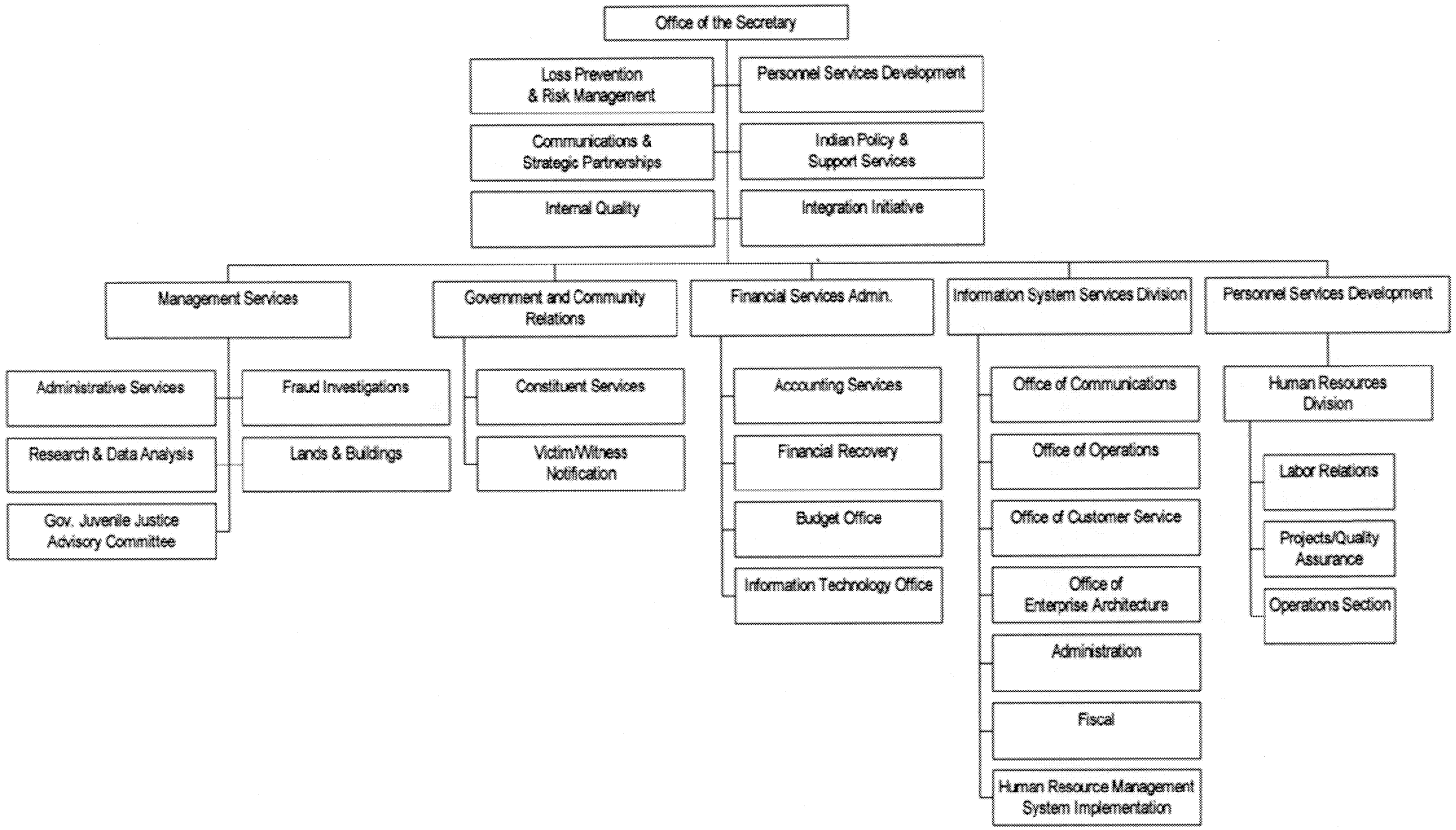
Section 1
Organization Chart

	Code	Title
AGENCY	300	Department of Social and Health Services
PROGRAM	110	Administration and Supporting Services
SUBPROGRAM		

ADMINISTRATION AND SUPPORTING SERVICES



Section 2
Activity Inventory Report

Fund and FTE Detail by Fiscal Year

Budget Period: 2005-07
Agency: Dept of Social and Health Services
Version: 11
Budget Level: PL
Sorted by: Decision Package Code
Show Locked Only: No
Include RecSum Text: No

Element	Selection	Grp
Agy-Activity:	(All)	2
Program:	110	1
Sub-Program	(None)	
Activity:	(None)	
Sub-Activity:	(None)	
Task:	(None)	

Element	Selection	Grp
Division:	(None)	
Branch:	(None)	
Section:	(None)	
Unit:	(None)	
Cost Center:	(None)	

Element	Selection	Grp
Project:	(None)	
Sub-Project:	(None)	
Phase:	(None)	
Budget Unit:	(None)	

Program - 110 - Admin & Supporting Svcs

Agency Activity - K002 - Administrative Services Division

Pgm:110

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Current Biennium		**132.4**	**131.8**	**132.1**	**11,239,000**	**11,451,000**	**22,690,000**	
Current Biennium Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				337,000	337,000	674,000	2.97%
001-1	General Fund-State				5,970,000	6,120,000	12,090,000	53.28%
001-2	General Fund-Federal				1,583,000	1,581,000	3,164,000	13.94%
001-A	General Fund-DSHS Fam Support/Chi				957,000	957,000	1,914,000	8.44%
001-C	General Fund-DSHS Medicaid Federa				2,392,000	2,456,000	4,848,000	21.37%
996-Z	Estimated All Other-Other	132.4	131.8	132.1				
00	**Carry Forward Adjustments**	**(0.6)**		**(0.3)**	**212,000**		**212,000**	
001-1	General Fund-State				150,000		150,000	70.75%
001-2	General Fund-Federal				(2,000)		(2,000)	(0.94)%
001-C	General Fund-DSHS Medicaid Federa				64,000		64,000	30.19%
996-Z	Estimated All Other-Other	(0.6)		(0.3)				
Total Carry Forward Level		**131.8**	**131.8**	**131.8**	**11,451,000**	**11,451,000**	**22,902,000**	
% Change from Current Biennium		(0.5)%		(0.2)%	1.9%		0.9%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				337,000	337,000	674,000	2.94%
001-1	General Fund-State				6,120,000	6,120,000	12,240,000	53.45%
001-2	General Fund-Federal				1,581,000	1,581,000	3,162,000	13.81%
001-A	General Fund-DSHS Fam Support/Chi				957,000	957,000	1,914,000	8.36%
001-C	General Fund-DSHS Medicaid Federa				2,456,000	2,456,000	4,912,000	21.45%
996-Z	Estimated All Other-Other	131.8	131.8	131.8				
9Z	**Recast to Activity**	**(1.0)**	**(1.0)**	(1.0)	**(268,000)**	**(268,000)**	**(536,000)**	
001-0	General Fund-DSHS Social Serv Fed				(8,000)	(8,000)	(16,000)	2.99%
001-1	General Fund-State				(203,000)	(203,000)	(406,000)	75.75%
001-2	General Fund-Federal				(49,000)	(49,000)	(98,000)	18.28%

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
001-A	General Fund-DSHS Fam Support/Chi				(15,000)	(15,000)	(30,000)	5.60%
001-C	General Fund-DSHS Medicaid Federa				7,000	7,000	14,000	(2.61)%
996-Z	Estimated All Other-Other	(1.0)	(1.0)	(1.0)				
Total Maintenance Level		**130.8**	**130.8**	**130.8**	**11,183,000**	**11,183,000**	**22,366,000**	
% Change from Current Biennium		(1.2)%	(0.8)%	(1.0)%	(0.5)%	(2.3)%	(1.4)%	
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				329,000	329,000	658,000	2.94%
001-1	General Fund-State				5,917,000	5,917,000	11,834,000	52.91%
001-2	General Fund-Federal				1,532,000	1,532,000	3,064,000	13.70%
001-A	General Fund-DSHS Fam Support/Chi				942,000	942,000	1,884,000	8.42%
001-C	General Fund-DSHS Medicaid Federa				2,463,000	2,463,000	4,926,000	22.02%
996-Z	Estimated All Other-Other	130.8	130.8	130.8				
9T	**Transfers**	**0.8**	**0.8**	0.8	**757,000**	**730,000**	**1,487,000**	
001-1	General Fund-State				426,000	412,000	838,000	22.18%
001-2	General Fund-Federal				43,000	41,000	84,000	2.22%
001-A	General Fund-DSHS Fam Support/Chi				35,000	35,000	70,000	1.85%
001-C	General Fund-DSHS Medicaid Federa				204,000	196,000	400,000	10.58%
001-D	General Fund-TANF (DSHS)				41,000	39,000	80,000	2.12%
001-E	General Fund-CCDF (DSHS)				8,000	7,000	15,000	0.40%
996-Z	Estimated All Other-Other	0.8	0.8	0.8				
KF	**Administration Infrastructure**	**8.5**	**8.5**	8.5	**909,000**	**840,000**	**1,749,000**	
001-1	General Fund-State				608,000	562,000	1,170,000	30.96%
001-2	General Fund-Federal				44,000	41,000	85,000	2.25%
001-A	General Fund-DSHS Fam Support/Chi				62,000	57,000	119,000	3.15%
001-C	General Fund-DSHS Medicaid Federa				195,000	180,000	375,000	9.92%
996-Z	Estimated All Other-Other	8.5	8.5	8.5				
KK	**Civil Service Reform**	**3.0**	**3.0**	3.0	**284,000**	**259,000**	**543,000**	
001-1	General Fund-State				191,000	173,000	364,000	9.63%
001-2	General Fund-Federal				13,000	13,000	26,000	0.69%
001-A	General Fund-DSHS Fam Support/Chi				19,000	17,000	36,000	0.95%
001-C	General Fund-DSHS Medicaid Federa				61,000	56,000	117,000	3.10%
996-Z	Estimated All Other-Other	3.0	3.0	3.0				
2005-07 Total Proposed Budget		**143.1**	**143.1**	**143.1**	**13,133,000**	**13,012,000**	**26,145,000**	
% Change from Current Biennium		8.1%	8.6%	8.3%	16.9%	13.6%	15.2%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
2005-07 Budget Fund Summary Totals								
001-0	General Fund-DSHS Social Serv Fed				329,000	329,000	658,000	2.52%
001-1	General Fund-State				7,142,000	7,064,000	14,206,000	54.34%
001-2	General Fund-Federal				1,632,000	1,627,000	3,259,000	12.47%
001-A	General Fund-DSHS Fam Support/Chi				1,058,000	1,051,000	2,109,000	8.07%
001-C	General Fund-DSHS Medicaid Federa				2,923,000	2,895,000	5,818,000	22.25%
001-D	General Fund-TANF (DSHS)				41,000	39,000	80,000	0.31%
001-E	General Fund-CCDF (DSHS)				8,000	7,000	15,000	0.06%
996-Z	Estimated All Other-Other	143.1	143.1	143.1				

Total Agency Activity - K002

Pgm:110

2003-05 Current Biennium	**132.4**	**131.8**	**132.1**	**11,239,000**	**11,451,000**	**22,690,000**	
Total Carry Forward Level	**131.8**	**131.8**	**131.8**	**11,451,000**	**11,451,000**	**22,902,000**	
% Change from Current Biennium	(0.5)%		(0.2)%	1.9%		0.9%	
Carry Forward Plus Workload Changes	**131.8**	**131.8**	**131.8**	**11,451,000**	**11,451,000**	**22,902,000**	
% Change from Current Biennium	(0.5)%		(0.2)%	1.9%		0.9%	
Total Maintenance Level	**130.8**	**130.8**	**130.8**	**11,183,000**	**11,183,000**	**22,366,000**	
% Change from Current Biennium	(1.2)%	(0.8)%	(1.0)%	(0.5)%	(2.3)%	(1.4)%	
2005-07 Total Proposed Budget	**143.1**	**143.1**	**143.1**	**13,133,000**	**13,012,000**	**26,145,000**	
% Change from Current Biennium	8.1%	8.6%	8.3%	16.9%	13.6%	15.2%	

Agency Activity - K026 - Division of Fraud Investigations

Pgm:110

Total Current Biennium	**59.1**	**59.1**	**59.1**	**3,883,000**	**3,961,000**	**7,844,000**	
Current Biennium Fund Totals							
001-1 General Fund-State				1,943,000	2,002,000	3,945,000	50.29%
001-2 General Fund-Federal				1,806,000	1,808,000	3,614,000	46.07%
001-C General Fund-DSHS Medicaid Federa				134,000	151,000	285,000	3.63%
996-Z Estimated All Other-Other	59.1	59.1	59.1				
00 Carry Forward Adjustments				**78,000**		**78,000**	
001-1 General Fund-State				59,000		59,000	75.64%
001-2 General Fund-Federal				2,000		2,000	2.56%
001-C General Fund-DSHS Medicaid Federa				17,000		17,000	21.79%
Total Carry Forward Level	**59.1**	**59.1**	**59.1**	**3,961,000**	**3,961,000**	**7,922,000**	
% Change from Current Biennium				2.0%		1.0%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Carry Forward Level Fund Totals								
001-1	General Fund-State				2,002,000	2,002,000	4,004,000	50.54%
001-2	General Fund-Federal				1,808,000	1,808,000	3,616,000	45.65%
001-C	General Fund-DSHS Medicaid Federa				151,000	151,000	302,000	3.81%
996-Z	Estimated All Other-Other	59.1	59.1	59.1				
8L	**Lease Rate Adjustments**				**15,000**	**21,000**	**36,000**	
001-1	General Fund-State				11,000	15,000	26,000	72.22%
001-2	General Fund-Federal				3,000	5,000	8,000	22.22%
001-C	General Fund-DSHS Medicaid Federa				1,000	1,000	2,000	5.56%
Total Maintenance Level		**59.1**	**59.1**	**59.1**	**3,976,000**	**3,982,000**	**7,958,000**	
% Change from Current Biennium					2.4%	0.5%	1.5%	
Total Maintenance Level Fund Totals								
001-1	General Fund-State				2,013,000	2,017,000	4,030,000	50.64%
001-2	General Fund-Federal				1,811,000	1,813,000	3,624,000	45.54%
001-C	General Fund-DSHS Medicaid Federa				152,000	152,000	304,000	3.82%
996-Z	Estimated All Other-Other	59.1	59.1	59.1				
9T	**Transfers**	**(0.2)**	**(0.2)**	(0.2)	**(8,000)**	**(8,000)**	**(16,000)**	
001-1	General Fund-State				(5,000)	(5,000)	(10,000)	(1.41)%
001-C	General Fund-DSHS Medicaid Federa				(3,000)	(3,000)	(6,000)	(0.85)%
996-Z	Estimated All Other-Other	(0.2)	(0.2)	(0.2)				
KF	**Administration Infrastructure**	**5.0**	**5.0**	5.0	**382,000**	**341,000**	**723,000**	
001-1	General Fund-State				277,000	248,000	525,000	74.26%
001-2	General Fund-Federal				90,000	80,000	170,000	24.05%
001-C	General Fund-DSHS Medicaid Federa				15,000	13,000	28,000	3.96%
996-Z	Estimated All Other-Other	5.0	5.0	5.0				
2005-07 Total Proposed Budget		**63.9**	**63.9**	**63.9**	**4,350,000**	**4,315,000**	**8,665,000**	
% Change from Current Biennium		8.1%	8.1%	8.1%	12.0%	8.9%	10.5%	
2005-07 Budget Fund Summary Totals								
001-1	General Fund-State				2,285,000	2,260,000	4,545,000	52.45%
001-2	General Fund-Federal				1,901,000	1,893,000	3,794,000	43.79%
001-C	General Fund-DSHS Medicaid Federa				164,000	162,000	326,000	3.76%
996-Z	Estimated All Other-Other	63.9	63.9	63.9				

Total Agency Activity - K026

Pgm:110

2003-05 Current Biennium	**59.1**	**59.1**	**59.1**	**3,883,000**	**3,961,000**	**7,844,000**
Total Carry Forward Level	**59.1**	**59.1**	**59.1**	**3,961,000**	**3,961,000**	**7,922,000**
% Change from Current Biennium				2.0%		1.0%
Carry Forward Plus Workload Changes	**59.1**	**59.1**	**59.1**	**3,961,000**	**3,961,000**	**7,922,000**
% Change from Current Biennium				2.0%		1.0%

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Maintenance Level		**59.1**	**59.1**	**59.1**	**3,976,000**	**3,982,000**	**7,958,000**	
% Change from Current Biennium					2.4%	0.5%	1.5%	
2005-07 Total Proposed Budget		**63.9**	**63.9**	**63.9**	**4,350,000**	**4,315,000**	**8,665,000**	
% Change from Current Biennium		8.1%	8.1%	8.1%	12.0%	8.9%	10.5%	

Agency Activity - K030 - Executive Division

Pgm:110

Total Current Biennium		**20.5**	**20.5**	**20.5**	**1,962,000**	**1,984,000**	**3,946,000**	
Current Biennium Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				89,000	89,000	178,000	4.51%
001-1	General Fund-State				1,032,000	1,048,000	2,080,000	52.71%
001-2	General Fund-Federal				264,000	265,000	529,000	13.41%
001-A	General Fund-DSHS Fam Support/Chi				176,000	176,000	352,000	8.92%
001-C	General Fund-DSHS Medicaid Federa				401,000	406,000	807,000	20.45%
996-Z	Estimated All Other-Other	20.5	20.5	20.5				
00	**Carry Forward Adjustments**				**22,000**		**22,000**	
001-1	General Fund-State				16,000		16,000	72.73%
001-2	General Fund-Federal				1,000		1,000	4.55%
001-C	General Fund-DSHS Medicaid Federa				5,000		5,000	22.73%
Total Carry Forward Level		**20.5**	**20.5**	**20.5**	**1,984,000**	**1,984,000**	**3,968,000**	
% Change from Current Biennium					1.1%		0.6%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				89,000	89,000	178,000	4.49%
001-1	General Fund-State				1,048,000	1,048,000	2,096,000	52.82%
001-2	General Fund-Federal				265,000	265,000	530,000	13.36%
001-A	General Fund-DSHS Fam Support/Chi				176,000	176,000	352,000	8.87%
001-C	General Fund-DSHS Medicaid Federa				406,000	406,000	812,000	20.46%
996-Z	Estimated All Other-Other	20.5	20.5	20.5				
9Z	**Recast to Activity**	**35.7**	**35.7**	35.7	**2,384,000**	**2,384,000**	**4,768,000**	
001-0	General Fund-DSHS Social Serv Fed				79,000	79,000	158,000	3.31%
001-1	General Fund-State				1,320,000	1,320,000	2,640,000	55.37%
001-2	General Fund-Federal				454,000	454,000	908,000	19.04%
001-A	General Fund-DSHS Fam Support/Chi				157,000	157,000	314,000	6.59%
001-C	General Fund-DSHS Medicaid Federa				374,000	374,000	748,000	15.69%
996-Z	Estimated All Other-Other	35.7	35.7	35.7				
Total Maintenance Level		**56.2**	**56.2**	**56.2**	**4,368,000**	**4,368,000**	**8,736,000**	
% Change from Current Biennium		174.1%	174.1%	174.1%	122.6%	120.2%	121.4%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				168,000	168,000	336,000	3.85%
001-1	General Fund-State				2,368,000	2,368,000	4,736,000	54.21%
001-2	General Fund-Federal				719,000	719,000	1,438,000	16.46%
001-A	General Fund-DSHS Fam Support/Chi				333,000	333,000	666,000	7.62%
001-C	General Fund-DSHS Medicaid Federa				780,000	780,000	1,560,000	17.86%
996-Z	Estimated All Other-Other	56.2	56.2	56.2				

Total Agency Activity - K030

Pgm:110

2003-05 Current Biennium	**20.5**	**20.5**	**20.5**	**1,962,000**	**1,984,000**	**3,946,000**	
Total Carry Forward Level	**20.5**	**20.5**	**20.5**	**1,984,000**	**1,984,000**	**3,968,000**	
% Change from Current Biennium				1.1%		0.6%	
Carry Forward Plus Workload Changes	**20.5**	**20.5**	**20.5**	**1,984,000**	**1,984,000**	**3,968,000**	
% Change from Current Biennium				1.1%		0.6%	
Total Maintenance Level	**56.2**	**56.2**	**56.2**	**4,368,000**	**4,368,000**	**8,736,000**	
% Change from Current Biennium	174.1%	174.1%	174.1%	122.6%	120.2%	121.4%	
2005-07 Total Proposed Budget	**56.2**	**56.2**	**56.2**	**4,368,000**	**4,368,000**	**8,736,000**	
% Change from Current Biennium	174.1%	174.1%	174.1%	122.6%	120.2%	121.4%	

Agency Activity - K037 - Financial Services Administration

Pgm:110

Total Current Biennium	**221.1**	**219.1**	**220.1**	**18,815,000**	**18,754,000**	**37,569,000**	
Current Biennium Fund Totals							
001-0 General Fund-DSHS Social Serv Fed				652,000	652,000	1,304,000	3.47%
001-1 General Fund-State				9,878,000	9,789,000	19,667,000	52.35%
001-2 General Fund-Federal				2,621,000	2,593,000	5,214,000	13.88%
001-7 General Fund-Private/Local				405,000	405,000	810,000	2.16%
001-A General Fund-DSHS Fam Support/Chi				1,334,000	1,290,000	2,624,000	6.98%
001-C General Fund-DSHS Medicaid Federa				3,925,000	4,025,000	7,950,000	21.16%
996-Z Estimated All Other-Other	221.1	219.1	220.1				
00 Carry Forward Adjustments	**(2.0)**		**(1.0)**	**(61,000)**		**(61,000)**	
001-1 General Fund-State				(89,000)		(89,000)	145.90%
001-2 General Fund-Federal				(28,000)		(28,000)	45.90%
001-A General Fund-DSHS Fam Support/Chi				(44,000)		(44,000)	72.13%
001-C General Fund-DSHS Medicaid Federa				100,000		100,000	(163.93)%
996-Z Estimated All Other-Other	(2.0)		(1.0)				
Total Carry Forward Level	**219.1**	**219.1**	**219.1**	**18,754,000**	**18,754,000**	**37,508,000**	
% Change from Current Biennium	(0.9)%		(0.5)%	(0.3)%		(0.2)%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				652,000	652,000	1,304,000	3.48%
001-1	General Fund-State				9,789,000	9,789,000	19,578,000	52.20%
001-2	General Fund-Federal				2,593,000	2,593,000	5,186,000	13.83%
001-7	General Fund-Private/Local				405,000	405,000	810,000	2.16%
001-A	General Fund-DSHS Fam Support/Chi				1,290,000	1,290,000	2,580,000	6.88%
001-C	General Fund-DSHS Medicaid Federa				4,025,000	4,025,000	8,050,000	21.46%
996-Z	Estimated All Other-Other	219.1	219.1	219.1				
9Z	**Recast to Activity**	**23.0**	**23.0**	23.0	**919,000**	**919,000**	**1,838,000**	
001-0	General Fund-DSHS Social Serv Fed				29,000	29,000	58,000	1.65%
001-1	General Fund-State				485,000	485,000	970,000	27.55%
001-2	General Fund-Federal				165,000	165,000	330,000	9.37%
001-A	General Fund-DSHS Fam Support/Chi				56,000	56,000	112,000	3.18%
001-C	General Fund-DSHS Medicaid Federa				184,000	184,000	368,000	10.45%
996-Z	Estimated All Other-Other	23.0	23.0	23.0				
KE	**Revenue Stabilization**	**12.0**	**12.0**	12.0	**880,000**	**803,000**	**1,683,000**	
001-1	General Fund-State				588,000	537,000	1,125,000	31.95%
001-2	General Fund-Federal				43,000	39,000	82,000	2.33%
001-A	General Fund-DSHS Fam Support/Chi				60,000	55,000	115,000	3.27%
001-C	General Fund-DSHS Medicaid Federa				189,000	172,000	361,000	10.25%
996-Z	Estimated All Other-Other	12.0	12.0	12.0				
Total Maintenance Level		**254.1**	**254.1**	**254.1**	**20,553,000**	**20,476,000**	**41,029,000**	
% Change from Current Biennium		14.9%	16.0%	15.4%	9.2%	9.2%	9.2%	
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				681,000	681,000	1,362,000	3.32%
001-1	General Fund-State				10,862,000	10,811,000	21,673,000	52.82%
001-2	General Fund-Federal				2,801,000	2,797,000	5,598,000	13.64%
001-7	General Fund-Private/Local				405,000	405,000	810,000	1.97%
001-A	General Fund-DSHS Fam Support/Chi				1,406,000	1,401,000	2,807,000	6.84%
001-C	General Fund-DSHS Medicaid Federa				4,398,000	4,381,000	8,779,000	21.40%
996-Z	Estimated All Other-Other	254.1	254.1	254.1				
9T	**Transfers**	**3.0**	**3.0**	3.0	**131,000**	**131,000**	**262,000**	
001-1	General Fund-State				81,000	82,000	163,000	2.68%
001-2	General Fund-Federal				4,000	3,000	7,000	0.11%
001-A	General Fund-DSHS Fam Support/Chi				12,000	12,000	24,000	0.39%
001-C	General Fund-DSHS Medicaid Federa				31,000	30,000	61,000	1.00%
001-D	General Fund-TANF (DSHS)				3,000	3,000	6,000	0.10%
001-E	General Fund-CCDF (DSHS)					1,000	1,000	0.02%
996-Z	Estimated All Other-Other	3.0	3.0	3.0				
KD	**Alternative Payment Methods**		**4.5**	2.3	**131,000**	**619,000**	**750,000**	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
001-1	General Fund-State				88,000	413,000	501,000	8.23%
001-2	General Fund-Federal				6,000	31,000	37,000	0.61%
001-A	General Fund-DSHS Fam Support/Chi				9,000	42,000	51,000	0.84%
001-C	General Fund-DSHS Medicaid Federa				28,000	133,000	161,000	2.64%
996-Z	Estimated All Other-Other		4.5	2.3				
KF	**Administration Infrastructure**	**13.0**	**13.0**	13.0	**1,255,000**	**1,173,000**	**2,428,000**	
001-1	General Fund-State				839,000	783,000	1,622,000	26.63%
001-2	General Fund-Federal				61,000	57,000	118,000	1.94%
001-A	General Fund-DSHS Fam Support/Chi				86,000	81,000	167,000	2.74%
001-C	General Fund-DSHS Medicaid Federa				269,000	252,000	521,000	8.55%
996-Z	Estimated All Other-Other	13.0	13.0	13.0				
KH	**Document Management/Imaging Pro**	**1.0**	**1.0**	1.0	**1,230,000**	**1,267,000**	**2,497,000**	
001-1	General Fund-State				821,000	847,000	1,668,000	27.38%
001-2	General Fund-Federal				60,000	61,000	121,000	1.99%
001-A	General Fund-DSHS Fam Support/Chi				85,000	87,000	172,000	2.82%
001-C	General Fund-DSHS Medicaid Federa				264,000	272,000	536,000	8.80%
996-Z	Estimated All Other-Other	1.0	1.0	1.0				
LG	**Equipment**				**51,000**	**103,000**	**154,000**	
001-1	General Fund-State				33,000	69,000	102,000	1.67%
001-2	General Fund-Federal				3,000	5,000	8,000	0.13%
001-A	General Fund-DSHS Fam Support/Chi				4,000	7,000	11,000	0.18%
001-C	General Fund-DSHS Medicaid Federa				11,000	22,000	33,000	0.54%
2005-07 Total Proposed Budget		**271.1**	**275.6**	**273.4**	**23,351,000**	**23,769,000**	**47,120,000**	
% Change from Current Biennium		22.6%	25.8%	24.2%	24.1%	26.7%	25.4%	
2005-07 Budget Fund Summary Totals								
001-0	General Fund-DSHS Social Serv Fed				681,000	681,000	1,362,000	2.89%
001-1	General Fund-State				12,724,000	13,005,000	25,729,000	54.60%
001-2	General Fund-Federal				2,935,000	2,954,000	5,889,000	12.50%
001-7	General Fund-Private/Local				405,000	405,000	810,000	1.72%
001-A	General Fund-DSHS Fam Support/Chi				1,602,000	1,630,000	3,232,000	6.86%
001-C	General Fund-DSHS Medicaid Federa				5,001,000	5,090,000	10,091,000	21.42%
001-D	General Fund-TANF (DSHS)				3,000	3,000	6,000	0.01%
001-E	General Fund-CCDF (DSHS)					1,000	1,000	0.00%
996-Z	Estimated All Other-Other	271.1	275.6	273.4				

Total Agency Activity - K037

Pgm:110

2003-05 Current Biennium	**221.1**	**219.1**	**220.1**	**18,815,000**	**18,754,000**	**37,569,000**
Total Carry Forward Level	**219.1**	**219.1**	**219.1**	**18,754,000**	**18,754,000**	**37,508,000**
% Change from Current Biennium	(0.9)%		(0.5)%	(0.3)%		(0.2)%

Fund and FTE Detail by Fiscal Year

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Carry Forward Plus Workload Changes	**219.1**	**219.1**	**219.1**	**18,754,000**	**18,754,000**	**37,508,000**	
% Change from Current Biennium	(0.9)%		(0.5)%	(0.3)%		(0.2)%	
Total Maintenance Level	**254.1**	**254.1**	**254.1**	**20,553,000**	**20,476,000**	**41,029,000**	
% Change from Current Biennium	14.9%	16.0%	15.4%	9.2%	9.2%	9.2%	
2005-07 Total Proposed Budget	**271.1**	**275.6**	**273.4**	**23,351,000**	**23,769,000**	**47,120,000**	
% Change from Current Biennium	22.6%	25.8%	24.2%	24.1%	26.7%	25.4%	

Agency Activity - K041 - Human Resources Division

Pgm:110

Total Current Biennium		**104.1**	**136.4**	**120.3**	**7,681,000**	**10,161,000**	**17,842,000**	
Current Biennium Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				294,000	313,000	607,000	3.40%
001-1	General Fund-State				4,226,000	5,961,000	10,187,000	57.10%
001-2	General Fund-Federal				1,169,000	1,257,000	2,426,000	13.60%
001-A	General Fund-DSHS Fam Support/Chi				552,000	591,000	1,143,000	6.41%
001-C	General Fund-DSHS Medicaid Federa				1,426,000	1,979,000	3,405,000	19.08%
001-D	General Fund-TANF (DSHS)				11,000	47,000	58,000	0.33%
001-E	General Fund-CCDF (DSHS)				3,000	13,000	16,000	0.09%
996-Z	Estimated All Other-Other	104.1	136.4	120.3				
00	**Carry Forward Adjustments**	**32.3**		**16.2**	**2,480,000**		**2,480,000**	
001-0	General Fund-DSHS Social Serv Fed				19,000		19,000	0.77%
001-1	General Fund-State				1,735,000		1,735,000	69.96%
001-2	General Fund-Federal				88,000		88,000	3.55%
001-A	General Fund-DSHS Fam Support/Chi				39,000		39,000	1.57%
001-C	General Fund-DSHS Medicaid Federa				553,000		553,000	22.30%
001-D	General Fund-TANF (DSHS)				36,000		36,000	1.45%
001-E	General Fund-CCDF (DSHS)				10,000		10,000	0.40%
996-Z	Estimated All Other-Other	32.3		16.2				
Total Carry Forward Level		**136.4**	**136.4**	**136.4**	**10,161,000**	**10,161,000**	**20,322,000**	
% Change from Current Biennium		31.0%		13.4%	32.3%		13.9%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				313,000	313,000	626,000	3.08%
001-1	General Fund-State				5,961,000	5,961,000	11,922,000	58.67%
001-2	General Fund-Federal				1,257,000	1,257,000	2,514,000	12.37%
001-A	General Fund-DSHS Fam Support/Chi				591,000	591,000	1,182,000	5.82%
001-C	General Fund-DSHS Medicaid Federa				1,979,000	1,979,000	3,958,000	19.48%
001-D	General Fund-TANF (DSHS)				47,000	47,000	94,000	0.46%
001-E	General Fund-CCDF (DSHS)				13,000	13,000	26,000	0.13%
996-Z	Estimated All Other-Other	136.4	136.4	136.4				

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
8L	**Lease Rate Adjustments**				**34,000**	**49,000**	**83,000**	
001-1	General Fund-State				22,000	32,000	54,000	(1.67)%
001-2	General Fund-Federal				2,000	3,000	5,000	(0.15)%
001-A	General Fund-DSHS Fam Support/Chi				3,000	3,000	6,000	(0.19)%
001-C	General Fund-DSHS Medicaid Federa				7,000	11,000	18,000	(0.56)%
9Z	**Recast to Activity**	**(30.6)**	**(30.6)**	(30.6)	**(1,795,000)**	**(1,795,000)**	**(3,590,000)**	
001-0	General Fund-DSHS Social Serv Fed				(63,000)	(63,000)	(126,000)	3.89%
001-1	General Fund-State				(951,000)	(951,000)	(1,902,000)	58.70%
001-2	General Fund-Federal				(361,000)	(361,000)	(722,000)	22.28%
001-A	General Fund-DSHS Fam Support/Chi				(124,000)	(124,000)	(248,000)	7.65%
001-C	General Fund-DSHS Medicaid Federa				(296,000)	(296,000)	(592,000)	18.27%
996-Z	Estimated All Other-Other	(30.6)	(30.6)	(30.6)				
CJ	**SCC Workload Adjustments**	**2.0**	**2.0**	2.0	**140,000**	**127,000**	**267,000**	
001-1	General Fund-State				94,000	86,000	180,000	(5.56)%
001-2	General Fund-Federal				7,000	6,000	13,000	(0.40)%
001-A	General Fund-DSHS Fam Support/Chi				9,000	8,000	17,000	(0.52)%
001-C	General Fund-DSHS Medicaid Federa				30,000	27,000	57,000	(1.76)%
996-Z	Estimated All Other-Other	2.0	2.0	2.0				
Total Maintenance Level		**107.8**	**107.8**	**107.8**	**8,540,000**	**8,542,000**	**17,082,000**	
% Change from Current Biennium		3.6%	(21.0)%	(10.4)%	11.2%	(15.9)%	(4.3)%	
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				250,000	250,000	500,000	2.93%
001-1	General Fund-State				5,126,000	5,128,000	10,254,000	60.03%
001-2	General Fund-Federal				905,000	905,000	1,810,000	10.60%
001-A	General Fund-DSHS Fam Support/Chi				479,000	478,000	957,000	5.60%
001-C	General Fund-DSHS Medicaid Federa				1,720,000	1,721,000	3,441,000	20.14%
001-D	General Fund-TANF (DSHS)				47,000	47,000	94,000	0.55%
001-E	General Fund-CCDF (DSHS)				13,000	13,000	26,000	0.15%
996-Z	Estimated All Other-Other	107.8	107.8	107.8				
KF	**Administration Infrastructure**	**45.0**	**45.0**	45.0	**4,228,000**	**3,859,000**	**8,087,000**	
001-1	General Fund-State				2,825,000	2,579,000	5,404,000	45.35%
001-2	General Fund-Federal				205,000	187,000	392,000	3.29%
001-A	General Fund-DSHS Fam Support/Chi				290,000	265,000	555,000	4.66%
001-C	General Fund-DSHS Medicaid Federa				908,000	828,000	1,736,000	14.57%
996-Z	Estimated All Other-Other	45.0	45.0	45.0				
KK	**Civil Service Reform**	**24.0**	**24.0**	24.0	**2,013,000**	**1,816,000**	**3,829,000**	
001-1	General Fund-State				1,345,000	1,212,000	2,557,000	21.46%
001-2	General Fund-Federal				98,000	88,000	186,000	1.56%
001-A	General Fund-DSHS Fam Support/Chi				138,000	126,000	264,000	2.22%
001-C	General Fund-DSHS Medicaid Federa				432,000	390,000	822,000	6.90%

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
996-Z	Estimated All Other-Other	24.0	24.0	24.0				
2005-07 Total Proposed Budget		**176.8**	**176.8**	**176.8**	**14,781,000**	**14,217,000**	**28,998,000**	
% Change from Current Biennium		69.8%	29.6%	47.0%	92.4%	39.9%	62.5%	
2005-07 Budget Fund Summary Totals								
001-0	General Fund-DSHS Social Serv Fed				250,000	250,000	500,000	1.72%
001-1	General Fund-State				9,296,000	8,919,000	18,215,000	62.81%
001-2	General Fund-Federal				1,208,000	1,180,000	2,388,000	8.24%
001-A	General Fund-DSHS Fam Support/Chi				907,000	869,000	1,776,000	6.12%
001-C	General Fund-DSHS Medicaid Federa				3,060,000	2,939,000	5,999,000	20.69%
001-D	General Fund-TANF (DSHS)				47,000	47,000	94,000	0.32%
001-E	General Fund-CCDF (DSHS)				13,000	13,000	26,000	0.09%
996-Z	Estimated All Other-Other	176.8	176.8	176.8				

Total Agency Activity - K041

Pgm:110

2003-05 Current Biennium	**104.1**	**136.4**	**120.3**	**7,681,000**	**10,161,000**	**17,842,000**
Total Carry Forward Level	**136.4**	**136.4**	**136.4**	**10,161,000**	**10,161,000**	**20,322,000**
% Change from Current Biennium	31.0%		13.4%	32.3%		13.9%
Carry Forward Plus Workload Changes	**136.4**	**136.4**	**136.4**	**10,161,000**	**10,161,000**	**20,322,000**
% Change from Current Biennium	31.0%		13.4%	32.3%		13.9%
Total Maintenance Level	**107.8**	**107.8**	**107.8**	**8,540,000**	**8,542,000**	**17,082,000**
% Change from Current Biennium	3.6%	(21.0)%	(10.4)%	11.2%	(15.9)%	(4.3)%
2005-07 Total Proposed Budget	**176.8**	**176.8**	**176.8**	**14,781,000**	**14,217,000**	**28,998,000**
% Change from Current Biennium	69.8%	29.6%	47.0%	92.4%	39.9%	62.5%

Agency Activity - K047 - Lands and Buildings Division

Pgm:110

Total Current Biennium	**14.5**	**14.5**	**14.5**	**791,000**	**806,000**	**1,597,000**	
Current Biennium Fund Totals							
001-0 General Fund-DSHS Social Serv Fed				31,000	31,000	62,000	3.88%
001-1 General Fund-State				427,000	438,000	865,000	54.16%
001-2 General Fund-Federal				126,000	126,000	252,000	15.78%
001-A General Fund-DSHS Fam Support/Chi				61,000	61,000	122,000	7.64%
001-C General Fund-DSHS Medicaid Federa				146,000	150,000	296,000	18.53%
996-Z Estimated All Other-Other	14.5	14.5	14.5				
00 Carry Forward Adjustments				**15,000**		**15,000**	
001-1 General Fund-State				11,000		11,000	73.33%
001-C General Fund-DSHS Medicaid Federa				4,000		4,000	26.67%
Total Carry Forward Level	**14.5**	**14.5**	**14.5**	**806,000**	**806,000**	**1,612,000**	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
% Change from Current Biennium					1.9%		0.9%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				31,000	31,000	62,000	3.85%
001-1	General Fund-State				438,000	438,000	876,000	54.34%
001-2	General Fund-Federal				126,000	126,000	252,000	15.63%
001-A	General Fund-DSHS Fam Support/Chi				61,000	61,000	122,000	7.57%
001-C	General Fund-DSHS Medicaid Federa				150,000	150,000	300,000	18.61%
996-Z	Estimated All Other-Other	14.5	14.5	14.5				
9Z	**Recast to Activity**	**8.5**	**8.5**	8.5	**516,000**	**516,000**	**1,032,000**	
001-0	General Fund-DSHS Social Serv Fed				13,000	13,000	26,000	1.20%
001-1	General Fund-State				336,000	336,000	672,000	31.11%
001-2	General Fund-Federal				76,000	76,000	152,000	7.04%
001-A	General Fund-DSHS Fam Support/Chi				24,000	24,000	48,000	2.22%
001-C	General Fund-DSHS Medicaid Federa				67,000	67,000	134,000	6.20%
996-Z	Estimated All Other-Other	8.5	8.5	8.5				
KA	**Indirect Overhead for Cap Fac**	**7.5**	**7.5**	7.5	**564,000**	**564,000**	**1,128,000**	
001-1	General Fund-State				376,000	376,000	752,000	34.81%
001-2	General Fund-Federal				28,000	28,000	56,000	2.59%
001-A	General Fund-DSHS Fam Support/Chi				39,000	39,000	78,000	3.61%
001-C	General Fund-DSHS Medicaid Federa				121,000	121,000	242,000	11.20%
996-Z	Estimated All Other-Other	7.5	7.5	7.5				
Total Maintenance Level		**30.5**	**30.5**	**30.5**	**1,886,000**	**1,886,000**	**3,772,000**	
% Change from Current Biennium		110.3%	110.3%	110.3%	138.4%	134.0%	136.2%	
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				44,000	44,000	88,000	2.33%
001-1	General Fund-State				1,150,000	1,150,000	2,300,000	60.98%
001-2	General Fund-Federal				230,000	230,000	460,000	12.20%
001-A	General Fund-DSHS Fam Support/Chi				124,000	124,000	248,000	6.57%
001-C	General Fund-DSHS Medicaid Federa				338,000	338,000	676,000	17.92%
996-Z	Estimated All Other-Other	30.5	30.5	30.5				
9T	**Transfers**	**0.8**	**0.8**	0.8	**38,000**	**38,000**	**76,000**	
001-1	General Fund-State				25,000	25,000	50,000	2.60%
001-C	General Fund-DSHS Medicaid Federa				13,000	13,000	26,000	1.35%
996-Z	Estimated All Other-Other	0.8	0.8	0.8				
KB	**LBD Info Tech.**	**2.5**	**2.5**	2.5	**1,126,000**	**203,000**	**1,329,000**	
001-1	General Fund-State				752,000	136,000	888,000	46.25%
001-2	General Fund-Federal				54,000	10,000	64,000	3.33%
001-A	General Fund-DSHS Fam Support/Chi				78,000	13,000	91,000	4.74%
001-C	General Fund-DSHS Medicaid Federa				242,000	44,000	286,000	14.90%
996-Z	Estimated All Other-Other	2.5	2.5	2.5				

