000)
				-			-			-	-	-	-
	100 Total	**-**	**-**	**-**	**-**	**-**	**-**	**(17,000)**	**(13,000)**	**(30,000)**	**(17,000)**	**(13,000)**	**(30,000)**
110	**Administration & Supporting Services**												
	1 Business Assessments			-			-	(12,000)	(8,000)	(20,000)	(12,000)	(8,000)	(20,000)
	2 Due Process for Adult Family Homes			-			-	35,000	34,000	69,000	35,000	34,000	69,000
	3 Warehouse Operations		13.0	6.5			-	(210,000)	(46,000)	(256,000)	(210,000)	(46,000)	(256,000)
	4 WaTech Funding Transfer			-			-	(15,000)	(4,000)	(19,000)	(15,000)	(4,000)	(19,000)
	5 TSD Realignment			-			-	282,000	138,000	420,000	282,000	138,000	420,000
	6 OFR - SESA MOU - FTEs Only		3.0	1.5			-			-	-	-	-
	7 SCC Ombudsman		1.0	0.5			-	99,000		99,000	99,000	-	99,000
	9 Personnel Service Charge			-			-	(10,000)	(2,000)	(12,000)	(10,000)	(2,000)	(12,000)
	10 Trust Fund Unit Transfer		(1.2)	(0.6)			-	(73,000)	(16,000)	(89,000)	(73,000)	(16,000)	(89,000)
				-			-			-	-	-	-
	110 Total	**-**	**15.8**	**7.9**	**-**	**-**	**-**	**96,000**	**96,000**	**192,000**	**96,000**	**96,000**	**192,000**
135	**Special Commitment Center**												
	4 WaTech Funding Transfer			-			-	(13,000)		(13,000)	(13,000)	-	(13,000)
	5 TSD Realignment			-			-	(6,000)		(6,000)	(6,000)	-	(6,000)
	7 SCC Ombudsman		(1.0)	(0.5)			-	(99,000)		(99,000)	(99,000)	-	(99,000)
	9 Personnel Service Charge			-			-	(6,000)		(6,000)	(6,000)	-	(6,000)
				-			-			-	-	-	-
	135 Total	**-**	**(1.0)**	**(0.5)**	**-**	**-**	**-**	**(124,000)**	**-**	**(124,000)**	**(124,000)**	**-**	**(124,000)**
145	**Payments to Other Agencies**												
	2 Due Process for Adult Family Homes			-			-	23,000	23,000	46,000	23,000	23,000	46,000
	4 WaTech Funding Transfer			-			-	410,000	166,000	576,000	410,000	166,000	576,000
	9 Personnel Service Charge			-			-	250,000	54,000	304,000	250,000	54,000	304,000
				-			-			-	-	-	-
	145 Total	**-**	**-**	**-**	**-**	**-**	**-**	**683,000**	**243,000**	**926,000**	**683,000**	**243,000**	**926,000**
150	**Enterprise Technology**												
	5 TSD Realignment			-			-			-	-	-	-
				-			-			-	-	-	-
	150 Total	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
160	**Consolidated Field Services**												
				-			-			-	-	-	-
	160 Total	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Agency-Wide Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

NOTES:

1 **Transfer Business Assessment process from Administration & Supporting Services (ADMIN) - Enterprise Risk Management Office to Aging & Long-Term Support Administration (ALTSA) - Management Services Division.**

2 **Due Process for Adult Family Homes step (AF2) in the 2015-17 Biennial budget included funding for the Office of Administrative Hearings (OAH). Transfer the funding from ALTSA to ADMIN.**

3 **Reallocation of the funding and FTEs for the Warehouse Operations that are being consolidated into ADMIN (110).**

4 **The transfer step in the 2016 Supplemental budget transferred a portion of the costs from the programs to Payments To Other Agencies (PTOA) based on information provided by WATech. The initial amount was incorrectly calculated. This request transfers the remaining funding based on the revised information from WATech.**

5 **A transfer of funding to the Technology Services Division (TSD) results in the need to transfer resources from the programs to ADMIN - TSD. This transfer results in a change in the amount of TZ that should be allocated to each program.**

6 **Transfer of FTEs only from the ESA Division of Child Support to the Technology Services Division within ADMIN for application support.**

7 **Transfer the FTE and funding received for the Special Commitment Center (SCC) Ombudsman position from SCC to ADMIN**

8 **Transfer 2.4 FTEs and funding from Developmental Disability Administration to ALTSA for 2016 Mandatory Workload step.**

9 **Transfer DES Central Service reduction for the Personnel Service Charge from PTOA to the programs.**

10 **Transfer the FTEs and Funding for the Trust Fund Unit from ADMIN (110) to Children's Administration (010).**