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
KG	**LBD Mission Essential**	**3.0**	**3.0**	3.0	**270,000**	**245,000**	**515,000**	
001-1	General Fund-State				180,000	164,000	344,000	17.92%
001-2	General Fund-Federal				13,000	12,000	25,000	1.30%
001-A	General Fund-DSHS Fam Support/Chi				19,000	16,000	35,000	1.82%
001-C	General Fund-DSHS Medicaid Federa				58,000	53,000	111,000	5.78%
996-Z	Estimated All Other-Other	3.0	3.0	3.0				
2005-07 Total Proposed Budget		**36.8**	**36.8**	**36.8**	**3,320,000**	**2,372,000**	**5,692,000**	
% Change from Current Biennium		153.8%	153.8%	153.8%	319.7%	194.3%	256.4%	
2005-07 Budget Fund Summary Totals								
001-0	General Fund-DSHS Social Serv Fed				44,000	44,000	88,000	1.55%
001-1	General Fund-State				2,107,000	1,475,000	3,582,000	62.93%
001-2	General Fund-Federal				297,000	252,000	549,000	9.65%
001-A	General Fund-DSHS Fam Support/Chi				221,000	153,000	374,000	6.57%
001-C	General Fund-DSHS Medicaid Federa				651,000	448,000	1,099,000	19.31%
996-Z	Estimated All Other-Other	36.8	36.8	36.8				

Total Agency Activity - K047

Pgm:110

2003-05 Current Biennium	**14.5**	**14.5**	**14.5**	**791,000**	**806,000**	**1,597,000**
Total Carry Forward Level	**14.5**	**14.5**	**14.5**	**806,000**	**806,000**	**1,612,000**
% Change from Current Biennium				1.9%		0.9%
Carry Forward Plus Workload Changes	**14.5**	**14.5**	**14.5**	**806,000**	**806,000**	**1,612,000**
% Change from Current Biennium				1.9%		0.9%
Total Maintenance Level	**30.5**	**30.5**	**30.5**	**1,886,000**	**1,886,000**	**3,772,000**
% Change from Current Biennium	110.3%	110.3%	110.3%	138.4%	134.0%	136.2%
2005-07 Total Proposed Budget	**36.8**	**36.8**	**36.8**	**3,320,000**	**2,372,000**	**5,692,000**
% Change from Current Biennium	153.8%	153.8%	153.8%	319.7%	194.3%	256.4%

Agency Activity - K048 - Legislative Relations

Pgm:110

Total Current Biennium		**22.6**	**22.6**	**22.6**	**1,531,000**	**1,556,000**	**3,087,000**	
Current Biennium Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				50,000	50,000	100,000	3.24%
001-1	General Fund-State				868,000	887,000	1,755,000	56.85%
001-2	General Fund-Federal				285,000	285,000	570,000	18.46%
001-A	General Fund-DSHS Fam Support/Chi				98,000	98,000	196,000	6.35%
001-C	General Fund-DSHS Medicaid Federa				230,000	236,000	466,000	15.10%
996-Z	Estimated All Other-Other	22.6	22.6	22.6				
00	**Carry Forward Adjustments**				**25,000**		**25,000**	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
001-1	General Fund-State				19,000		19,000	76.00%
001-C	General Fund-DSHS Medicaid Federa				6,000		6,000	24.00%
Total Carry Forward Level		**22.6**	**22.6**	**22.6**	**1,556,000**	**1,556,000**	**3,112,000**	
% Change from Current Biennium					1.6%		0.8%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				50,000	50,000	100,000	3.21%
001-1	General Fund-State				887,000	887,000	1,774,000	57.01%
001-2	General Fund-Federal				285,000	285,000	570,000	18.32%
001-A	General Fund-DSHS Fam Support/Chi				98,000	98,000	196,000	6.30%
001-C	General Fund-DSHS Medicaid Federa				236,000	236,000	472,000	15.17%
996-Z	Estimated All Other-Other	22.6	22.6	22.6				
9Z	**Recast to Activity**	**(22.6)**	**(22.6)**	(22.6)	**(1,556,000)**	**(1,556,000)**	**(3,112,000)**	
001-0	General Fund-DSHS Social Serv Fed				(50,000)	(50,000)	(100,000)	3.21%
001-1	General Fund-State				(887,000)	(887,000)	(1,774,000)	57.01%
001-2	General Fund-Federal				(285,000)	(285,000)	(570,000)	18.32%
001-A	General Fund-DSHS Fam Support/Chi				(98,000)	(98,000)	(196,000)	6.30%
001-C	General Fund-DSHS Medicaid Federa				(236,000)	(236,000)	(472,000)	15.17%
996-Z	Estimated All Other-Other	(22.6)	(22.6)	(22.6)				
Total Maintenance Level								
% Change from Current Biennium		(100.0)%	(100.0)%	(100.0)%	(100.0)%	(100.0)%	(100.0)%	
Total Maintenance Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed							
001-1	General Fund-State							
001-2	General Fund-Federal							
001-A	General Fund-DSHS Fam Support/Chi							
001-C	General Fund-DSHS Medicaid Federa							
996-Z	Estimated All Other-Other							

Total Agency Activity - K048

Pgm:110

2003-05 Current Biennium	**22.6**	**22.6**	**22.6**	**1,531,000**	**1,556,000**	**3,087,000**
Total Carry Forward Level	**22.6**	**22.6**	**22.6**	**1,556,000**	**1,556,000**	**3,112,000**
% Change from Current Biennium				1.6%		0.8%
Carry Forward Plus Workload Changes	**22.6**	**22.6**	**22.6**	**1,556,000**	**1,556,000**	**3,112,000**
% Change from Current Biennium				1.6%		0.8%
Total Maintenance Level						
% Change from Current Biennium						
2005-07 Total Proposed Budget						
% Change from Current Biennium						

Fund and FTE Detail by Fiscal Year

Agency Activity - K084 - Research and Data Analysis Division

Pgm:110

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Current Biennium		**23.7**	**23.7**	**23.7**	**1,984,000**	**2,010,000**	**3,994,000**	
Current Biennium Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				78,000	78,000	156,000	3.91%
001-1	General Fund-State				1,082,000	1,101,000	2,183,000	54.66%
001-2	General Fund-Federal				308,000	308,000	616,000	15.42%
001-A	General Fund-DSHS Fam Support/Chi				154,000	154,000	308,000	7.71%
001-C	General Fund-DSHS Medicaid Federa				362,000	369,000	731,000	18.30%
996-Z	Estimated All Other-Other	23.7	23.7	23.7				
00	**Carry Forward Adjustments**				**26,000**		**26,000**	
001-1	General Fund-State				19,000		19,000	73.08%
001-C	General Fund-DSHS Medicaid Federa				7,000		7,000	26.92%
Total Carry Forward Level		**23.7**	**23.7**	**23.7**	**2,010,000**	**2,010,000**	**4,020,000**	
% Change from Current Biennium					1.3%		0.7%	
Total Carry Forward Level Fund Totals								
001-0	General Fund-DSHS Social Serv Fed				78,000	78,000	156,000	3.88%
001-1	General Fund-State				1,101,000	1,101,000	2,202,000	54.78%
001-2	General Fund-Federal				308,000	308,000	616,000	15.32%
001-A	General Fund-DSHS Fam Support/Chi				154,000	154,000	308,000	7.66%
001-C	General Fund-DSHS Medicaid Federa				369,000	369,000	738,000	18.36%
996-Z	Estimated All Other-Other	23.7	23.7	23.7				
KF	**Administration Infrastructure**	**4.0**	**4.0**	4.0	**444,000**	**381,000**	**825,000**	
001-1	General Fund-State				296,000	254,000	550,000	66.67%
001-2	General Fund-Federal				22,000	19,000	41,000	4.97%
001-A	General Fund-DSHS Fam Support/Chi				31,000	26,000	57,000	6.91%
001-C	General Fund-DSHS Medicaid Federa				95,000	82,000	177,000	21.45%
996-Z	Estimated All Other-Other	4.0	4.0	4.0				
2005-07 Total Proposed Budget		**27.7**	**27.7**	**27.7**	**2,454,000**	**2,391,000**	**4,845,000**	
% Change from Current Biennium		16.9%	16.9%	16.9%	23.7%	19.0%	21.3%	
2005-07 Budget Fund Summary Totals								
001-0	General Fund-DSHS Social Serv Fed				78,000	78,000	156,000	3.22%
001-1	General Fund-State				1,397,000	1,355,000	2,752,000	56.80%
001-2	General Fund-Federal				330,000	327,000	657,000	13.56%
001-A	General Fund-DSHS Fam Support/Chi				185,000	180,000	365,000	7.53%
001-C	General Fund-DSHS Medicaid Federa				464,000	451,000	915,000	18.89%
996-Z	Estimated All Other-Other	27.7	27.7	27.7				

Total Agency Activity - K084

Pgm:110

Fund and FTE Detail by Fiscal Year

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
2003-05 Current Biennium	**23.7**	**23.7**	**23.7**	**1,984,000**	**2,010,000**	**3,994,000**	
Total Carry Forward Level	**23.7**	**23.7**	**23.7**	**2,010,000**	**2,010,000**	**4,020,000**	
% Change from Current Biennium				1.3%		0.7%	
Carry Forward Plus Workload Changes	**23.7**	**23.7**	**23.7**	**2,010,000**	**2,010,000**	**4,020,000**	
% Change from Current Biennium				1.3%		0.7%	
Total Maintenance Level	**23.7**	**23.7**	**23.7**	**2,010,000**	**2,010,000**	**4,020,000**	
% Change from Current Biennium				1.3%		0.7%	
2005-07 Total Proposed Budget	**27.7**	**27.7**	**27.7**	**2,454,000**	**2,391,000**	**4,845,000**	
% Change from Current Biennium	16.9%	16.9%	16.9%	23.7%	19.0%	21.3%	

Agency Activity - K094 - Special Projects and Unique Programs Gra

Pgm:110

Total Current Biennium		**10.5**	**11.0**	**10.8**	**8,099,000**	**8,717,000**	**16,816,000**	
Current Biennium Fund Totals								
001-1	General Fund-State				1,592,000	1,900,000	3,492,000	20.77%
001-2	General Fund-Federal				2,746,000	2,746,000	5,492,000	32.66%
001-C	General Fund-DSHS Medicaid Federa				467,000	769,000	1,236,000	7.35%
02V-1	Public Safety & Ed.-State				1,218,000	1,226,000	2,444,000	14.53%
181-1	Violence Reduction-State				2,076,000	2,076,000	4,152,000	24.69%
996-Z	Estimated All Other-Other	10.5	11.0	10.8				
00	**Carry Forward Adjustments**	**0.5**		**0.3**	**604,000**		**604,000**	
001-1	General Fund-State				302,000		302,000	50.00%
001-C	General Fund-DSHS Medicaid Federa				302,000		302,000	50.00%
996-Z	Estimated All Other-Other	0.5		0.3				
Total Carry Forward Level		**11.0**	**11.0**	**11.0**	**8,703,000**	**8,717,000**	**17,420,000**	
% Change from Current Biennium		4.8%		2.3%	7.5%		3.6%	
Total Carry Forward Level Fund Totals								
001-1	General Fund-State				1,894,000	1,900,000	3,794,000	21.78%
001-2	General Fund-Federal				2,746,000	2,746,000	5,492,000	31.53%
001-C	General Fund-DSHS Medicaid Federa				769,000	769,000	1,538,000	8.83%
02V-1	Public Safety & Ed.-State				1,218,000	1,226,000	2,444,000	14.03%
181-1	Violence Reduction-State				2,076,000	2,076,000	4,152,000	23.83%
996-Z	Estimated All Other-Other	11.0	11.0	11.0				
9Z	**Recast to Activity**	**(11.5)**	**(11.5)**	(11.5)	**(7,165,000)**	**(7,179,000)**	**(14,344,000)**	
001-1	General Fund-State				(1,125,000)	(1,131,000)	(2,256,000)	15.99%
001-2	General Fund-Federal				(2,746,000)	(2,746,000)	(5,492,000)	38.91%
02V-1	Public Safety & Ed.-State				(1,218,000)	(1,226,000)	(2,444,000)	17.32%
181-1	Violence Reduction-State				(2,076,000)	(2,076,000)	(4,152,000)	29.42%

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
996-Z	Estimated All Other-Other	(11.5)	(11.5)	(11.5)				
RA	**Criminal Background Checks**	**2.0**	**2.0**	2.0	**122,000**	**109,000**	**231,000**	
001-1	General Fund-State				62,000	56,000	118,000	(0.84)%
001-C	General Fund-DSHS Medicaid Federa				60,000	53,000	113,000	(0.80)%
996-Z	Estimated All Other-Other	2.0	2.0	2.0				
Total Maintenance Level		**1.5**	**1.5**	**1.5**	**1,660,000**	**1,647,000**	**3,307,000**	
% Change from Current Biennium		(85.7)%	(86.4)%	(86.0)%	(79.5)%	(81.1)%	(80.3)%	
Total Maintenance Level Fund Totals								
001-1	General Fund-State				831,000	825,000	1,656,000	50.08%
001-2	General Fund-Federal							
001-C	General Fund-DSHS Medicaid Federa				829,000	822,000	1,651,000	49.92%
02V-1	Public Safety & Ed.-State							
181-1	Violence Reduction-State							
996-Z	Estimated All Other-Other	1.5	1.5	1.5				
9G	**FTE Staff Adjustment**	**15.6**	**15.6**	15.6				
996-Z	Estimated All Other-Other	15.6	15.6	15.6				
9T	**Transfers**				**(106,000)**	**(106,000)**	**(212,000)**	
001-1	General Fund-State				(54,000)	(54,000)	(108,000)	50.94%
001-C	General Fund-DSHS Medicaid Federa				(52,000)	(52,000)	(104,000)	49.06%
2005-07 Total Proposed Budget		**17.1**	**17.1**	**17.1**	**1,554,000**	**1,541,000**	**3,095,000**	
% Change from Current Biennium		62.9%	55.5%	59.1%	(80.8)%	(82.3)%	(81.6)%	
2005-07 Budget Fund Summary Totals								
001-1	General Fund-State				777,000	771,000	1,548,000	50.02%
001-2	General Fund-Federal							
001-C	General Fund-DSHS Medicaid Federa				777,000	770,000	1,547,000	49.98%
02V-1	Public Safety & Ed.-State							
181-1	Violence Reduction-State							
996-Z	Estimated All Other-Other	17.1	17.1	17.1				

Total Agency Activity - K094

Pgm:110

2003-05 Current Biennium	**10.5**	**11.0**	**10.8**	**8,099,000**	**8,717,000**	**16,816,000**
Total Carry Forward Level	**11.0**	**11.0**	**11.0**	**8,703,000**	**8,717,000**	**17,420,000**
% Change from Current Biennium	4.8%		2.3%	7.5%		3.6%
Carry Forward Plus Workload Changes	**11.0**	**11.0**	**11.0**	**8,703,000**	**8,717,000**	**17,420,000**
% Change from Current Biennium	4.8%		2.3%	7.5%		3.6%
Total Maintenance Level	**1.5**	**1.5**	**1.5**	**1,660,000**	**1,647,000**	**3,307,000**
% Change from Current Biennium	(85.7)%	(86.4)%	(86.0)%	(79.5)%	(81.1)%	(80.3)%

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
2005-07 Total Proposed Budget		**17.1**	**17.1**	**17.1**	**1,554,000**	**1,541,000**	**3,095,000**	
% Change from Current Biennium		62.9%	55.5%	59.1%	(80.8)%	(82.3)%	(81.6)%	

Agency Activity - K099 - Suspense

Pgm:110

Total Current Biennium					**10,207,000**	**207,000**	**10,414,000**	
Current Biennium Fund Totals								
001-1	General Fund-State				10,102,000	101,000	10,203,000	97.97%
001-2	General Fund-Federal				(4,264,000)	(4,263,000)	(8,527,000)	(81.88)%
001-A	General Fund-DSHS Fam Support/Chi				(4,000)	(4,000)	(8,000)	(0.08)%
001-C	General Fund-DSHS Medicaid Federa				1,030,000	1,030,000	2,060,000	19.78%
001-D	General Fund-TANF (DSHS)				2,523,000	2,523,000	5,046,000	48.45%
001-E	General Fund-CCDF (DSHS)				820,000	820,000	1,640,000	15.75%
00	**Carry Forward Adjustments**				**(9,998,000)**	**1,000**	**(9,997,000)**	
001-1	General Fund-State				(10,000,000)	1,000	(9,999,000)	100.02%
001-2	General Fund-Federal				162,000		162,000	(1.62)%
001-A	General Fund-DSHS Fam Support/Chi				1,000		1,000	(0.01)%
001-C	General Fund-DSHS Medicaid Federa				(161,000)		(161,000)	1.61%
Total Carry Forward Level					**209,000**	**208,000**	**417,000**	
% Change from Current Biennium					(98.0)%	0.5%	(96.0)%	
Total Carry Forward Level Fund Totals								
001-1	General Fund-State				102,000	102,000	204,000	48.92%
001-2	General Fund-Federal				(4,102,000)	(4,263,000)	(8,365,000)	(2,006.00)%
001-A	General Fund-DSHS Fam Support/Chi				(3,000)	(4,000)	(7,000)	(1.68)%
001-C	General Fund-DSHS Medicaid Federa				869,000	1,030,000	1,899,000	455.40%
001-D	General Fund-TANF (DSHS)				2,523,000	2,523,000	5,046,000	1,210.07%
001-E	General Fund-CCDF (DSHS)				820,000	820,000	1,640,000	393.29%
9Z	**Recast to Activity**	**(4.0)**	**(4.0)**	(4.0)	**(200,000)**	**(200,000)**	**(400,000)**	
001-1	General Fund-State				(100,000)	(100,000)	(200,000)	120.48%
001-C	General Fund-DSHS Medicaid Federa				(100,000)	(100,000)	(200,000)	120.48%
996-Z	Estimated All Other-Other	(4.0)	(4.0)	(4.0)				
FD	**Wide Area Network (WAN) Usage**				**142,000**	**92,000**	**234,000**	
001-1	General Fund-State				96,000	61,000	157,000	(94.58)%
001-2	General Fund-Federal				7,000	4,000	11,000	(6.63)%
001-A	General Fund-DSHS Fam Support/Chi				9,000	7,000	16,000	(9.64)%
001-C	General Fund-DSHS Medicaid Federa				30,000	20,000	50,000	(30.12)%
Total Maintenance Level		**(4.0)**	**(4.0)**	**(4.0)**	**151,000**	**100,000**	**251,000**	
% Change from Current Biennium					(98.5)%	(51.7)%	(97.6)%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Maintenance Level Fund Totals								
001-1	General Fund-State				98,000	63,000	161,000	64.14%
001-2	General Fund-Federal				(4,095,000)	(4,259,000)	(8,354,000)	(3,328.29)%
001-A	General Fund-DSHS Fam Support/Chi				6,000	3,000	9,000	3.59%
001-C	General Fund-DSHS Medicaid Federa				799,000	950,000	1,749,000	696.81%
001-D	General Fund-TANF (DSHS)				2,523,000	2,523,000	5,046,000	2,010.36%
001-E	General Fund-CCDF (DSHS)				820,000	820,000	1,640,000	653.39%
996-Z	Estimated All Other-Other	(4.0)	(4.0)	(4.0)				
PA	**Electronic Intrusion Prevention**				**188,000**	**23,000**	**211,000**	
001-1	General Fund-State				127,000	16,000	143,000	0.81%
001-2	General Fund-Federal				9,000	1,000	10,000	0.06%
001-A	General Fund-DSHS Fam Support/Chi				12,000	1,000	13,000	0.07%
001-C	General Fund-DSHS Medicaid Federa				40,000	5,000	45,000	0.25%
PB	**Client Data Hub**	**4.0**	**4.0**	4.0	**4,629,000**	**4,611,000**	**9,240,000**	
001-1	General Fund-State				3,092,000	3,080,000	6,172,000	34.78%
001-2	General Fund-Federal				225,000	224,000	449,000	2.53%
001-A	General Fund-DSHS Fam Support/Chi				318,000	317,000	635,000	3.58%
001-C	General Fund-DSHS Medicaid Federa				994,000	990,000	1,984,000	11.18%
996-Z	Estimated All Other-Other	4.0	4.0	4.0				
PC	**Provider Data Hub**	**3.0**	**3.0**	3.0	**4,153,000**	**4,141,000**	**8,294,000**	
001-1	General Fund-State				2,775,000	2,766,000	5,541,000	31.23%
001-2	General Fund-Federal				202,000	201,000	403,000	2.27%
001-A	General Fund-DSHS Fam Support/Chi				285,000	285,000	570,000	3.21%
001-C	General Fund-DSHS Medicaid Federa				891,000	889,000	1,780,000	10.03%
996-Z	Estimated All Other-Other	3.0	3.0	3.0				
2005-07 Total Proposed Budget		**3.0**	**3.0**	**3.0**	**9,121,000**	**8,875,000**	**17,996,000**	
% Change from Current Biennium					(10.6)%	4,187.4%	72.8%	
2005-07 Budget Fund Summary Totals								
001-1	General Fund-State				6,092,000	5,925,000	12,017,000	66.78%
001-2	General Fund-Federal				(3,659,000)	(3,833,000)	(7,492,000)	(41.63)%
001-A	General Fund-DSHS Fam Support/Chi				621,000	606,000	1,227,000	6.82%
001-C	General Fund-DSHS Medicaid Federa				2,724,000	2,834,000	5,558,000	30.88%
001-D	General Fund-TANF (DSHS)				2,523,000	2,523,000	5,046,000	28.04%
001-E	General Fund-CCDF (DSHS)				820,000	820,000	1,640,000	9.11%
996-Z	Estimated All Other-Other	3.0	3.0	3.0				

Total Agency Activity - K099

Pgm:110

2003-05 Current Biennium					**10,207,000**	**207,000**	**10,414,000**	

Fund and FTE Detail by Fiscal Year

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Carry Forward Level				**209,000**	**208,000**	**417,000**	
% Change from Current Biennium				(98.0)%	0.5%	(96.0)%	
Carry Forward Plus Workload Changes				**209,000**	**208,000**	**417,000**	
% Change from Current Biennium				(98.0)%	0.5%	(96.0)%	
Total Maintenance Level	**(4.0)**	**(4.0)**	**(4.0)**	**151,000**	**100,000**	**251,000**	
% Change from Current Biennium				(98.5)%	(51.7)%	(97.6)%	
2005-07 Total Proposed Budget	**3.0**	**3.0**	**3.0**	**9,121,000**	**8,875,000**	**17,996,000**	
% Change from Current Biennium				(10.6)%	4,187.4%	72.8%	

Agency Activity - K107 - Washington Council for the Prevention of

Pgm:110

Total Current Biennium		**17.5**	**17.5**	**17.5**	**1,081,000**	**1,092,000**	**2,173,000**	
Current Biennium Fund Totals								
001-1	General Fund-State				650,000	661,000	1,311,000	60.33%
001-2	General Fund-Federal				431,000	431,000	862,000	39.67%
996-Z	Estimated All Other-Other	17.5	17.5	17.5				
00	**Carry Forward Adjustments**				**25,000**		**25,000**	
001-1	General Fund-State				17,000		17,000	68.00%
02V-1	Public Safety & Ed.-State				8,000		8,000	32.00%
Total Carry Forward Level		**17.5**	**17.5**	**17.5**	**1,106,000**	**1,092,000**	**2,198,000**	
% Change from Current Biennium					2.3%		1.2%	
Total Carry Forward Level Fund Totals								
001-1	General Fund-State				667,000	661,000	1,328,000	60.42%
001-2	General Fund-Federal				431,000	431,000	862,000	39.22%
02V-1	Public Safety & Ed.-State				8,000		8,000	0.36%
996-Z	Estimated All Other-Other	17.5	17.5	17.5				
8L	**Lease Rate Adjustments**					**4,000**	**4,000**	
001-1	General Fund-State					4,000	4,000	0.03%
9Z	**Recast to Activity**	**11.5**	**11.5**	11.5	**7,165,000**	**7,179,000**	**14,344,000**	
001-1	General Fund-State				1,125,000	1,131,000	2,256,000	15.72%
001-2	General Fund-Federal				2,746,000	2,746,000	5,492,000	38.28%
02V-1	Public Safety & Ed.-State				1,218,000	1,226,000	2,444,000	17.03%
181-1	Violence Reduction-State				2,076,000	2,076,000	4,152,000	28.94%
996-Z	Estimated All Other-Other	11.5	11.5	11.5				
Total Maintenance Level		**29.0**	**29.0**	**29.0**	**8,271,000**	**8,275,000**	**16,546,000**	
% Change from Current Biennium		65.7%	65.7%	65.7%	665.1%	657.8%	661.4%	

Fund and FTE Detail by Fiscal Year

		Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Maintenance Level Fund Totals								
001-1	General Fund-State				1,792,000	1,796,000	3,588,000	21.68%
001-2	General Fund-Federal				3,177,000	3,177,000	6,354,000	38.40%
02V-1	Public Safety & Ed.-State				1,226,000	1,226,000	2,452,000	14.82%
181-1	Violence Reduction-State				2,076,000	2,076,000	4,152,000	25.09%
996-Z	Estimated All Other-Other	29.0	29.0	29.0				
KJ	**WCPCAN Funding Restoration**				**35,000**	**35,000**	**70,000**	
001-1	General Fund-State				35,000	35,000	70,000	6.88%
KL	**Reactivate Community Networks**	**1.0**	**1.0**	1.0	**474,000**	**474,000**	**948,000**	
181-1	Violence Reduction-State				474,000	474,000	948,000	93.12%
996-Z	Estimated All Other-Other	1.0	1.0	1.0				
2005-07 Total Proposed Budget		**30.0**	**30.0**	**30.0**	**8,780,000**	**8,784,000**	**17,564,000**	
% Change from Current Biennium		71.4%	71.4%	71.4%	712.2%	704.4%	708.3%	
2005-07 Budget Fund Summary Totals								
001-1	General Fund-State				1,827,000	1,831,000	3,658,000	20.83%
001-2	General Fund-Federal				3,177,000	3,177,000	6,354,000	36.18%
02V-1	Public Safety & Ed.-State				1,226,000	1,226,000	2,452,000	13.96%
181-1	Violence Reduction-State				2,550,000	2,550,000	5,100,000	29.04%
996-Z	Estimated All Other-Other	30.0	30.0	30.0				

Total Agency Activity - K107

Pgm:110

2003-05 Current Biennium	**17.5**	**17.5**	**17.5**	**1,081,000**	**1,092,000**	**2,173,000**
Total Carry Forward Level	**17.5**	**17.5**	**17.5**	**1,106,000**	**1,092,000**	**2,198,000**
% Change from Current Biennium				2.3%		1.2%
Carry Forward Plus Workload Changes	**17.5**	**17.5**	**17.5**	**1,106,000**	**1,092,000**	**2,198,000**
% Change from Current Biennium				2.3%		1.2%
Total Maintenance Level	**29.0**	**29.0**	**29.0**	**8,271,000**	**8,275,000**	**16,546,000**
% Change from Current Biennium	65.7%	65.7%	65.7%	665.1%	657.8%	661.4%
2005-07 Total Proposed Budget	**30.0**	**30.0**	**30.0**	**8,780,000**	**8,784,000**	**17,564,000**
% Change from Current Biennium	71.4%	71.4%	71.4%	712.2%	704.4%	708.3%

Total Program - 110

2003-05 Current Biennium	**626.0**	**656.2**	**641.1**	**67,273,000**	**60,699,000**	**127,972,000**
Total Carry Forward Level	**656.2**	**656.2**	**656.2**	**60,701,000**	**60,700,000**	**121,401,000**
% Change from Current Biennium	4.8%		2.4%	(9.8)%	0.0%	(5.1)%
Carry Forward Plus Workload Changes	**656.2**	**656.2**	**656.2**	**60,701,000**	**60,700,000**	**121,401,000**
% Change from Current Biennium	4.8%		2.4%	(9.8)%	0.0%	2.4%

Fund and FTE Detail by Fiscal Year

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Annual Average FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of Recsum
Total Maintenance Level	**688.7**	**688.7**	**688.7**	**62,598,000**	**62,469,000**	**125,067,000**	
% Change from Current Biennium	10.0%	5.0%	7.4%	(6.9)%	2.9%	(2.3)%	
2005-07 Total Proposed Budget	**825.7**	**830.2**	**828.0**	**85,212,000**	**83,644,000**	**168,856,000**	
% Change from Current Biennium	31.9%	26.5%	29.1%	26.7%	37.8%	31.9%	

Section 3
Performance Measures

State of Washington

Agency Performance Measure
Incremental Estimates for the Biennial Budget

Agency: 300 Dept of Social and Health Services — Budget Period: 2005-07

Activity: K002 Administrative Services Division

110	M2	8L	Lease Rate Adjustments	No measures linked to activity
110	M2	8L	Lease Rate Adjustments	No measures linked to decision package
110	PL	9T	Transfers	No measures linked to activity
110	PL	9T	Transfers	No measures linked to decision package
110	PL	KF	Administration Infrastructure	No measures linked to activity
110	PL	KF	Administration Infrastructure	No measures linked to decision package
110	PL	KK	Civil Service Reform	No measures linked to activity
110	PL	KK	Civil Service Reform	No measures linked to decision package

Activity: K026 Division of Fraud Investigations

110	PL	9T	Transfers	No measures linked to activity
110	PL	9T	Transfers	No measures linked to decision package
110	PL	KF	Administration Infrastructure	No measures linked to activity
110	PL	KF	Administration Infrastructure	No measures linked to decision package

Activity: K037 Financial Services Administration

110	M2	KE	Revenue Stabilization	No measures linked to activity
110	M2	KE	Revenue Stabilization	No measures linked to decision package
110	PL	9T	Transfers	No measures linked to activity
110	PL	9T	Transfers	No measures linked to decision package
110	PL	KD	Alternative Payment Methods	No measures linked to activity
110	PL	KD	Alternative Payment Methods	No measures linked to decision package
110	PL	KF	Administration Infrastructure	No measures linked to activity
110	PL	KF	Administration Infrastructure	No measures linked to decision package
110	PL	KH	Document Management/Imaging Project	No measures linked to activity
110	PL	KH	Document Management/Imaging Project	No measures linked to decision package
110	PL	LG	Equipment	No measures linked to activity
110	PL	LG	Equipment	No measures linked to decision package

Activity: K041 Human Resources Division

110	M2	8L	Lease Rate Adjustments	No measures linked to activity
110	M2	8L	Lease Rate Adjustments	No measures linked to decision package
110	M2	CJ	SCC Workload Adjustments	No measures linked to activity
110	M2	CJ	SCC Workload Adjustments	No measures linked to decision package
110	PL	KF	Administration Infrastructure	No measures linked to activity
110	PL	KF	Administration Infrastructure	No measures linked to decision package
110	PL	KK	Civil Service Reform	No measures linked to activity
110	PL	KK	Civil Service Reform	No measures linked to decision package

Agency: 300 Dept of Social and Health Services — Budget Period: 2005-07

Activity: K047 Lands and Buildings Division

110	M2	KA	Indirect Overhead for Cap Fac	No measures linked to activity
110	M2	KA	Indirect Overhead for Cap Fac	No measures linked to decision package
110	PL	9T	Transfers	No measures linked to activity
110	PL	9T	Transfers	No measures linked to decision package
110	PL	KB	LBD Info Tech.	No measures linked to activity
110	PL	KB	LBD Info Tech.	No measures linked to decision package
110	PL	KG	LBD Mission Essential	No measures linked to activity
110	PL	KG	LBD Mission Essential	No measures linked to decision package

Activity: K084 Research and Data Analysis Division

110	PL	KF	Administration Infrastructure	No measures linked to activity
110	PL	KF	Administration Infrastructure	No measures linked to decision package

Activity: K094 Special Projects and Unique Programs Grants

110	M2	RA	Criminal Background Checks	No measures linked to activity
110	M2	RA	Criminal Background Checks	No measures linked to decision package
110	PL	9G	FTE Staff Adjustment	No measures linked to activity
110	PL	9G	FTE Staff Adjustment	No measures linked to decision package
110	PL	9T	Transfers	No measures linked to activity
110	PL	9T	Transfers	No measures linked to decision package

Activity: K099 Suspense

110	M2	FD	Wide Area Network (WAN) Usage	No measures linked to activity
110	M2	FD	Wide Area Network (WAN) Usage	No measures linked to decision package
110	PL	PA	Electronic Intrusion Prevention	No measures linked to activity
110	PL	PA	Electronic Intrusion Prevention	No measures linked to decision package
110	PL	PB	Client Data Hub	No measures linked to activity
110	PL	PB	Client Data Hub	No measures linked to decision package
110	PL	PC	Provider Data Hub	No measures linked to activity
110	PL	PC	Provider Data Hub	No measures linked to decision package

Agency: 300 Dept of Social and Health Services Budget Period: 2005-07

Activity: K107 Washington Council for the Prevention of Child Abuse and Neglect

110	M2	8L	Lease Rate Adjustments	No measures linked to activity
110	M2	8L	Lease Rate Adjustments	No measures linked to decision package
110	PL	KJ	WCPCAN Funding Restoration	No measures linked to activity
110	PL	KJ	WCPCAN Funding Restoration	No measures linked to decision package
110	PL	KL	Reactivate Community Networks	No measures linked to activity
110	PL	KL	Reactivate Community Networks	No measures linked to decision package

Section 4
Cost Allocation

Expenditure Detail By Program

Budget Recommendation Summary

DSHS Budget Division

State of Washington
Department of Social and Health Services

Recommendation Summary

Budget Period:2005-07
Version: 11 - 2005-07 Agency Request Budget
Budget Level Criteria: ALL

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds
Program 110 - Admin & Supporting Svcs					
CB - Current Biennium					
ZA Current Biennium Base	0	641.1	67,778	60,194	127,972
SubTotal CB		**641.1**	**67,778**	**60,194**	**127,972**
Cumulative Total Thru CB		**641.1**	**67,778**	**60,194**	**127,972**
CL - Carry Forward Level					
00 Carry Forward Adjustments	0	15.1	(7,760)	1,189	(6,571)
SubTotal CL		**15.1**	**(7,760)**	**1,189**	**(6,571)**
Cumulative Total Thru CL		**656.2**	**60,018**	**61,383**	**121,401**
M2 - Inflation and Other Rate Changes					
8L Lease Rate Adjustments	0	0.0	84	39	123
9Z Recast to Activity	0	9.0	0	0	0
CJ SCC Workload Adjustments	0	2.0	180	87	267
FD Wide Area Network (WAN) Usage	0	0.0	157	77	234
KA Indirect Overhead for Cap Fac	0	7.5	752	376	1,128
KE Revenue Stabilization	0	12.0	1,125	558	1,683
RA Criminal Background Checks	0	2.0	118	113	231
SubTotal M2		**32.5**	**2,416**	**1,250**	**3,666**
Cumulative Total Thru M2		**688.7**	**62,434**	**62,633**	**125,067**
PL - Performance Level					
9G FTE Staff Adjustment	0	15.6	0	0	0
9T Transfers	0	4.4	933	664	1,597
KB LBD Info Tech.	0	2.5	888	441	1,329
KD Alternative Payment Methods	0	2.3	501	249	750
KF Administration Infrastructure	0	75.5	9,271	4,541	13,812
KG LBD Mission Essential	0	3.0	344	171	515
KH Document Management/Imaging Project	0	1.0	1,668	829	2,497
KJ WCPCAN Funding Restoration	0	0.0	70	0	70
KK Civil Service Reform	0	27.0	2,921	1,451	4,372
KL Reactivate Community Networks	0	1.0	0	948	948
LG Equipment	0	0.0	102	52	154
PA Electronic Intrusion Prevention	0	0.0	143	68	211
PB Client Data Hub	0	4.0	6,172	3,068	9,240
PC Provider Data Hub	0	3.0	5,541	2,753	8,294
SubTotal PL		**139.3**	**28,554**	**15,235**	**43,789**
Cumulative Total Thru PL		**828.0**	**90,988**	**77,868**	**168,856**
Total Proposed Budget for Program 110 - Admin & Supporting Svcs		**828.0**	**90,988**	**77,868**	**168,856**

Recommendation Summary Text

8L - Lease Rate Adjustments

(M2) Funding is requested for the incremental cost of lease renewals on site in the Department of Social and Health Services

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds

8L - Lease Rate Adjustments

(DSHS) offices and client service centers statewide.

9G - FTE Staff Adjustment

(PL) This decision package centralizes the Department of Social and Health Services (DSHS) background check Full-Time Equivalents (FTEs) in the Background Checks Central Unit (BCCU).

9T - Transfers

(PL) This decision package transfers funding and Full-Time Equivalents (FTEs) to centralize the funding for certain functions currently split among the Department of Social and Health Services (DSHS) Administrations.

CJ - SCC Workload Adjustments

(M2) This request is to fund projected census increases in the Special Commitment Center's (SCC) population operational costs to support SCC's new stand-alone facility on McNeil Island, and administrative overhead associated with two Human Resources Staff.

FD - Wide Area Network (WAN) Usage

(M2) The Department of Social and Health Services (DSHS) is requesting funding to upgrade the Wide Area Network (WAN) infrastructure.

KA - Indirect Overhead for Cap Fac

(M2) Shift funding of indirect capital management overhead to the operating budget from the capital budget.

KB - LBD Info Tech.

(PL) The Lands and Buildings Division (LBD) is requesting $570,000 and 1.0 FTE for current and future maintenance level support of IT systems and infrastructure, including desktop personal computers (PCs) and software, email, network resources and associated basic computer services. We are proposing to support a staff of more than 35 with a single IT support FTE by contracting LAN, SQL, and Email support through external contract services.

In addition, LBD is requesting a one-time investment of $759,000 and 1.5 FTEs to purchase, install and implement a proven facilities management software system within two years.

KD - Alternative Payment Methods

(PL) Funding is requested for a feasibility study to determine alternative payment process methods and implementation to collect the premium payments for the Children's Medical Premium Program (CMPP). Development of additional alternative payment methods could include bank card payments by telephone, by remittance coupon, and through an online website, and/or electronic fund transfers (EFTs).

KE - Revenue Stabilization

(M2) The Office of Financial Recovery (OFR) requests funding for additional staff to match the increasing recoveries and collection workloads and to avoid future audit findings.

KF - Administration Infrastructure

(PL) Over the years, the Administration and Supporting Services program has taken a series of administrative reductions, which

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds

KF - Administration Infrastructure

have put in jeopardy the ability of the program to provide its critical support activities. This decision package (DP) proposes to restore certain of these reductions.

This Performance Level request is comprised of a number of critical infrastructure items that have been combined into one comprehensive request. When combined, the impact on the level of administrative support which can be provided to the department is substantial. The themes included in this DP are:

- Preventing Fraud and making proper client determinations,
- Reducing Agency Risk,
- Strengthening Financial Operations and Analytical Capacity, and
- Enhancing Human Resources.

KG - LBD Mission Essential

(PL) Additional agencywide responsibilities in the Lands and Buildings Division (LBD) require 3.0 new Full-Time Equivalents (FTEs) to manage the effort. These new FTEs and responsibilities include: an Environmental Specialist to respond to growing environmental concerns and ensure environmental compliance in capital and leased facilities (1.0 FTE), a Land Use Planning Assistant (.5 FTE) to negotiate leases, easements and interagency and inter-local agreements for institutional properties, a Leased Facilities Project Manager to meet additional workload demands created by an increase in facilities needs due to the Department of Social and Health Services (DSHS) program and staffing changes (1.0 FTE); and a Sustainability Coordinator to implement the DSHS Sustainability plan required by Executive Order 02-03 (.5 FTE).

KH - Document Management/Imaging Project

(PL) Financial Services Administration (FSA) proposes to secure the services of a contractor to automate document management for two of its business program areas. This solution is an investment in the future; it will lower the cost of doing business in the selected business areas, release staff time to recover additional monies and provide better customer service for resolution of debt.

KJ - WCPCAN Funding Restoration

(PL) The purpose of this decision package is to restore annual administrative reductions for the Washington Council for the Prevention of Child Abuse and Neglect (WCPCAN) of $35,000. The restoration will allow WCPCAN to market the redesigned Washington State Heirloom Birth Certificate and the proposed new "Keep Kids Safe" Special License Plate. Proceeds from both efforts go to the Children's Trust Fund, whose authorized uses support WCPCAN's legislative mandate. The requested funds are intended for use as the money available to generate new revenue.

KK - Civil Service Reform

(PL) This proposal would ensure that the requirements of the Personnel System Reform Act (PSRA) of 2002 are efficiently implemented.

KL - Reactivate Community Networks

(PL) The purpose of this decision package is to provide funding for eight communities to reactivate a local Community Public Health and Safety Network (Community Network); education and technical assistance to those communities; and administrative and policy oversight to assure consistency with legal requirements. Reactivation would be contingent upon each community demonstrating to the Family Policy Council (FPC) evidence of meeting or exceeding established eligibility standards.

LG - Equipment

State of Washington
Department of Social and Health Services

Recommendation Summary

Budget Period:2005-07
Version: 11 - 2005-07 Agency Request Budget
Budget Level Criteria: ALL

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds

LG - Equipment

(PL) Financial Services Administration (FSA) experienced several computer system server failures throughout Fiscal Year 2004. These servers are between two to five years past the equipments useful life span. Funding is requested to establish a lease/purchase agreement to replace aging equipment servers.

PA - Electronic Intrusion Prevention

(PL) Secure the Department of Social and Health Services (DSHS) networked environment against intrusion. This solution is designed to protect against zero-day or minimum-day exploits, aid in securing the remote access environment, as well as a large variety of known and unknown attacks. This significantly enhances protection of confidential client information, as well as state resources, both equipment and staff time.

PB - Client Data Hub

(PL) The development and implementation of a client data hub for the Department of Social and Health Services (DSHS) is a required infrastructure component to enable many of the strategic initiatives currently identified for DSHS such as the ability to integrate services from a client perspective and provide a comprehensive view of DSHS program transactions with each client in order to manage costs. The client data hub will facilitate the integration across DSHS of client oriented operations and the building of agency level information about clients across the siloed systems currently in place. The client data hub will uniquely identify clients once across the agency, integrate client information across programs and also prepares DSHS to exchange client information with other agencies in the future.

PC - Provider Data Hub

(PL) The development and implementation of a provider data hub for the Department of Social and Health Services (DSHS) is a required infrastructure component to enable many of the strategic initiatives currently identified for DSHS such as the ability to integrate services from a purchasing perspective and provide a comprehensive view of DSHS program transactions with each provider in order to manage costs. The provider data hub will facilitate the integration across DSHS of provider oriented operations and the building of agency level information about providers across the siloed systems currently in place. The client data hub will uniquely identify providers once across the agency, integrate provider information across programs and also prepares DSHS to exchange provider information with other agencies in the future.

RA - Criminal Background Checks

(M2) This decision package requests the addition of two Full-Time Equivalents (FTEs) for the Background Checks Central Unit (BCCU) to reduce the lag time in providing approved background checks for the Department of Social and Health Services (DSHS) consideration of employees and providers.

Expenditure Detail By Program

Agency Budget Levels Summary

DSHS Budget Division

DSHS BDS Reporting
C:\DSHSBDS\budgetlevelsum.rpt

State of Washington
Department of Social and Health Services

2005-07 Agency Budget Levels by Program (DSHS B5)

With Objects - All

All Fund/Approp Types

Version: 11

2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
FTEs								
996-Z FTEs (EAOF-Other)	626.0	656.2	656.2	656.2	688.7	688.7	825.7	830.2
996-Z FTEs - Annual Average		641.1		656.2		688.7		828.0
Objects of Expenditure								
A Salaries And Wages	30,455,687	32,186,829	32,186,829	32,186,829	33,240,829	33,240,829	40,170,829	40,384,829
B Employee Benefits	7,105,968	8,184,256	8,186,256	8,185,256	8,458,256	8,457,256	10,027,256	10,079,256
C Personal Serv Contr	47,504	47,504	47,504	47,504	47,504	47,504	7,490,504	7,179,504
EA Supplies & Materials	594,350	594,350	594,350	594,350	809,350	809,350	2,360,350	2,390,350
EB Communications	1,221,183	1,495,955	1,495,955	1,495,955	1,495,955	1,495,955	1,495,955	1,495,955
ED Rentals and Leases	3,194,141	3,215,141	3,215,141	3,215,141	3,264,141	3,289,141	3,642,141	3,687,141
EF Printing & Reprodctn	623,079	794,079	794,079	794,079	794,079	794,079	794,079	794,079
EG Emp Prof Dev & Train	184,237	184,237	184,237	184,237	184,237	184,237	224,237	244,237
EL Data Processing Serv	3,248,394	2,685,253	2,685,253	2,685,253	2,685,253	2,685,253	2,696,253	2,696,253
EN Personnel Services	156,430	156,430	156,430	156,430	159,430	159,430	193,430	193,430
EP Insurance	51,158	51,158	51,158	51,158	51,158	51,158	51,158	51,158
ER Other Contract Svcs	1,280,325	1,884,325	1,884,325	1,884,325	1,884,325	1,884,325	2,554,325	3,017,325
EZ Other Goods and Svcs	11,078,368	1,086,358	1,086,358	1,086,358	1,086,358	1,086,358	1,121,358	1,121,358
Subtotal for Object E	**21,631,665**	**12,147,286**	**12,147,286**	**12,147,286**	**12,414,286**	**12,439,286**	**15,133,286**	**15,691,286**
G Travel	614,737	615,737	615,737	615,737	624,737	624,737	864,737	864,737
J Capital Outlays	418,046	471,059	471,059	471,059	601,059	498,059	2,986,059	1,038,059
N Grants, Benfts Servs	6,404,326	6,404,326	6,404,326	6,404,326	6,404,326	6,404,326	6,809,326	6,809,326
P Debt Service	1,209,599	1,209,599	1,209,599	1,209,599	1,209,599	1,209,599	1,260,599	1,312,599
S Interagency Reimburs	(74,500)	(74,500)	(74,500)	(74,500)	(74,500)	(74,500)	(74,500)	(74,500)
T Intra-Agency Reimbur	(17,919)	(17,919)	(17,919)	(17,919)	(17,919)	(17,919)	(17,919)	(17,919)
TE Goods and Services	(1,837,691)	(1,837,691)	(1,837,691)	(1,837,691)	(1,837,691)	(1,837,691)	(1,272,691)	(1,272,691)
TZ Unidentified	1,315,578	1,362,514	1,362,514	1,362,514	1,527,514	1,477,514	1,834,514	1,649,514
Subtotal for Object T	**(540,032)**	**(493,096)**	**(493,096)**	**(493,096)**	**(328,096)**	**(378,096)**	**543,904**	**358,904**
Total Objects of Expenditure	**67,273,000**	**60,699,000**	**60,701,000**	**60,700,000**	**62,598,000**	**62,469,000**	**85,212,000**	**83,644,000**
Source of Funds								
DSHS Sources for 001-0								
001-0 667B SSBG (100%)	1,531,000	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000	1,550,000
Total for: 001-0, Gnrl Fnd-DSHS SS	**1,531,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**

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State of Washington
Department of Social and Health Services

2005-07 Agency Budget Levels by Program (DSHS B5)

With Objects - All

All Fund/Approp Types

Version: 11

2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

			Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
			Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Source of Funds										
DSHS Sources for 001-1										
001-1	0011	GF- State	34,427,000	26,665,000	26,666,000	26,666,000	27,915,000	27,833,000	42,672,000	41,630,000
001-1	GFS2	GF- St TANF Moe	2,523,000	2,523,000	2,523,000	2,523,000	2,523,000	2,523,000	2,523,000	2,523,000
001-1	GFS4	GF- St CCDF Match	820,000	820,000	820,000	820,000	820,000	820,000	820,000	820,000
Total for: 001-1, Gnrl Fnd-State			**37,770,000**	**30,008,000**	**30,009,000**	**30,009,000**	**31,258,000**	**31,176,000**	**46,015,000**	**44,973,000**
DSHS Sources for 001-2										
001-2	001B	SS Disab Ins (100%)	694,000	707,000	707,000	707,000	735,000	732,000	1,056,000	1,033,000
001-2	044B	T3B (100%)	4,000	4,000	6,000	6,000	6,000	6,000	6,000	6,000
001-2	126F	VR Basic (78.7%)	1,050,000	1,050,000	807,000	807,000	807,000	807,000	807,000	807,000
001-2	230B	Cnsld Knw Dev(100%)	8,000	8,000	3,000	3,000	3,000	3,000	3,000	3,000
001-2	235D	Sen Empl (90%)	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
001-2	238B	Trmt Outcomes (100%)	10,000	10,000	0	0	0	0	0	0
001-2	540B	JJ Frmla (100%)	1,868,000	1,940,000	1,940,000	1,940,000	1,940,000	1,940,000	1,940,000	1,940,000
001-2	548B	JJ T5 (100%)	720,000	557,000	557,000	557,000	557,000	557,000	557,000	557,000
001-2	549B	JJ Challnge (100%)	158,000	249,000	249,000	249,000	249,000	249,000	249,000	249,000
001-2	566B	Refugee/Ent (100%)	46,000	46,000	86,000	86,000	86,000	86,000	89,000	88,000
001-2	590B	ComBsd Fm Rsrc(100%)	431,000	431,000	431,000	431,000	431,000	431,000	431,000	431,000
001-2	600B	Headstart (100%)	0	0	2,000	2,000	2,000	2,000	2,000	2,000
001-2	643B	Chld Justice (100%)	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
001-2	669B	Chld Abu (100%)	15,000	15,000	17,000	17,000	17,000	17,000	17,000	17,000
001-2	670B	C Abu Discr (100%)	13,000	13,000	10,000	10,000	10,000	10,000	10,000	10,000
001-2	671B	Fam Viol Prv (100%)	2,000	2,000	1,000	1,000	1,000	1,000	1,000	1,000
001-2	674B	Ind Lvg (100%)	3,000	3,000	5,000	5,000	5,000	5,000	5,000	5,000
001-2	767H	CHIP (CHIP)	100,000	100,000	13,000	13,000	13,000	13,000	13,000	13,000
001-2	777B	Hlth Provider (100%)	122,000	122,000	111,000	111,000	111,000	111,000	111,000	111,000
001-2	777L	Hlth Provider (50%)	126,000	126,000	107,000	107,000	107,000	107,000	107,000	107,000
001-2	779B	HCFA Rsrch (100%)	0	0	2,000	2,000	2,000	2,000	2,000	2,000
001-2	958B	Com MH BG (100%)	35,000	35,000	10,000	10,000	10,000	10,000	10,000	10,000
001-2	959B	SAPT BG (100%)	78,000	78,000	49,000	49,000	49,000	49,000	49,000	49,000
001-2	999B	Misc (100%)	48,000	48,000	54,000	54,000	54,000	54,000	54,000	54,000
001-2	E61L	Food Stmp (50%)	1,533,000	1,582,000	2,126,000	1,965,000	2,188,000	2,025,000	3,016,000	2,796,000
001-2	G75B	Crime Vctm (100%)	6,000	6,000	0	0	0	0	0	0
Total for: 001-2, Gnrl Fnd-Federal			**7,075,000**	**7,137,000**	**7,298,000**	**7,137,000**	**7,388,000**	**7,222,000**	**8,540,000**	**8,296,000**
DSHS Sources for 001-7										
001-7	5417	Contr & Grnt	405,000	405,000	405,000	405,000	405,000	405,000	405,000	405,000
Total for: 001-7, Gnrl Fnd-Priv-Loc			**405,000**	**405,000**	**405,000**	**405,000**	**405,000**	**405,000**	**405,000**	**405,000**

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State of Washington
Department of Social and Health Services

2005-07 Agency Budget Levels by Program (DSHS B5)

With Objects - All

All Fund/Approp Types

Version: 11

2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Source of Funds								
DSHS Sources for 001-A								
001-A 563I T4D Sup Enf (66%)	2,465,000	2,471,000	2,472,000	2,471,000	2,560,000	2,552,000	3,613,000	3,535,000
001-A 658L T4E Fstr Care(50%)	774,000	763,000	763,000	763,000	793,000	792,000	1,193,000	1,167,000
001-A 659L T4E Adopt Ast (50%)	89,000	89,000	89,000	89,000	91,000	91,000	121,000	120,000
Total for: 001-A, Gnrl Fnd-DSHS Fam	**3,328,000**	**3,323,000**	**3,324,000**	**3,323,000**	**3,444,000**	**3,435,000**	**4,927,000**	**4,822,000**
DSHS Sources for 001-C								
001-C 19UL T19 Admin (50%)	10,513,000	11,571,000	11,410,000	11,571,000	11,848,000	11,976,000	16,544,000	16,369,000
Total for: 001-C, Gnrl Fnd-DSHS Med	**10,513,000**	**11,571,000**	**11,410,000**	**11,571,000**	**11,848,000**	**11,976,000**	**16,544,000**	**16,369,000**
DSHS Sources for 001-D								
001-D 558B TANF (100%)	2,534,000	2,570,000	2,570,000	2,570,000	2,570,000	2,570,000	2,614,000	2,612,000
Total for: 001-D, Gnrl Fnd-TANF	**2,534,000**	**2,570,000**	**2,570,000**	**2,570,000**	**2,570,000**	**2,570,000**	**2,614,000**	**2,612,000**
DSHS Sources for 001-E								
001-E 596A CCDF Match (FMAP)	823,000	833,000	833,000	833,000	833,000	833,000	841,000	841,000
Total for: 001-E, Gnrl Fnd-CCDF	**823,000**	**833,000**	**833,000**	**833,000**	**833,000**	**833,000**	**841,000**	**841,000**
DSHS Sources for 02V-1								
02V-1 02V1 PS & E	1,218,000	1,226,000	1,226,000	1,226,000	1,226,000	1,226,000	1,226,000	1,226,000
Total for: 02V-1, Pblc S&E-State	**1,218,000**	**1,226,000**	**1,226,000**	**1,226,000**	**1,226,000**	**1,226,000**	**1,226,000**	**1,226,000**
DSHS Sources for 181-1								
181-1 1811 VRD&E	2,076,000	2,076,000	2,076,000	2,076,000	2,076,000	2,076,000	2,550,000	2,550,000
Total for: 181-1, Violence-State	**2,076,000**	**2,076,000**	**2,076,000**	**2,076,000**	**2,076,000**	**2,076,000**	**2,550,000**	**2,550,000**
Total Source of Funds	**67,273,000**	**60,699,000**	**60,701,000**	**60,700,000**	**62,598,000**	**62,469,000**	**85,212,000**	**83,644,000**
Total Objects - Program: 110	**67,273,000**	**60,699,000**	**60,701,000**	**60,700,000**	**62,598,000**	**62,469,000**	**85,212,000**	**83,644,000**
Biennial Total Objects - Program: 110		**127,972,000**		**121,401,000**		**125,067,000**		**168,856,000**
Total Funds - Program: 110	**67,273,000**	**60,699,000**	**60,701,000**	**60,700,000**	**62,598,000**	**62,469,000**	**85,212,000**	**83,644,000**
Biennial Total Funds - Program: 110		**127,972,000**		**121,401,000**		**125,067,000**		**168,856,000**

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State of Washington
Department of Social and Health Services

2005-07 Agency Budget Levels by Program (DSHS B5)

With Objects - All

All Fund/Approp Types

Version: 11

2005-07 Agency Request Budget	Current Biennium		Carry Forward Level		Maintenance Level		Performance Level	
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
Overall Total Objects	67,273,000	60,699,000	60,701,000	60,700,000	62,598,000	62,469,000	85,212,000	83,644,000
Biennial Overall Total Objects		127,972,000		121,401,000		125,067,000		168,856,000
Overall Total Funds	67,273,000	60,699,000	60,701,000	60,700,000	62,598,000	62,469,000	85,212,000	83,644,000
Biennial Overall Total Funds		127,972,000		121,401,000		125,067,000		168,856,000

Section 6
Maintenance Level

State of Washington
Department of Social and Health Services

Recommendation Summary

Budget Period:2005-07
Budget Level Criteria: M1+M2

Version: 11 - 2005-07 Agency Request Budget

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds
Program 110 - Admin & Supporting Svcs					
M2 - Inflation and Other Rate Changes					
8L Lease Rate Adjustments	0	0.0	84	39	123
9Z Recast to Activity	0	9.0	0	0	0
CJ SCC Workload Adjustments	0	2.0	180	87	267
FD Wide Area Network (WAN) Usage	0	0.0	157	77	234
KA Indirect Overhead for Cap Fac	0	7.5	752	376	1,128
KE Revenue Stabilization	0	12.0	1,125	558	1,683
RA Criminal Background Checks	0	2.0	118	113	231
	SubTotal M2	**32.5**	**2,416**	**1,250**	**3,666**
Total Proposed M1+M2 Budget for Program 110 - Admin & Supporting Svcs		**32.5**	**2,416**	**1,250**	**3,666**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-8L Lease Rate Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Funding is requested for the incremental cost of lease renewals on site in the Department of Social and Health Services (DSHS) offices and client service centers statewide.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	33,000	51,000	84,000
001-2 General Fund - Basic Account-Federal	5,000	8,000	13,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	3,000	3,000	6,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	8,000	12,000	20,000
Total Cost	**49,000**	**74,000**	**123,000**

Staffing

Package Description:

Most DSHS staff work in facilities leased from public or private entities. Many of these facilities house field service staff, which provide services to over 1.3 million persons each year. To accommodate clients and provide ready access to services, the department currently leases over 3.5 million square feet of office space at over 200 locations throughout the state. To the greatest extent possible, the department requires the various programs to co-locate their offices.

Leases typically run five years or longer, and are generally renewed unless space or physical conditions require relocation. Most leases increase at the time of renewal. This request for additional funds results from mandatory lease renewals anticipated during the 2005-07 Biennium.

The Department of General Administration (GA) has indicated an across the board use of an average rate of 3 percent per year for five years (15 percent) to calculate for leases anticipated to expire during the 2005-07 Biennium.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Funding is requested for the incremental cost of lease renewals on site in DSHS offices and client service centers statewide.

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	Incremental Changes FY 2
Activity: K002 Administrative Services Division		
No measures linked to package	0.00	0.00
Activity: K041 Human Resources Division		
No measures linked to package	0.00	0.00
Activity: K107 Washington Council for the Prevention of Child Abuse and Neglect		
No measures linked to package	0.00	0.00

DP Code/Title: M2-8L Lease Rate Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Reason for change:

Approximately 60 leases will expire during the 2005-07 Biennium. With the assistance of GA, the department negotiates the most cost-effective lease rates possible for the necessary space needed. In addition, the department is occasionally required to relocate by the landlord or from other circumstances, such as the closure of a building. In general, landlords increase lease rates at the time of renewal. The estimated percent of increases for leases that are expected to expire in the 2005-07 Biennium is 15 percent.

Impact on clients and services:

To meet the needs of the clients served by DSHS, offices are placed in locations that are safe and convenient to access. In addition, field staff who meet and visit clients in locations other than their office are located in buildings that are close to the clients they serve in order to save travel and employee time costs. Funding the lease costs will allow this practice to continue at the current level of service.

Impact on other state programs:

All programs within DSHS are affected. Because some DSHS offices are co-located with other state agencies, the lease expiration and renewal may effect other state programs.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

In order to take advantage of lease rates that are significantly below market, DSHS signs contracts with building owners, which obligate DSHS to pay agreed-upon, and legally binding rates for specific periods. The department has no alternative to payment of lease obligations.

Budget impacts in future biennia:

Lease costs will continue into future biennia. A bow wave step will be necessary to carry forward funding at the Fiscal Year 2007 level. The DSHS bow wave will be approximately $1,305,000 GF-S in Fiscal Year 2008 and $463,000 in Fiscal Year 2009.

Distinction between one-time and ongoing costs:

This increase is an ongoing cost.

Effects of non-funding:

Leased facilities are necessary to house field staff in client-convenient locations to provide the required assistance. The department has a legal obligation to pay lease expenses. Non-funding of lease adjustments would require the department to cut other vital services to clients.

Expenditure Calculations and Assumptions:

DSHS has an updated lease base to reflect the monthly lease expenditures in 2003-07 and includes the leases that expire in the

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-8L Lease Rate Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

2005-07 Biennium. The ML step consists of working from the Fiscal Year 2005 base and increasing the lease costs by 15 percent beginning on the lease expiration date for each individual lease that expires in Fiscal Year 2006 and Fiscal Year 2007, with the assumption for ML purposes that all leases will be renewed on site. Any exceptions made are noted.

See attachment - AW M2-8L Attachment 1.xls

Object Detail

	FY 1	FY 2	Total
Overall Funding			
E Goods And Services	49,000	74,000	123,000

DSHS Source Code Detail

Overall Funding	FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State			
Sources Title			
0011 General Fund State	33,000	51,000	84,000
Total for Fund 001-1	**33,000**	**51,000**	**84,000**
Fund 001-2, General Fund - Basic Account-Federal			
Sources Title			
001B Social Security Disability Ins (100%)	1,000	1,000	2,000
E61L Food Stamp Program (50%)	4,000	7,000	11,000
Total for Fund 001-2	**5,000**	**8,000**	**13,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi			
Sources Title			
563I Title IV-D Child Support Enforcement (A) (66%)	2,000	2,000	4,000
658L Title IV-E-Foster Care (50%)	1,000	1,000	2,000
Total for Fund 001-A	**3,000**	**3,000**	**6,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa			
Sources Title			
19UL Title XIX Admin (50%)	8,000	12,000	20,000
Total for Fund 001-C	**8,000**	**12,000**	**20,000**
Total Overall Funding	**49,000**	**74,000**	**123,000**

2005-07 Biennium
M2-8L Lease Rate Adjustments

AW M2-8L Lease Rate Adjustments

Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
010														
	Aberdeen	514	01/01/98	03/31/03	14.01	10,326	144,640	144,636	(4)	144,636	0	144,636	0	
	Arlington	728	05/01/01	04/30/11	20.38	17,581	358,258	358,260	2	358,972	712	362,532	4,272	Lease Step 5/1/06
	Bellevue	632	03/01/96	02/28/06	21.70	19,506	423,245	423,240	(5)	444,404	21,164	486,732	63,492	
	Bellingham	565	10/10/99	09/30/04	15.50	15,840	245,520	273,141	27,621	282,348	9,207	282,348	9,207	
	Centralia	800	04/01/01	03/31/11	19.36	19,292	373,405	383,581	10,176	414,111	30,531	414,111	30,531	Lease Step 4/1/05
	Clarkston	575	02/01/00	01/31/05	15.21	3,878	58,986	62,677	3,691	67,836	5,159	67,836	5,159	
	Colfax	618	11/01/96	10/31/06	14.78	3,321	49,091	49,092	1	49,092	0	54,004	4,912	
	Colfax Addl Request				14.78	3,898	57,612	57,612	0	57,612	0	63,372	5,760	
	Colville	119	02/01/00	01/31/05	15.19	5,315	80,737	85,781	5,044	92,844	7,063	92,844	7,063	
	Ellensburg	122	05/01/01	04/30/06	17.84	3,960	70,637	70,632	(5)	72,398	1,766	81,228	10,596	
	Everett	127	07/01/02	06/30/10	21.00	29,023	609,506	609,504	(2)	676,809	67,305	676,809	67,305	Lease Step 7/1/05
	Forks	135	01/01/97	05/31/04	12.98	2,278	29,573	34,008	4,435	34,008	0	34,008	0	
	Friday Harbor	398	03/01/01	02/28/06	22.84	1,230	28,099	28,104	5	29,508	1,404	32,316	4,212	
	Goldendale	454	12/01/01	11/30/06	15.45	1,998	30,866	30,864	(2)	30,864	0	33,566	2,702	
	Kelso	563	11/01/00	12/31/15	14.93	14,188	211,796	216,850	5,054	221,900	5,050	221,900	5,050	Lease Step 1/1/05
	Kent	450	12/01/01	11/30/06	20.05	35,379	709,343	709,344	1	709,344	0	771,413	62,069	
	Lacey - Martin Way	Unkn	09/01/04	unkn	15.58	15,087	235,016	235,020	4	235,020	0	235,020	0	ONE TIME START UP COSTS $239,750
	Long Beach	854	12/31/00	11/30/10	18.96	3,824	72,520	72,516	(4)	72,516	0	72,516	0	
	Lynnwood	643	07/01/99	06/30/09	20.73	14,637	303,408	303,408	0	303,408	0	303,408	0	
	Monroe	861	05/01/03	04/30/13	24.77	9,566	236,910	236,916	6	236,916	0	236,916	0	
	Moses Lake	154	08/01/95	07/31/05	13.80	7,466	103,043	103,044	1	117,212	14,168	118,500	15,456	
	Mount Vernon	655	01/01/98	11/30/07	15.69	15,041	235,987	235,992	5	235,992	0	235,992	0	
	Newport	603	09/01/95	08/31/05	16.76	2,093	35,086	35,088	2	39,478	4,390	40,356	5,268	
	Newport Addl Request				16.76	2,812	47,129	47,124	(5)	53,014	5,890	54,192	7,068	
	Oak Harbor	487	05/01/93	04/30/08	17.93	6,105	109,489	109,488	(1)	109,488	0	109,488	0	
	Omak	385	05/01/01	04/30/06	16.76	4,879	81,750	81,756	6	83,800	2,044	94,020	12,264	
	Port Angeles	693	09/01/99	08/31/04	20.56	12,837	263,962	296,964	33,002	303,564	6,600	303,564	6,600	
	Port Townsend	181	10/01/98	03/31/04	17.19	2,592	44,556	44,556	(0)	44,556	0	44,556	0	Changed to reflect lease value
	Republic	642	08/01/03	07/31/08	16.33	484	7,904	7,908	4	7,908	0	7,908	0	
	Richland	729	12/01/98	11/30/08	15.48	15,938	246,720	246,720	0	246,720	0	246,720	0	
	Seattle	403	03/01/02	02/28/07	19.05	15,496	295,197	295,200	3	295,200	0	309,960	14,760	
	Seattle	610	06/01/98	09/30/05	18.18	3,750	68,192	68,196	4	75,864	7,668	78,420	10,224	
	Seattle	610	06/01/98	09/30/05	18.18	9,277	168,685	168,684	(1)	187,665	18,981	193,992	25,308	
	Seattle Space Addit	610	08/01/04	09/30/05	20.00	20,949	418,979	418,979	0	508,485	89,506	525,624	106,645	
	Seattle	201	03/03/03	06/30/04				0	0	0	0	0	0	This lease has expired.
	Graham St Lease		07/01/04	06/30/14	20.00	41,320	826,407	826,404	(3)	826,404	0	826,404	0	Replaces Lane Bldg Lease
	Seattle	918	07/01/03	06/30/13	26.71	44,310	1,183,369	1,183,368	(1)	1,183,368	0	1,183,368	0	
	Shelton	637	09/01/97	09/30/07	17.82	9,138	162,857	162,852	(5)	162,852	0	162,852	0	
	South Bend	666	11/01/99	10/31/09	17.14	4,316	73,975	76,998	3,023	78,506	1,509	78,506	1,509	Lease Step 11/1/04
	Spokane	654	10/01/03	09/30/08	18.53	59,121	1,095,587	1,095,588	1	1,095,588	0	1,095,588	0	
	Stevenson	617	05/01/97	04/30/12	16.16	3,035	49,045	49,044	(1)	49,044	0	49,044	0	
	Sunnyside	616	08/01/02	07/31/07	13.98	5,581	78,021	78,024	3	78,024	0	78,024	0	
	Tacoma	233	02/01/87	01/31/13	20.61	58,877	1,213,239	1,249,632	36,393	1,287,120	37,488	1,287,120	37,488	Lease Step 7/1/04 & 7/1/05
	Tacoma	532	06/01/93	05/31/13	27.48	7,963	218,787	218,784	(3)	218,784	0	218,784	0	
	Tacoma	912	09/01/02	08/31/07	6.80	4,320	29,358	29,364	6	29,364	0	29,364	0	
	Toppenish	798	01/01/00	12/31/09	17.10	10,164	173,818	173,820	2	173,820	0	173,820	0	
	Tumwater	851	01/01/02	12/31/11	20.13	37,758	760,002	760,008	6	760,008	0	785,587	25,579	Lease Step 1/1/07
	Vancouver	260	08/01/03	07/31/13	18.69	33,034	617,412	617,412	0	617,412	0	617,412	0	
	Walla Walla	274	01/01/04	12/31/08	14.58	10,702	156,048	156,048	(0)	156,048	0	156,048	0	Changed to reflect lease value

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M2-8L Lease Rate Adjustments

AW M2-8L Lease Rate Adjustments

Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Wenatchee	277	11/01/03	10/31/08	17.19	9,934	170,766	170,772	6	170,772	0	170,772	0	Changed to reflect lease value
	White Salmon	278	01/01/03	12/31/08	14.03	1,291	18,109	18,108	(1)	18,108	0	18,108	0	
	Yakima	282	05/27/99	06/30/19	13.99	25,461	356,100	366,780	10,680	377,784	11,004	389,112	22,332	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	731	01/01/04	12/31/08	16.19	7,959	128,856	128,856	(0)	128,856	0	128,856	0	Changed to reflect lease value
	Month Total				19.01	724,130	13,767,605	13,906,747	139,141	14,255,355	348,609	14,479,578	572,831	
	Increase/Annual Total					Fastrack:	13,182,395			Rounded:	349,000	Rounded:	573,000	
020														
	Bremerton	765	03/01/04	02/28/09	16.01	2,300	36,814	36,816	2	36,816	0	36,816	0	
	Everett	132	05/01/99	06/30/04	16.39	18,000	294,944	339,192	44,248	339,192	0	339,192	0	
	Kelso	563	11/01/00	12/31/15	14.93	2,240	33,441	34,240	799	35,037	796	35,037	796	Lease Step 1/1/05
	Mount Vernon	655	01/01/98	11/30/07	15.69	1,724	27,056	27,060	4	27,060	0	27,060	0	
	Olympia	622	01/01/04	12/31/08	18.72	7,614	142,562	142,560	(2)	142,560	0	142,560	0	Combined OJJ and Region 6
	Seattle	505	11/01/02	10/31/12	25.04	22,213	556,119	556,116	(3)	556,116	0	556,116	0	
	Spokane	801	09/01/00	08/30/10	16.74	6,226	104,219	104,218	(1)	113,705	9,487	115,602	11,385	Lease Step 9/1/05
	Tacoma	532	06/01/93	05/31/13	27.48	9,088	249,703	249,708	5	249,708	0	249,708	0	
	Vancouver	775	09/01/00	08/31/05	19.86	2,854	56,685	56,688	3	63,778	7,090	65,196	8,508	
	Wenatchee	277	11/01/03	10/31/08	17.18	284	4,879	4,884	5	4,884	0	4,884	0	Changed to reflect lease value
	Yakima	283	11/01/03	10/31/04	11.29	14,280	161,221	177,340	16,119	185,400	8,060	185,400	8,060	Changed to reflect lease value
	Month Total				19.21	86,823	1,667,643	1,728,822	61,179	1,754,256	25,434	1,757,571	28,749	
	Increase/Annual Total					Fastrack:	1,671,517			Rounded:	25,000	Rounded:	29,000	
030														
	Seattle (SCTF)	929	11/01/03	10/31/13	12.18	14,960	182,162	149,400	(32,762)	149,400	0	149,400	0	
	Steilacoom	890	09/01/03	08/31/05	18.54	4,000	74,160	74,160	0	83,430	9,270	85,284	11,124	
	Total					18,960	256,322	223,560	(32,762)	232,830	9,270	234,684	11,124	
	Increase/Annual Total					Fastrack:	189,286			Rounded:	9,000	Rounded:	11,000	
040	From 040 Tab													
	Total				16.91	143,888	2,432,780	2,492,844	60,064	2,553,397	60,552	2,623,639	130,795	
	Increase/Annual Total					Fastrack:	2,274,901			Rounded:	61,000	Rounded:	131,000	
050														
	Aberdeen	680	12/01/02	11/30/07	13.81	5,121	70,721	70,716	(5)	70,716	0	70,716	0	
	Arlington	728	05/01/01	04/30/11	20.38	6,907	140,744	140,748	4	141,027	279	142,423	1,675	Lease Step 5/1/06
	Arlington	728	05/01/01	04/30/11	20.38	6,279	127,949	127,944	(5)	128,199	255	129,476	1,532	Lease Step 5/1/06
	Bellingham	723	03/01/03	02/29/08	16.95	6,778	114,887	114,888	1	114,888	0	114,888	0	
	Bremerton	430	06/01/91	05/31/09	18.86	5,791	109,221	109,224	3	109,224	0	109,224	0	
	Chehalis	799	11/01/03	10/31/05	11.50	3,602	41,424	41,424	0	45,568	4,144	47,640	6,216	
	Clarkston	575	02/01/00	01/31/05	15.21	1,406	21,388	22,719	1,331	24,588	1,869	24,588	1,869	
	Colfax	618	11/01/96	10/31/06	14.79	578	8,548	8,544	(4)	8,544	0	9,400	856	
	Colville	119	02/01/00	01/31/05	15.19	2,372	36,034	38,286	2,252	41,436	3,150	41,436	3,150	
	Ellensburg	122	05/01/01	04/30/06	17.84	602	10,737	10,740	3	11,008	268	12,348	1,608	
	Everett	127	07/01/02	06/30/10	21.00	6,521	136,946	136,944	(2)	152,068	15,124	152,068	15,124	Lease Step 7/1/05
	Friday Harbor	398	03/01/01	02/28/06	22.83	362	8,264	8,268	4	8,680	412	9,504	1,236	

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AW M2-8L Lease Rate Adjustments

Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Goldendale	454	12/01/01	11/30/06	15.49	123	1,905	1,908	3	1,908	0	2,076	168	
	Grandview (West)	627	07/01/97	06/30/07	16.22	506	8,208	8,208	0	8,208	0	8,208	0	
	Kelso	563	11/01/00	12/31/15	14.93	560	8,360	8,562	202	8,759	198	8,759	198	Lease Step 1/1/05
	Kelso	563	11/01/00	12/31/15	14.92	2,194	32,745	33,527	782	34,307	779	34,307	779	Lease Step 1/1/05
	Lacey-hqt	651	05/01/00	04/01/10	16.92	57,059	965,549	965,544	(5)	968,291	2,747	968,291	2,747	Lease Step 7/1/05
	Lacey-hqt	651	05/01/00	04/01/10	16.92	4,032	68,229	68,232	3	68,423	191	68,423	191	Lease Step 7/1/05
	Long Beach	854	12/31/00	11/30/10	18.99	267	5,069	5,064	(5)	5,064	0	5,064	0	
	Lynnwood	485	12/01/02	11/30/07	19.08	3,824	72,956	72,960	4	72,960	0	72,960	0	
	Lynnwood	485	12/01/02	11/30/07	19.08	3,129	59,692	59,688	(4)	59,688	0	59,688	0	
	Monroe	516	07/01/98	06/30/08	21.01	984	20,677	20,676	(1)	20,676	0	20,676	0	
	Moses Lake	154	08/01/95	07/31/05	13.79	785	10,828	10,824	(4)	12,309	1,485	12,444	1,620	
	Mount Vernon	655	01/01/98	11/30/07	15.69	5,461	85,677	85,680	3	85,680	0	85,680	0	
	Newport	603	09/01/95	08/31/05	16.77	310	5,198	5,196	(2)	5,846	650	5,976	780	
	Oak Harbor	566	08/01/01	07/31/06	16.36	722	11,811	11,808	(3)	11,808	0	13,436	1,628	
	Omak	385	05/01/01	04/30/06	16.75	1,361	22,799	22,800	1	23,370	570	26,220	3,420	
	Pasco	175	10/01/98	11/30/04	14.15	174	2,462	2,677	215	2,832	155	2,832	155	
	Pasco	175	10/01/98	11/30/04	14.14	2,613	36,936	40,170	3,234	42,480	2,310	42,480	2,310	
	Port Angeles	613	06/01/96	05/31/05	19.62	211	4,140	4,192	52	4,764	572	4,764	572	
	Port Angeles	613	06/01/96	05/31/05	19.62	5,065	99,357	100,602	1,245	114,264	13,662	114,264	13,662	
	Port Townsend	181	10/01/98	03/31/04	17.19	80	1,375	1,584	209	1,584	0	1,584	0	Changed to reflect lease value
	Port Townsend	864	08/01/02	05/31/06	14.67	592	8,684	8,688	4	8,797	109	9,996	1,308	
	Republic	642	08/01/03	07/31/08	14.95	484	7,234	7,236	2	7,236	0	7,236	0	
	Seattle	348	08/01/99	07/31/09	17.79	12,725	226,411	242,537	16,126	244,003	1,466	244,003	1,466	Lease Step 8/1/04
	Seattle	348	08/01/99	07/31/09	17.79	39,281	698,921	748,700	49,779	753,226	4,526	753,226	4,526	Lease Step 8/1/04
	Shelton	637	09/01/97	09/30/07	17.82	391	6,969	6,972	3	6,972	0	6,972	0	
	South Bend	666	11/01/99	10/31/09	17.13	703	12,042	12,536	494	12,780	244	12,780	244	Lease Step 11/1/04
	Spokane	290	04/01/04	03/31/09	16.00	17,874	285,984	285,984	0	285,984	0	285,984	0	
	Spokane	387	09/01/00	08/31/05	16.50	8,538	140,877	140,880	3	140,880	0	158,490	17,610	
	Stevenson	617	05/01/97	04/30/12	16.15	253	4,087	4,092	5	4,092	0	4,092	0	
	Sunnyside	688	05/01/98	04/30/08	12.69	1,554	19,717	19,716	(1)	19,716	0	19,716	0	
	Tacoma	233	02/01/87	01/31/13	20.60	306	6,303	6,492	189	6,684	192	6,684	192	Lease Step 7/1/04 & 7/1/05
	Tacoma	233	02/01/87	01/31/13	20.61	3,670	75,631	77,904	2,273	80,244	2,340	80,244	2,340	Lease Step 7/1/04 & 7/1/05
	Tacoma	233	02/01/87	01/31/13	20.61	19,116	393,909	405,732	11,823	417,900	12,168	417,900	12,168	Lease Step 7/1/04 & 7/1/05
	Tacoma	752	02/01/00	01/31/05	18.72	7,374	138,075	146,702	8,627	158,784	12,082	158,784	12,082	
	Tumwater-hqt	701	03/01/99	02/28/09	18.54	12,496	231,676	231,672	(4)	231,672	0	231,672	0	
	Vancouver	696	07/01/03	06/30/08	15.30	3,609	55,216	55,212	(4)	55,212	0	55,212	0	
	Vancouver	696	07/01/03	06/30/08	15.30	8,341	127,619	127,620	1	127,620	0	127,620	0	
	Walla Walla	274	01/01/04	12/31/08	7.25	3,018	21,887	21,888	1	21,888	0	21,888	0	
	Wapato	523	09/01/03	08/31/08	12.41	2,392	29,680	29,676	(4)	29,676	0	29,676	0	
	Wenatchee	913	07/01/03	06/30/08	15.56	378	5,880	5,880	0	5,880	0	5,880	0	
	Wenatchee	913	07/01/03	06/30/08	15.56	3,402	52,920	52,920	0	52,920	0	52,920	0	
	White Salmon	278	01/01/03	12/31/08	14.02	525	7,359	7,356	(3)	7,356	0	7,356	0	
	Yakima	282	05/27/99	06/30/19	13.54	99	1,340	1,380	40	1,416	36	1,464	84	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	7,920	107,217	110,436	3,219	113,748	3,312	117,156	6,720	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	835	01/01/00	12/31/04	15.94	4,973	79,273	85,218	5,945	91,164	5,946	91,164	5,946	
	Total				17.23	295,793	5,095,747	5,203,776	108,029	5,295,017	91,241	5,329,958	126,182	
	Increase/Annual Total					Fastrack:	5,098,636			Rounded:	91,000	Rounded:	126,000	

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Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Aberdeen	101	01/01/98	03/31/03	14.01	15,510	217,249	217,248	(1)	217,248	0	217,248	0	Add
	Aberdeen	514	01/01/98	03/31/03	14.01	4,643	65,040	65,040	0	65,040	0	65,040	0	Add
	Arlington	495	02/01/03	01/31/08	18.68	18,836	351,856	351,852	(4)	351,852	0	351,852	0	
	Arlington	728	05/01/01	04/30/11	20.37	314	6,397	6,396	(1)	6,409	13	6,474	78	Lease Step 5/1/06
	Arlington	728	05/01/01	04/30/11	20.37	314	6,397	6,396	(1)	6,409	13	6,474	78	Lease Step 5/1/06
	Arlington	848	08/01/00	07/31/10	20.99	12,102	254,029	254,028	(1)	267,890	13,862	269,150	15,122	Lease Step 8/1/05
	Bellevue	632	03/01/96	02/28/06	21.70	26,885	583,362	583,368	6	612,536	29,168	670,872	87,504	
	Bellevue	632	03/01/96	02/28/06	21.70	2,270	49,267	49,272	5	51,736	2,464	56,664	7,392	
	Bellingham	106	07/01/03	06/30/13	18.81	1,293	24,324	24,324	0	24,324	0	24,324	0	
	Bellingham	106	07/01/03	06/30/13	18.81	22,923	431,201	431,196	(5)	431,196	0	431,196	0	
	Bellingham	106	07/01/03	06/30/13	18.81	1,411	26,535	26,532	(3)	26,532	0	26,532	0	
	Bremerton	430	06/01/91	05/31/09	18.87	606	11,437	11,436	(1)	11,436	0	11,436	0	
	Bremerton	430	06/01/91	05/31/09	18.86	23,922	451,178	451,176	(2)	451,176	0	451,176	0	
	Burien	111	11/01/93	07/01/04	15.58	30,255	471,348	536,160	64,812	542,052	5,892	542,052	5,892	
	Chehalis	921	07/01/98	12/31/04	28.00	12,650	354,200	277,276	(76,924)	200,349	(76,928)	200,349	(76,928)	Due to Leaseholdover Landlord is Charging Double Rent. Lease rate is expected to decrease in Jan 05
	Clarkston	575	02/01/00	01/31/05	15.21	8,066	122,700	130,370	7,670	141,108	10,738	141,108	10,738	
	Colfax	618	11/01/96	10/31/06	14.78	4,164	61,547	61,548	1	61,548	0	67,700	6,152	
	Colville	119	02/01/00	01/31/05	15.19	9,560	145,218	154,299	9,081	167,004	12,705	167,004	12,705	
	Davenport	120	12/01/99	11/30/04	10.82	2,919	31,574	34,337	2,763	36,312	1,975	36,312	1,975	
	Ellensburg	122	05/01/01	04/30/06	17.84	4,995	89,097	89,100	3	89,100	0	102,468	13,368	
	Everett	127	07/01/02	06/30/10	21.00	4,317	90,654	90,660	6	100,665	10,005	100,665	10,005	Lease Step 7/1/05
	Everett	127	07/01/02	06/30/10	21.00	31,227	655,798	655,800	2	728,213	72,413	728,213	72,413	Lease Step 7/1/05
	Everett	127	07/01/02	06/30/10	21.00	3,123	65,580	65,580	0	72,821	7,241	72,821	7,241	Lease Step 7/1/05
	Everett	449	11/01/01	11/30/06	18.20	47,662	867,462	867,468	6	867,468	0	943,369	75,901	
	Federal Way	756	10/01/00	09/30/10	23.92	22,590	540,377	540,372	(5)	540,372	0	540,372	0	
	Fife	884	10/01/01	09/30/11	22.47	27,856	625,996	625,992	(4)	625,992	0	631,579	5,587	Lease Step 10/1/06
	Forks	135	01/01/97	05/31/04	13.04	5,048	65,838	75,720	9,882	75,720	0	75,720	0	
	Friday Harbor	398	03/01/01	02/28/06	22.83	364	8,309	8,304	(5)	8,720	416	9,552	1,248	
	Goldendale	454	12/01/01	11/30/06	15.45	4,045	62,494	62,496	2	62,496	0	67,963	5,467	
	Grandview (West)	627	07/01/97	06/30/07	16.22	1,090	17,678	17,676	(2)	17,676	0	17,676	0	
	Grandview (West)	627	07/01/97	06/30/07	16.22	11,278	182,888	182,892	4	182,892	0	182,892	0	
	Kelso	563	11/01/00	12/31/15	14.93	25,249	376,913	385,901	8,988	394,895	8,993	394,895	8,993	Lease Step 1/1/05
	Kelso	563	11/01/00	12/31/15	14.93	560	8,360	8,562	202	8,759	198	8,759	198	Lease Step 1/1/05
	Kennewick	548	12/01/03	11/30/08	15.19	392	5,956	5,952	(4)	5,952	0	5,952	0	Changed to reflect lease value
	Kennewick	548	12/01/03	11/30/08	15.19	21,060	319,904	319,908	4	319,908	0	319,908	0	Changed to reflect lease value
	Kennewick	548	12/01/03	11/30/08	15.19	1,407	21,374	21,372	(2)	21,372	0	21,372	0	Changed to reflect lease value
	Kennewick	764	10/01/99	09/30/04	15.61	15,606	243,627	271,029	27,402	280,164	9,135	280,164	9,135	
	Kent	148	12/01/00	11/30/04	27.86	25,200	701,953	763,370	61,417	807,240	43,870	807,240	43,870	
	Kent	450	12/01/01	11/30/06	20.05	1,628	32,648	32,652	4	32,652	0	35,508	2,856	
	Lacey-hqt	455	03/01/02	01/01/07	17.52	46,455	813,969	813,972	3	813,972	0	864,847	50,875	
	Lacey-hqt	455	03/01/02	01/01/07	17.52	6,210	108,808	108,804	(4)	108,804	0	115,604	6,800	
	Lacey-hqt	455	03/01/02	01/01/07	17.52	6,508	114,039	114,036	(3)	114,036	0	121,161	7,125	
	Long Beach	854	12/31/00	11/30/10	18.96	6,004	113,848	113,844	(4)	113,844	0	113,844	0	
	Lynnwood	643	07/01/99	06/30/09	20.72	610	12,642	12,648	6	12,648	0	12,648	0	
	Lynnwood	643	07/01/99	06/30/09	20.73	28,148	583,477	583,476	(1)	583,476	0	583,476	0	
	Lynnwood	814	02/01/00	01/31/05	22.42	12,867	288,421	306,445	18,024	331,680	25,235	331,680	25,235	
	Marysville	891	08/01/01	07/31/06	12.20	3,016	36,797	36,792	(5)	36,792	0	41,852	5,060	
	Mattawa	853	03/01/02	02/28/07	15.44	1,268	19,577	19,572	(5)	19,572	0	20,552	980	

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Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Monroe	516	07/01/98	06/30/08	21.02	16,871	354,629	354,624	(5)	354,624	0	354,624	0	
	Moses Lake	154	08/01/95	07/31/05	13.80	15,184	209,579	209,580	1	238,400	28,820	241,020	31,440	
	Moses Lake	154	08/01/95	07/31/05	13.83	202	2,794	2,796	2	3,181	385	3,216	420	
	Mount Vernon	655	01/01/98	11/30/07	15.69	19,064	299,117	299,112	(5)	299,112	0	299,112	0	
	Mount Vernon	655	01/01/98	11/30/07	15.69	1,581	24,801	24,804	3	24,804	0	24,804	0	
	Newport	603	09/01/95	08/31/05	16.76	5,194	87,066	87,072	6	97,952	10,880	100,128	13,056	
	Oak Harbor	566	08/01/01	07/31/06	16.35	7,571	123,775	123,780	5	123,780	0	140,797	17,017	
	Olympia	470	05/01/02	04/30/07	15.61	27,000	421,440	421,440	0	421,440	0	431,976	10,536	
	Olympia-hqt	294	06/01/99	05/31/09	18.22	70,000	1,275,252	1,275,252	0	1,275,252	0	1,275,252	0	
	Olympia-hqt	602	07/01/00	06/30/05	19.00	27,297	518,751	518,748	(3)	518,748	0	596,556	77,808	
	Omak	385	05/01/01	04/30/06	16.75	12,422	208,120	208,116	(4)	213,318	5,202	239,328	31,212	
	Omak	385	05/01/01	04/30/06	16.79	194	3,257	3,252	(5)	3,334	82	3,744	492	
	Othello	558	05/01/01	04/30/06	14.18	3,645	51,688	51,684	(4)	52,976	1,292	59,436	7,752	
	Pasco	175	10/01/98	11/30/04	14.14	17,050	241,004	262,099	21,095	277,164	15,065	277,164	15,065	
	Pasco	175	10/01/98	11/30/04	14.14	1,807	25,547	27,781	2,234	29,376	1,595	29,376	1,595	
	Port Angeles	693	09/01/99	08/31/04	20.56	14,567	299,540	336,984	37,444	344,472	7,488	344,472	7,488	
	Port Angeles	693	09/01/99	08/31/04	20.58	502	10,329	11,622	1,293	11,880	258	11,880	258	
	Port Townsend	181	10/01/98	03/31/04	17.19	5,248	90,213	103,752	13,539	103,752	0	103,752	0	Changed to reflect lease value
	Port Townsend	864	08/01/02	05/31/06	14.67	6,505	95,398	95,400	2	96,593	1,193	109,716	14,316	
	Puyallup	183	01/01/98	03/31/05	19.19	18,750	359,790	373,287	13,497	413,760	40,473	413,760	40,473	
	Renton	722	06/01/99	05/31/09	23.23	18,431	428,152	428,148	(4)	428,148	0	428,148	0	
	Republic	642	08/01/03	07/31/08	16.31	1,935	31,564	31,560	(4)	31,560	0	31,560	0	
	Seattle	192	10/01/03	09/30/06	20.23	18,750	379,313	379,308	(5)	379,308	0	421,977	42,669	
	Seattle	194	05/01/97	04/30/07	18.36	40,530	744,242	744,240	(2)	744,240	0	762,846	18,606	
	Seattle	195	03/01/03	02/29/08	25.40	16,955	430,657	430,656	(1)	430,656	0	430,656	0	
	Seattle	201	03/03/03	06/30/04	14.19	2,498	35,440	40,752	5,312	40,752	0	40,752	0	
	Seattle	202	12/01/98	04/30/14	19.20	2,941	56,459	56,460	1	56,460	0	56,460	0	
	Seattle	202	12/01/98	04/30/14	19.21	610	11,718	11,724	6	11,724	0	11,724	0	
	Seattle	202	12/01/98	04/30/14	19.20	17,646	338,753	338,748	(5)	338,748	0	338,748	0	
	Seattle	202	12/01/98	04/30/14	19.20	1,498	28,762	28,764	2	28,764	0	28,764	0	
	Seattle	348	08/01/99	07/31/09	17.79	3,320	59,064	63,270	4,206	63,653	382	63,653	382	Lease Step 8/1/04
	Seattle	394	12/01/00	11/30/05	26.76	13,672	365,800	365,796	(4)	397,800	32,004	420,660	54,864	
	Seattle	402	02/01/04	08/31/04	25.06	24,925	624,639	702,716	78,077	718,332	15,616	718,332	15,616	Changed to reflect lease value
	Seattle	403	03/01/02	02/28/07	19.05	66,061	1,258,471	1,258,476	5	1,258,476	0	1,321,400	62,924	
	Seattle	610	06/01/98	09/30/05	18.18	26,448	480,933	480,936	3	535,044	54,108	553,080	72,144	
	Shelton	637	09/01/97	09/30/07	17.82	9,920	176,795	176,796	1	176,796	0	176,796	0	
	South Bend	666	11/01/99	10/31/09	17.14	4,015	68,814	71,626	2,812	73,029	1,403	73,029	1,403	Lease Step 11/1/04
	Spokane	326	08/01/99	07/31/04	13.95	31,069	433,413	493,014	59,601	498,432	5,418	498,432	5,418	
	Spokane	379	07/01/00	06/30/05	14.25	1,468	20,917	20,916	(1)	20,916	0	24,048	3,132	
	Spokane	443	10/01/01	09/30/06	16.88	35,000	590,697	590,700	3	590,700	0	657,156	66,456	
	Spokane	468	05/01/03	04/30/08	16.10	28,209	454,165	454,164	(1)	454,164	0	454,164	0	
	Spokane	654	10/01/03	09/30/08	18.50	3,917	72,463	72,468	5	72,468	0	72,468	0	Changed to reflect lease value
	Spokane	801	09/01/00	08/30/10	16.74	7,965	133,339	133,344	5	145,477	12,133	147,903	14,559	Lease Step 9/1/05
	Spokane	801	09/01/00	08/30/10	16.74	31,586	528,758	528,756	(2)	576,886	48,130	586,512	57,756	Lease Step 9/1/05
	Spokane	978	10/01/03	09/30/08	8.14	4,365	35,510	35,508	(2)	35,508	0	35,508	0	Changed to reflect lease value
	Stevenson	617	05/01/97	04/30/12	16.16	2,782	44,958	44,964	6	44,964	0	44,964	0	
	Sunnyside	688	05/01/98	04/30/08	12.69	17,071	216,637	216,636	(1)	216,636	0	216,636	0	
	Sunnyside	688	05/01/98	04/30/08	12.69	1,195	15,167	15,168	1	15,168	0	15,168	0	
	Tacoma	233	02/01/87	01/31/13	20.61	27,985	576,683	593,988	17,305	611,808	17,820	611,808	17,820	Lease Step 7/1/04 & 7/1/05
	Tacoma	233	02/01/87	01/31/13	20.61	31,197	642,859	662,148	19,289	682,008	19,860	682,008	19,860	Lease Step 7/1/04 & 7/1/05

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Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Tacoma	233	02/01/87	01/31/13	20.61	3,517	72,479	74,652	2,173	76,896	2,244	76,896	2,244	Lease Step 7/1/04 & 7/1/05
	Tacoma	532	06/01/93	05/31/13	27.48	44,227	1,215,219	1,215,216	(3)	1,215,216	0	1,215,216	0	
	Tacoma	532	06/01/93	05/31/13	27.48	2,856	78,478	78,480	2	78,480	0	78,480	0	
	Tacoma	532	06/01/93	05/31/13	27.48	19,647	539,833	539,832	(1)	539,832	0	539,832	0	
	Tacoma	562	08/01/02	07/30/12	18.69	30,000	560,700	628,200	67,500	650,700	22,500	650,700	22,500	Lease Step 10/1/04
	Tumwater	851	01/01/02	12/31/11	20.13	30,109	606,024	606,024	0	606,024	0	626,423	20,399	Lease Step 1/1/07
	Tumwater	851	01/01/02	12/31/11	20.13	1,123	22,602	22,608	6	22,608	0	23,366	758	Lease Step 1/1/07
	Tumwater	851	01/01/02	12/31/11	20.13	1,193	24,015	24,012	(3)	24,012	0	24,822	810	Lease Step 1/1/07
	Vancouver	260	08/01/03	07/31/13	18.69	1,739	32,495	32,496	1	32,496	0	32,496	0	Changed to reflect lease value
	Vancouver	570	08/01/01	07/31/11	16.98	33,983	577,031	577,032	1	577,032	0	608,183	31,151	Lease Step 8/1/06
	Vancouver	889	04/01/02	04/30/12	20.94	34,688	726,528	726,528	0	726,528	0	723,910	(2,618)	Lease Adjustment 5/1/07
	Walla Walla	486	04/01/04	03/31/09	14.59	15,070	219,817	219,816	(1)	219,816	0	219,816	0	Changed to reflect lease value
	Wapato	523	09/01/03	08/31/08	14.94	16,105	240,605	240,600	(5)	240,600	0	240,600	0	Changed to reflect lease value
	Wenatchee	277	11/01/03	10/31/08	17.19	15,611	268,347	268,344	(3)	268,344	0	268,344	0	
	Wenatchee	277	11/01/03	10/31/08	17.19	1,703	29,274	29,280	6	29,280	0	29,280	0	Changed to reflect lease value
	Wenatchee	615	09/01/96	08/31/06	16.12	12,870	207,464	207,468	4	207,468	0	233,398	25,930	
	White Salmon	278	01/01/03	12/31/08	14.03	2,550	35,770	35,772	2	35,772	0	35,772	0	
	Yakima	282	05/27/99	06/30/19	13.54	15,246	206,392	212,580	6,188	218,952	6,372	225,516	12,936	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	1,782	24,124	24,840	716	25,584	744	26,352	1,512	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	8,712	117,938	121,476	3,538	125,124	3,648	128,880	7,404	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	1,980	26,804	27,612	808	28,440	828	29,292	1,680	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	13,860	187,629	193,260	5,631	199,056	5,796	205,032	11,772	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	19,998	270,722	278,844	8,122	287,208	8,364	295,824	16,980	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	282	05/27/99	06/30/19	13.54	891	12,062	12,420	358	12,792	372	13,176	756	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Total				18.71	1,658,504	31,028,927	31,532,977	504,050	32,080,860	547,883	32,832,793	1,299,817	
	Increase/Annual Total					Fastrack:	32,097,784			Rounded:	548,000	Rounded:	1,300,000	
070														
	Arlington	848	08/01/00	07/31/10	21.00	896	18,817	18,816	(1)	19,844	1,028	19,937	1,121	Lease Step 8/1/05
	Lacey-hqt	460	03/01/02	02/28/07	16.19	23,926	387,356	387,360	4	387,360	0	406,728	19,368	
	Spokane	839	04/01/00	03/31/05	14.36	773	11,100	11,517	417	12,768	1,251	12,768	1,251	
	Tacoma	532	06/01/93	05/31/13	27.44	260	7,134	7,140	6	7,140	0	7,140	0	
	Yakima	282	05/27/99	06/30/19	13.54	396	5,361	5,520	159	5,688	168	5,856	336	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Total				16.37	26,251	429,768	430,353	585	432,800	2,447	452,429	22,076	
	Increase/Annual Total					Fastrack:	335,762			Rounded:	2,000	Rounded:	22,000	
080														
	Lacey-hqt	892	09/01/01	08/31/06	16.84	20,644	347,583	347,580	(3)	347,580	0	391,030	43,450	
	Monroe	516	07/01/98	06/30/08	21.03	705	14,825	14,820	(5)	14,820	0	14,820	0	
	Mount Vernon	655	01/01/98	11/30/07	15.69	1,437	22,547	22,548	1	22,548	0	22,548	0	
	Olympia-hqt	164	01/01/96	12/31/05	14.51	80,100	1,162,209	1,162,212	3	1,249,380	87,168	1,336,548	174,336	
	Olympia-hqt	515	07/01/02	06/30/07	17.09	25,304	432,445	432,444	(1)	432,444	0	432,444	0	
	Olympia-hqt	600	04/01/02	03/31/07	16.01	33,688	539,345	539,340	(5)	539,340	0	559,566	20,226	
	Olympia-hqt	682	04/01/02	03/31/07	16.01	9,403	150,542	150,540	(2)	150,540	0	156,186	5,646	
	Seattle	904	12/01/01	06/30/11	29.58	17,972	531,612	531,612	0	531,612	0	601,343	69,731	Lease Step 7/1/06
	Spokane	726	10/01/02	09/30/07	18.50	15,962	295,297	295,296	(1)	295,296	0	295,296	0	
	Tacoma	532	06/01/93	05/31/13	27.49	173	4,756	4,752	(4)	4,752	0	4,752	0	
	Tumwater-hqt	701	03/01/99	02/28/09	14.95	37,488	560,446	612,924	52,478	612,924	0	612,924	0	

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Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Yakima	282	05/27/99	06/30/19	13.54	198	2,680	2,760	80	2,844	84	2,928	168	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Total				16.72	243,074	4,064,287	4,116,828	52,541	4,204,080	87,252	4,430,385	313,557	
	Increase/Annual Total					Fastrack:	4,615,765			Rounded:	87,000	Rounded:	314,000	
100														
	Aberdeen	514	01/01/98	03/31/03	14.01	1,126	15,775	15,780	5	15,780	0	15,780	0	
	Arlington	848	08/01/00	07/31/10	20.99	1,942	40,770	40,776	6	42,995	2,219	43,197	2,421	Lease Step 8/1/05
	Bellevue	632	03/01/96	02/28/06	21.70	2,941	63,823	63,828	5	67,020	3,192	73,404	9,576	
	Bellingham	106	07/01/03	06/30/13	18.81	3,527	66,339	66,336	(3)	66,336	0	66,336	0	
	Bremerton	678	09/01/99	08/31/04	15.25	6,500	99,125	111,510	12,385	113,988	2,478	113,988	2,478	
	Centralia	689	06/01/03	05/31/08	15.00	2,377	35,651	35,652	1	35,652	0	35,652	0	
	Clarkston	575	02/01/00	01/31/05	15.20	459	6,979	7,419	440	8,028	609	8,028	609	
	Colville	685	04/01/03	03/31/08	15.83	1,339	21,196	21,192	(4)	21,192	0	21,192	0	
	Ellensburg	122	05/01/01	04/30/06	17.85	401	7,158	7,164	6	7,344	180	8,244	1,080	
	Everett	127	07/01/02	06/30/10	21.00	6,888	144,661	144,660	(1)	160,635	15,975	160,635	15,975	Lease Step 7/1/05
	Grandview (West)	627	07/01/97	06/30/07	16.19	104	1,684	1,680	(4)	1,680	0	1,680	0	
	Kelso	563	11/01/00	12/31/15	14.93	840	12,541	12,839	298	13,139	299	13,139	299	Lease Step 1/1/05
	Kennewick	724	10/01/99	09/30/04	14.64	4,437	64,958	72,264	7,306	74,700	2,436	74,700	2,436	
	Kent	831	06/01/00	05/31/05	30.86	4,676	144,306	146,116	1,810	165,960	19,844	165,960	19,844	
	Lacey	509	10/01/02	09/30/07	16.19	7,070	114,463	114,468	5	114,468	0	114,468	0	
	Lacey-hqt	455	03/01/02	01/01/07	17.51	239	4,185	4,188	3	4,188	0	4,448	260	
	Lacey-hqt	455	03/01/02	01/01/07	17.49	299	5,231	5,232	1	5,232	0	5,557	325	
	Lacey-hqt	460	03/01/02	02/28/07	16.19	9,524	154,190	154,188	(2)	154,188	0	161,896	7,708	
	Long Beach	854	12/31/00	11/30/10	18.87	93	1,755	1,752	(3)	1,752	0	1,752	0	
	Lynnwood	643	07/01/99	06/30/09	20.73	3,519	72,935	72,936	1	72,936	0	72,936	0	
	Moses Lake	154	08/01/95	07/31/05	13.80	1,038	14,321	14,316	(5)	16,285	1,969	16,464	2,148	
	Mount Vernon	687	03/01/03	01/31/05	18.72	2,660	49,795	52,915	3,120	57,276	4,361	57,276	4,361	
	Newport	603	09/01/95	08/31/05	16.65	78	1,299	1,296	(3)	1,456	160	1,488	192	
	Oak Harbor	566	08/01/01	07/31/06	16.35	472	7,716	7,716	0	7,716	0	8,772	1,056	
	Port Angeles	838	05/01/00	04/30/05	14.79	1,411	20,869	21,390	521	24,000	2,610	24,000	2,610	
	Port Townsend	181	10/01/98	03/31/04	17.19	80	1,375	1,584	209	1,584	0	1,584	0	
	Port Townsend	864	08/01/02	05/31/06	14.66	887	13,005	13,008	3	13,171	163	14,964	1,956	
	Pullman	870	07/01/02	06/30/07	15.54	1,521	23,636	23,640	4	23,640	0	23,640	0	
	Puyallup	554	12/01/99	11/30/04	17.99	3,768	67,794	73,736	5,942	77,976	4,240	77,976	4,240	
	Republic	642	08/01/03	07/31/08	14.89	123	1,832	1,836	4	1,836	0	1,836	0	
	Seatac	857	04/01/00	03/31/05	0.43	4,622	2,002	2,079	77	2,304	225	2,304	225	
	Seattle	202	12/01/98	04/30/14	19.20	4,439	85,221	85,224	3	85,224	0	85,224	0	
	Seattle	482	06/01/00	05/31/05	23.22	5,348	124,200	125,753	1,553	142,836	17,083	142,836	17,083	
	Seattle	763	09/01/98	08/31/03	18.24	6,891	125,683	125,688	5	125,688	0	125,688	0	
	Seattle	763	09/01/98	08/31/03	18.25	235	4,289	4,284	(5)	4,284	0	4,284	0	
	Seattle	915	07/01/03	06/30/08	23.48	919	21,578	21,576	(2)	21,576	0	21,576	0	
	Seattle	916	07/01/03	06/30/08	22.19	4,168	92,480	92,484	4	92,484	0	92,484	0	
	Shelton	637	09/01/97	09/30/07	17.83	535	9,537	9,540	3	9,540	0	9,540	0	
	Shelton	914	12/01/02	11/30/07	17.19	2,263	38,901	38,904	3	38,904	0	38,904	0	
	South Bend	666	11/01/99	10/31/09	17.15	301	5,161	5,371	210	5,477	106	5,477	106	Lease Step 11/1/04
	Spokane	790	04/01/04	03/31/09	18.40	10,240	188,416	188,412	(4)	188,412	0	188,412	0	Changed to reflect lease value
	Tacoma	187	07/01/00	06/30/05	18.54	2,697	50,002	50,004	2	57,504	7,500	57,504	7,500	
	Tacoma	233	02/01/87	01/31/13	20.61	8,258	170,169	175,272	5,103	180,528	5,256	180,528	5,256	Lease Step 7/1/04 & 7/1/05
	Vancouver	734	08/01/03	07/31/13	18.19	6,486	117,980	117,984	4	117,984	0	117,984	0	

2005-07 Biennium
M2-8L Lease Rate Adjustments

AW M2-8L Lease Rate Adjustments

Prog	City	Cont #	Begin	End	Cost/ SQFT	SQFT	FY04	2005 Total		2006 Total		2007 Total		Comments on Any Changes
	Walla Walla	486	04/01/04	03/31/09	14.59	2,989	43,595	43,596	1	43,596	0	43,596	0	Changed to reflect lease value
	Wapato	523	09/01/03	08/31/08	14.94	2,027	30,288	30,288	(0)	30,288	0	30,288	0	Changed to reflect lease value
	Wenatchee	473	04/01/02	03/31/07	16.64	2,358	39,243	39,240	(3)	39,240	0	40,713	1,473	
	Yakima	282	05/27/99	06/30/19	13.54	4,554	61,650	63,504	1,854	65,412	1,908	67,380	3,876	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Total				17.83	139,669	2,489,762	2,530,621	40,859	2,623,434	92,814	2,645,714	115,093	
	Increase/Annual Total					Fastrack:	2,571,278			Rounded:	93,000	Rounded:	115,000	
110														
	Bellingham	106	07/01/03	06/30/13	18.82	235	4,423	4,428	5	4,428	0	4,428	0	
	Everett	127	07/01/02	06/30/10	21.01	1,561	32,790	32,796	6	36,411	3,615	36,411	3,615	Lease Step 7/1/05
	Kelso	563	11/01/00	12/31/15	14.93	280	4,180	4,278	98	4,380	102	4,380	102	Lease Step 1/1/05
	Kennewick	548	12/01/03	11/30/08	8.82	208	1,835	1,836	1	1,836	0	1,836	0	
	Lacey-hqt	460	03/01/02	02/28/07	16.19	6,338	102,615	102,612	(3)	102,612	0	107,744	5,132	
	Lacey-hqt	460	03/01/02	02/28/07	16.21	232	3,761	3,756	(5)	3,756	0	3,944	188	
	Lacey-hqt	759	04/01/99	03/31/09	18.24	54,788	999,333	999,336	3	999,336	0	999,336	0	
	Lacey-hqt	760	05/01/99	04/30/09	18.24	27,394	499,667	499,668	1	499,668	0	499,668	0	
	Lacey-hqt	760	05/01/99	04/30/09	18.24	27,394	499,667	499,668	1	499,668	0	499,668	0	
	Lakewood	852	08/01/00	07/31/05	16.19	3,863	62,542	62,544	2	71,146	8,602	71,928	9,384	
	Mount Vernon	655	01/01/98	11/30/07	15.66	144	2,255	2,256	1	2,256	0	2,256	0	
	Olympia-hqt	459	01/01/01	12/31/05	14.86	4,192	62,293	62,292	(1)	66,966	4,674	71,640	9,348	
	Omak	385	05/01/01	04/30/06	16.79	194	3,257	3,252	(5)	3,334	82	3,744	492	
	Pasco	175	10/01/98	11/30/04	14.10	131	1,847	2,009	162	2,124	115	2,124	115	
	Seattle	202	12/01/98	04/30/14	19.19	666	12,783	12,780	(3)	12,780	0	12,780	0	
	Seattle	409	12/01/03	11/30/06	17.53	2,400	42,080	42,084	4	42,084	0	45,766	3,682	
	Shelton	637	09/01/97	09/30/07	17.83	144	2,568	2,568	0	2,568	0	2,568	0	
	Spokane	379	07/01/00	06/30/05	14.25	2,678	38,160	38,160	0	43,884	5,724	43,884	5,724	
	Spokane	833	02/01/00	01/31/05	16.50	680	11,220	11,920	700	12,900	980	12,900	980	
	Spokane	887	05/01/01	04/30/06	16.00	2,510	40,160	40,164	4	41,168	1,004	46,188	6,024	
	Sunnyside	688	05/01/98	04/30/08	12.64	100	1,264	1,260	(4)	1,260	0	1,260	0	
	Tacoma	228	10/01/00	09/30/05	12.24	12,760	156,182	156,180	(2)	173,748	17,568	179,604	23,424	
	Tacoma	532	06/01/93	05/31/13	27.46	433	11,891	11,892	1	11,892	0	11,892	0	
	Tacoma	532	06/01/93	05/31/13	27.48	1,731	47,562	47,568	6	47,568	0	47,568	0	
	Tumwater	347	06/01/03	05/31/08	5.03	60,000	301,608	301,608	0	301,608	0	301,608	0	
	Wapato	523	09/01/03	08/31/08	14.94	205	3,063	3,060	(3)	3,060	0	3,060	0	
	Wapato	523	09/01/03	08/31/08	12.39	114	1,413	1,416	3	1,416	0	1,416	0	
	Yakima	282	05/27/99	06/30/19	13.54	594	8,041	8,280	239	8,532	252	8,784	504	Lease Step 7/1/04, 7/1/05 & 7/1/06
	Yakima	816	07/01/00	06/30/05	18.69	2,050	38,315	38,316	1	44,064	5,748	44,064	5,748	
	Total				14.00	214,019	2,996,775	2,997,987	1,212	3,046,452	48,465	3,072,448	74,461	
	Increase/Annual Total					Fastrack	2,997,014			Rounded:	49,000	Rounded:	74,000	
	DSHS Total			345.00	18.09	3,551,112	64,229,617	65,164,515	934,897	66,478,482	1,313,967	67,859,200	2,694,685	
	Increase/Annual Total			349.96	18.35	3,551,112	65,164,515			Rounded:	1,314,000	Rounded:	2,695,000	
				0.00	-	3,551,112	0							
				#DIV/0!	-	3,551,112	0			68,618,301		68,618,301		
						Fastrack:	65,034,338			Bow Wave @ 61% State		Bow Wave @ 61% State		

AW M2-8L Lease Rate Adjustments.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-CJ SCC Workload Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

This request is to fund projected census increases in the Special Commitment Center's (SCC) population operational costs to support SCC's new stand-alone facility on McNeil Island, and administrative overhead associated with two Human Resources Staff.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	94,000	86,000	180,000
001-2 General Fund - Basic Account-Federal	7,000	6,000	13,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	9,000	8,000	17,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	30,000	27,000	57,000
Total Cost	**140,000**	**127,000**	**267,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**2.0**	**2.0**	**2.0**

Package Description:

This request is for funds for the new facility's total confinement program on McNeil Island. The request covers the operational costs associated with the program's forecasted average annual population of 241 residents in Fiscal Year 2006 and 268 residents in Fiscal Year 2007. SCC moved into the new total confinement facility in June 2004. Because the facility is located on McNeil Island, SCC remains dependent on the Department of Corrections' (DOC) McNeil Island Corrections Center (MICC) for several supporting services. Working on a secure island that is accessible only by a restricted passenger ferry is a factor that causes extraordinary challenges in recruiting and retaining staff and obtaining necessary services needed to manage the program and operate the facility. In addition to staff recruitment and retention issues, running a "stand alone" program on an island requires the purchase of equipment needed for self-sufficiency, e.g., an on-island recovery vehicle that enables staff to tow vehicles to the mainland for repair, etc.

The growth of the SCC, which continues to operate under a federal court injunction, has increased the workload in all aspects of the program -- Administration, Clinical, Residential, and Support Services Programs. This request describes the staffing, equipment and supply services needed to address the SCC client needs and meet requirements of the federal court injunction.

Administration:

An additional Resident Advocate is needed to support the workload increases resulting from the growth of the program and increase in resident population. The need for this position was noted in the October 2003 federal court injunction hearing.

Clinical:

The Treatment Unit staff of the SCC Clinical Department is organized into treatment teams that provide direct sex offender treatment and coordinate ancillary services to SCC residents who suffer from serious personality and psychiatric disorders. Each team works with a specific group of residents. The teams are currently composed of one Psychologist and three Forensic Therapist 2 (FT2) positions. With the growth of the SCC resident population, the number of residents served by each team has grown to approximately 48 residents. The teams provide services to all residents including those who choose not to participate in treatment. (For the 30 percent of the total population who do not participate in treatment, a less intense staff workload is required). This request would reduce the number of residents to staff on the teams from 48 to an average of

33. Therefore, some treatments teams would be smaller due to the treatment of special needs residents and other teams would be larger.

To manage the continuing workload growth, maintain constitutionally adequate mental health treatment standards, and make treatment planning and coordination of services to residents more efficient and effective, the SCC proposes to implement a case management team model with a ratio of one team for about every 33 residents. The case management model would require the addition of one Treatment Plan Coordinator (TPC) for each team for a total of 7.0 Full-time Equivalent (FTEs) personnel in Fiscal Year 2006 and 8.0 FTEs in 2007. (The Treatment Plan Coordinator position would be comparable to the Habilitation Plan Administrator position used in the Division of Developmental Disabilities). The TPC position would coordinate the treatment planning among the multiple disciplines (clinical, residential, medical, vocational, recreational, spiritual, etc.) that are responsible for the provision of care and treatment to individual residents. In addition, the TPC staff would monitor the overall treatment process to ensure that work progresses toward meeting the goals of the treatment plan.

The Forensic Services Unit of the Clinical Department is responsible for completing the required annual evaluation of each civilly committed resident's progress. These evaluations are required to be submitted to the court that committed the person under RCW Chapter 71.09. The annual report shall consider if the committed person currently meets the definition of a sexually violent predator, if a conditional release to an LRA is in the best interest of the person, and if conditions for release can be imposed by the court that adequately protect the community.

The current standard for SCC forensic evaluators is completion of three annual reviews per-month for a total of 36 such evaluations per-psychologist, per-year. This is approximately one Forensic Psychologist for every 33 SCC residents. There are currently three full-time evaluators and one part-time evaluator on staff who are supervised by the Forensic Services Manager. A total of 130 annual reviews are due for completion in 2004. An average year results in 20-30 additional commitments to the SCC requiring the addition of 3.5 Forensic Psychologist FTEs in Fiscal Year 2006 and an additional 1.0 Forensic Psychologist FTEs in Fiscal Year 2007.

Residential:

The Assistant Residential Care Manager (ARCM) positions are scheduled on a shift basis to provide supervisory coverage of the residential facility 24-hours a day, 7-days a week (24/7). These key staff positions are responsible for coordinating and supervising the daily operation of all residential living units in the total confinement facility. Each position supervises up to 12 first-line supervisors who, in turn, supervise a total of approximately 150 residential rehabilitation counselors. The ARCMs have a major responsibility for the overall effectiveness of the SCC treatment program. They must work closely with staff in other SCC program areas to ensure that the residents' treatment plans are being followed on the residential units. The ARCMs also play a critical role in coordinating communications between the residential, clinical, and medical staff at the SCC and with the DOC and other external stakeholders.

There are currently an insufficient number of ARCM positions to provide adequate coverage during staff annual, sick and/or holiday leave. An additional two Social and Health Program Manager 2 (SHPM2) positions are needed to provide adequate supervisory coverage of the residential program on evenings and weekends and to provide backup coverage for the ARCM positions during training activities, annual, sick and/or holiday leave.

An additional Adult Training Specialist 2 position is needed to develop, arrange and coordinate vocational opportunities for SCC residents in the total confinement facility. The areas where residents are performing essential functions at the new facility are landscaping, kitchen, plant and vehicle maintenance. Further expansion of the vocational program includes developing a cottage industry on site and increasing vocational opportunities for special needs residents. Both the Federal Court and program consultants have continued to recommend SCC increase vocational opportunities for special needs residents.

A half-time Chaplin position is requested to provide religious and cultural support. The chaplin's work is currently being performed through a contractor, but scheduling has been an issue and SCC is unable to depend on the availability of

contractors for this work.

Medical:

In order to recruit and retain permanent nursing staff, SCC's goal is to implement a staffing model within the medical unit that is competitive with the private sector. The staffing model must provide sufficient nursing staff coverage on a 24/7 basis. This requires enough staff to provide overlap between shifts to enable nursing staff to share information at shift change, maintain coverage at the facility while other staff members are being transported between the facility and the ferry dock. Finally, there must be enough staff hours to synchronize work schedules with the island shuttle and boat schedule.

Recruiting and retaining qualified medical staff is a difficulty many private and public agencies encounter. SCC has the added difficulty of needing to hire qualified staff who must work on a secure island, a factor that adds considerably to many employees' commute. In this request SCC proposes to employ a combination of permanent medical staff (state employees) and contracted staff to provide 24/7 coverage. One permanent Registered Nurse 3 (RN3) on each shift will provide sufficient oversight and supervision of nursing functions. Contracted staff will be hired to fill gaps in coverage when permanent state employees are not available. To ensure adequate 24/7 coverage, the following additional positions are needed in the medical unit: 2.0 FTEs - RN3 positions; 1.7 FTEs - RN2 positions; 1.4 FTEs - Licensed Practical Nurse 3 positions; and 3.4 FTEs - Certified Nurses Aid positions. An additional Office Assistant Senior is requested to provide support to the expanded medical unit

A Dental Assistant is requested to provide support and assistance in the dental section of the medical unit. This is an additional function previously provided for by MICC and now must be provided by SCC.

Support Services:

A Retail Clerk 1 position is needed to organize and direct the operations of the resident store. Previously, another classification Recreational Rehabilitation Counselor (RRC) was used; however, the duties of the retail clerk do not fit the RRC classification and the operation has suffered from disorganization and inefficiency because ordering and inventory have not been appropriately managed. It is very important that an appropriate classification be allocated to store operations now since SCC can no longer rely on MICC to perform many of the functions associated with the store, e.g., managing inventories in a warehouse.

Two additional Custodial Supervisor 1 positions are needed to maintain the new facility, which has considerably more square footage than the space SCC occupied in MICC. The completion of King Hall in June 2005 will add another 38,000 square feet (total square footage of the facility will then be 227,000). The Custodial Supervisory class is recommended, due to the fact that custodians supervise crews of residents who assist in custodial and housekeeping responsibilities. Furthermore, the Custodial Supervisor will assist the staff in the vocational department to develop and assess jobs and job performance.

An additional Truck Driver 2 position is required to provide transportation coverage and freight capacity for an expanding 24/7 work force. Transportation of staff, material and supplies to, from and on the island has increased significantly in number and frequency.

Plant Maintenance:

For the first time, SCC will be responsible for the maintenance of an entire campus and facility. A Painter Supervisor position is required to maintain the exterior and interior of buildings and structures and to organize, direct, train and assess the performance of a work crew of (resident) painters. Some of the existing buildings that are part of the SCC campus have been in disuse and neglected for years and are in dire need of painting. This function will also be coordinated with the Vocational Department, with oversight provided by the painter supervisor position.

Food Services:

DP Code/Title: M2-CJ SCC Workload Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

An additional two Cook 2, one Food Service Aid 2, and two Food Service Aid 1 positions are needed to provide the essential functions of procuring and producing meals for approximately 200 residents at the new facility. The biennial average resident population is projected to be 254 residents. The campus-style facility requires the Food Services Department to provide meals in several locations in addition to the main dining hall in order to serve medically fragile residents. The Food Services Department also provides support to the medical department in managing the nutritional needs of some residents who must be segregated, and assists the Residential Department in providing residents with life skills training in meal preparation and nutrition. These functions support resident treatment and training goals.

Supplies & Maintenance:

To sustain the operational integrity of the program, additional funds for supplies and maintenance are needed for various service areas such as custodial, kitchen, plant maintenance, medical, dental and security. This also includes funds for staff uniforms for staff working in the plant maintenance, medical, kitchen, and ancillary services areas. Funds are also needed to pay for license fees for specialized software used by the Food Services Department. Additional funds are needed for pest control services.

This request includes the purchase of an annual maintenance contract for the x-ray inspection system that is being used to inspect incoming resident mail and packages. Funds were provided in the 2004 Supplemental Budget for equipment that enables security officials to do a thorough and comprehensive mail inspection to detect contraband.

Funding for the annual maintenance agreement for the body scanner is requested to ensure its operation when scanning residents upon entry or return to the facility and after visitations with family or legal professionals.

Equipment:

Funds for the following tools, supplies and equipment needed in various areas within the facility are requested as detailed below. Some of these services were provided by MICC in past biennia and some services must be provided now that the SCC operates an independent facility.

An island recovery vehicle is needed to support the SCC Motor Pool operation on the island. SCC must have the ability to deploy a "recovery vehicle," to tow and transport disabled vehicles from the island. SCC must have the ability to remove vehicles from the island, and to transport such vehicles to be repaired or taken to surplus. The vehicle would also be able to respond to minor vehicle breakdowns of passenger cars and vans that may encounter such problems on the island or mainland.

A five-yard dump truck is requested for use in transporting recycling, trash, and other material to, from and within the facility. SCC currently has no means to haul this type of material. The vehicle would also be used for ground maintenance activities.

A 60-foot boom lift is required for safety and security purposes, as well as for facility preservation. In addition to providing the only means to perform maintenance on the interiors and exteriors of buildings, this equipment will also enable workers to reach security cameras and lighting. Experience has proven that the workload at both the SCC and MICC facilities exceeds the level that would allow the two agencies to share the equipment. MICC has indicated, during interagency agreement negotiations, that such an arrangement is not feasible.

A mobile food cart is needed to provide meals to residents who are confined to the residential living units. The kitchen is approximately 300-yards from the units. Many meals must be transported and kept at appropriate temperatures.

Warehouse carts, hand operated pallet jack, forklift, and delivery vehicles are needed for the distribution and transport, of equipment and supplies through out the facility.

Trash containers/hot trash bins and floor cleaners, vacuums and other custodial equipment are needed for maintaining a clean

and safe working and living environment for all staff and residents.

SCC needs painting equipment such as paint and paint supplies, in addition to brushes, rollers, compressors, sprayers, industrial fans, ladders and scaffolding equipment. A painting booth is required by the Occupation Safety and Health Act and the Department of Labor & Industries for specialized indoor painting.

New computers, monitors and printers are needed for a training center. SCC lacks the needed computer resources to train staff. Current computers available for training are antiquated and do not have capacity to run modern software programs. SCC has been moving toward implementing an electronic treatment record and all staff will be required to monitor and document treatment via electronic means. This requires residential and clinical staff to be trained in the new system, which will provide detailed information about each resident's medical history and treatment plan, including progress notes related to the treatment plan, the resident's attendance at treatment sessions, and job performance.

A maintenance contract for medical equipment is required to insure the proper operation of medical equipment, such as the autoclave, ultrasound machine, Hydrin instrument washer, GX-Pan panoramic system (x-ray machine) and dental chairs. Proper functioning equipment is essential to providing and delivering effective client services, assuring product safety and safe guarding assets.

A maintenance contract for kitchen equipment is required to insure the proper operation of equipment such as ovens, ranges and refrigerators. Many components are proprietary and cannot be independently purchased or installed by users or third parties. Proper functioning equipment is essential to providing and delivering effective client services, assuring product safety and safe guarding assets.

Departmental Administration and Supporting Services Program 110:

Funding for 2.0 FTEs for Human Resources Staff, is requested in Program 110 to support the 65.1 average annual FTEs requested for the SCC on McNeil Island.

Object N - Contracts:

Contract funds for African American Studies is requested to assist residents to understand and think about themselves in the context of their culture, ethnic history and community by facilitating resident group sessions. In addition, this contract would enable SCC to maintaining a small library of books and videos on African American Studies in the SCC's Cultural Resource Center.

SCC plans to use its current funds that have been dedicated to pay for basic medical, dental and pharmaceutical services that have been provided by MICC to cover costs for the medical services SCC now provides at the new facility. Additional funds are needed to provide contract services for optometry, physical therapy, radiology and dental hygiene. These services were provided by MICC in the past, and are now functions of SCC.

This request includes funds for new facility and additional transportation costs that have been negotiated in an inter-agency agreement with MICC. These services include the ferry and barge service, extra bus service during shift change, non-scheduled marine or bus service and Western State Hospital parking lot costs. Utility costs include electricity, oil (heating), septic/sewer and water. A charge for fire protection/alarm, telecommunication services, emergency repair for the facility, road repairs and Homeland Security for ferry/barge service are integrated in this request as is fuel and maintenance costs for SCC cars and buses.

This request includes funds for the maintenance and service warranties of critical systems at the new facility, as the current warranties will end in 2005. These systems include the fire alarm, security, boiler, and HVAC systems and are necessary for the continuing level of operations.

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Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-CJ SCC Workload Adjustments
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Narrative Justification and Impact Statement

How contributes to strategic plan:

This decision package provides for continued services and staffing based on historical and anticipated populations growth at the SCC. This request also supports the Governor's goal of public safety and health by protecting the safety and security of Washington residents.

Performance Measure Detail

Agency Level

Activity: K041 Human Resources Division	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

This request is a result of anticipated program growth, which is based on an increasing resident population and increases in trials, discovery, and deposition time for civil cases. In June 2004 SCC moved into an independent facility requiring the program to manage the operational costs. Before, SCC had been housed within DOC/MICC.

Impact on clients and services:

This request results from the continued resident population growth and operational costs associated with being in an independent facility requiring services such as food, medical, dental, facility and plant maintenance, and security. These services were previously provided by DOC/MICC.

Impact on other state programs:

This request anticipates that SCC will continue to use services, including transportation to and from McNeil Island, now provided by DOC. DOC Correctional Officers are required to escort SCC residents living in the total confinement facility when they must leave the secure facility for court hearings, hospital stays, or other extraordinary events.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

No revisions are required.

Alternatives explored by agency:

Alternatives have been carefully considered, but are limited by RCW 71.09 and requirements that have been imposed by the Federal District Court. Operating a facility on a secured island severely limits alternative options that might be available to mainland institutions.

Budget impacts in future biennia:

The cost of providing services to SCC residents will continue into future biennia, as the resident population increases. The cost of maintaining some of the existing services will also increase.

Distinction between one-time and ongoing costs:

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This request reflects ongoing operational costs for resident care. With the exception of the equipment budget, which will be managed as necessary for replacement equipment, there are no one-time costs in this request.

Effects of non-funding:

Without funding, SCC will not be able to provide adequate and appropriate services to its clients. The program may be placed in jeopardy of non-compliance of the federal court order. The court expects the program to have no significant backslide in the care and services provided to residents

Expenditure Calculations and Assumptions:

Object Detail

Overall Funding		FY 1	FY 2	Total
A	Salaries And Wages	73,000	73,000	146,000
B	Employee Benefits	22,000	22,000	44,000
E	Goods And Services	23,000	23,000	46,000
G	Travel	4,000	4,000	8,000
J	Capital Outlays	16,000	3,000	19,000
T	Intra-Agency Reimbursements	2,000	2,000	4,000
	Total Objects	**140,000**	**127,000**	**267,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	**Title**			
0011	General Fund State	94,000	86,000	180,000
	Total for Fund 001-1	**94,000**	**86,000**	**180,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	**Title**			
001B	Social Security Disability Ins (100%)	2,000	2,000	4,000
E61L	Food Stamp Program (50%)	5,000	4,000	9,000
	Total for Fund 001-2	**7,000**	**6,000**	**13,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	**Title**			
563I	Title IV-D Child Support Enforcement (A) (66%)	7,000	6,000	13,000
658L	Title IV-E-Foster Care (50%)	2,000	2,000	4,000
	Total for Fund 001-A	**9,000**	**8,000**	**17,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	**Title**			
19UL	Title XIX Admin (50%)	30,000	27,000	57,000
	Total for Fund 001-C	**30,000**	**27,000**	**57,000**
	Total Overall Funding	**140,000**	**127,000**	**267,000**

2005-07 Biennium
M2-CJ SCC Workload Adjustments

Costs for the 2.0 FTEs for Human Resources Staff as part of the the Special Commitment Center Workload Adjustments Step

Staffing Model - Result (not rounded)

Classification:

Objects		Calculated Result 1st Year	2nd Year
	FTEs	2.0	2.0
A	Salaries:	72,960	72,960
B	Benefits:	21,560	21,560
E	Goods & Services:	14,599	14,599
E	Leases:	8,640	8,640
J	Equipment:	16,400	3,280
G	Travel	3,600	3,600
T	ISSD:TZ	1,904	1,904
	Total:	139,663	126,544

DSHS Staffing Model - Calculation Results Report

enter position description

		1st Year	2nd Year
	FTEs	2.0	2.0
	Objects Summary		
A	Salaries	73,000	73,000
B	Benefits	22,000	22,000
E	Goods & Services	23,000	23,000
J	Equipment	16,000	3,000
G	Travel	4,000	4,000
T	ISSD:TZ	2,000	2,000
	Total Objects	140,000	127,000

Source of Funds [1]

General Fund Stat	001-1	100%	139,663	126,544
Other Fund State	0	0%	0	0
Other Funds Fede	0	0%	0	0
	0	0%	0	0
	0	0%	0	0
	0	0%	0	0

Funds Summary

Fund	DSHS Source	% of Total		
001-1	0011	100.00%	140,000	127,000
0	0	0.00%	0	0
0	0	0.00%	0	0
0	0	0.00%	0	0
0	0	0.00%	0	0
0	0	0.00%	0	0
		Total Funds	140,000	127,000

(1) Source of Funds defaults to 100% General Fund State, and changes as other sources are added. Do note change data on this tab.

ADMIN M2-CJ SCC Workload Adjustments - 2.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-FD Wide Area Network (WAN) Usage
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The Department of Social and Health Services (DSHS) is requesting funding to upgrade the Wide Area Network (WAN) infrastructure.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	96,000	61,000	157,000
001-2 General Fund - Basic Account-Federal	7,000	4,000	11,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	9,000	7,000	16,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	30,000	20,000	50,000
Total Cost	**142,000**	**92,000**	**234,000**

Staffing

Package Description:

DSHS is requesting upgrades to the WAN core infrastructure to accommodate increased growth of network traffic. This increase in traffic is being created by additional applications using the WAN to provide direct client services.

Many of these heavy network demands are related to the availability and distribution of new Web centric technology. As these new or updated applications are implemented, available bandwidth on the network has become saturated and performance has degraded. Delays and bottlenecks occur, resulting in increased processing time for client services and longer outages. This item replaces equipment and bandwidth that was designed and/or implemented approximately nine years ago. Most of the affected equipment has a projected industry life cycle of three years.

The network structure originating from 250 DSHS offices to the core shared bandwidth is currently oversubscribed by an average ratio of 6:1. This oversubscription is causing major delays, hours of troubleshooting and lost productivity. Newer high speed bandwidth options will help reduce the oversubscription more efficiently than using a "band aid" approach with older technology.

This upgrade will give DSHS the capability to serve clients and constituents in a more efficient manner. Replacing this equipment now will avoid outages and costly repairs due to outdated equipment. Additionally, from a resource perspective, it will become more cumbersome and expensive to add to our outdated network as compared to available newer offerings.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Agency Strategic Plan Goal C: Improve accessibility and service integration.

Agency Strategic Plan Goal D: Improve customer services.

This infrastructure upgrade will allow DSHS to cost effectively implement the required core shared infrastructure and bandwidth to support the direction from both the Governor's Office to streamline government through the use of technology and the Washington State Digital plan.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-FD Wide Area Network (WAN) Usage
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

This infrastructure upgrade supports the DSHS program areas and allows the Information System Services Division (ISSD) to meet the core values of its strategic plan as follows:

- Ensures ISSD information technology direction is aligned with the department's overall plan,
- Allows delivery of efficient and cost effective information technology solutions that will allow DSHS staff to effectively deliver services to clients,
- Improves network capacity while ensuring accurate communications of information, and
- Upgrades the network infrastructure to keep pace with new and rapidly changing applications.

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	FY 2
Activity: K099 Suspense		
No measures linked to package	0.00	0.00

Reason for change:

Technology has changed and the demand for more networking capacity has increased as DSHS program areas are using new tools to improve and deliver client services more efficiently. The infrastructure currently in place has been used for at least nine years and is not current with newer technology capabilities requirements. There is a high risk of increased and longer duration outages.

Upgrading the infrastructure will allow DSHS to cost effectively increase WAN capacity to meet the emerging business requirements of the agency. More importantly, this upgrade will give DSHS the flexibility and growth driven by new technology and business requirements to meet the agency's business goals.

This infrastructure upgrade also allows DSHS program areas to implement new applications and upgrade older Legacy systems such as but not limited to:

- Customer call centers for faster and more efficient customer service,
- Interactive Voice Response systems so clients can get their client and eligibility information 24-hours a day using their telephone,
- Interactive and static Internet Web pages that provide 24-hour service and save clients from traveling to a Community Service Office (CSO),
- Video services for client interviews at DSHS CSO outstations that do not have the staff to perform these functions at their small facilities,
- Digital sharing and storing of documents, reducing time and costs associated with paper documents, and
- Upgrade legacy batch and mainframe screen systems to Web centric solutions.

Impact on clients and services:

Upgrading the WAN infrastructure will allow all program areas within DSHS to implement applications that improve service delivery to clients. All program areas within DSHS are currently either working on initiatives and/or plans that will improve service delivery to customers that use newer technology. Examples of these initiatives within DSHS that demand additional WAN capacity are:

Economic Service Administration (ESA)
Customer Call Centers that will use the DSHS WAN for both voice and video to allow clients access to their information and a caseworker from their telephone and to receive services without traveling to a DSHS office.

ESA, Division of Child Support (DCS), Social Services Payment System (SSPS)
Interactive Voice Response systems (IVR) that connect the client to their information using their telephone without staff

intervention. This allows 24-hour access to client information.

Children's Administration, Division of Developmental Disabilities, ESA/DCS, Financial Services Administration
Interactive and static Web pages that allow clients and providers to conduct business with DSHS and receive information on services available and how to receive those services.

Office of Deaf & Hard of Hearing, ESA/DCS
Implement video conferencing to deliver client services, reduces the need for translators in the field for clients and reduces the need to staff small outstations with additional staff.

Impact on other state programs:

This upgrade will assist all program areas within DSHS to implement their initiatives using a shared network which is the most cost effective method to deliver these diverse client services. This infrastructure upgrade allows ISSD to support the network with current staff and does not require additional staff in the program areas. Additionally, this upgrade will allow DSHS additional room for growth.

Relationship to capital budget:

Not applicable

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

The two available options are: 1) To continue with the current infrastructure, and 2) Implement the upgrade. If DSHS continues with the current infrastructure, it will be unable to meet the agency's business requirements as more demands and requirements are expected of the network.

If the network infrastructure is upgraded, the current network platform would be combined with newer technology provided through the Department of Information Services (DIS). This would leverage current investment and allow use of an installed Frame Relay network consolidating the network hubs together with network offerings including fiber optics, Asyncronous Transfer Mode (ATM), and Digital Subscriber Lines (DSL). In this manner, our shared bandwidth would be consolidated into a more cost effective, expandable resource for all program areas statewide within DSHS. This option allows DSHS to scale the network to fit current demands and allows for cost effective growth as required.

Budget impacts in future biennia:

Increased costs for WAN will continue into future biennia.

Distinction between one-time and ongoing costs:

This request is for one-time costs of $2,155, 000 and ongoing costs of $2,135,000 for implementing new equipment, circuits, and high speed network offerings. The result of installing this upgrade will allow DSHS to manage and maintain a robust network that can support varied and complex applications instead of the current aging infrastructure

Effects of non-funding:

The effects of non-funding will affect all program areas and their clients within DSHS and the state of Washington. Many new applications are being implemented that degrade the existing infrastructure. Increased use of staff resources for trouble shooting, slow response times and application timeouts are common due to the non-performance of the current network

DP Code/Title: M2-FD Wide Area Network (WAN) Usage
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

platform.

Additionally, client services and staff support will be negatively impacted if the upgrade is not deployed. Activities such as determining a client's eligibility, insuring the safety of a child, collecting child support and making timely payments to DSHS contracted providers could be delayed or not successfully completed as required by law, resulting in possible litigation and/or loss of funding.

Expenditure Calculations and Assumptions:

See attachment - AW M2-FD Wide Area Network (WAN) Usage.xls

Object Detail		FY 1	FY 2	Total
Overall Funding				
T	Intra-Agency Reimbursements	142,000	92,000	234,000

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	96,000	61,000	157,000
	Total for Fund 001-1	**96,000**	**61,000**	**157,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	2,000	1,000	3,000
E61L	Food Stamp Program (50%)	5,000	3,000	8,000
	Total for Fund 001-2	**7,000**	**4,000**	**11,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	7,000	5,000	12,000
658L	Title IV-E-Foster Care (50%)	2,000	2,000	4,000
	Total for Fund 001-A	**9,000**	**7,000**	**16,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	30,000	20,000	50,000
	Total for Fund 001-C	**30,000**	**20,000**	**50,000**
	Total Overall Funding	**142,000**	**92,000**	**234,000**

2005-07 Biennium
ML-FD Wide Area Network (WAN) Usage

	Device Count	Percent	Distribution	Rounded (to $1000)
Fiscal Year 2006				
010 Children and Family Services	3,697	16.02%	$ 527,113	$ 527,000
020 Juvenile Rehabilitation	798	3.46%	113,778	114,000
030 Mental Health	1,174	5.09%	167,387	167,000
030 MHD SCC	289	1.25%	41,205	41,000
040 Developmental Disabilities	1,705	7.39%	243,096	243,000
050 Aging and Adult Services	2,255	9.77%	321,515	322,000
060 Economic Services	10,184	44.13%	1,452,020	1,453,000
070 Alcohol and Substance Abuse	114	0.49%	16,254	16,000
080 Medical Assistance	1,005	4.36%	143,291	143,000
100 Vocational Rehabilitation	858	3.72%	122,332	122,000
110 Administration and Supporting Services	996	4.32%	142,008	142,000
Total	23,075	100.00%	$ 3,290,000	$ 3,290,000
Fiscal Year 2007				
010 Children and Family Services	3697	16.02%	$ 342,063	$ 342,000
020 Juvenile Rehabilitation	798	3.46%	$ 73,834	74,000
030 Mental Health	1174	5.09%	$ 108,624	109,000
030 MHD SCC	289	1.25%	$ 26,740	27,000
040 Developmental Disabilities	1705	7.39%	$ 157,754	158,000
050 Aging and Adult Services	2255	9.77%	$ 208,642	209,000
060 Economic Services	10184	44.13%	$ 942,268	941,000
070 Alcohol and Substance Abuse	114	0.49%	$ 10,548	11,000
080 Medical Assistance	1005	4.36%	$ 92,987	93,000
100 Vocational Rehabilitation	858	3.72%	$ 79,386	79,000
110 Administration and Supporting Services	996	4.32%	$ 92,154	92,000
Total	23075	100.00%	$ 2,135,000	$ 2,135,000

AW M2-FD Wide Area Network (WAN) Usage.xls

2005-07 Biennium
M2-FD Wide Area Network (WAN) Usage

	One Time Costs	Recurring Year 1	Recurring Year 2	Recurring/ On going
Wide Area Network Equipment (WAN)				
Routers (approximately 80)	$700,000	$10,000	$10,000	$10,000
Switches (approsimately 50)	$300,000	$10,000	$10,000	$10,000
WAN Circuit upgrades				
Additional circuits (Permanent Virtual Circuits)	$125,000	$75,000	$75,000	$75,000
Increased network capacity	$400,000	$1,000,000	$2,000,000	$2,000,000
Core Equipment upgrade & management tools				
Routers, Switches, Uninterrupted Power Supplies, misc. items as needed	$450,000	$10,000	$10,000	$10,000
Metropolitan Area Network (MAN)				
Upgrade & expand high speed services	$180,000	$30,000	$30,000	$30,000
Totals:	**$2,155,000**	**$1,135,000**	**$2,135,000**	**$2,135,000**

$2.155 million ~ One Time Costs
$1.135 million ~ Recurring Costs ~ Year 1
$2.135 million ~ Recurring Costs ~ Year 2

WAN: References remote sites within DSHS ie: Spokane CSO, Everett DCFS, etc.

MAN: References Lacey, Olympia, Tumwater Headquarters ie: Lacey Government Center, MAA, etc.

Core: References OB2 network equipment providing WAN & MAN termination points

Circuits/Bandwidth: Provided by DIS, Qwest, Comcast, & 3rd party vendors which allows data communication statewide.

AW M2-FD Wide Area Network (WAN) Usage.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-KA Indirect Overhead for Cap Fac
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Shift funding of indirect capital management overhead to the operating budget from the capital budget.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	376,000	376,000	752,000
001-2 General Fund - Basic Account-Federal	28,000	28,000	56,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	39,000	39,000	78,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	121,000	121,000	242,000
Total Cost	**564,000**	**564,000**	**1,128,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**7.5**	**7.5**	**7.5**

Package Description:

In the Department of Social and Health Services (DSHS), the Office of Capital Programs is funded entirely by capital appropriations, to include indirect management overhead. The Joint Legislative Audit Review Committee (JLARC), in reference to capital program costs, indicated the indirect management overhead costs should be funded from operating appropriations.

The Office of Capital Programs (18.5 (Full Time Equivalent (FTE)) centrally manages construction, renovation, and preservation projects at 23 DSHS institutions and group homes. Functions of this office include development of the agency biennial capital budget and the Ten-Year Capital Plan, manage all aspects of design and construction, monitor and assess conditions of all facilities, financial administration of the capital budget, manage energy and resource conservation efforts at DSHS, and administer the DSHS Commute Trip Reduction program. The office is funded by a Capital Project Management Appropriation for all its operations, to include both direct project management and indirect capital management overhead.

The indirect capital management overhead has been identified as the costs associated with the exempt chief who heads the office, office's fiscal unit of 4.5, and a specialty staff of 2.0. These 7.5 FTEs all provide the indirect support on a statewide basis to a joint General Administration/DSHS Team of 11.0 staff consisting of engineers architects as project managers and public works contract support staff who provide the direct project management support for specific capital projects.

The Chief, Office of Capital Programs, is responsible at a statewide level for all capital activities essential to the maintenance and operation of all physical plant capacity owned by DSHS. As such, activities are clearly not project specific, but rather statewide. The functions are an indirect overhead activity.

The Financial Administration Unit integrates internal policy and external requirements that implement approved policies and programs (allotments) within the budgetary limits imposed (the Office of Financial Management (OFM) appropriation schedule) and the intent of Revised Code of Washington (RCW) 43.88. The unit also handles all accounting transactions related to DSHS fixed assets per Generally Accepted Accounting Principles (GAAP) and manages and pays all Public Works Contracts under intent of RCW 39.

Their activities are not considered project specific, but rather statewide and at times not solely for Program 900, but overlap into non-Program 900 DSHS support functions of the Lands and Buildings Division.

DP Code/Title: M2-KA Indirect Overhead for Cap Fac
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

One of the specialty staff positions fills the dual roles of DSHS Energy Conservation Program Manager and the DSHS Commute Trip Reduction Coordinator. The other functions as Facility Condition Assessment and Conditions System (BASYS)/Information Services Manager.

Both the Energy Conservation Program and the Commute Trip Reduction program are essentially operating programs that were included with the capital program primarily because the related activities inherent to management of an effective capital program often are manifested in reductions of energy. Similarly, given the breadth and statewide reach of the DSHS campus locations and necessary coordination to effect a department Commute Trip Reduction program, at the beginning of this program it was an "additional duty" imposed on a capital projects manager that has since grown beyond the scope of "additional" duty and evolved into what it is today. Together, these activities, while clearly more appropriately funded by the state's general fund, closely tie to the capital program's objectives, and thus logically should remain in the Office for management purposes.

The activities of the Facility Condition Assessment System (BASYS)/Information Services Manager also include those not considered project specific, but rather statewide and at times not solely for Program 900, but overlapping into non-Program 900 DSHS support functions of the Lands and Buildings Division. For the Office of Capital Programs to successfully develop the department's capital budget requests for an agency this size requires substantial indirect overhead dedicated to maintaining the various Information Systems supporting the DSHS Ten-Year Capital Planning process and related facility assessments. For example, given that the scope of the estimated replacement value of the agency's facilities inventory is more than $1 billion, and the 23 institutions and group homes include more than six million square feet, the office has a need for expertise to maintain and provide comprehensive data and information to meet the demands of the OFM, Department of General Administration, Joint Legislative and Audit Review Committee (JLARC), Federal Emergency Management Agency and the Legislature, and that this would be considered indirect administrative overhead.

Agency Activity Inventory K047.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Shifting the funding source should not change the strategic plans or activities.

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	FY 2
Activity: K047 Lands and Buildings Division		
No measures linked to package	0.00	0.00

Reason for change:

JLARC studies, legislative staff, and OFM indicate that an agency's activities construed as indirect overhead supporting the agency's program to provide its agency owned capital facilities should come from agency operating funds. Specifically the OFM 2005-2015 Capital Plan Instructions states agency administrative costs related to capital budget development, capital facility management, long-range budget planning and policy initiatives are more appropriately included in the operating budget.

Impact on clients and services:

None

Impact on other state programs:

DP Code/Title: M2-KA Indirect Overhead for Cap Fac
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

None

Relationship to capital budget:

This proposal shifts funding from the capital budget to the operation budget in DSHS.

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

To the extent that the activities for which funding is being shifted are deemed necessary and must come from some source, the alternative would be to maintain the current structure.

To the extent that it is impossible to find the funds, then alternatives would be to consider not having a centralized capital program and shift those activities to the programs seeking capital facilities.

Budget impacts in future biennia:

This would be a requirement each biennia as long as there is an Office of Capital Programs.

Distinction between one-time and ongoing costs:

No one-time costs.

Effects of non-funding:

Shifting the funding source will not change the strategic plans or activities unless the funding were eliminated in the capital program and not provided in the operating program.

If the funding were to be eliminated but not picked up by the operating program, either the existing capital budget would be shifted and the capital projects planned would be reduced in that amount. Further, expensive accounting measures would have to be installed so that accounting transaction costs could be allocated. This again reduces the scope of capital projects. Finally, planning would be seriously undermined and DSHS programs would need to absorb the roles. In effect, the agency would lose all benefits of having a centralized Office of Capital Programs and would have to rely on the users of the facilities to replace the expertise of the office in order to manage their own capital programs.

Expenditure Calculations and Assumptions:

The costs shown are the salary and benefits of the incumbents in positions in the Office of Capital Programs performing the activities.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-KA Indirect Overhead for Cap Fac
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	420,000	420,000	840,000
B	Employee Benefits	94,000	94,000	188,000
E	Goods And Services	39,000	39,000	78,000
G	Travel	4,000	4,000	8,000
T	Intra-Agency Reimbursements	7,000	7,000	14,000
	Total Objects	**564,000**	**564,000**	**1,128,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	376,000	376,000	752,000
	Total for Fund 001-1	**376,000**	**376,000**	**752,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	9,000	9,000	18,000
E61L	Food Stamp Program (50%)	19,000	19,000	38,000
	Total for Fund 001-2	**28,000**	**28,000**	**56,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	28,000	28,000	56,000
658L	Title IV-E-Foster Care (50%)	10,000	10,000	20,000
659L	Title IV-E Adoption Assistance (50%)	1,000	1,000	2,000
	Total for Fund 001-A	**39,000**	**39,000**	**78,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	121,000	121,000	242,000
	Total for Fund 001-C	**121,000**	**121,000**	**242,000**
	Total Overall Funding	**564,000**	**564,000**	**1,128,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-KE Revenue Stabilization
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The Office of Financial Recovery (OFR) requests funding for additional staff to match the increasing recoveries and collection workloads and to avoid future audit findings.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	588,000	537,000	1,125,000
001-2 General Fund - Basic Account-Federal	43,000	39,000	82,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	60,000	55,000	115,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	189,000	172,000	361,000
Total Cost	**880,000**	**803,000**	**1,683,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**12.0**	**12.0**	**12.0**

Package Description:

OFR, within the Financial Services Administration (FSA), is the centralized collection program for Department of Social and Health Services (DSHS). Staff losses over the last four years, due to administrative reductions, have impacted collection and recovery amounts for DSHS programs. The decision package explains the current increased workload impacts and shows where specific staff increases will improve the collection program.

OFR performs collections and recoupments for the Public Assistance, Supplemental Security Income (SSI), Estate Recovery, Food Stamp, Vendor, Pharmaceutical Rebate (Drug Rebate), State Mental Health Hospitals, Juvenile Rehabilitation, Developmentally Disabled, Payment Review, and Medical Assistance Premium programs with an allocated 95 Full Time Equivalent staff (FTEs). The $294 million OFR collected in Fiscal Year 2003 and $346 million in Fiscal Year 2004 was returned to DSHS programs and the general funds (both state and federal), enabling agency programs to provide additional services to needy clients. In an environment of limited resources, OFR's services make an extensive difference between program stability and continued agency reductions. OFR's collections and recoveries, performed by Financial Analysts and Financial Recovery Enforcement Officers (FREOs), reduce DSHS program expenditures and provide additional funds for continued services to agency clients.

FSA is widely recognized for its solid and responsible fiscal strategies and business solutions, including process improvements. Caseload growth in OFR's collection programs has required OFR to seek efficiencies:

Prioritizing staff workloads and finding the most cost-effective automation improvements. OFR has improved process methods to gather DSHS program collection business in partnerships with other DSHS programs, which results in revenue collections for those programs, e.g., overpayment referrals and improved billing information. These efficiency efforts have been maximized. OFR has successfully implemented process changes and has been able to meet collection targets in most program areas. However, the result of long-term staff shortages has been ongoing staff losses and increased collection write-off amounts.

These changes in OFR's business include a drop or leveling off of incoming referrals and initial revenue sources resulting in an increased need to devote more staff time to working more difficult cases to collect the same dollar levels collected in previous years. The changes in staffing levels and write-off losses are linked to growing caseloads and the priorities of working the easiest path to the quickest money. Reallocation of staff to 'highest' priority programs has resulted in caseload

increases in other program areas as high as 50 percent.

During Fiscal Year 2004, OFR Managers determined that:

Over the last four-years, OFR staffing has decreased by 16 percent, which has resulted in caseload growth of 20 to 30 percent for OFR staff and additional write-offs at an increase of about 12 percent per-year.

Changes in the Juvenile Rehabilitation Resident facilities, require OFR staff to prepare corresponding billing adjustments, increasing staff case workloads. Juvenile Rehabilitation Administration (JRA) caseloads have gone from 53 to 98 in the last eight months.

General Assistance (GA-U&X) cases that drive the Supplemental Security Income (SSI) reconciliation caseload have gone from 18,822 to 21,395 this year.

A survey of staff caseloads finds that since 1999 the units responsible for the collection of food stamp and public assistance overpayments, has lost nearly 40 precent or 21 members of their staff. The remaining collection staff are only able to work approximately 12 precent of the caseload.

OFR has maximized their ability to keep abreast of the business caseloads and need additional staff to address backlogs and business referrals for revenue collection, to reach deeper into the current caseloads for the harder to locate revenue and collection potential, and to devote more time to the hard to collect cases before the statute of limitations reduces the debt. Staffing level increases need to occur to keep pace with the program changes and growth and to avoid future audit findings.

Drug Rebate Program:
As discussed in the agency's Strategic Plan for 2006 through 2011, Washington State has experienced a rapid growth in Medicaid enrollment matched in recent years by substantial rises in Medicaid costs. Pharmacy expenditures for the department's Medicaid clients continue to grow, with the Drug Rebate program growing proportionately. In addition to the growth being experienced in the Federal Drug Rebate program, increases are expected in the newer Supplemental Drug Rebate and the Physician's Drug Rebate programs, as well as additional pharmaceutical manufacturers participate. The federal government covers about half of these costs, however, the state's share has continued to grow, with the most dramatic increases showing in the state's pharmaceutical costs. Spending on health care continues to outpace the growth in the Gross Domestic Product.

The rate of anticipated future growth in these areas is unknown at this time, however, we do know that Washington State is experiencing an increase in the aging population. Individuals are continuing to live longer, along with an increase in the number of prescriptions per-person. Expectations are that the use of pharmaceutical products will continue to grow along with the state's aging population.

OFR's invoiced rebates and recoveries continue to increase for the Drug Rebate program as pharmaceutical expenditures increase. Fiscal Year 2004 recoveries exceeded $145 million compared to $79 million in Fiscal Year 2001. However, potential revenue collections are not being recovered by OFR. Outstanding unpaid amounts continue to grow due to insufficient staffing levels to pursue collection of unpaid rebates and applicable interest. In addition to an outstanding receivable amount of over $15 million for prior fiscal periods, the amount invoiced, but unpaid during the current fiscal year exceeded $6.5 million. This unpaid rebate amount represents revenue that was not available for collections or recouped for DSHS programs during Fiscal Year 2004.

OFR staff are struggling to process prior quarter adjustments in a timely manner since Pharmaceutical Manufacturer's submit their payments for current period drug rebate billings along with prior quarter payment adjustments. Prior period adjustments, submitted by the manufacturer's, must be researched by OFR staff to determine the appropriate rebate amounts have been paid. This is a very time consuming process as staff may be required to research back to 1991. In July 2003, the Department of Health and Human Services' Office of Inspector General identified audit findings relating to significant case backlogs in the

Drug Rebate program. Some relief is expected with a new rule, which became effective January 1, 2004, which restricts the unit rebate adjustments to a three-year period for new payments, however, relief, due to the three-year change for new payments, is not expected to impact the Drug Rebate program for several years. Manufacturer's can still dispute billing amounts back to 1991. Additional backlogs also exist for Manufacturer Drug Rebate disputes. DSHS is committed to eliminating this backlog, but additional staff are needed to address the backlogs and workload increases.

Public Assistance and Food Stamp Programs:
Public Assistance and Food Stamp debt and the identification of overpayments, along with the backlog of outstanding debt have also continued to grow. The reassigning of OFR staff to higher priority programs has resulted in caseload increases to both programs. Estimates indicate that over 15 percent of the cases reach the statute of limitations and, more significantly, over 40 percent of 50,000 established cases, (an equivalent of 20,000 cases), are not worked after the identification of an overpayment occurred.

Collection category write-offs for the Public Assistance and Food Stamps programs are shown below. (Please refer to "Table 1").

Table 1
Selected Write-Offs by Program

PROGRAM	FY00	FY01	FY02	FY03
Public Assist*	$7,435,333	$7,033,384	$7,501,137	$6,256,057
Food Stamps	$1,283,176	$1,994,305	$945,870	$951,798
Total Write-Offs	$8,718,509	$9,027,689	$8,447,007	$7,207,855

(*Public Assistance includes all receivable programs except for Food Stamps. Write-Off Categories included: Statute of Limitations, Not Cost Effective, $100 or Less, Cost is greater than benefit.)

OFR staff also work the mental health residential caseloads. This OFR unit processes the billing for the Certification and De-certification for Medicare services for residents at the Mental Health Institutions. These caseloads are very labor-intensive because of the additional required billing processing relating to private insurance and private pay options, along with the Certification and De-certification Resident process. This requires this unit to perform tracking to bill the appropriate payer for services. Additional programming changes are required for the Residential Billing System maintained by FSA because the Certification and De-certification process has come under increased scrutiny from the Center for Medicare and Medicaid Services (CMS).

The Drug Rebate, Public Assistance, and Food Stamps programs have been substantially impacted by OFR staff changes, caseload backlogs and/or increased case workloads. These three collection programs are workload intensive to collect amounts due to the complexity of the programs.

Funding is requested for seven permanent and five project FTEs, as follows:

Four of the five project staff would be hired during Fiscal Year 2006 and Fiscal Year 2007 to address the caseload increases, backlogs, and audit findings in the Drug Rebate program.

An additional project FTE, for an Information Technology Applications Specialist 4 (ITAS 4), is required to address programming modifications and maintenance to the existing FSA Financial Billing System to accommodate the required capability functions for maintenance of patient status and billing relating to the Certification and De-Certification process for residents receiving Medicare services at the Mental Health Institutions. The ITAS 4 would be hired as a project

position, during the 2005-2007 Biennium.

One of the seven permanent FTEs would be hired for the Drug Rebate program to address increased caseloads and backlogs.

Six of the seven permanent FTEs would be hired to manage workload increases and backlogs in Public Assistance and Food Stamps.

Estimated workload impacts with additional FTEs, listed above, are as follows:

Four Drug Rebate project staff would complete additional account reconciliation and pursue collection on 100 backlogged cases during Fiscal Year 2006 and 150 during Fiscal Year 2007. The permanent Drug Rebate FTE would complete account reconciliation and pursue collection on approximately 40 unpaid invoices each quarter.

Six staff in the Pubic Assistance and Food Stamp programs would pursue collection on an estimated 1,080 cases in Fiscal Year 2006 for a caseload increase of 13 percent and 2,160 cases in Fiscal Year 2007 for a caseload increase of 26 percent.

Agency Activity code K037.

Narrative Justification and Impact Statement

How contributes to strategic plan:

OFR's partner programs come from every area of DSHS: Medical Assistance Administration (MAA) (billing for health care premiums to ensure continued coverage for at risk adults and Washington's children), Children's Administration (coordinating with MAA to provide billing for Children's Health programs), Aging & Adult Services (billing and collecting for residents in state facilities and Nursing Homes), Economic Services Administration (public assistance, medical, and food stamp recoveries, which not only bring money back to the programs, but can return eligibility for continued Temporary Assistance to Needy Families services back to clients), Health & Rehabilitation Services (billing Medicare, Medicaid, insurance companies, and clients for care received in state residential psychiatric facilities), Juvenile Rehabilitation (recovering money spent for juvenile resident placements). OFR's collection and reimbursement efforts permit DSHS to achieve program results most efficiently and effectively by providing the revenue to continue services.

The various OFR collection programs have unique programmatic and, sometimes very complex, requirements that impact staff workloads in their collection efforts. OFR staff must simultaneously work current caseloads, as well as older cases. Depending on the complexity of the program, driven by the various state and federal laws and regulations applicable to each of the collection programs, it generally requires six-months to train OFR FREO and Financial Analysts. Caseload reduction should be implemented within three to six-months after hiring in various programs to improve collections on harder to reach revenue. Staff levels should be fully functioning by the end of Fiscal Year 2006.

Additional FTEs will permit OFR to increase the efficiency of the staff resources and promotes the DSHS strategic goal to improve Financial Resource Management and further our partner's abilities to provide continued services to clients. Specifically Goal F, Improve Financial Resources Management, Objective 2, Improve business practices to increase accountability.

This request also supports the Priorities of Government result number 11, "Improve the Ability of State Government to Achieve Results Efficiently and Effectively". OFR has experienced staff turnovers of 10 percent in the past year, an extraordinary rate of staff turnover for a small office of 95 staff. Additional staff would permit OFR to work on increased workloads and case backlogs, address staff shortages, along with recruitment and retention of staff, with improved service delivery to our clients and DSHS program partners.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-KE Revenue Stabilization
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	FY 2
Activity: K037 Financial Services Administration		
No measures linked to package	0.00	0.00

Reason for change:

Increased revenue targets have been met in the past four-years by resource reallocation, improved processes, and improved automation. However, growth in caseload size, increased losses reflected in write-off statistics, and a growing staff turn-over indicate that OFR can no longer expect to offset continued FTE shortfalls and still meet revenue targets. Long-term staff shortages and staff turnover result in OFR writing-off collection accounts that reach the statute of limitations for collecting, accounts with balances of $100 or less, or accounts where the cost to collect is greater than the amount owed. Staffing level increases need to occur to keep pace with the program growth and to avoid future audit findings.

Although OFR collections staff have met prior year targets, the incremental growth in revenue production has slowed significantly in most program areas to the point where there is real potential to fall short of the next fiscal year targets. Technological improvements have been attained to the point where further improvements require major restructuring of our systems or integration into new systems, which require long-term redevelopment.

OFR anticipates stabilizing the revenue production expected by our continually growing targets with the additional funding and FTEs requested through this decision package. Without increased FTEs, OFR expects potential shortfalls of targets for the Public Assistance, Food Stamps, and Pharmaceutical Rebate programs. Performance measures for additional FTEs would be the attainment of each target, reduction in staff caseloads, and reduction in write-offs due to the statue of limitations.

OFR estimates the following increases in collections with the funding of additional staff:

	FY06	FY07	FY08
-5 FTEs - Increase Pharmaceutical Rebate collections	$5,000,000	$8,000,000	$3,000,000
-3 FTEs - Increase Public Assistance collections	$321,000	$642,000	$642,000
-3 FTEs - Increase Food Stamp collections	$375,000	$750,000	$750,000
Totals	$5,696,000	$9,392,000	$4,392,000

Impact on clients and services:

OFR collected $294 million in Fiscal Year 2003 and $346 million in Fiscal Year 2004, which was recovered to Public Assistance, Food Stamps, Estate Recovery, Payment Review Program, Vendor Collections, Medical Assistance Administration Premiums, Pharmaceutical Rebate, Juvenile Rehabilitation Facilities, Developmentally Disabled Facilities, State Mental Health Hospitals, and SSI Interim Assistance Net Recovery. These programs are dependent on OFR's collections to fund their service levels through recovery contributions to the general-fund. Additional resources will enable OFR to improve the effectiveness of our collections and ensure revenue targets can be met.

Impact on other state programs:

OFR's total collections and recoveries reduce DSHS program expenditures and provide additional funds for continued services to agency clients in need of services from Medical Assistance, Public Assistance, Food Stamps, Mental Health Institutions, etc.

Relationship to capital budget:

None

DP Code/Title: M2-KE Revenue Stabilization
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

OFR has explored technological improvements and implemented staff reallocation to higher priority revenue targets. However, further technological improvements require major work on historical systems, mainframe databases, and long-term movement of systems to new systems. None of this is work, which can be easily accomplished in the short-term of one fiscal year. While FSA's Information Technology Office (ITO) staff continue to prepare for growth and improvements, OFR's overall staff shortages cannot absorb the increased revenue targets while waiting for large scale system improvements. OFR has also moved staff from programs with 'lower' priorities to those whose targets are part of the Balanced Scorecard, at the overall cost to those DSHS programs that lost staff. This reallocation has reached a point where significant caseload growth in the 'shortfall' programs is resulting in dropped revenue and increased losses. These short-term fixes have maximized their cost-effectiveness and will no longer enable OFR to meet future revenue targets. Additionally, the various OFR collection programs have unique programmatic, and sometimes very complex, requirements that impact staff workloads in their collection efforts and require time to train new staff in their collection functions.

Budget impacts in future biennia:

Funding is requested for seven additional FTEs that will be ongoing and carry forward to future biennia, and five project FTEs. The five project staff will not carry forward to future biennia.

During the 2005-2007 Biennium OFR estimates the 12 FTEs can increase recoveries, after staff cost deductions, by $13.4 million. Starting in Fiscal Year 2008, OFR projections estimate the seven ongoing FTEs can generate $3.939 million per fiscal year, or $7.878 million in the ensuing bienniums.

Distinction between one-time and ongoing costs:

During Fiscal Year 2006 funding cost are estimated at $880,000 for 12 FTEs, which includes one-time equipment costs of $77,000 for staff equipment to be purchased in the first year of funding. Fiscal Year 2007 funding costs is estimated at $803,000 for 12 FTEs. Staff costs starting in Fiscal Year 2008, and ongoing fiscal years, are estimated at $453,000 per year for 7.0 FTEs.

Effects of non-funding:

Staff losses over the last several years, due to administrative reductions have impacted collection and recovery amounts for OFR programs. Certain areas of OFR's programs have stringent federal and state requirements, e.g., SSI reimbursements must be calculated to repay General Assistance programs and the remaining balance sent out to clients within two working days, food stamp overpayments must be calculated and recovery initiated timely, Medicare/Insurance/Medicaid bills for state residential care must be initiated and follow-up timely or the full reimbursement is in jeopardy. Ongoing revenue collection targets cannot be met without additional staff increases.

Expenditure Calculations and Assumptions:

OFR requires additional staffing to match the increased recoveries and collection workloads and to keep pace with the outstanding recovery and collection accounts. Twelve FTEs are requested to address the caseload backlogs and increased collection workloads. Five of the 12 FTEs requested are for project staff during the 2005-2007 Biennium. Seven FTEs would be ongoing staff for ensuing bienniums.

Revenue Projections:
The revenue projections are based on the average annual collections per one staff FTE according to the corresponding OFR

DP Code/Title: M2-KE Revenue Stabilization
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unit. It is assumed new staff in the first fiscal year will generate half of the estimated annual revenue due to the need to train new staff. The revenue projections are listed below.

See attachment - Admin M2-KE Revenue Stabilization.xls

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	494,000	494,000	988,000
B	Employee Benefits	135,000	135,000	270,000
E	Goods And Services	141,000	141,000	282,000
J	Capital Outlays	98,000	21,000	119,000
T	Intra-Agency Reimbursements	12,000	12,000	24,000
	Total Objects	**880,000**	**803,000**	**1,683,000**

DSHS Source Code Detail

Sources	Title	FY 1	FY 2	Total
Overall Funding				
Fund 001-1, General Fund - Basic Account-State				
0011	General Fund State	588,000	537,000	1,125,000
	Total for Fund 001-1	**588,000**	**537,000**	**1,125,000**
Fund 001-2, General Fund - Basic Account-Federal				
001B	Social Security Disability Ins (100%)	14,000	12,000	26,000
E61L	Food Stamp Program (50%)	29,000	27,000	56,000
	Total for Fund 001-2	**43,000**	**39,000**	**82,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
563I	Title IV-D Child Support Enforcement (A) (66%)	44,000	40,000	84,000
658L	Title IV-E-Foster Care (50%)	15,000	14,000	29,000
659L	Title IV-E Adoption Assistance (50%)	1,000	1,000	2,000
	Total for Fund 001-A	**60,000**	**55,000**	**115,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
19UL	Title XIX Admin (50%)	189,000	172,000	361,000
	Total for Fund 001-C	**189,000**	**172,000**	**361,000**
	Total Overall Funding	**880,000**	**803,000**	**1,683,000**

2005-07 Biennium
M2-KE Revenue Stabilization

Selected Write Offs by Program

FY00 thru FY03

FSA Revenue Stabilization DP

	05-07 Bien			Ensuing Biennia		
Expenditures:	**FY2006**	**FY2007**	**05-07 Bien**	**FY2008**	**FY2009**	**07-09 Bien**
Drug Rebate FTEs	5.0	5.0	5.0	1.0	1.0	1.0
Public Assist. FTEs	3.0	3.0	3.0	3.0	3.0	3.0
Food Stamps FTEs	3.0	3.0	3.0	3.0	3.0	3.0
ITO FTE	1.0	1.0	1.0	0.0	0.0	0.0
FTEs	12.0	12.0	12.0	7.0	7.0	7.0
Staff Costs	$ 880,000	$ 803,000	**$ 1,683,000**	$ 453,000	$ 453,000	**$ 906,000**
OFR Revenue Collections:						
Drug Rebate	$ 5,000,000	$ 8,000,000	$ 13,000,000	$ 3,000,000	$ 3,000,000	
Public Asst	321,000	642,000	$ 963,000	642,000	642,000	
Food Stamps	375,000	750,000	$ 1,125,000	750,000	750,000	
Add't Collections	$ 5,696,000	$ 9,392,000	**$ 15,088,000**	$ 4,392,000	$ 4,392,000	**$ 8,784,000**
Net Revenue Recovery	4,816,000	8,589,000	**$13,405,000**	3,939,000	3,939,000	**$7,878,000**

Staff Detail			**2005-2007 Bien FTEs**	**On-Going Annual FTEs**	**On-Going Annual Staff Costs**
Proj Staff Cost:					
Drug Rebate FTEs	$ 291,000	$ 265,000	4.0		
FSA/ITO FTE	$ 91,000	$ 85,000	1.0		
Sub Tot Proj Stff Cost	$ 382,000	$ 350,000	5.0		
Permanent Staff Cost:					
Claims Rep	$ 63,000	$ 57,000	1.0	1.0	$ 57,000
Financial Analyst 2	$ 218,250	$ 198,750	3.0	3.0	$ 198,750
Drug Rebate/Fin Anal 2	$ 72,750	$ 66,250	1.0	1.0	$ 66,250
FREO 2	$ 144,000	$ 131,000	2.0	2.0	$ 131,000
Sub Tot Perm Stff	$ 498,000	$ 453,000	7.0	7.0	$ 453,000
Total Staff	**$ 880,000**	**$ 803,000**	**12.0**	**7.0**	**$ 453,000**
Fund Detail:					**Annual Total**
State Funds	$ 598,000	$ 546,000	$ 1,144,000		$ 308,000
Federal Funds 32%	$ 282,000	$ 257,000	$ 539,000		$ 145,000
Total Funds	**$ 880,000**	**$ 803,000**	**$ 1,683,000**		**$ 453,000**
Bien Total:		**Bien Total**			**Bien Total**
State Percentage	68%	$ 1,144,000			$ 616,000
Federal Percentage	32%	$ 539,000			$ 290,000
Bien Total		**$ 1,683,000**			**$ 906,000**

ADMIN M2-KE Revenue Stabilization.xls

2005-07 Biennium
M2-KE Revenue Stabilization

Selected Write Offs by Program
FY00 thru FY03

PROGRAM	FY00	FY01	FY02	FY03
Public Assistance 1/	$7,435,333	$7,033,384	$7,501,137	$6,256,057
Food Stamp	$1,283,176	$1,994,305	$945,870	$951,798
Total	$8,718,509	$9,027,689	$8,447,007	$7,207,855
Institutions	$929,834	$1,674,663	$2,414,472	$2,778,953

1/ Public Assistance includes all receivable programs on CRS except Food Stamp.

Write Off Categories Included: Statute of Limitations, Not Cost Effective, $100 or Less, Cost>Benefit

Source: OFR Fiscal Year End Write Off Comparison Worksheets

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-RA Criminal Background Checks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

This decision package requests the addition of two Full-Time Equivalents (FTEs) for the Background Checks Central Unit (BCCU) to reduce the lag time in providing approved background checks for the Department of Social and Health Services (DSHS) consideration of employees and providers.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	62,000	56,000	118,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	60,000	53,000	113,000
Total Cost	**122,000**	**109,000**	**231,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**2.0**	**2.0**	**2.0**

Package Description:

The BCCU is a production unit that processes over 23,000 names and dates of birth background checks per-month and 100 to 200 fingerprint background checks daily. Over 6,300 customer locations fax or mail over 1,500 background check requests to BCCU 24-hours per-day, seven-days per-week. DSHS requires the unit to maintain a three-day turnaround time from the date of receipt of the request to final dissemination of the result. Each BCCU employee is expected to have no more than one incorrect background check result distributed per-week. The unit is unable to meet these requirements with the current staffing level. The target turnaround time is three-days. However, with the current staff, the average turnaround time is 19-24 days. The administrations would like a reduction this turnaround time. The increase in staffing will allow more checks to be done, allow for staff turnover, and the training of new staff with minimal impact to the turnaround requirements.

Narrative Justification and Impact Statement

How contributes to strategic plan:

These positions will foster the agency's goal to maximize efficiencies in all programs. It will lessen the risk of harm to vulnerable people by minimizing the turnaround time, while the agency or provider is waiting for background results.

Performance Measure Detail

Agency Level

Activity: K094 Special Projects and Unique Programs Grants	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

Current staffing does not allow for meeting the above referenced turnaround time for accurate background checks. This proposal will help the unit in achieving these requirements. A turnaround time longer than the DSHS three-day target, along with incorrect results, raises the risk of harm to vulnerable individuals.

Impact on clients and services:

A delay in receipt of results beyond the three-days target impacts services, such as foster care placements, child placements

DP Code/Title: M2-RA Criminal Background Checks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

pursuant to a Child Protective Services investigation or Economic Services Administration (ESA) Working Connections Child Care. With the addition of these positions delays will be minimized, providing safer, more prompt services to our clients.

Impact on other state programs:

Children's Administration (CA) and ESA will be able to provide more timely services as a result of this package, as turnaround time will be reduced. In addition, some DSHS staff positions are such that background checks are required to be done. A timelier turnaround will allow for quicker hiring into covered positions.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

Different distribution/organization of workload has been attempted with minimal success. The continual increase in the volume of background checks, coupled with the need for accuracy and timeliness requires additional positions to meet the needs of the unit and the department. Prior to formation of the BCCU, background check duties were not centralized, but distributed among the programs/administrations resulting in inconsistent and less accurate checks.

Budget impacts in future biennia:

The FTEs and associated costs will continue into future biennia.

Distinction between one-time and ongoing costs:

Initial equipment is the single one-time cost.

Effects of non-funding:

Non-funding will continue the turnaround time being inconsistent, which impacts program services, such as foster care and child placements, and Working Connections Child Care.

Expenditure Calculations and Assumptions:

Object Detail		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	67,000	67,000	134,000
B	Employee Benefits	21,000	21,000	42,000
E	Goods And Services	15,000	15,000	30,000
G	Travel	1,000	1,000	2,000
J	Capital Outlays	16,000	3,000	19,000
T	Intra-Agency Reimbursements	2,000	2,000	4,000
	Total Objects	**122,000**	**109,000**	**231,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: M2-RA Criminal Background Checks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

DSHS Source Code Detail

Overall Funding	FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State			
Sources Title			
0011 General Fund State	62,000	56,000	118,000
Total for Fund 001-1	**62,000**	**56,000**	**118,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa			
Sources Title			
19UL Title XIX Admin (50%)	60,000	53,000	113,000
Total for Fund 001-C	**60,000**	**53,000**	**113,000**
Total Overall Funding	**122,000**	**109,000**	**231,000**

2005-07 Biennium
M2-RA Criminal Background Checks

Background Checks Central Unit

Costs for 2.0 FTEs background checks staff

Staffing Model - Result (not rounded)

Classification:

Objects		Calculated Result 1st Year	Calculated Result 2nd Year
	FTEs	2.0	2.0
A	Salaries:	67,200	67,200
B	Benefits:	21,009	21,009
E	Goods & Services:	14,558	14,558
E	Leases:	0	0
J	Equipment:	16,400	3,280
G	Travel	1,200	1,200
T	ISSD:TZ	1,904	1,904
	Total:	122,272	109,151

DSHS Staffing Model - Calculation Results Report

enter position description

		1st Year	2nd Year
	FTEs	2.0	2.0
	Objects Summary		
A	Salaries	67,000	67,000
B	Benefits	21,000	21,000
E	Goods & Services	15,000	15,000
J	Equipment	16,000	3,000
G	Travel	1,000	1,000
T	ISSD:TZ	2,000	2,000
	Total Objects	122,000	109,000

Source of Funds [1]

General Fund Stat	001-1	51%	62,359	55,667
Other Fund State	0	0%	0	0
Other Funds Fede	001-C	49%	59,913	53,484
	0	0%	0	0
	0	0%	0	0
	0	0%	0	0

Funds Summary

Fund	DSHS Source	% of Total	1st Year	2nd Year
001-1	0011	51.00%	62,000	56,000
0	0	0.00%	0	0
001-C	19TA	49.00%	60,000	53,000
0	0	0.00%	0	0
0	0	0.00%	0	0
0	0	0.00%	0	0
	Total Funds		122,000	109,000

(1) Source of Funds defaults to 100% General Fund State, and changes as other sources are added. Do note change data on this tab.

Section 7
Policy Level

State of Washington
Department of Social and Health Services

Recommendation Summary

Budget Period:2005-07

Version: 11 - 2005-07 Agency Request Budget

Budget Level Criteria: PL Only

Dollars in Thousands	Program Priority	Annual Avg FTEs	General Fund State	Other Funds	Total Funds
Program 110 - Admin & Supporting Svcs					
PL - Performance Level					
9G FTE Staff Adjustment	0	15.6	0	0	0
9T Transfers	0	4.4	933	664	1,597
KB LBD Info Tech.	0	2.5	888	441	1,329
KD Alternative Payment Methods	0	2.3	501	249	750
KF Administration Infrastructure	0	75.5	9,271	4,541	13,812
KG LBD Mission Essential	0	3.0	344	171	515
KH Document Management/Imaging Project	0	1.0	1,668	829	2,497
KJ WCPCAN Funding Restoration	0	0.0	70	0	70
KK Civil Service Reform	0	27.0	2,921	1,451	4,372
KL Reactivate Community Networks	0	1.0	0	948	948
LG Equipment	0	0.0	102	52	154
PA Electronic Intrusion Prevention	0	0.0	143	68	211
PB Client Data Hub	0	4.0	6,172	3,068	9,240
PC Provider Data Hub	0	3.0	5,541	2,753	8,294
	SubTotal PL	**139.3**	**28,554**	**15,235**	**43,789**
Total Proposed PL Only Budget for Program 110 - Admin & Supporting Svcs		**139.3**	**28,554**	**15,235**	**43,789**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-9G FTE Staff Adjustment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

This decision package centralizes the Department of Social and Health Services (DSHS) background check Full-Time Equivalents (FTEs) in the Background Checks Central Unit (BCCU).

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Program Cost			
Total Cost			

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	15.6	15.6	15.6

Package Description:

The BCCU staff (15.6 FTEs) are funded by three different administrations and report to the Human Resources Division. Centralization of the FTEs will ensure maximum efficiency and consistency of services provided. With this centralization, the BCCU will also move to a chargeback methodology, based on the number of background checks conducted for each administration in DSHS. This methodology will avoid difficulties associated with the current method of a combination of direct charges and an outdated formula for determining amounts of time and effort associated with each program.

The total number of background checks performed each quarter will be divided by the total costs. Charges to each administration will be based on the actual number of background checks performed for that administration as a percentage of the total background checks performed for the agency.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Centralizing FTEs fosters the agency's goal to integrate and centralize services to maximize efficiencies throughout the department.

Performance Measure Detail

Agency Level

Activity: K094 Special Projects and Unique Programs Grants	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

Centralizing FTEs ensures consistency of services across the department. It eliminates the unnecessary step of transferring funding and provides an accounting for each program's background check usage, including the appropriate state/federal funding split.

Impact on clients and services:

DP Code/Title: PL-9G FTE Staff Adjustment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

The improved consistency of background checks will enable providers to be placed in service more efficiently, resulting in a positive benefit for the agency's vulnerable clients.

Impact on other state programs:

The programs depending on background check information for contracting with providers and hiring staff will benefit in more efficient background check turnaround.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

An option to centralizing the FTEs is to leave them spread out throughout the agency, based on the initial evaluation of the program. This adds extra steps in the unnecessary transferring of funds, has provided inequable charges to some administrations and savings to others, has hampered/reduced the ability of BCCU to respond to the needs of the department, and limited the ability to provide a comprehensive plan.

Budget impacts in future biennia:

This is a no impact decision package. The FTEs and associated costs change will continue.

Distinction between one-time and ongoing costs:

This is a no impact decision package.

Effects of non-funding:

Non-centralizing the FTEs is to leave them spread out throughout the agency, based on the initial evaluation of the program. This adds extra steps in the unnecessary transferring of funds, has provided inequable charges to some administrations and savings to others, has hampered/reduced the ability of BCCU to respond to the needs of the department, and limited the ability to provide a comprehensive plan.

Expenditure Calculations and Assumptions:

See attachment - AW PL-9G FTE Staff Adjustment.xls

Object Detail	FY 1	FY 2	Total
Program Totals			

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-9G FTE Staff Adjustment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

DSHS Source Code Detail

Fund Sources	Title	FY 1	FY 2	Total
Total for Fund				
Total				
Totals for all funds				

2005-07 Biennium
PL-9G FTE Staff Adjustment

Background Checks Centralized Unit
Cost allocation to programs comparison

Basis for 15.6 FTE distribution coming from programs

April 2004 FTEs: **17.6**

Program	FTEs*	Cases	%	Dist
CA	3.50	3,957	20.37%	3.6
DDD	0.00	1,827	9.40%	1.7
LTC	2.12	7,819	40.25%	7.1
ESA	5.57	4,434	22.82%	4.0
Ex Mgt	0.00	0	0.00%	0.0
BCCU	1.50	0	0.00%	0.0
DVR	0.00	1,046	5.38%	0.9
MHD	0.00	134	0.69%	0.1
SCC	0.00	89	0.46%	0.1
JRA	0.00	46	0.24%	0.0
MAA	0.00	68	0.35%	0.1
HRD	0.00	7	0.04%	0.0
Total	12.69	19,427	100.00%	17.6

*Disbursements only

May 2004 FTEs: **17.6**

Program	FTEs*	Cases	%	Dist
CA	3.00	4,106	20.95%	3.7
DDD	0.00	1,820	9.28%	1.6
LTC	2.00	8,729	44.52%	7.9
ESA	6.14	4,645	23.70%	4.2
Ex Mgt	0.00	0	0.00%	0.0
BCCU	2.95	0	0.00%	0.0
DVR	0.00	6	0.03%	0.0
MHD	0.00	119	0.61%	0.1
SCC	0.00	46	0.23%	0.0
JRA	0.00	74	0.38%	0.1
MAA	0.00	49	0.25%	0.0
HRD	0.00	9	0.05%	0.0
Total	14.09	19,603	100.00%	17.6

*Disbursements only

June 2004 FTEs: **17.6**

Program	FTEs*	Cases	%	Dist
CA	3.50	4,567	20.01%	3.5
DDD	0.00	2,001	8.77%	1.5
LTC	2.12	9,314	40.81%	7.2
ESA	5.57	6,567	28.78%	5.1
Ex Mgt	0.00	0	0.00%	0.0
BCCU	1.50	0	0.00%	0.0
DVR	0.00	21	0.09%	0.0
MHD	0.00	146	0.64%	0.1
SCC	0.00	63	0.28%	0.1
JRA	0.00	55	0.24%	0.0
MAA	0.00	84	0.37%	0.1
HRD	0.00	3	0.01%	0.0
Total	12.69	22,821	100.00%	17.6

*Disbursements only

Average April-June 2004 FTEs and Cases

Program	FTEs	Cases**	%	Total FTEs (17.5)	From Programs (2.0)
CA*	3.33	4,210	20.78%	3.6	(3.0)
DDD	0.00	1,883	9.29%	1.6	(1.0)
LTC*	2.08	8,621	42.55%	7.3	(5.5)
ESA*	5.76	5,215	25.74%	4.5	(5.6)
Ex Mgt	0.00	0	0.00%	0.0	**0.0**
BCCU	1.98	0	0.00%	0.0	**0.0**
DVR**	0.00	**	**	**0.1**	(0.1)
MHD	0.00	133	0.66%	0.1	(0.1)
SCC	0.00	66	0.33%	0.1	(0.1)
JRA	0.00	58	0.29%	0.1	(0.1)
MAA	0.00	67	0.33%	0.1	(0.1)
HRD	0.00	6	0.03%	0.0	**0.0**
Total	13.15	20,259	100.00%	**17.5**	(15.6)

*Initial Allotments are: CA: 3.0 FTEs, LTC: 4.0 FTEs, ESA: 5.6 FTEs
**Cases total is without DVR; DVR set at 0.1 FTEs

AW PL-9G FTE Staff Adjustment.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-9T Transfers
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

This decision package transfers funding and Full-Time Equivalents (FTEs) to centralize the funding for certain functions currently split among the Department of Social and Health Services (DSHS) Administrations.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	473,000	460,000	933,000
001-2 General Fund - Basic Account-Federal	47,000	44,000	91,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	47,000	47,000	94,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	193,000	184,000	377,000
001-D General Fund - Basic Account-TANF (DSHS)	44,000	42,000	86,000
001-E General Fund - Basic Account-CCDF (DSHS)	8,000	8,000	16,000
Total Cost	**812,000**	**785,000**	**1,597,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**4.4**	**4.4**	**4.4**

Package Description:

This decision package transfers staff between various programs within DSHS and Program 110. These transfers are for the Social Services Payment System (SSPS) Improvement Project, staff for the Travel Voucher System (TVS) Centralization, Building and Mail Services from Woodland Square, and Background Check funding.

1. Social Service Payment System
This decision package will stabilize the funding for staff used to maintain and enhance SSPS by transferring the funding for the 9.0 positions needed to maintain Invoice Express, Direct Deposit, Computer Output to Laser Disk (COLD) (thousands of reports on the web instead of on paper) and subsequent enhancements.

These positions are currently maintaining the 1999 through year 2000 enhancements that saved over one million dollars in their first year of implementation, which continues to enable Aging and Disability Services Administration (ADSA), the Economic Services Administration (ESA), and Children's Administration (CA) to avoid payment of nearly two million dollars of additional processing cost each subsequent year.

Currently, the administrations are returning up to one-half of each year's savings to pay for the 9.0 FTEs. These costs are charged to the administrations after-the-fact and administrations are unable to plan for the expenditures.

2. Travel Voucher System
DSHS Cabinet approved the centralization of travel processing and the utilization of the Office of Financial Management's statewide TVS. A transfer of 3.0 FTEs from the DSHS programs to Financial Services Administration (FSA) is necessary to implement TVS for all DSHS programs.

FSA is considered the agency subject matter expert in the application of travel regulations and in the development of travel policy. During 2003 an analysis was conducted on existing travel processes and to determine how the department performed decentralized travel processing. The department performed a cost/benefit analysis that assumed: 1) Centralized travel processing within the FSA, and 2) Implementation of OFM's Statewide TVS. That analysis indicated the department could increase the efficiency and consistency of business service delivery and maintain or improve existing levels of accountability.

Based on that analysis the DSHS Cabinet approved the centralization of travel processing transfer to FSA and the implementation of OFM's statewide TVS for all DSHS programs.

In Fiscal Year 2004, DSHS Cabinet approved the centralization of travel processing and the agencywide utilization of the OFMs statewide TVS. The goals are to 1) increase the efficiency and consistency of business service delivery, and 2) maintain or improve existing levels of accountability. To support centralized travel processing, a transfer of 3.0 FTEs from the DSHS programs to FSA is requested for one Financial Analyst 3 (Travel Administrator) and two Fiscal Technicians to process agency travel statewide.

The travel administrator will coordinate travel policy, provide ongoing travel training, and assume travel administrator responsibilities. The fiscal technicians will process agency travel, ensuring consistency in the application of travel regulations. Utilization of TVS will ensure more efficient and timely processing of travel payments.

The utilization of TVS will improve service delivery over the existing manual process as follows:

Average processing time (in minutes) with manual process: 28.0. Average processing time (in minutes) with TVS: 5.32. Time savings (in minutes): 22.68.

3. Building and Mail Management
Transferring the budget and FTEs will more efficiently and consistently fund the mail and facility management functions at Blake Office Park and Woodland Square. Funding is transferred from the benefitting programs to the Lands and Buildings Division (L&Bs) and the Management Services Fiscal Office (MSFO).

For a number of years, the L&B and the MSFO have provided building management and mail services to the tenants of the Blake Office Park and Woodland Square in Lacey. Each tenant division paid its share of the staff costs associated with providing these services. Occupancy of those facilities has been very stable during this time. However, certain factors are now poised to disrupt the smooth flow funding for these services.

A number of moves are scheduled, which will require new shares to be calculated and agreed to. More importantly, the department has recently implemented a policy, prompted by federal audit concerns, that requires staff funded by a number of other entities to complete time sheets each month. This process would then require cumbersome accounting corrections each month by journal voucher. To avoid these inefficiencies, the client divisions have agreed to transfer funding for these essential services to the Administration and Supporting Services program.

4. Transfer the M2-RA Criminal background checks funding from Program 110 to Long-Term Care (LTC). The approved methodology for accounting for background check costs requires the funding be attached to the programs requesting the background checks. The increase in background checks workload is primarily within LTC.

1-4. These transfers will rectify any possibility of a federal audit disallowance due to direct charging staff to programs without a proper cost allocation methodology.

Narrative Justification and Impact Statement

How contributes to strategic plan:

This decision package contributes to the agency strategic plan by assisting FSA in improving processes that promote the efficient, effective, and prudent use of state resources.

1. The SSPS centralization contributes to the Statewide Results number 11 "improve the ability of state government to achieve its results efficiently and effectively."

DP Code/Title: PL-9T Transfers
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

2. The use of TVS is considered a statewide "best practice". Travel centralization supports the agency balanced scorecard by promoting integrated service delivery.

3. One of the program's goals as stated in the strategic plan is to, "maintain collaborative relationships with our customers and partners based on service, mutual respect, open communications and accessibility." Another is to, "continuously enhance and improve business processes." Both of these have been honored in the collaborative process used to problem solve with the customer divisions.

4. The background checks accounting methodology contributes to the Statewide Results number 11 "improve the ability of state government to achieve its results efficiently and effectively."

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	Incremental Changes FY 2
Activity: K002 Administrative Services Division		
No measures linked to package	0.00	0.00
Activity: K026 Division of Fraud Investigations		
No measures linked to package	0.00	0.00
Activity: K037 Financial Services Administration		
No measures linked to package	0.00	0.00
Activity: K047 Lands and Buildings Division		
No measures linked to package	0.00	0.00
Activity: K094 Special Projects and Unique Programs Grants		
No measures linked to package	0.00	0.00

Reason for change:

1. Centralizing the functions will improve the efficiency of accounting and provide a single source contact in comparison to multiple sources of contact.

2. Service delivery for all DSHS employees, board/commission members, and volunteers will be improved by centralizing the travel process, particularly through use of TVS.

3. The purpose of this transfer is to ensure the uninterrupted flow of mail and building management services to customer divisions and the equally smooth flow of funding to support such services.

4. This transfer is the result of the decision to keep the background checks funding in the administrations.

Impact on clients and services:

This centralization is for efficiency and should not impact any services.

Impact on other state programs:

All DSHS Administrations are impacted only to the extent the funding is being transferred. The functions themselves should not be impacted.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-9T Transfers
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

The alternative is to continue the current methodology of accounting for the functions. Centralizing improves efficiency and has no cost impact.

1. The positions are currently funded after-the-fact. This package will permanently transfer the dollars in order to stabilize the revenues and expenditures of the affected administrations.

2. Utilize TVS, but maintain decentralized fiscal processing offices. The infrastructure that has been developed for travel centralization has reduced the administrative burden created by the department's more restrictive travel policies. This will improve efficiency regardless of whether travel centralization occurs. However, travel processing errors will continue since adequate training, particularly on travel regulations, is not available. Inconsistency in the application of travel regulations, particularly when more restrictive travel rules are applied in a program, results in travelers being treated differently under like travel circumstances, which is prohibited by statewide travel regulations. The alternative is inconsistent with the integration of service delivery as defined by the Regional Business Services initiative, and has not been adopted by the DSHS Cabinet.

3. As tenants in the Lacey facilities change, new funding agreements would have to be negotiated and put in place. In addition, extremely inefficient time tracking, through the use of time sheets, would have to be instituted to satisfy potential federal audit challenges and to be in compliance with new departmental policy.

4. The alternative, leaving part of the funding in Program 110, does not match the agreed upon methodology of keeping the background check funding the administrations.

Budget impacts in future biennia:

This is a no cost decision package. The costs will be the same as in the current budget.

Distinction between one-time and ongoing costs:

This is a no cost decision package.

Effects of non-funding:

This decision package is not a request for funding. Not centralizing the functions will result in continued inefficiencies in accounting for the costs. The functions themselves will continue as currently maintained.

Expenditure Calculations and Assumptions:

See attachment - AW PL-9T Transfers.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-9T Transfers
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	611,000	611,000	1,222,000
B	Employee Benefits	133,000	133,000	266,000
E	Goods And Services	30,000	30,000	60,000
G	Travel	4,000	4,000	8,000
J	Capital Outlays	27,000	0	27,000
T	Intra-Agency Reimbursements	7,000	7,000	14,000
	Total Objects	**812,000**	**785,000**	**1,597,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	473,000	460,000	933,000
	Total for Fund 001-1	**473,000**	**460,000**	**933,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
566B	Refugee & Entrant Assist-St Admin'd Prog(D)(100%)	3,000	2,000	5,000
E61L	Food Stamp Program (50%)	44,000	42,000	86,000
	Total for Fund 001-2	**47,000**	**44,000**	**91,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
658L	Title IV-E-Foster Care (50%)	47,000	47,000	94,000
	Total for Fund 001-A	**47,000**	**47,000**	**94,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	193,000	184,000	377,000
	Total for Fund 001-C	**193,000**	**184,000**	**377,000**
Fund 001-D, General Fund - Basic Account-TANF (DSHS)				
Sources	Title			
558B	Temp Assist for Needy Families (TANF) (100%)	44,000	42,000	86,000
	Total for Fund 001-D	**44,000**	**42,000**	**86,000**
Fund 001-E, General Fund - Basic Account-CCDF (DSHS)				
Sources	Title			
596A	CCDF Match (FMAP)	8,000	8,000	16,000
	Total for Fund 001-E	**8,000**	**8,000**	**16,000**
	Total Overall Funding	**812,000**	**785,000**	**1,597,000**

PL-9T Transfer Steps to Program 110 05/07 Budget

ASD- SSPS Improvement Project Program Transfer

		Program 110 5000-A50-K002			Program 010 9000-J50-A033			Program 010 9000-J50-A012			Program 010 9000-J50-A009			Program 040 1000-H57-D036			Program 050 9000-J70-E051			Program 060 9000-M01-F078		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	A	529,000	529,000	1,058,000	(10,000)	(10,000)	(20,000)	(57,000)	(57,000)	(114,000)	(49,000)	(49,000)	(98,000)	(74,000)	(74,000)	(148,000)	(122,000)	(122,000)	(244,000)	(217,000)	(217,000)	(434,000)
	B	115,000	115,000	230,000	(2,000)	(2,000)	(4,000)	(12,000)	(12,000)	(24,000)	(11,000)	(11,000)	(22,000)	(16,000)	(16,000)	(32,000)	(26,000)	(26,000)	(52,000)	(48,000)	(48,000)	(96,000)
	E	0	0	0	(1,000)	(1,000)	(2,000)	(5,000)	(5,000)	(10,000)	(4,000)	(4,000)	(8,000)	(6,000)	(6,000)	(12,000)	(10,000)	(10,000)	(20,000)	(19,000)	(19,000)	(38,000)
	EA	41,000	41,000	82,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	4,000	4,000	8,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	5,000	5,000	10,000	(1,000)	(1,000)	(2,000)	0	0	0	0	0	0	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)
	J	27,000	0	27,000	0	0	0	0	0	0	0	0	0	(5,000)	0	(5,000)	(8,000)	0	(8,000)	(14,000)	0	(14,000)
	TZ	9,000	9,000	18,000	0	0	0	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)	(4,000)	(4,000)	(8,000)
	Total	730,000	703,000	1,433,000	(14,000)	(14,000)	(28,000)	(75,000)	(75,000)	(150,000)	(65,000)	(65,000)	(130,000)	(103,000)	(98,000)	(201,000)	(169,000)	(161,000)	(330,000)	(304,000)	(290,000)	(594,000)
001-1	0011	409,000	395,000	804,000	(10,000)	(10,000)	(20,000)	(53,000)	(53,000)	(106,000)	(45,000)	(45,000)	(90,000)	(51,000)	(49,000)	(100,000)	(84,000)	(80,000)	(164,000)	(166,000)	(158,000)	(324,000)
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	2,000	2,000	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(2,000)	(2,000)	(4,000)
001-2	E61L	41,000	39,000	80,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(41,000)	(39,000)	(80,000)
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	35,000	35,000	70,000	(3,000)	(3,000)	(6,000)	(17,000)	(17,000)	(34,000)	(15,000)	(15,000)	(30,000)	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	194,000	186,000	380,000	(1,000)	(1,000)	(2,000)	(5,000)	(5,000)	(10,000)	(5,000)	(5,000)	(10,000)	(52,000)	(49,000)	(101,000)	(85,000)	(81,000)	(166,000)	(46,000)	(45,000)	(91,000)
001-D	558B	41,000	39,000	80,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(41,000)	(39,000)	(80,000)
001-E	596A	8,000	7,000	15,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(8,000)	(7,000)	(15,000)
	Total	730,000	703,000	1,433,000	(14,000)	(14,000)	(28,000)	(75,000)	(75,000)	(150,000)	(65,000)	(65,000)	(130,000)	(103,000)	(98,000)	(201,000)	(169,000)	(161,000)	(330,000)	(304,000)	(290,000)	(594,000)

2005-07 Biennium
PL-9T Transfers

FSA - TVS Centralization Transfer

		Program 110 4000-A42-K037			Program 010 9000-J50-A033			Program 010 9000-J50-A012			Program 010 9000-J50-A009			Program 020 1000-G30-B072			Program 020 9000-G10-B046			Program 030 9000-G70-C900		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	3.0	3.0	3.0	(0.1)	(0.1)	(0.1)	(0.6)	(0.6)	(0.6)	(0.5)	(0.5)	(0.5)	(0.1)	(0.1)	(0.1)	0.0	0.0	0.0	(0.1)	(0.1)	(0.1
	A	105,000	105,000	210,000	(4,000)	(4,000)	(8,000)	(21,000)	(21,000)	(42,000)	(18,000)	(18,000)	(36,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(3,000)	(3,000)	(6,00
	B	26,000	26,000	52,000	(1,000)	(1,000)	(2,000)	(5,000)	(5,000)	(10,000)	(5,000)	(5,000)	(10,000)	0	0	0	0	0	0	(1,000)	(1,000)	(2,00
	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	J	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TZ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	131,000	131,000	262,000	(5,000)	(5,000)	(10,000)	(26,000)	(26,000)	(52,000)	(23,000)	(23,000)	(46,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(4,000)	(4,000)	(8,00
001-1	0011	81,000	82,000	163,000	(4,000)	(4,000)	(8,000)	(18,000)	(18,000)	(36,000)	(16,000)	(16,000)	(32,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,00
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	1,000	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	E61L	3,000	3,000	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	12,000	12,000	24,000	(1,000)	(1,000)	(2,000)	(6,000)	(6,000)	(12,000)	(5,000)	(5,000)	(10,000)	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	31,000	30,000	61,000	0	0	0	(2,000)	(2,000)	(4,000)	(2,000)	(2,000)	(4,000)	0	0	0	0	0	0	(2,000)	(2,000)	(4,00
001-D	558B	3,000	3,000	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-E	596A	0	1,000	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	131,000	131,000	262,000	(5,000)	(5,000)	(10,000)	(26,000)	(26,000)	(52,000)	(23,000)	(23,000)	(46,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(4,000)	(4,000)	(8,00

		Program 050 4000-J74-E052			Program 060 9000-M01-F078			Program 070 9000-J30-G022			Program 080 6000-V90-H001			Program 100 9000-T40-J103		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	(0.9)	(0.9)	(0.9)	(0.4)	(0.4)	(0.4)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)	(0.1)
	A	(33,000)	(33,000)	(66,000)	(17,000)	(17,000)	(34,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)	(4,000)	(4,000)	(8,000)
	B	(9,000)	(9,000)	(18,000)	(4,000)	(4,000)	(8,000)	0	0	0	0	0	0	(1,000)	(1,000)	(2,000)
	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	J	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TZ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	(42,000)	(42,000)	(84,000)	(21,000)	(21,000)	(42,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)	(5,000)	(5,000)	(10,000)
001-1	0011	(21,000)	(21,000)	(42,000)	(11,000)	(12,000)	(23,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(5,000)	(5,000)	(10,000)
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	(1,000)	0	(1,000)	0	0	0	0	0	0	0	0	0
001-2	E61L	0	0	0	(3,000)	(3,000)	(6,000)	0	0	0	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	(21,000)	(21,000)	(42,000)	(3,000)	(2,000)	(5,000)	0	0	0	(1,000)	(1,000)	(2,000)	0	0	0
001-D	558B	0	0	0	(3,000)	(3,000)	(6,000)	0	0	0	0	0	0	0	0	0
001-E	596A	0	0	0	0	(1,000)	(1,000)	0	0	0	0	0	0	0	0	0
	Total	(42,000)	(42,000)	(84,000)	(21,000)	(21,000)	(42,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)	(5,000)	(5,000)	(10,000)

2005-07 Biennium
PL-9T Transfers

Building and Mail Svcs Program Transfer

		Program 110 A44 4000 K047			Program 110 A50 5000 K002			Program 110 A20 2000 K026			Program 050 9000 J70 E051			Program 070 9000-J30-G022			Program 100 9000-T40-J103		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	0.8	0.8	0.8	0.8	0.8	0.8	(0.2)	(0.2)	(0.2)	(0.8)	(0.8)	(0.8)	(0.4)	(0.4)	(0.4)	(0.2)	(0.2)	(0.2)
	A	30,000	30,000	60,000	20,000	20,000	40,000	(6,000)	(6,000)	(12,000)	(26,000)	(26,000)	(52,000)	(12,000)	(12,000)	(24,000)	(6,000)	(6,000)	(12,000)
	B	8,000	8,000	16,000	7,000	7,000	14,000	(2,000)	(2,000)	(4,000)	(8,000)	(8,000)	(16,000)	(3,000)	(3,000)	(6,000)	(2,000)	(2,000)	(4,000)
	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	J	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TZ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	38,000	38,000	76,000	27,000	27,000	54,000	(8,000)	(8,000)	(16,000)	(34,000)	(34,000)	(68,000)	(15,000)	(15,000)	(30,000)	(8,000)	(8,000)	(16,000)
001-1	0011	25,000	25,000	50,000	17,000	17,000	34,000	(5,000)	(5,000)	(10,000)	(17,000)	(17,000)	(34,000)	(12,000)	(12,000)	(24,000)	(8,000)	(8,000)	(16,000)
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	E61L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	13,000	13,000	26,000	10,000	10,000	20,000	(3,000)	(3,000)	(6,000)	(17,000)	(17,000)	(34,000)	(3,000)	(3,000)	(6,000)	0	0	0
001-D	558B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-E	596A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	38,000	38,000	76,000	27,000	27,000	54,000	(8,000)	(8,000)	(16,000)	(34,000)	(34,000)	(68,000)	(15,000)	(15,000)	(30,000)	(8,000)	(8,000)	(16,000)

BCCU transfer

		Program 110 A80 8000 K094			Program 050 9000 J81 E051		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	0.0	0.0	0.0	0.0	0.0	0.0
	A	(67,000)	(67,000)	(134,000)	67,000	67,000	134,000
	B	(21,000)	(21,000)	(42,000)	21,000	21,000	42,000
	E	0	0	0	15,000	15,000	30,000
	EA	(15,000)	(15,000)	(30,000)	0	0	0
	EN	0	0	0	0	0	0
	G	(1,000)	(1,000)	(2,000)	1,000	1,000	2,000
	J	0	0	0	0	0	0
	TZ	(2,000)	(2,000)	(4,000)	2,000	2,000	4,000
	Total	(106,000)	(106,000)	(212,000)	106,000	106,000	212,000
001-1	0011	(54,000)	(54,000)	(108,000)	54,000	54,000	108,000
001-2	001B	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0
001-2	E61L	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0
001-C	19UL	(52,000)	(52,000)	(104,000)	52,000	52,000	104,000
001-D	558B	0	0	0	0	0	0
001-E	596A	0	0	0	0	0	0
	Total	(106,000)	(106,000)	(212,000)	106,000	106,000	212,000

2005-07 Biennium
PL-9T Transfers

Summary

		Program 110 8000-A80-K094			Program 110 4000-A44-K047			Program 110 5000-A50-K002			Program 110 2000-A20-K026			Program 110 4000-A42-K037			Program 110 SUMMARY		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	0.0	0.0	0.0	0.8	0.8	0.8	0.8	0.8	0.8	(0.2)	(0.2)	(0.2)	3.0	3.0	3.0	4.4	4.4	4.4
	A	(67,000)	(67,000)	(134,000)	30,000	30,000	60,000	549,000	549,000	1,098,000	(6,000)	(6,000)	(12,000)	105,000	105,000	210,000	611,000	611,000	1,222,000
	B	(21,000)	(21,000)	(42,000)	8,000	8,000	16,000	122,000	122,000	244,000	(2,000)	(2,000)	(4,000)	26,000	26,000	52,000	133,000	133,000	266,000
	E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EA	(15,000)	(15,000)	(30,000)	0	0	0	41,000	41,000	82,000	0	0	0	0	0	0	26,000	26,000	52,000
	EN	0	0	0	0	0	0	4,000	4,000	8,000	0	0	0	0	0	0	4,000	4,000	8,000
	G	(1,000)	(1,000)	(2,000)	0	0	0	5,000	5,000	10,000	0	0	0	0	0	0	4,000	4,000	8,000
	J	0	0	0	0	0	0	27,000	0	27,000	0	0	0	0	0	0	27,000	0	27,000
	TZ	(2,000)	(2,000)	(4,000)	0	0	0	9,000	9,000	18,000	0	0	0	0	0	0	7,000	7,000	14,000
	Total	(106,000)	(106,000)	(212,000)	38,000	38,000	76,000	757,000	730,000	1,487,000	(8,000)	(8,000)	(16,000)	131,000	131,000	262,000	812,000	785,000	1,597,000
001-1	0011	(54,000)	(54,000)	(108,000)	25,000	25,000	50,000	426,000	412,000	838,000	(5,000)	(5,000)	(10,000)	81,000	82,000	163,000	473,000	460,000	933,000
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0	2,000	2,000	4,000	0	0	0	1,000	0	1,000	3,000	2,000	5,000
001-2	E61L	0	0	0	0	0	0	41,000	39,000	80,000	0	0	0	3,000	3,000	6,000	44,000	42,000	86,000
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0	35,000	35,000	70,000	0	0	0	12,000	12,000	24,000	47,000	47,000	94,000
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	(52,000)	(52,000)	(104,000)	13,000	13,000	26,000	204,000	196,000	400,000	(3,000)	(3,000)	(6,000)	31,000	30,000	61,000	193,000	184,000	377,000
001-D	558B	0	0	0	0	0	0	41,000	39,000	80,000	0	0	0	3,000	3,000	6,000	44,000	42,000	86,000
001-E	596A	0	0	0	0	0	0	8,000	7,000	15,000	0	0	0	0	1,000	1,000	8,000	8,000	16,000
	Total	(106,000)	(106,000)	(212,000)	38,000	38,000	76,000	757,000	730,000	1,487,000	(8,000)	(8,000)	(16,000)	131,000	131,000	262,000	812,000	785,000	1,597,000

		Program 010 9000-J50-A033			Program 010 9000-J50-A012			Program 010 9000-J50-A009			Program 010 SUMMARY			Program 020 1000-G30-B072			Program 020 9000-G10-B046			Program 020 SUMMARY		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	(0.1)	(0.1)	(0.1)	(0.6)	(0.6)	(0.6)	(0.5)	(0.5)	(0.5)	(1.2)	(1.2)	(1.2)	(0.1)	(0.1)	(0.1)	0.0	0.0	0.0	(0.1)	(0.1)	(0.1
	A	(14,000)	(14,000)	(28,000)	(78,000)	(78,000)	(156,000)	(67,000)	(67,000)	(134,000)	(159,000)	(159,000)	(318,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000
	B	(3,000)	(3,000)	(6,000)	(17,000)	(17,000)	(34,000)	(16,000)	(16,000)	(32,000)	(36,000)	(36,000)	(72,000)	0	0	0	0	0	0	0	0	0
	E	(1,000)	(1,000)	(2,000)	(5,000)	(5,000)	(10,000)	(4,000)	(4,000)	(8,000)	(10,000)	(10,000)	(20,000)	0	0	0	0	0	0	0	0	0
	EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	(1,000)	(1,000)	(2,000)	0	0	0	0	0	0	(1,000)	(1,000)	(2,000)	0	0	0	0	0	0	0	0	0
	J	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	TZ	0	0	0	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000)	0	0	0	0	0	0	0	0	0
	Total	(19,000)	(19,000)	(38,000)	(101,000)	(101,000)	(202,000)	(88,000)	(88,000)	(176,000)	(208,000)	(208,000)	(416,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000
001-1	0011	(14,000)	(14,000)	(28,000)	(71,000)	(71,000)	(142,000)	(61,000)	(61,000)	(122,000)	(146,000)	(146,000)	(292,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	E61L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	(4,000)	(4,000)	(8,000)	(23,000)	(23,000)	(46,000)	(20,000)	(20,000)	(40,000)	(47,000)	(47,000)	(94,000)	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	(1,000)	(1,000)	(2,000)	(7,000)	(7,000)	(14,000)	(7,000)	(7,000)	(14,000)	(15,000)	(15,000)	(30,000)	0	0	0	0	0	0	0	0	0
001-D	558B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-E	596A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	(19,000)	(19,000)	(38,000)	(101,000)	(101,000)	(202,000)	(88,000)	(88,000)	(176,000)	(208,000)	(208,000)	(416,000)	(1,000)	(1,000)	(2,000)	(1,000)	(1,000)	(2,000)	(2,000)	(2,000)	(4,000

2005-07 Biennium
PL-9T Transfers

		Program 030 9000-G70-C900/SUMMARY			Program 040 1000-H57-D036/SUMMARY			Program 050 4000-J74-E052			Program 050 9000-J70-E051			Program 050 9000 J81 E051			Program 050 SUMMARY			Program 060 9000-M01-F078/SUMMARY		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	(0.1)	(0.1)	(0.1)	0.0	0.0	0.0	(0.9)	(0.9)	(0.9)	(0.8)	(0.8)	(0.8)	0.0	0.0	0.0	(1.7)	(1.7)	(1.7)	(0.4)	(0.4)	(0.4)
	A	(3,000)	(3,000)	(6,000)	(74,000)	(74,000)	(148,000)	(33,000)	(33,000)	(66,000)	(148,000)	(148,000)	(296,000)	67,000	67,000	134,000	(114,000)	(114,000)	(228,000)	(234,000)	(234,000)	(468,000)
	B	(1,000)	(1,000)	(2,000)	(16,000)	(16,000)	(32,000)	(9,000)	(9,000)	(18,000)	(34,000)	(34,000)	(68,000)	21,000	21,000	42,000	(22,000)	(22,000)	(44,000)	(52,000)	(52,000)	(104,000)
	E	0	0	0	(6,000)	(6,000)	(12,000)	0	0	0	(10,000)	(10,000)	(20,000)	15,000	15,000	30,000	5,000	5,000	10,000	(19,000)	(19,000)	(38,000)
	EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	G	0	0	0	(1,000)	(1,000)	(2,000)	0	0	0	(1,000)	(1,000)	(2,000)	1,000	1,000	2,000	0	0	0	(2,000)	(2,000)	(4,000)
	J	0	0	0	(5,000)	0	(5,000)	0	0	0	(8,000)	0	(8,000)	0	0	0	(8,000)	0	(8,000)	(14,000)	0	(14,000)
	TZ	0	0	0	(1,000)	(1,000)	(2,000)	0	0	0	(2,000)	(2,000)	(4,000)	2,000	2,000	4,000	0	0	0	(4,000)	(4,000)	(8,000)
	Total	(4,000)	(4,000)	(8,000)	(103,000)	(98,000)	(201,000)	(42,000)	(42,000)	(84,000)	(203,000)	(195,000)	(398,000)	106,000	106,000	212,000	(139,000)	(131,000)	(270,000)	(325,000)	(311,000)	(636,000)
001-1	0011	(2,000)	(2,000)	(4,000)	(51,000)	(49,000)	(100,000)	(21,000)	(21,000)	(42,000)	(101,000)	(97,000)	(198,000)	54,000	54,000	108,000	(68,000)	(64,000)	(132,000)	(177,000)	(170,000)	(347,000)
001-2	001B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(3,000)	(2,000)	(5,000)
001-2	E61L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(44,000)	(42,000)	(86,000)
001-A	563I	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
001-C	19UL	(2,000)	(2,000)	(4,000)	(52,000)	(49,000)	(101,000)	(21,000)	(21,000)	(42,000)	(102,000)	(98,000)	(200,000)	52,000	52,000	104,000	(71,000)	(67,000)	(138,000)	(49,000)	(47,000)	(96,000)
001-D	558B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(44,000)	(42,000)	(86,000)
001-E	596A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(8,000)	(8,000)	(16,000)
	Total	(4,000)	(4,000)	(8,000)	(103,000)	(98,000)	(201,000)	(42,000)	(42,000)	(84,000)	(203,000)	(195,000)	(398,000)	106,000	106,000	212,000	(139,000)	(131,000)	(270,000)	(325,000)	(311,000)	(636,000)

		Program 070 9000-J30-G022/SUMMARY			Program 080 6000-V90-H001/SUMMARY			Program 100 9000-T40-J103/SUMMARY		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	(0.5)	(0.5)	(0.5)	(0.1)	(0.1)	(0.1)	(0.3)	(0.3)	(0.3)
	A	(13,000)	(13,000)	(26,000)	(2,000)	(2,000)	(4,000)	(10,000)	(10,000)	(20,000)
	B	(3,000)	(3,000)	(6,000)	0	0	0	(3,000)	(3,000)	(6,000)
	E	0	0	0	0	0	0	0	0	0
	EA	0	0	0	0	0	0	0	0	0
	EN	0	0	0	0	0	0	0	0	0
	G	0	0	0	0	0	0	0	0	0
	J	0	0	0	0	0	0	0	0	0
	TZ	0	0	0	0	0	0	0	0	0
	Total	(16,000)	(16,000)	(32,000)	(2,000)	(2,000)	(4,000)	(13,000)	(13,000)	(26,000)
001-1	0011	(13,000)	(13,000)	(26,000)	(1,000)	(1,000)	(2,000)	(13,000)	(13,000)	(26,000)
001-2	001B	0	0	0	0	0	0	0	0	0
001-2	566B	0	0	0	0	0	0	0	0	0
001-2	E61L	0	0	0	0	0	0	0	0	0
001-A	563I	0	0	0	0	0	0	0	0	0
001-A	658L	0	0	0	0	0	0	0	0	0
001-A	659L	0	0	0	0	0	0	0	0	0
001-C	19UL	(3,000)	(3,000)	(6,000)	(1,000)	(1,000)	(2,000)	0	0	0
001-D	558B	0	0	0	0	0	0	0	0	0
001-E	596A	0	0	0	0	0	0	0	0	0
	Total	(16,000)	(16,000)	(32,000)	(2,000)	(2,000)	(4,000)	(13,000)	(13,000)	(26,000)

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KB LBD Info Tech.
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The Lands and Buildings Division (LBD) is requesting $570,000 and 1.0 FTE for current and future maintenance level support of IT systems and infrastructure, including desktop personal computers (PCs) and software, email, network resources and associated basic computer services. We are proposing to support a staff of more than 35 with a single IT support FTE by contracting LAN, SQL, and Email support through external contract services.

In addition, LBD is requesting a one-time investment of $759,000 and 1.5 FTEs to purchase, install and implement a proven facilities management software system within two years.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	752,000	136,000	888,000
001-2 General Fund - Basic Account-Federal	54,000	10,000	64,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	78,000	13,000	91,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	242,000	44,000	286,000
Total Cost	**1,126,000**	**203,000**	**1,329,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**2.5**	**2.5**	**2.5**

Package Description:

LBD manages owned and leased facilities costing over $1 billion dollars to replace, and $120 million to lease each biennium, and a biennial capital budget of $85-120 million dollars. These Department of Social and Health Services (DSHS) facilities serve more than 3,300 in-house clients in owned facilities and services to more than 1.3 million clients per year are supported by leased facilities. To provide these services in light of the budget realities, to do more with less, IT systems are essential tools for efficiency, quality assurance, and accountability in managing these facility resources.

This decision package for $1.3 million offers the potential for immediate payback and multiple returns in assuring effective, cost effective residential and work locations to serve our clients.

This packet outlines the need for ongoing maintenance of existing LBD services which are not being provided adequately at the IT level and a preferred option for the development of IT services. These are summarized as follows:

Information Systems Ongoing Support and Maintenance

LBD is requesting $570,000 and 1.0 FTE for the current and future support of IT systems and infrastructure, including desktop (PCs) and software, email, network resources and associated basic computer services.

Purchase of a Comprehensive Facilities Management System

LBD is requesting a one-time investment of $759,000 and 1.5 FTEs to purchase, install and implement a proven facilities management software system within two years (See Appendix A).

An extensive list of activities currently utilizing IT infrastructure and/or proposed items to be tracked, the systems they are being tracked in (for existing activities), the problems that need to be addressed, the complexity of the problem, and the

priority order of the fix is outlined in Appendix B. Existing systems were developed several years ago and have not undergone regular maintenance. Many IT systems were never completed to the original scope and were developed by DSHS staff with limited documentation. These staff memeber are no longer supporting these systems.

The optimal option would be to purchase an existing and proven facilities management system that meets 85 percent of the DSHS facilities and capital planning and data management information requirements. The additional 15 percent would be developed within the database and interface specifications consistent with the core application. Development, migration of existing systems, and implementation would take place within six to seven months followed by system documentation and thorough training of operating and support staff.

The system development and long-term maintenance would be based on a fixed long-term performance and fee schedule. All systems will be non-proprietary and data portable as required. The cost of this system would be $759,000 and 1.5 FTEs. The development option will use the 1.5 FTEs to assist in the development, implementation, and integration of the purchased software.

Through the purchase of the system the agency benefits from implementation in two to three years sooner than custom development. The purchase approach would provide an integrated software solution with existing external support and the ability to develop internal support. The purchase approach is less costly overall by nearly half because of the shared development costs. Providing the performance contract is written appropriately, the purchase approach has lower risk of failure to return on the investment. The purchase approach has overall less risk, as the system will have a proven history of successful implementation and operation.

This system will provide multiple benefits to DSHS. These include:
· In conjunction with Leased Facilities strategic planning and capital master planning this tool will allow LBD, the Budget Office, and the administrations to build more complete operating and capital budgets.
· This tool will allow for DSHS to more accurately track the use of DSHS space. This will allow DSHS to better identify opportunities for more efficient use of space. This includes tracking: vacant space in facilities, space provided to community partners, square footage per workstation, special use areas, and conference and training room locations and occupancy
· This tool will allow DSHS to track building infrastructure. This includes: telephone systems, voice mail systems, Premise wiring level(s), LAN & WAN Equipment, Security Access Systems (i.e. Proximity, Swipe, Cipher lock, etc.).
· This system will be a communication tool for current project status & other building information.

Effects and benefits to activities within the agency activity inventory include: Accurate and timely information is needed from IT systems in order to effectively manage statewide capital and leasehold development activities essential to department programs. This information must be readily accessible and allow analysis and cost/usage projections for the activities of planning, maintenance, renovation, and office space lease development. It must support essential facility and capital management functions such as:

· Assessments of facility condition, space adequacy, usage level, and cost effectiveness.
· Prioritization of preservation and renovation needs.
· Decisions of space usage and co-location, space and facility maintenance and renovation.
· Requirements and cost of new facility development and acquisition.
· Projections of future capital facility resource availability for department programs' strategic plans.
· Development of an agency Ten-Year Capital Plan and capital budget requests.
· Support and direct agency sustainability goals and outcomes.
· Support the agency emergency management plan.

IT Portfolio links:
http://techzone.dshs.wa.gov/Tech__Library/PortfolioMgmt/section5/proposedproject.asp?166

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and

http://techzone.dshs.wa.gov/Tech__Library/PortfolioMgmt/section5/proposedproject.asp?168

Activity Inventory K047

Narrative Justification and Impact Statement

How contributes to strategic plan:

Support of the agency's strategic plan:
This IT plan supports all of the DSHS strategic plan goals. This occurs by supporting more than 3,300 clients who live, and 5,000 staff who work, in DSHS-owned residential facilities; and by supporting 12,000 staff in DSHS leased facilities who serve more than 1.3 million clients.

Support of Priorities of Government:
This IT plan supports
Result number 8, Improve the Safety of People and Property, by supporting residential facilities and work locations for staff that serve dangerous clients. It will also support emergency management planning related to vulnerable clients impacted by disasters.
Result number 9, Improve The Quality of Washington's Natural Resources, with its support of sustainability efforts in reduced space utilization and co-location, sustainable construction and maintenance standards, energy management, and space use planning.
Result number 11, Improve The Ability of State Government To Achieve Results Efficiently and Effectively by creating efficiencies in lease costs due to co-location and timely, competitive lease renewal, and by creating and supporting efficient and effective residential facilities for clients and work spaces for staff.

With replacement costs of more than $1 billion dollars and the biennial cost of operating for leased facilities exceeding $120 million dollars, finding efficiencies with the design, construction, management and use of DSHS facilities will have significant cost benefits. Information systems that track elements of facilities design, construction, and maintenance; as well as monitor space usage, lease renewals and rates, will allow for effective management decisions that support these efficiencies.

Performance Measure Detail

Agency Level

	Incremental Changes	
Activity: K047 Lands and Buildings Division	**FY 1**	**FY 2**
No measures linked to package	0.00	0.00

Reason for change:

Most systems were developed several years ago and have not undergone regular maintenance. Many of them were never completed to the original scope and were developed by DSHS staff with limited documentation remaining. These staff members are no longer supporting these systems. In addition, requirements have changed and additional items need to be tracked to maintain an appropriate level of service and support to DSHS. A detailed listing of the service delivery problems being addressed by this and the result LBD expects from this change are outlined in Appendix C.

Impact on clients and services:

Key to the success of all DSHS programs and service delivery to our clients is the facilities required for our clients to live in and/or receive services. The safety and effectiveness of these facilities are directly related to good capital management decisions regarding the assessment and prioritization of program facilities needs. The key to good management is accurate

and timely information. Our current information systems are not adequate or reliable in providing essential facilities management information.

Impact on other state programs:

This request provides benefits to all DSHS programs statewide.

Relationship to capital budget:

In the short term as LBD identifies failing buildings and systems, there will be a greater burden on the capital budget to repair facilities to meet client needs. In the long term, knowledge and use of better information about building design, construction methods, and maintenance and preservation processes will result in longer, more useful building lives and less of a burden on future capital resources.

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

Development option two: Develop, install, and implement a software package within four years for $1.3 Million, including 6.0 FTEs over two biennia.

This option incorporates the full development of a comprehensive facilities management system in stages by internal and/or external contract developers. Each stage is targeted to a specific facilities management function but with the vision of an overall facilities management information system. The cost of development of this system would be $1.3 million over four to five years and require six FTEs over two biennia for in-house development. Contract development is another strategy for this option that would also cost $1.3 million over four to five years and require two FTEs for IT project management over two biennia.

This development approach would require a longer timeline as 100 percent of the related programming would be developed internally. Because of limited development resources this approach would likely take four to five years. The cost of this approach would be two to three times the cost of the preferred option because the agency would face the full brunt of all the development costs.

The benefit of this system is that the most crucial issues will get addressed first. The risks are that there will be insufficient funding to complete the development resulting in an incomplete facilities information system that will not accurately provide the necessary information for planning, budgeting, and management of agency facilities or that we will have insufficient programming resources to complete the application as required also resulting in an incomplete facilities information system that will not accurately provide the necessary information for planning, budgeting, and management of agency facilities.

Development option three: Patch existing systems, develop independent applications to meet critical needs such a Lease Facility Management database, Consolidated Support Services (CSS) charge back, and capital planning systems within two years for a cost of $790,000, including 3.1 FTEs.

This approach would spend $193,000 to patch existing systems and for repairs to the Capital Planning System, $500,00 for the integration and expansion of Lease Contracts Management, Lease Forecasting and Budget, and the Lease Payment System, and $97,000 for the replacement of the CSS's cost recovery system. These improvements would take approximately two years to implement. Total cost of this option is $790,000 and 3.1 FTEs.

The benefits of this approach would be that it uses internal resources for development (which we don't yet have) and that it will cost less than option two. The risks are that DSHS will not have a complete facilities management system that provides

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the necessary information about space and operational efficiencies that could save DSHS millions of dollars each year and that these independent applications will be too difficult and costly to maintain and that lack of necessary maintenance will again result in these systems providing inaccurate and incomplete information for planning, budgeting, and management of DSHS facilities.

Through the purchase of the system chosen the agency benefits from implementation 2-3 years sooner than custom development with the most comprehensive tracking package. The purchase approach is less costly. The purchase approach has less risk, as the system will have a proven history of successful implementation and operation.

Budget impacts in future biennia:

The costs requested for support of IT systems and infrastructure, including desktop PCs and software, email, network resources, and associated basic computer service would be ongoing. This equates to $570,000 and 1 FTE each biennia.

Distinction between one-time and ongoing costs:

LBD is requesting a one-time investment of $759,000 and 1.5 FTEs for the purchase, installation and implementation of a proven facilities management software system with in two years.

Effects of non-funding:

To do nothing would subject facilities management to making decisions, planning, and budgeting with inaccurate and incomplete information. This can create poor utilization of maintenance staff with increased operational costs contributing to premature failure of buildings and campus systems with the risk of service interruptions, putting our clients and staff at risk. It would also risk adding extreme inefficiencies to the Capital Project Managers if they had to resort to manual data collection and tracking methods for their daily work. To do nothing risks providing OFM, the Governor's Office, and the legislature inaccurate or incomplete information on which to make planning and budgeting facilities decisions. Further, doing nothing puts at risk more than $200 million in biennial funding for capital improvements and leased facilities operating funding.

Expenditure Calculations and Assumptions:

See attached - ADMIN PL-KB LBD Info Tech.xls

Object Detail		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	153,000	153,000	306,000
B	Employee Benefits	32,000	32,000	64,000
E	Goods And Services	13,000	13,000	26,000
G	Travel	3,000	3,000	6,000
J	Capital Outlays	923,000	0	923,000
T	Intra-Agency Reimbursements	2,000	2,000	4,000
	Total Objects	**1,126,000**	**203,000**	**1,329,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

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DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	752,000	136,000	888,000
	Total for Fund 001-1	**752,000**	**136,000**	**888,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	17,000	3,000	20,000
E61L	Food Stamp Program (50%)	37,000	7,000	44,000
	Total for Fund 001-2	**54,000**	**10,000**	**64,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	57,000	10,000	67,000
658L	Title IV-E-Foster Care (50%)	19,000	3,000	22,000
659L	Title IV-E Adoption Assistance (50%)	2,000	0	2,000
	Total for Fund 001-A	**78,000**	**13,000**	**91,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	242,000	44,000	286,000
	Total for Fund 001-C	**242,000**	**44,000**	**286,000**
	Total Overall Funding	**1,126,000**	**203,000**	**1,329,000**

2005-07 Biennium
PL-KB LBD Info Tech.

Department of Social & Health Services
Lands & Buildings Division
Information Systems Resource Requirements for 2005-07

Item	Quantity	FTEs	Cost Each	Sub-total FTEs	Sub-total Materials	Total FTEs & Materials	Total
Personal Computers (DSHS Staffing Model)							
Lands & Buildings Staff	100	na	$ 3,280	na	$ 328,000	$ -	$ 328,000
			Total		**$ 328,000**	**$ 328,000**	**$ 328,000**
Computer Software (1)							
Lands & Buildings Staff	100	na	$ 750	na	$ 75,000	$ -	$ 75,000
			Total		**$ 75,000**	**$ 75,000**	**$ 75,000**
SQL Server Hardware, Software, & LAN, WAN and Server Support (2)							
LBD Staff, OCP Staff & Lease Staff	1	1.00	$ -	$ 147,000	$ 20,000	$ 167,000	$ 167,000
		1.00	**Total**	**$ 147,000**	**$ 20,000**	**$ 167,000**	**$ 167,000**
IT Operations - 2005-07 Biennium		**1.00**	**Total**	**$ 147,000**	**$ 423,000**	**$ 570,000**	**$ 570,000**
Information Systems Development (2005-07 funds except as noted)							
Purchase of Facilities Management System							
Purchase of Facilities IS System		0.25	$ -	$ 43,000	$ 225,000	$ 268,000	$ 268,000
Modification and Implementation		1.00	$ -	$ 173,000	$ 225,000	$ 398,000	$ 398,000
Operations and Training		0.25	$ -	$ 43,000	$ 50,000	$ 93,000	$ 93,000
Totals		**1.50**	**$ -**	**$ 259,000**	**$ 500,000**	**$ 759,000**	**$ 759,000**
Total IT Support Request							**$ 1,329,000**

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2005-07 Biennium
PL-KB LBD Info Tech.

Department of Social & Health Services
Lands & Buildings Division
Information Systems Resource Requirements for 2005-07

Item	Quantity	FTEs	Cost Each	Sub-total FTEs	Sub-total Materials	Total FTEs & Materials	Total
Personal Computers (DSHS Staffing Model)							
Lands & Buildings Staff	100	na	$ 3,280	na	$ 328,000	$ -	$ 328,000
			Total		**$ 328,000**	**$ 328,000**	**$ 328,000**
Computer Software (1)							
Lands & Buildings Staff	100	na	$ 750	na	$ 75,000	$ -	$ 75,000
			Total		**$ 75,000**	**$ 75,000**	**$ 75,000**
SQL Server Hardware, Software, & LAN, WAN and Server Support (2)							
LBD Staff, OCP Staff & Lease Staff	1	1.00	$ -	$ 147,000	$ 20,000	$ 167,000	$ 167,000
		1.00	**Total**	**$ 147,000**	**$ 20,000**	**$ 167,000**	**$ 167,000**
0 **IT Operations - 2005-07 Biennium**		**1.00**	**Total**	**$ 147,000**	**$ 423,000**	**$ 570,000**	**$ 570,000**
Information Systems Development (2005-07 funds except as noted)							
Patch Current Systems and Develop Single Function Applications for Basic Needs							
Facilities Inventory and Condition Assessment		0.50	$ -	$ 93,000	$ 50,000	$ 143,000	$ 143,000
Maintenance Management & Cost Recovery		0.25	$ -	$ 47,000	$ 50,000	$ 97,000	$ 97,000
Lease Facilities Management		2.00	$ -	$ 372,000	$ 128,000	$ 500,000	$ 500,000
Green Building		0.10	$ -	$ 18,000	$ 10,000	$ 28,000	$ 28,000
Capital Project Management		0.25	$ -	$ -	$ 20,000	$ 20,000	$ 20,000
Totals		**3.10**	**Total**	**$ 530,000**	**$ 258,000**	**$ 788,000**	**$ 788,000**
Total IT Support Request							**$ 1,358,000**

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2005-07 Biennium
PL-KB LBD Info Tech.

Department of Social & Health Services
Lands & Buildings Division
Information Systems Resource Requirements for 2005-07

Item	Quantity	FTEs	Cost Each	Sub-total FTEs	Sub-total Materials	Total FTEs & Materials	Total
Personal Computers (DSHS Staffing Model)							
Lands & Buildings Staff	100	na	$ 3,280	na	$ 328,000	$ -	$ 328,000
			Total		**$ 328,000**	**$ 328,000**	**$ 328,000**
Computer Software (1)		na		na			
Lands & Buildings Staff	100	na	$ 750	na	$ 75,000	$ -	$ 75,000
			Total		**$ 75,000**	**$ 75,000**	**$ 75,000**
SQL Server Hardware, Software, & LAN, WAN and Server Support (2)							
LBD Staff, OCP Staff & Lease Staff	1	1.00		$ 147,000	$ 20,000	$ 167,000	$ 167,000
		1.00	**Total**	**$ 147,000**	**$ 20,000**	**$ 167,000**	**$ 167,000**
IT Operations - 2005-07 Biennium		**1.00**	**Total**	**$ 147,000**	**$ 423,000**	**$ 570,000**	**$ 570,000**
Information Systems Development (2005-07 funds except as noted)							
Option 1: Purchase of Facilities Management System							
Purchase of Facilities IS System		0.25		$ 43,000	$ 225,000	$ 268,000	$ 268,000
Modification and Implementation		1.00		$ 173,000	$ 225,000	$ 398,000	$ 398,000
Operations and Training		0.25		$ 43,000	$ 50,000	$ 93,000	$ 93,000
Total Development Option 1		**1.50**		**$ 259,000**	**$ 500,000**	**$ 759,000**	**$ 759,000**
Option 2: Custom Development of Facilities Management System (4)							
Phase 1 Development (2005-07)		3.00		$ 558,000	$ 100,000	$ 658,000	$ 658,000
Phase 2 Development (2007-09)		3.00		$ 558,000	$ 100,000	$ 658,000	$ 658,000
Total Development Option 2		**6.00**		**$ 1,116,000**	**$ 200,000**	**$ 1,316,000**	**$ 1,316,000**
Option 3: Patch Current Systems and Develop Single Function Applications for Basic Needs							
Facilities Inventory and Condition Assessment		0.50		$ 93,000	$ 50,000	$ 143,000	$ 143,000
Maintenance Management & Cost Recovery		0.25		$ 47,000	$ 50,000	$ 97,000	$ 97,000
Lease Facilities Management		2.00		$ 372,000	$ 128,000	$ 500,000	$ 500,000
Green Building		0.10		$ 18,000	$ 10,000	$ 28,000	$ 28,000
Capital Project Management		0.25		$ -	$ 20,000	$ 20,000	$ 20,000
Total Development Option 3		**3.10**	**Total**	**$ 530,000**	**$ 258,000**	**$ 788,000**	**$ 788,000**

(1) Enterprise Agreement, AutoCAD, VectorWorks, MS Projects, RS Means, and CostWorks
(2) Assumes we do not fall behind in software upgrades for more than 2 years
(3) Assumes contract support from external entity(s) having all resource components
(4) This sub-option "a" assumes inhouse development, contract development (sub-option b) would require 1 FTE over two biennia
(5) This cost breakdown does not include telecommunications, transmission lines, or sub-systems

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Lands and Buildings Division Information Technology: Appendix A

Implementation Schedule:

May 1, 2005 – July 1, 2005, Refinement of facilities management system requirements, creation of system specifications, definition of system database platform and user interface standards

June 1, 2005 – September 1, 2005, Software support search, evaluation and identification of potential vendors

July 2, 2005-August 15, 2005, Documentation, repairs, and maintenance of existing MS SQL data structures, evaluation of issues and risks to system migration (assuming MS SQL is our data repository standard)

August 15, 2005-September 15, 2005, Define internal (operator and IT Support) and external (Vendor) support roles and responsibilities

August 1, 2005 – October 1, 2005, Develop performance based agreement for development and long-term external and internal support

September 2, 2005-November 1, 2005, Vendor reference interviews, surveys and evaluations

November 2, 2005-December 1, 2005, Refinement of system specifications, information migration requirements, and support requirements, refinement of performance agreement

November 15, 2005, Solicitation for Vendor response

December 15, 2005, Evaluation of Vendor responses

January 1, 2006, Selection of Vendor

January 2, 2006-April 1, 2006, Software implementation, information migration, initial system modifications

April 2, 2006-May 1, 2006, System testing, initial user training and feedback

May 2, 2006-June 15, 2006, System modifications

June 16, 2006-July 1, 2006, Re-testing, user training and feedback

July 2, 2006-July 15, 2006, System final evaluation

August 1, 2006-September 15, 2006, System documentation, user and operator training

September 16, 2006-October 15, 2006, Full-scale pilot implementation

October 16, 2006, Initiate ongoing internal and external maintenance agreements

Lands and Buildings Division Information Technology: Appendix B
Outline of Existing IT Service Model and Deficiencies Needing to be Addressed

Existing Activities	***What Systems are Currently Being Used***	***Problem Needing to Be Addressed***	***Complexity To Correct***	***Priority Order***
Maintenance of Existing Desktop PC and IT Infrastructure	FSA-IT Support Services	LBD is not an organizational part of FSA, but FSA is responsible to provide this IT support. As a result LBD IT priority needs are not a key part of FSA-IT strategic services. LBD applications and databases have had little or no support for more than 4 years leaving them prone to providing inaccurate and incomplete information from which to plan, budget, and manage DSHS facilities.	—	—
Facilities Condition Assessment	Building Assessment System (BASYS)	We recently completed our first cycle using BASYS for facilities condition assessments. Overall the application worked well, a vast improvement over previous systems. However, this application has some limitations that need to be corrected. This application is PC based to allow individual user input but multi-user database access is required to review and update information. Also, this Access based database is designed around recursive tables with limited access to the information needed for the development of the Ten-Year Capital Plan.	2	1
Capital Project Planning & Ten Year Capital Budget	Capital Planning Database	This application is used to collect proposed capital project information and prioritize those needs for the Agency's Ten-Year Capital Plan. This MS Access-based application has been flexible and responsive but is dependent on development resources that are very limited in State government.	2	1
Capital Preservation Backlog Reporting	BASYS	See notes for Facilities Condition Assessment.	2	1
Lease Forecasting and Budget	Lease Budget	System conversion was never completed. Lack of maintenance for several years has caused system to fail to provide accurate information updating and reporting processes. Incorrect information provided for the development of Agency budgets.	2	1
Lease Payment System	Leasing Database	The lease database is used to establish the monthly lease payment requirements. Since we know this system has not been maintain and is giving inaccurate information it is possible that now or in the future will we provide inaccurate information for the payment of leases resulting in duplicate payments, over payments, or penalties for missing lease payments.	2	1
Facilites Maintenance Management for Consolidated Support Services (CSS) System	14 year old programming in an obsolete language	This system is failing, the program language is obsolete, and the application is not supportable. No ability for automated scheduling, prioritizing, and oversight of preventative maintenance as required by OFM, JACHO, and good facilities management standards. This hinders proper maintenance planning and prioritization that can lead to premature failure of building systems and resultant replacement costs. Limited reporting and insufficient process to meet JACHO requirements.	2	1

Lands and Buildings Division Information Technology: Appendix B
Outline of Existing IT Service Model and Deficiencies Needing to be Addressed

Existing Activities	***What Systems are Currently Being Used***	***Problem Needing to Be Addressed***	***Complexity To Correct***	***Priority Order***
Lease Contracts /Facility Management	Leasing Database, incomplete, lacking maintenance for several years causing system failure.	The system was never completed and lack of maintenance over several years has resulted in failure to provide an accurate information updating and reporting processes. Incorrect information reported to management and external agencies such as OFM. It is also used to establish the monthly lease payment requirements. Since we know this system has not been maintain and is giving inaccurate information it is possible that now or in the future will we provide inaccurate information for the payment of leases resulting in duplicate payments, over payments, or penalties for missing lease payments. This system only allows for limited tracking of lease space utilization and facilities management history.	2	2
CSS-Cost Recovery	Combination of 14 year old programming in an obsolete language and spreadsheets	This system is a patchwork of information process that is dependent on a failing and unsupportable program. This information is used to allocate costs to Mental Health Division and the Division of Development Disabilities for federal cost recovery.	2	3
Facilities Inventory and Accounting	Building & Lands Inventory System (BLIS)	The development of the BLIS application was never completed by ISSD. Key requirements such a bond cost tracking and tracking building components (to meet federal reporting guidelines) were left out. Because of the original design requirements the BLIS application's design is complex and difficult to use or maintain as a result the information in BLIS has not been fully updated for more than three years. Mental Health Division and the Division of Developmental Disabilities depend on BLIS asset values for federal cost recovery reporting.	2	3
OFM Facilities Inventory Reporting	BASYS, BLIS & Capital Planning Database	OFM requires annual reporting of facilities. This system requires financial information related to DSHS-owned buildings that should come from BLIS. BLIS information has not been completely updated for more than three years. The information provided toOFM is incomplete and not accurate. Also see "Capital Project Planning & Ten Year Capital Budget" and "Facilities Condition Assessment"	2	3
Capital Project Fiscal Management & Reporting	OCP (Office of Capital Programs)	This application is used for tracking the allotments; allocations and expenditures related to capital projects and is key to keeping Division expenditures in balance with the capital budget. This application was originally intended to track project schedules against plan, related project issues, and other key management information. The development of these important systems was never completed. This application has had little maintenance performed and has very limited reporting capabilities.	2	3
DOT/Federal Reporting-Roads	Capital Planning Database	See "Capital Project Planning & Ten Year Capital Budget"	3	3

Lands and Buildings Division Information Technology: Appendix B
Outline of Existing IT Service Model and Deficiencies Needing to be Addressed

New activities	*Systems needed*	*Problem that will be addressed*	*Complexity To Correct*	*Priority Order*
Leased Facilities Project Management Tracking		Tracking the progress of leased facilities projects to include: project timelines, due dates, progress in construction, bid costs, and change orders.	2	1
Space Planning & Facilities Utilization		Institutional space-use varies greatly between campuses and much of the space is underutilized but the Agency faces the full impact of the cost of supporting this space. This system will help management identify areas of potential savings for operating and capital funds.	2	1
Capital Needs Prioritization Process		Systematically directing limited capital funding to the greatest program/facilities preservation need.	2	1
Facilities Issue Tracking & Resolution		Creating a systematic collection, management, and resolution process for issues related to facilities. This system would include tracking of target resolution dates, completion dates, and exception reporting.	2	1
Facilities Best Practices and Life Cycle Costing	Track best practices for design, construction, and maintenance of facilities	Prevention of premature failure of buildings and campus infrastructures by tracking and communicating effective building design specifications and material selection. This system would project a realistic life expectance and energy efficiency of a new building or a building to be renovated so that the most appropriate materials and design are selected prior to construction.	2	1

Complexity to Correct

1- Very Complex: Linked to other systems and highly complex IT Architecture
2- Medium Complexity: Linked to others systems and/or moderately complex IT Architecture
3- Low Complexity: Not linked to other systems & simple IT Architecture

Priority Order

1- Replacement/creation needed to reduce risk of increased operating/replace costs for DSHS Facilities, reduce the risk of lost cost savings to DSHS programs, and improve the efficiency of office operations and improved accountability.
2- Replacement/creation needed to reduce the risk of lost cost savings to DSHS programs and improve the efficiency of office operations and improved accountability.
3- Replace/creation need to improve the efficiency office operations and improved accountability.

Lands and Buildings Division Information Technology: Appendix C

Service delivery problems addressed by this package	***Change in results expected***
Errors in Lease Planning and Budgeting	Lease Information System provides inaccurate information. Replacement system will provide correct information for planning and budgeting.
Extended Lease Charges	Penalty rates are paid for use of leased buildings passed lease term. Penalty rates have been as high as $20K per month or $200K per year per lease. Lease information system provides inaccurate or incomplete lease review information. Replacement system will provide lease termination information to help avoid extended lease charges.
OFM Facilities Reporting is Inaccurate and Incomplete	The current facilities inventory system (BLIS) does not provide accurate or complete information for internal or external reporting. The replacement system will provide accurate and complete information.
Mental Health Division Federal Cost Reimbursement	The current facilities inventory system (BLIS) does not provide accurate or complete information for internal or external reporting. The replacement system will provide accurate and complete information.
Division of Developmental Disabilities Federal Cost Reimbursement	The current facilities inventory system (BLIS) does not provide accurate or complete information for internal or external reporting. The replacement system will provide accurate and complete information.
Dollars Wasted in Operating Budgets in Support of Underutilized Leased Space	Facilities management has limited access to information that would help program management optimize the use of leased space. For example there are thousands of square feet of empty storage space vacant in owned facilities and yet we lease thousands of square feet of storage space. The replacement facilities information system will track unused and underutilized space and create space utilization models that will save the agency million of dollars each year.
Dollars Wasted in Operating Budgets in Support of Underutilized Owned Facility Space	Facilities management has limited access to information that would help program management optimize the use of owned space. DSHS has tens of thousands of square feet of unused or underutilized space that we pay to maintain, heat, and repair. The replacement facilities information system will track unused and underutilized space and create space utilization models that will save the agency million of dollars each year.
Lack of Adequate Capital Planning Information Causing Program Interruption and Safety Issues for Clients and Staff	The Legislature and OFM has mandated that all agencies develop comprehensive facilities management system that would be the bases for the development of their Ten Year Capital Plan and Biennial Capital Budget Request. This system will provide condition assessments and preservation needs prioritization that will allow appropriate decision-making.
Lack of an Accurate and Reliable System to Manage the Operations for the Eastern State Hospital and Lakeland Village Facilities	This system will provide a process for charge-back repair and maintenance costs between DSHS programs, city, county and other state agencies. It is also vital to tracking costs used in the recovery of federal dollars. This system will help manage the facilities preservation backlog, report status of these efforts, and prevent premature failure of buildings and campus systems.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KD Alternative Payment Methods
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Funding is requested for a feasibility study to determine alternative payment process methods and implementation to collect the premium payments for the Children's Medical Premium Program (CMPP). Development of additional alternative payment methods could include bank card payments by telephone, by remittance coupon, and through an online website, and/or electronic fund transfers (EFTs).

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	88,000	413,000	501,000
001-2 General Fund - Basic Account-Federal	6,000	31,000	37,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	9,000	42,000	51,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	28,000	133,000	161,000
Total Cost	**131,000**	**619,000**	**750,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**0.0**	**4.5**	**2.3**

Package Description:

During the 2003 Legislative Session the Medical Assistance Administration (MAA) proposed the Medicaid and State Children's Health Insurance Plan (SCHIP) Reform Waiver to sustain medical coverage for the most vulnerable medical assistance clients while addressing the state's revenue shortfalls under the continuing reduction of medical resources due to increases in cost of care. The Legislature approved approximately three million total funding for administrative costs of this new program in the initial 2003-2005 Biennial Budget for the Department of Social and Health Services' Economic Services Administration (ESA) and Financial Services Administration (FSA). MAA entered into a business partnership with ESA to establish the CMPP program client eligibility and for FSA to perform the premium collections from the program customers.

The initial 2003-2005 budget directed the department to obtain approval of a federal waiver for families with income over 100 percent of the Federal Poverty Level (FPL) to require monthly premium payments for their child's medical, dental, and vision coverage. Premiums were capped at three children per-household and monthly premium amounts were expected to be as identified in the following chart:

Initial Monthly Premium Amounts

Poverty Level	Monthly Premium Amount
100% - 150% FPL	$15.00
150% - 200% FPL	$20.00
200% - 250% FPL	$25.00

Due to an extended negotiation period with the Centers for Medicare and Medicaid Services (CMS), the department was not able to obtain approval in time for the January 1, 2004 timeframe assumed in the budget.

The 2004 Supplemental Budget directed the department to delay the premium implementation date to July 1, 2004 and modified the monthly premium amounts to:

2004 Supplemental Monthly Premium Amounts

DP Code/Title: PL-KD Alternative Payment Methods
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Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Poverty Level	Monthly Premium Amount
100% - 150% FPL	$0
150% - 200% FPL	$10.00
200% - 250% FPL	$15.00

Of the $3 million received during the initial 2003-05 Biennium budget for the Medicaid and SCHIP Reform Waiver program, FSA received $1.891 million dollars, ($774,000 in Fiscal Year 2004 and $1,117,000 in Fiscal Year 2005), along with 7.5 Full-Time Equivalents (FTEs) for system development, programming changes and program implementation. Initial funding for the CMPP program assumed premium obligations would be collected using the current payment method and process for current premium programs in which clients mail in the payments. During Fiscal Year 2004, FSA purchased the Remittance Processing Equipment to process CMPP payments along with the increased workload associated with families mailing monthly payments, accounting, billing and premium collections for children's medical, dental and vision coverage, from participating families through the CMPP program. The initial estimated count was 175,000 clients from 125,000 households. During the 2004 Supplemental Budget the estimated client count was later revised to an estimated 84,000 per-month.

On June 8, 2004 the Governor announced implementation of CMPP was delayed to July 1, 2005.

In Fiscal Year 2002 when FSA developed the estimates for the CMPP, staff did not have direct experience implementing this type of collections program. Currently, the FSA has several premium programs in place: The State Children's Health Insurance Program (S-CHIP), Health Care for Workers with Disabilities (HWD), and the Medical Extension Benefits (MEB) program. To meet premium obligations for each of these programs, a monthly billing statement is sent to each household and a check or money order is returned to FSA for processing with a remittance coupon. Initial funding for the Children's Premium program assumed that premium obligations would be met using the same payment method for current premium programs. Currently, one FTE in the Office of Financial Recovery is able to process an average between 10,000 to 15,000 billing statements a month. MAA is currently estimating the program client count at 34,000 households participating in the premium program starting Fiscal Year 2006.

This decision package requests enhanced funding for a feasibility study and to create alternative payment process methods to collect the premium payments for CMPP. Four possible alternative payment methods are as follows:

Option A - Bank card payments via the telephone,
Option B - Bank Card via remittance coupon, and
Option C - Bank card via an online web-site,
Option D - EFTs.

General assumptions for this decision package are as follows:
· An Economic Feasibility Study is needed to identify the best business alternatives for providing alternative payment methods for the CMPP program,
· The Feasibility Study must also be reviewed and approved by the OFM, along with the State Treasurer's Office (STO), prior to implementation of any options,
· Implementation of the alternative payment methods, described in this decision package, are delayed until the feasibility study is completed and/or approved by the appropriate state agencies,
· The estimated timeline to complete the feasibility study is six months,
· Cost of the feasibility study is estimated at $131,000,
· Program client population is estimated at 34,000 households per-month,
· Bank card transaction fees and utilization are based upon information provided by the Office of the State Treasurer,
· Bank card transaction fees are estimated at $11,000 per-year, (Options A, B and C),
· On-line and EFTs data processing costs are estimated at $1,000 per-month or $12,000 per-year, (Options C and D),
· The department will incur the cost of each transaction fee when a bank card is used, (Options A, B, and C),
· It is very difficult to estimate how many CMPP clients will utilize these payment options. As an example, 96 percent of

DP Code/Title: PL-KD Alternative Payment Methods
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Health Care Authority's Basic Health Plan members pay their premiums with checks or money orders. The remaining four percent make their payments in person. This decision package assumes 10 percent, or 3,400, of the client population utilizes these alternative payment options,
· FSA will work closely with the STO to establish a contract for bank services for processing client EFTs,
· Option D banking service charges for EFTs are estimated at $7,000 per-year; bank service charges are subject to change,
· Additionally, programming system changes will be required to enable FSA to implement alternative payment options. A programming contractor will need to be hired to develop the programming applications, in addition to a part-time (.50 FTE) Information Technology Applications Systems Specialist (ITSS 6) to implement the required FSA system changes, prepare monthly client payment data downloads, provide client payment financial data files to and from the bank(s) and automate posting of Cash Receipts (A-8s) and client accounts to agency financial systems, etc., (Options A, B, C and D), and
· Options are not presented in any order of priority or preference.

Estimated costs for the four alternative payment methods are as follows:

Option A: Bank card via the telephone
Option A provides CMPP clients with the ability to telephone the department to make a premium payment by bank card. Staff from the FSA/Office of Accounting Services (OAS) would hand-enter the account numbers into a bank card terminal for processing when clients call to make bank card payments by telephone. OAS needs 1.5 FTEs for the increased workload of processing the bank card payments, in addition to the ITSS .50 FTE, identified above, under general assumptions.

Required Staffing - 2.0 FTEs
Estimated State Fiscal Year 2007 Costs - $192,000
Ongoing Costs - $143,000

Option B: Bank card via remittance coupon
Option B provides clients the ability to return the remittance coupon in which the client has requested that the department charge the premium to a bank card number. The bank card number is provided on the remittance coupon and mailed back to FSA. Upon receipt, staff from OAS would hand-enter the account numbers into a bank card terminal for payment processing. OAS needs 1.0 FTE for the increased workload of processing the bank card payments received on the remittance coupons, in addition to the ITSS .50 FTE, identified above, under general assumptions.

Required Staffing - 1.5 FTEs
Estimated State Fiscal Year 2007 Costs - $164,000
Ongoing Costs - $117,000

Option C: Bank via on-line web site
Option C provides clients with the ability to make premium payments with a bank card over the Internet. Staff from the FSA/Information Technology Office would maintain the Internet site and staff from OAS would process payment related data. An Information Technology .50 FTE, identified above, under general assumptions, is required for to prepare monthly client payment data downloads, provide client payment financial data files to and from the bank(s) and automate posting of Cash Receipts (A-8s) and client accounts to agency financial systems, etc.

Information Technical Staff - 0.5 FTEs
Estimated State Fiscal Year 2007 Costs - $152,000
Ongoing Costs - $75,000

Option D - Electronic Fund Transfers (EFTs)
Option D provides clients with the ability to make premium payments through EFTs from or to a financial institution, which has an established STO banking service contract with FSA.

Information Technical Staff - 0.5 FTEs

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Estimated State Fiscal Year 2007 Costs - $111,000
Ongoing Cost - $70,000

Costs include EFTs data processing costs estimated at $1,000 per-month or $12,000 per-year. Bank service charges are estimated at $7,000 per-year. Bank service charges, assume 10 percent of program clients, or an equivalent of 3,400 clients, use EFTs. Bank transaction fees charged, are based on the following fees, based on information from the DSHS Division of Child Support:
· Automated Clearing House (ACH) received price per-item Bank Service Charge = .09 per-transaction,
· Incoming/outgoing wire and ACH Monthly Maintenance Bank Service Charge one-day ACH = .06 per-transaction,
· Incoming/outgoing wire and ACH Monthly Maintenance Bank Service Charge two-day ACH = .06 per-transaction,
· ACH returns and Non Sufficient Fund redeposit = $1.50 per-transaction.

Costs include data processing costs estimated at $1,000 per-month or $12,000 per-year for bank card payments over the Internet.

Narrative Justification and Impact Statement

How contributes to strategic plan:

This decision package contributes to the timeliness and/or responsiveness of service delivery to citizens participating in the CMPP. The alternative payment methods provide payment choices to customers and also provides web-based access to service for processing payments for the CMPP. The added online service gives customers added convenience letting clients serve themselves at a time that is convenient to them and allows for consistency of treatment in service delivery for processing client payments. This decision package contributes to the agency balanced scorecard by making efficient use of financial resources and managing the agency program's efficiently.

Performance Measure Detail

Agency Level

Activity: K037 Financial Services Administration	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

In May 2004 the OFM and other stakeholders requested the department research alternative payment methods for families to pay their monthly premium obligation for CMPP. Upon researching, several alternative payment methods were identified by FSA.

Impact on clients and services:

On June 8, 2004 the Governor announced implementation of CMPP was delayed to July 1, 2005. Any of the four options presented in this decision package, if selected after the completion of the feasibility study, assist with addressing the program workload in addition to providing customer friendly service to clients with additional choices for processing their payments. Website log-on availability provides customers with the additional convenience of online access.

Impact on other state programs:

Implementing alternative payment methods will assist the department in collecting CMPP premium payments. It also improves the ability of state government to achieve results efficiently and effectively.

Relationship to capital budget:

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None

Required changes to existing RCW, WAC, contract, or plan:

If the EFTs payment option is selected, FSA, in coordination with the STO, will need to establish a contract with financial institution/bank(s) to perform the client EFT transactions.

Alternatives explored by agency:

In May 2004 stakeholders requested OFM ask the department to research alternative payment methods for families to pay their monthly premium obligation for CMPP. Upon researching, five possible alternative methods were identified by FSA: 1) Bank card via the telephone, 2) Bank card via remittance coupon, 3) Bank via online website, 4) EFTs, and 5) Point of sale. This decision package request funding to complete a feasibility study in Fiscal Year 2006 and implement selected alternative payment methods in Fiscal Year 2007.

Budget impacts in future biennia:

There is a bow wave. The State Fiscal Year 2006 Feasibility Study of $131,000 is one-time only.

There are ongoing costs associated with developing, implementing and maintaining alternative payment methods along with the workload associated with the monthly mailing, accounting, billing and premium collections for children's medical, dental and vision coverage, from participating families in CMPP.

Estimated ongoing expenditures are as follows:

Option A: Bank card by telephone
Staff - 2.0 FTEs
Annual ongoing costs - $143,000

Option B: Bank card by remittance coupon
Staff - 1.5 FTEs
Annual ongoing costs - $117,000

Option C: Bank by online website
Information Technical Staff - 0.5 FTEs
Annual ongoing costs - $75,000

Option D: Electronic Fund Transfers
Information Technical Staff - 0.5 FTEs
Annual ongoing costs - $70,000

Distinction between one-time and ongoing costs:

One-time and ongoing costs are summarized as follows:
1) The Economic Feasibility Study to take place in Fiscal Year 2006, to analyze Options A, B, C and D, is a one-time costs of $131,000.

2) Option A-Bank card by telephone has the following one-time costs:
One-time costs - $49,000 (for systems programming costs and staff equipment),
Annual ongoing costs - $143,000 and 2.0 FTEs for accounting and information technology (IT) staff.

DP Code/Title: PL-KD Alternative Payment Methods
Program Level - 110 Admin & Supporting Svcs

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3) Option B-Bank card by remittance coupon has the following one-time costs:
One-time costs - $47,000 (for systems programming costs and staff equipment),
Annual ongoing costs - $117,000 and 1.5 FTEs for accounting and IT staff.

4) Option C-Bank by online website has the following one-time costs:
One-time costs - $77,000 (for systems programming costs and staff equipment),
Annual ongoing costs - $75,000 and .5 FTE for IT staff.

5) Option D: Electronic Fund Transfers has the following one-time costs:
One-time costs - $41,000 (for systems programming costs and staff equipment),
Annual ongoing costs - $70,000 and 0.5 FTE for IT staff.

6) Bank service charges and Bank Card fees are ongoing costs.

Effects of non-funding:

FSA will be unable to proceed with the implementation of alternative payment methods, which better serves the program customer, if this decision package is not funded. The CMPP clients will not have the choice or option of paying over the telephone and/or by mail with bank cards, using bank cards at the online website or EFTs. Customers will only have the option to pay with checks or cash when they return the monthly remittance amounts to FSA.

Expenditure Calculations and Assumptions:

The current process is for clients to mail program payments to FSA. Enhanced funding is requested for a feasibility study to analyze alternative payment process methods to collect the premium payments for the CMPP. Development of additional alternative payment methods could include bank card payments by telephone, by remittance coupon, through an online website, and electronic EFTs.

Currently FSA does not have program experience relating to bank service charges and the number of CMPP clients that would utilize the various alternative payment options. Cost estimates are developed utilizing general assumptions identified under the "Narrative Justification and Impact Statement Section".

For Option D, Bank Service Charge calculation and assumptions are estimated at $7,000, as follows:
Assumes 10 percent of CMPP clients, or 3,400, use this option; (34,000 x 10 percent = 3, 400),
ACH Received 3,400 x .09 fee x 12 months = $3,672
One-day ACH EFTs = 3,400 clients x .06 fee x 12 months = $2,448,
Two-day ACH EFTs 3,400 x 10 percent x .06 x 12 months = $245,
ACH Returns and NSFs are estimated at 50 per-month x $1.50 fee x 12-months = $900,
(Calculation = $3,672 ACH rec'd + $2,448 One-day ACH + $245 Two-day ACH + $900 Ret/NSF = $7,265 total.)
FSA does not have direct program experience relating to ACH returns or NSF charges. It is estimated FSA will experience 50 ACH returns/NSF charges a month.
The total bank service charges are rounded to $7,000 per-year.

See attachment - ADMIN PL-KD Alternative Payment Methods.xls

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Department of Social and Health Services

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DP Code/Title: PL-KD Alternative Payment Methods
Program Level - 110 Admin & Supporting Svcs

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Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	0	215,000	215,000
B	Employee Benefits	0	53,000	53,000
C	Personal Service Contracts	131,000	0	131,000
E	Goods And Services	0	264,000	264,000
J	Capital Outlays	0	57,000	57,000
T	Intra-Agency Reimbursements	0	30,000	30,000
	Total Objects	**131,000**	**619,000**	**750,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	88,000	413,000	501,000
	Total for Fund 001-1	**88,000**	**413,000**	**501,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	2,000	10,000	12,000
E61L	Food Stamp Program (50%)	4,000	21,000	25,000
	Total for Fund 001-2	**6,000**	**31,000**	**37,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	7,000	31,000	38,000
658L	Title IV-E-Foster Care (50%)	2,000	10,000	12,000
659L	Title IV-E Adoption Assistance (50%)	0	1,000	1,000
	Total for Fund 001-A	**9,000**	**42,000**	**51,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	28,000	133,000	161,000
	Total for Fund 001-C	**28,000**	**133,000**	**161,000**
	Total Overall Funding	**131,000**	**619,000**	**750,000**

2005-07 Biennium
PL-KD Alternative Payment Methods

Department of Social and Health Services - Financial Services Administration
Children's Medical Premium Collection Estimates - July 2004
Attachment 1

Options	Total Estm Months to Implement FY07	FTEs	Cost for Feasibility Study FY06	FY07 Cost	FSA On-Going Staff Costs, etc. - FY08 ongoing	Cost for Credit/Debit Card Fees #
A) Bank Card via phone	10	2.00	$ 131,000	$ 192,000	$ 143,000	$ 11,000
B) Bank Card via remittance coupon	10	1.50	$ 131,000	$ 164,000	$ 117,000	$ 11,000
C) Bank Card via online	12	0.50	$ 131,000	$ 152,000	$ 75,000	$ 11,000
D) Electronic Fund Transfers	2	0.50	$ 131,000	$ 111,000	$ 70,000	$0
Total All Options		4.50	$ 131,000	$ 619,000	$ 405,000	$ 33,000

Assumptions:
1) An Economic Feasibility Study is an OFM and STO requirement for Bank Card projects.
2) Estimates are in terms of Weeks, at 40 hours per week. Options try to implement as soon as possible.
3) Estimates assume a contractor at fair market rate of $125 per hour.
4) Staffing Estimates developed using DSHS Budget Office Staffing Model.
5) Bank Card Fees are estimated using the State Treasurer's Office Model. There is no way to calculate how many clients will use the Bank Card option. Policy decision must be made to determine if the state will pay the Bank Card fees or if it will be paid by the clients. For this exercise the calculations include Bank Card fees of $11,000 for all cost options by assuming 10% of clients will use Options A through C. #
6) 96% of the Health Care Authority's Basic Health Plan members pay their premiums with checks or money orders.
7) ITO to hire .50 FTE at ITSS 6 $5,813 monthly salary (Range 66 Step K) for all options; needed for remittance equipment, download files, etc.
8) OAS to hire 1.50 or 1 FTE Fiscal Tech $2,526 monthly salary (Range 32 Step K) for Option A and Option B only.

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DP Code/Title: PL-KF Administration Infrastructure
Program Level - 110 Admin & Supporting Svcs

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Recommendation Summary Text:

Over the years, the Administration and Supporting Services program has taken a series of administrative reductions, which have put in jeopardy the ability of the program to provide its critical support activities. This decision package (DP) proposes to restore certain of these reductions.

This Performance Level request is comprised of a number of critical infrastructure items that have been combined into one comprehensive request. When combined, the impact on the level of administrative support which can be provided to the department is substantial. The themes included in this DP are:

- Preventing Fraud and making proper client determinations,
- Reducing Agency Risk,
- Strengthening Financial Operations and Analytical Capacity, and
- Enhancing Human Resources.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	4,845,000	4,426,000	9,271,000
001-2 General Fund - Basic Account-Federal	422,000	384,000	806,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	469,000	429,000	898,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	1,482,000	1,355,000	2,837,000
Total Cost	**7,218,000**	**6,594,000**	**13,812,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**75.5**	**75.5**	**75.5**

Package Description:

Preventing Fraud and Making Proper Client Determinations

The Division of Fraud Investigations (DFI) currently has 37 investigators in the Fraud Early Detection (FRED) program. The program produced $28.2 million in cost avoidance in the last state fiscal year. Two of the 37 investigators are bilingual in Spanish. There are areas of the state that have inadequate FRED coverage, and there are increasing needs for bilingual investigators. This proposal would begin to alleviate the shortages by restoring two Full-Time Equivalents (FTEs).

Because of staffing reductions, the Criminal Investigations program has been debilitated. In 1993 over 2,000 cases were referred to prosecutors, in the last state fiscal year only 79 cases were referred. This proposal would help to reverse this, with a concurrent increase in accountability and deterrence. Upon approval, the division would immediately recruit, hire and train the three new staff members, one of who will calculate overpayments as part of the criminal investigation process. This should be accomplished within 90-days.

By adding three Review Judge positions and two Legal Secretary positions, the Board of Appeals will increase the accuracy of the Department of Social and Health Services (DSHS) determinations of client eligibility for services by providing DSHS review of administrative hearing decisions in the following areas: child support collections, client eligibility for public assistance, medical assistance and social services, and overpayments to clients and vendors.

Reviews will be conducted by the DSHS Board of Appeals upon the request of any party to the hearing, including DSHS.

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Specific programs to be reviewed include, but are not limited to, Child Support services, Food Assistance, Temporary Assistance for Needy Families (TANF), General Assistance, Medical Assistance eligibility, Child Care Assistance, Refugee Assistance, and Mental Health services. Because this DP provides DSHS and its clients with access to administrative appeals through the Board of Appeals, clients will not be required to appeal hearing decisions to Superior Court. Staff will be hired, rules will be changed to permit review, and implementation will occur by October 31, 2005.

Reducing Agency Risk

This DP restores lost auditing capacity to the department. Operations Review and Consultation, a component of the Administrative Services Division, provides auditing, consultation and review services to department executive management. The office completes between 30 and 40 assignments a year with a staff of 13 auditors. The work focuses on the accuracy of financial data, safeguarding state assets, internal control procedures, compliance and contractor audits. At the current level of staffing, the function has a diminished capacity for the review of regional and institutional operations that have been ongoing concerns for program management. Restoration of the two FTEs would allow the office to better address this area of management concern.

This DP requests 8.0 FTEs for the Office of Accounting Services. OAS provides critical accounting and technical services to the agency by executing the fiscal year close process, preparing mandated state and federal quarterly and annual reports, preparing agency payroll, administering the Federal Grant Management System including federal revenue draws/reimbursements, developing and maintaining the cost allocation plan and the Chart of Accounts, processing cash receipts, maintaining Vendor Registration Database, preparing and distributing IRS 1099 forms, acting as liaison with IRS, ensuring compliance with the Cash Management Improvement Act and coordinating with the Office of the State Treasurer, the Office of Financial Management and, the State Auditors Office. At the current level of funding, OAS does not have adequate staffing to perform these functions to the level of quality demanded by the federal government and other state agencies. This situation results in the department being vulnerable to significant financial disallowances and penalties.

Strengthening Financial Operations and Analytical Capacity

The Financial Services Administration (FSA) and the Social Service Payment System (SSPS) are both seeking to strengthen their operations to ensure their ability to support the department.

FSA is responsible for all centralized functions related to accounting, budgeting, forecasting and, revenue collection. FSA is comprised of four offices: Office of Accounting Services, Budget Office, Office of Financial Recovery and, Office of Information Technology. FSA is requesting 13 FTEs to strengthen the department's financial management and minimize the department's exposure to adverse actions by the federal government. The 13 FTEs are distributed across three offices:

Eight FTEs in OAS (as mentioned above): One to be a Financial Systems Liaison to deal with the Cost Allocation Plan, AFRS, and to maintain and operate the Financial Tool Box; five to perform general ledger analysis and financial adjustments; one to re-establish the Tax Expert/Tax Desk position to process W2s, 1099s and deal with other IRS issues; one Public Disclosure position to handle the large volume of public disclosure requests in the Payroll Unit.

Three FTEs in the Budget Office: two staff to increase the office's capacity to produce high quality analysis and monitoring of the department's financial situation and communicate these issues more effectively within the department and to external stakeholders; one staff to increase and maximize revenue from sources other than the State's General-Fund and to initiate and encourage cost savings activities throughout the department. This position also acts as the central manager and point of contact for the department's contract with MAXIMUS. These staff will increase the size of the Budget Office from 23 to 26, still well below the level of 32 FTEs that existed during the the 2001-03 Biennium.

One FTE in the Office of Information Technology to establish an Information Technology Security Manager to maintain and monitor FSA security for AFRS, the Travel Voucher System (TVS), and the Human Resources Management System in response to recent audit findings.

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A feasibility study is requested for SSPS in light of the Medicaid Management Information System (MMIS) reprocurement effort to provide DSHS with the opportunity to identify the ramifications to SSPS from the MMIS reprocurement, identify the future role of SSPS as an enterprise application for DSHS, and explore technology options for SSPS replacement. As one of the department's mission critical systems, SSPS directly contributes to an integral business flow directly supporting the department's mission. As the department moves toward enterprise-level architecture, this legacy system programmed in COBOL containing approximately 300 programs with over 350,000 lines of code needs to be evaluated to ensure it continues to meet the department's needs now and into the future in terms of growth and flexibility. In its inception, SSPS was never envisioned to function as a payroll system that is now expected. This funding request is partially based on the 1995 Dye Management study. This feasibility study will not be done until after the MMIS reprocurement requirements have been solidified in 2006.

The Research and Data Analysis Division (RDA) is requesting four FTEs to provide a consistent capacity for quickly retrieving relevant, integrated, client-based outcome data at statewide and county/regional levels. Outcomes would be linked to the Client Services Database already maintained by RDA. RDA staff would use these outcomes to define benchmarks of service results and to report those benchmarks through web-based access. These staff would also develop a central policy analysis/communication capability to assist research staff in defining brief, clear, concise, relevant communication to department management and external policy makers and stakeholders. Two FTEs are Senior Policy Researchers one with expertise in criminal justice and one in school/family outcome measures. One FTE is a programmer who would be added to the Data Analysis section to build the outcome data tables. One FTE would be a Policy Analyst/Communications Analyst to lead research and analytic staff in policy-focused communication. Adding these four positions would allow RDA to develop, display and, use consistent, important outcome data for all DSHS clients at the state and community level. This increased capability will directly support policy decision-making within and outside the department.

IT Portfolio link
http://techzone.dshs.was.gov/Tech__Library/PortfolioMgmt/section5/proposedproject.asp?51

Enhancing Human Resources

The demand for the Human Resource Division (HRD) services over the last four fiscal years has remained constant or has increased. However, HRD has seen a 10.4 percent reduction in staffing for the period July 2000/June 2002 and a reduction of 39.1 percent during the period of July 2002/June 2004. Conversely, DSHS has experienced a 1.8 percent and .4 percent decrease in overall staff for the same periods of time.

HRD is finding it exceedingly difficult to provide services, especially proactive services to DSHS managers and supervisors at its current level of staffing. These services include areas such as human resources consultation, position allocations, discipline, grievances, investigations, recruitment and retention, and reasonable accommodations. Inadequate staffing exposes the department to additional employment related risks.

Equivalent HR positions in other agencies pay more than DSHS. The average salary for a Human Resource Manager in other agencies is $5,300/month while DSHS pays an average of $4,400/month. A Human Resource Administrator's average salary within DSHS is $5,200/month while the equivalent position in other agencies pays an average of $6,300/month. The 2002 Salary survey conducted by the Department of Personnel showed the classification of Personnel Officer over 6 percent below the industry average. Salaries need to be adjusted for all HRD positions in order to be competitive so that skilled, experienced HR staff can be recruited and retained.

DSHS has approximately 19,000 staff. HRD staffing (excluding the Background Check Clearance Unit) (BCCU) is 108. The overall staffing ratio of HR staff to employees is 1:176. In some regions within DSHS, the ratios are as high as 1:600 staff. The Society for Human Resources Management recommended ratio is 1:100. Within the state of Washington, the Mercer Baseline Measurement of State Agency HR Processes report found that the current benchmark ratio within 12 state agencies, excluding DSHS, was 1:76. The additional staffing, 45.0 FTEs, would increase efficiency, respond to additional workload

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and begin to bridge the gap between service demand and lack of staffing that has occurred since the year 2000. These staff would be distributed throughout the six regions within DSHS. If the positions are approved and the external HR staff is realigned with HRD, the ratio of HR staff to employees will be 1:124.

In addition, HRD has identified a substantial deficit in actual versus budgeted training recoveries. In previous years, the training section devoted a major effort to provide training to other state agencies to enhance recoveries. This practice was discontinued two years ago to concentrate on training within DSHS. At the same time the FTEs were cut in half. As the department moves to more online programs, recoveries will continue to decrease, as the Office of Organizational and Employee Development (OOED) is able to provide programs more cost efficiently. The minimal staff in the section will be concentrating on developing online programs. To fill this deficit, annual funding of $565,000 is needed.

Beyond this general HR support need, BCCU has a specific need for an information technology enhancement. BCCU is a production unit that processes over 23,000 (an increase of over 21 percent over the last year) name and date of birth background checks per-month and 100 to 200 fingerprint background checks daily. Over 6,300 customer locations fax or mail over 1,500 background check requests to BCCU 24-hours per-day, seven-days per-week. DSHS requires the unit to maintain a three-day turnaround time from the date of receipt of the request to final dissemination of the result. The administrations would like a reduction in this turnaround time.

Currently staff have to process paper forms, including those that are rejected for not meeting the criteria on the form. An online form could not be submitted unless completed. The online form will result in an increase in the number of background checks processed and fewer rejected background check forms. It will also reduce data entry time for the staff and reduce the data entry errors.

Currently staff have to respond to a significant number of internal and external customer telephone inquiries concerning the status of a specific background check. Creating an online status access would reduce the need for BCCU staff to respond to these inquiries. Staff could devote more time to processing background checks, reducing the turnaround time.

Create 1.5 FTE Information Technology Applications Specialist 5s (ITAS5) dedicated to the BCCU in order to create an online background authorization form for the criminal background checks and to create an online status access capability, including database administration and maintenance.

IT Portfolio link
http://techzone.dshs.was.gov/Tech__Library/PortfolioMgmt/section5/proposedproject.asp?51

Activity Inventory Codes K026, K002, K037, K084 and K041.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Through making proper client determinations, preventing fraud, and strengthening operations, this request potentially meets all of the DSHS Strategic goals related to public value, customer service, financial perspective, internal process and learning and growth.

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	FY 2
Activity: K002 Administrative Services Division		
No measures linked to package	0.00	0.00

	Incremental Changes FY 1	FY 2
Activity: K026 Division of Fraud Investigations		

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	No measures linked to package	0.00	0.00
		Incremental Changes	
Activity: K037	**Financial Services Administration**	**FY 1**	**FY 2**
	No measures linked to package	0.00	0.00
		Incremental Changes	
Activity: K041	**Human Resources Division**	**FY 1**	**FY 2**
	No measures linked to package	0.00	0.00
		Incremental Changes	
Activity: K084	**Research and Data Analysis Division**	**FY 1**	**FY 2**
	No measures linked to package	0.00	0.00

Reason for change:

The gradual erosion of the administration infrastructure over time has reached a point where it can no longer be ignored without recognizing there is a cost for doing so. Staffing levels have been reduced in most administrative functions yielding less than optimal performance from many of them. Specifically, fraud goes undetected, internal audits go undone, the agency's financial records are in far less than the ideal state, and human resource staff is overwhelmed by demand for service. In addition, it is imperative to ensure that SSPS be able to continue paying vendors until a final decision is made and a plan is developed to replace or abandon the system. Continuing operation of the current level significantly increases the department's exposure to disallowances and expenditures.

Impact on clients and services:

Internal and external customers will be very directly affected by this proposal.

For example:
· Currently, the Board of Appeals does not provide review of hearing decisions in the areas covered by this DP. As previously mentioned, services by the Board of Appeals will be expanded to include review of hearing decisions arising primarily in the following programs: Child Support collections, Client Eligibility for Public Assistance, Medical Assistance and social services, and overpayments to clients and vendors. The review process will reduce the risk of audit findings. Clients will be able to appeal hearing decisions to the Board of Appeals rather than Superior Court. The Attorney General's Office will spend less time on appeals to Superior Court and clients will save attorney fees.
· SSPS is unique in the level of stakeholder who would be impacted if the system becomes unable to operate properly. Some of the internal stakeholders are Aging and Disabilities Services Administration : Home and Community Services, Area Agencies on Aging, Division of Developmental Disabilities. Children's Administration: Foster Care, Child Protective Services, Adoption Support, Child Care. Economic Services Administration: Division of Child Care & Early Learning, General Assistance-Unemployable, Seasonal Child Care. The Juvenile Rehabilitation Administration. The Medical Assistance Administration: First Steps. Some of the external stakeholders are the Service Employees International Union (SEIU), State Treasurer's Office, State Auditor's Office, and the Attorney General Fraud Investigators. The system has electronic links to four Case Management systems, the Office of Accounting Services, SEIU, the Welfare Payment systems, and the Office of Financial Management (OFM) among others.

· Today HRD is in the position of reacting to human resource problems, rather than preventing or solving them. Inadequate staffing at HRD results in managers, supervisors and program staff often having to address personnel issues on their own. This not only can result in faulty solutions, but also wastes valuable staff time. HRD staff increases will allow HRD staff to work more closely with managers and supervisors before an issue becomes a major problem. This will translate into managers, supervisors and program staff spending less time on HR issues. These staff will then be able to concentrate on the core mission of DSHS improving the quality of life for individuals and families in need.

The employment related tort claims has remained costly to the department. Over the last four fiscal years approximately $7.3 million has been paid out in employment related tort claims. Many of these claims arise from incidents occurring between the employee and the first level of supervision. These issues could be resolved much more quickly and at a much lower level

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if HRD had the staffing necessary to coach employees and first line supervisors to effectively operate within the increasingly litigious environment. Additional staff would provide the staffing needed for HRD to develop and provide models, guidance and technical assistance at all levels within the department.

Impact on other state programs:

The proposals in this DP have an impact on every program in DSHS. Also, the Office of Administrative Hearings (OAH) will be impacted since it currently issues "final" agency decisions for DSHS in the program areas covered by this DP. If this DP is approved, OAH will issue "initial" decisions instead of "final" decisions. "Initial" decisions do not require more time or work than "final" decisions, so there will be no workload increase for OAH.

Relationship to capital budget:

Not applicable

Required changes to existing RCW, WAC, contract, or plan:

Chapter 388-02 Washing Administrative Code will be amended to provide review of fair hearing decisions arising from any DSHS program.

Alternatives explored by agency:

The department has explored at great length alternative approaches, including decentralization, to providing the supporting services at issue here. It was found that there are no viable options. Failure to address these problems will simply further hamper the department's ability to carry out its mission and increase the risk of financial disallowances and penalties.

Budget impacts in future biennia:

There is one bow wave item in this proposal. Since the SSPS study is a one-time item, there will be a $200,000 per-year reduction in the next biennium. The other items are ongoing.

Distinction between one-time and ongoing costs:

One-time expenditures of $594,000 are necessary for equipment.

Effects of non-funding:

Critical support services will not be available to the department in a timely manner.

Expenditure Calculations and Assumptions:

See attachment - ADMIN PL-KF Administration Infrastructure.xls

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Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	3,971,000	3,971,000	7,942,000
B	Employee Benefits	922,000	922,000	1,844,000
E	Goods And Services	922,000	892,000	1,814,000
G	Travel	148,000	148,000	296,000
J	Capital Outlays	617,000	23,000	640,000
T	Intra-Agency Reimbursements	638,000	638,000	1,276,000
	Total Objects	**7,218,000**	**6,594,000**	**13,812,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	4,845,000	4,426,000	9,271,000
	Total for Fund 001-1	**4,845,000**	**4,426,000**	**9,271,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	105,000	96,000	201,000
E61L	Food Stamp Program (50%)	317,000	288,000	605,000
	Total for Fund 001-2	**422,000**	**384,000**	**806,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	344,000	314,000	658,000
658L	Title IV-E-Foster Care (50%)	115,000	105,000	220,000
659L	Title IV-E Adoption Assistance (50%)	10,000	10,000	20,000
	Total for Fund 001-A	**469,000**	**429,000**	**898,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	1,482,000	1,355,000	2,837,000
	Total for Fund 001-C	**1,482,000**	**1,355,000**	**2,837,000**
	Total Overall Funding	**7,218,000**	**6,594,000**	**13,812,000**

2005-07 Biennium
PL-KF Administration Infrastructure

		DFI - Preventing Fraud Activity Code K026			RDA - Strengthening Analytical Capacity Activity Code K084			ASD - Total Activity Code K002			FSA - Strengthening Operations Activity Code K037		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	5.0	5.0	5.0	4.0	4.0	4.0	8.5	8.5	8.5	13.0	13.0	13.0
	A	210,000	210,000	420,000	276,000	276,000	552,000	473,000	473,000	946,000	812,000	812,000	1,624,000
	B	56,000	56,000	112,000	55,000	55,000	110,000	106,000	106,000	212,000	171,000	171,000	342,000
	EA	23,000	23,000	46,000	19,000	19,000	38,000	39,000	39,000	78,000	92,000	92,000	184,000
	ED	21,000	21,000	42,000				0	0		56,000	56,000	112,000
	EN	1,000	1,000	2,000	2,000	2,000	4,000	4,000	4,000	8,000	6,000	6,000	12,000
	ER	0	0	0	50,000	20,000	70,000	200,000	200,000	400,000	0	0	0
	G	25,000	25,000	50,000	5,000	5,000	10,000	10,000	10,000	20,000	0	0	0
	J	41,000	0	41,000	33,000	0	33,000	69,000	0	69,000	105,000	23,000	128,000
	TE	0	0	0				0	0	0	0	0	0
	TZ	5,000	5,000	10,000	4,000	4,000	8,000	8,000	8,000	16,000	13,000	13,000	26,000
	Total	382,000	341,000	723,000	444,000	381,000	825,000	909,000	840,000	1,749,000	1,255,000	1,173,000	2,428,000
001-1	0011	277,000	248,000	525,000	296,000	254,000	550,000	608,000	562,000	1,170,000	839,000	783,000	1,622,000
001-2	001B			0	7,000	6,000	13,000	14,000	13,000	27,000	19,000	18,000	37,000
001-2	E61L	90,000	80,000	170,000	15,000	13,000	28,000	30,000	28,000	58,000	42,000	39,000	81,000
001-A	563I			0	22,000	19,000	41,000	46,000	42,000	88,000	63,000	59,000	122,000
001-A	658L			0	8,000	6,000	14,000	15,000	14,000	29,000	21,000	20,000	41,000
001-A	659L			0	1,000	1,000	2,000	1,000	1,000	2,000	2,000	2,000	4,000
001-C	19UL	15,000	13,000	28,000	95,000	82,000	177,000	195,000	180,000	375,000	269,000	252,000	521,000
	Total	382,000	341,000	723,000	444,000	381,000	825,000	909,000	840,000	1,749,000	1,255,000	1,173,000	2,428,000

	ASD- Making Proper Client Determinations Activity Code K002			ASD- Reducing Agency Risk Activity Code K002			ASD- SSPS Strengthening Operations Activity Code K002			BCCU IT Support Activity Code K002		
	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
FTEs	5.0	5.0	5.0	2.0	2.0	2.0	0.0	0.0	0.0	1.5	1.5	1.5
A	274,000	274,000	548,000	104,000	104,000	208,000			0	95,000	95,000	190,000
B	62,000	62,000	124,000	24,000	24,000	48,000			0	20,000	20,000	40,000
EA	23,000	23,000	46,000	9,000	9,000	18,000			0	7,000	7,000	14,000
ED	0	0		0	0					0	0	0
EN	2,000	2,000	4,000	1,000	1,000	2,000			0	1,000	1,000	2,000
ER	0	0	0	0	0	0	200,000	200,000	400,000	0	0	0
G	6,000	6,000	12,000	2,000	2,000	4,000			0	2,000	2,000	4,000
J	41,000	0	41,000	16,000	0	16,000			0	12,000	0	12,000
TE	0	0	0	0	0	0	0	0	0	0	0	0
TZ	5,000	5,000	10,000	2,000	2,000	4,000			0	1,000	1,000	2,000
Total	413,000	372,000	785,000	158,000	142,000	300,000	200,000	200,000	400,000	138,000	126,000	264,000

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HRD - Enhancing Human Resources Activity Code K041			Summary Total		
SFY06	SFY07	BIEN	**SFY06**	**SFY07**	**BIEN**
45.0	45.0	45.0	**75.5**	**75.5**	**75.5**
2,200,000	2,200,000	4,400,000	**3,971,000**	**3,971,000**	**7,942,000**
534,000	534,000	1,068,000	**922,000**	**922,000**	**1,844,000**
209,000	209,000	418,000	**382,000**	**382,000**	**764,000**
186,000	186,000	372,000	**263,000**	**263,000**	**526,000**
14,000	14,000	28,000	**27,000**	**27,000**	**54,000**
0	0	0	**250,000**	**220,000**	**470,000**
108,000	108,000	216,000	**148,000**	**148,000**	**296,000**
369,000	0	369,000	**617,000**	**23,000**	**640,000**
565,000	565,000	1,130,000	**565,000**	**565,000**	**1,130,000**
43,000	43,000	86,000	**73,000**	**73,000**	**146,000**
4,228,000	3,859,000	8,087,000	**7,218,000**	**6,594,000**	**13,812,000**
2,825,000	2,579,000	5,404,000	**4,845,000**	**4,426,000**	**9,271,000**
65,000	59,000	124,000	**105,000**	**96,000**	**201,000**
140,000	128,000	268,000	**317,000**	**288,000**	**605,000**
213,000	194,000	407,000	**344,000**	**314,000**	**658,000**
71,000	65,000	136,000	**115,000**	**105,000**	**220,000**
6,000	6,000	12,000	**10,000**	**10,000**	**20,000**
908,000	828,000	1,736,000	**1,482,000**	**1,355,000**	**2,837,000**
4,228,000	3,859,000	8,087,000	**7,218,000**	**6,594,000**	**13,812,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KG LBD Mission Essential
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Additional agencywide responsibilities in the Lands and Buildings Division (LBD) require 3.0 new Full-Time Equivalents (FTEs) to manage the effort. These new FTEs and responsibilities include: an Environmental Specialist to respond to growing environmental concerns and ensure environmental compliance in capital and leased facilities (1.0 FTE), a Land Use Planning Assistant (.5 FTE) to negotiate leases, easements and interagency and inter-local agreements for institutional properties, a Leased Facilities Project Manager to meet additional workload demands created by an increase in facilities needs due to the Department of Social and Health Services (DSHS) program and staffing changes (1.0 FTE); and a Sustainability Coordinator to implement the DSHS Sustainability plan required by Executive Order 02-03 (.5 FTE).

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	180,000	164,000	344,000
001-2 General Fund - Basic Account-Federal	13,000	12,000	25,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	19,000	16,000	35,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	58,000	53,000	111,000
Total Cost	**270,000**	**245,000**	**515,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**3.0**	**3.0**	**3.0**

Package Description:

New responsibilities and increasing workload within the LBD will require additional staff, equivalent to 3.0 FTEs. These new positions include an Environmental Specialist to support DSHS institutions and leased facilities (1.0 FTE), a Land Use Planning Assistant (.5 FTE) a Leased Facilities Project Manager (1.0 FTE) and a Sustainability Coordinator (.5 FTE).

Environmental Specialist

Currently, eight Capital Project Managers (seven funded in the DSHS Capital Budget and one funded by General Administration) and five Leased Facilities Project Managers provide professional and technical support to the 23 DSHS institutions for the Division of Developmental Disabilities, Juvenile Rehabilitation Administration, Mental Health Division, and Special Commitment Center and 220 leased facilities for all DSHS Divisions. The efforts of the Capital Project Managers are primarily focused on implementing capital projects funded in the capital budget through project design, construction, and close-out. These project managers also provide some level of technical support, as available, to assist the institutions in space planning, facilities management, environmental compliance, etc. The efforts of the Leased Facilities Project Managers are primarily focused on space planning, design development, and construction management.

New environmental compliance issues are demanding more time, attention, and expertise than the existing Capital Project Managers and Leased Facilities Project Managers are able to provide. The institutions and leased facilities, particularly the smaller facilities, cannot provide the staff or expertise to stay abreast of these emerging issues. Centralizing this responsibility in L&B will provide the necessary level of support across the department. A new Environmental Specialist position (1.0 FTE) is required to address the following issues:
· Indoor Air Quality,
· Environmental Contamination and Remediation,
· Emergency Response Plan for Environmental Issues,
· Flammable Storage,

· Vehicle Maintenance Practices,
· Waste Management (solid waste, hazardous waste, food waste, medical waste, etc.),
· Stormwater Discharge and Runoff,
· Compliance Requirements for Waste Water Treatment Plants (where the state operates WWTPs),
· Compliance Requirements for Drinking Water (where the state has domestic water wells),
· Compliance Requirements for Emissions (boilers, emergency generators, etc.), and
· Wetlands and other Regulated Environmental Issues.

Lands Use Planning Assistant

LBD has responsibility for monitoring and influencing land use planning decisions, regulations, and codes in all cities and counties to assure that ordinances are not passed that would make it difficult to locate DSHS' essential public facilities (including state operated institutions and group homes), vendor operated group homes, other state supported programs, and housing for the disabled, etc. Without such monitoring, many jurisdictions would "zone-out" such facilities or inappropriately relegate them to commercial or industrial areas. The division's Housing Policy/Land Use Administrator monitors this activity in addition to a number of other contract and property issues. This other activity is diverting her focus from her primary responsibility. A new Land Use Planning Assistant (.5 FTE) is required to address the following issues:

· Prepare, monitor, and track all interagency agreements and inter-local agreements for the division,
· Coordinate the entry of all division agreements into the contracts database with Central Contracts Services,
· Negotiate leases and easements on institutional properties or on other properties as required implementing capital projects, and
· Maintain the legal files for all institutions including deeds, easements, surveys, leases, etc.

Leased Facilities Project Manager

Currently there are five Leased Facilities Project Managers in the Leased Facilities Management and Design Section in LBD that support leased facilities activities for 220 facilities encompassing nearly 3.9 million square feet. Each project manger is responsible for approximately 780,000 sq-ft of leased space. The Facilities Management and Design Section is responsible for the following:

· Prepare space planning data, schematic and design development drawings, specifications and project management oversight for new leasehold acquisitions and remodeling associated with lease renewal projects,
· Coordinate and develop all leasehold design/build change order processes and cost benefit analysis,
· Maintain compliance with the Americans with Disabilities Act Title I and II,
· Monitor compliance with DSHS and the Department of General Administration space and utilization standards, specifications, and all other federal, state and local requirements,
· Implement DSHS Strategic planning initiatives and decisions based on integration of service concepts, which promote physical collocation of our staff in leased facilities, inclusion and endorsement of partners in providing local community-based services, and the efficient use of existing and anticipated DSHS resources.

The number of Leased Facilities Management and Design Section staff has remained static for 18-years while the inventory of leased facilities square footage has doubled in this same time period. This square footage growth is due to programmatic changes, increased staffing levels, and increased collaboration with other agencies (such as Employment Security-WorkFirst). Due to the fact that we have not kept pace with staff growth in facilities, the office has experienced the following shortcomings:

· Inconsistent record keeping and reporting for leased facilities activities,
· Inability to maximize efficiencies in space planning and utilization standards,
· Inability to meet each customer's needs completely and on a timely basis,
· Inconsistent leasehold facilities issue tracking and resolution,

· Inability to analyze best practices for design and construction and remain current in industry standards,
· Inability to perform facilities life-cycle costing,
· Inability to coordinate site relocations,
· Inability to communicate timely with key community stakeholders,
· Inability to ensure timely decision making to avoid lease holdover status,
· Inability to provide consistent technical assistance for leased facilities budgeting to agency administrations.

A DSHS Workload analysis was recently completed for activities related to leased facilities acquisition and space planning. It indicated that, based on the Leased Facilities Project Manger roles defined above, the total effective requirement for these functions are equivalent to 7.2 FTEs. The current Leased Facilities Management and Design Section staffing allotment to support these activities is 5.0 FTEs.

With ongoing process improvements in leased facilities, including strategic planning, the Leased Facilities Management and Design Section is forecasting project planning activities through 2010 for lease renewals, alterations and new leasehold consolidations statewide. In conjunction with re-distribution of employee workload and coverage areas, it has been determined that 1.0 additional FTE will allow this section to remedy the shortcomings identified above.

Sustainability Coordinator

The Governor's Executive Order 02-03 requires that each agency shall establish sustainable objectives and prepare a biennial Sustainability Plan to modify its practices regarding resource consumption, vehicle use, purchase of goods and services, and facility construction, operations and maintenance. The department is required to report annually on its progress in implementing its Sustainability Plan and shall update its plan every other year. LBD shares the responsibility of co-chairing the DSHS Sustainability team. The duties listed above have been shared among several staff within LBD. The time staff is committing to the sustainability effort is taking away from the time available to fulfill their other responsibilities in the division. A new Sustainability Coordinator position is requested (.5 FTE) in L&B to coordinate this department-wide effort.

Agency Activity Inventory Effects

The addition of these 4.0 FTEs allows DSHS to continue to provide efficient management of statewide capital and leased development activities essential to department programs, but responding to the changes and expansions in the facilities arena. The resources support new leased facilities and capital management functions such as:

· Responding to growing environmental concerns,
· Ensuring environmental compliance in capital and leased facilities,
· Negotiate leases, easements and interagency and inter-local agreements for institutional properties,
· Meeting additional workload demands created by an increase in facilities needs due to DSHS program and staffing changes, and
· Implementing the DSHS Sustainability plan required by Executive Order 02-03.

Agency Activity Inventory K047

Narrative Justification and Impact Statement

How contributes to strategic plan:

Support of DSHS Strategic Plan

The division's strategic plan focus is to providing adequate leased and state owned facilities necessary to carry out the mission of the department. The four positions noted above fulfill that plan by providing adequate resources to efficiently and

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consistently perform tasks and providing leadership in the department in new and under-funded areas.

Support of Priorities of Government

These additional FTEs support Result number eight, improve the safety of people and property, by supporting environmental monitoring and compliance of residential facilities and work locations for staff that serve clients. It also supports Result number nine, improve the quality of Washington's natural resources, with its support of sustainability efforts and space use planning. Finally it supports Result number 11, improve the ability of state government to achieve results efficiently and effectively by creating improved efficiencies in environmental compliance at the institutions, a division responsibility for housing policy and land use policy, a division responsibility for leased facilities, and a sustainability program.

Performance Measure Detail

Agency Level

	Incremental Changes	
Activity: K047 Lands and Buildings Division	**FY 1**	**FY 2**
No measures linked to package	0.00	0.00

Reason for change:

New environmental regulations and closer monitoring of existing environmental regulations, has caught many of the DSHS institutions unprepared. Most institutions are too small to maintain the necessary in-house expertise to address issues of indoor air quality, waste management, stormwater discharge and runoff, environmental compliance for wastewater treatment plants and drinking water, emissions, wetlands, etc. Centralizing this technical assistance in LBD will make this resource available to all 23 DSHS institutions.

The workload associated with preparing and monitoring easements, leases, and other property issues is taking time and energy away from the division's Housing Policy/Land Use Administrator. As a result, she has not been able to devote the time necessary to adequately address multiple zoning issues in cities and counties across the state. Without attention to these issues, the department is losing revenues on out-dated leases, confused about responsibilities not specifically addressed in leases, allowing private encroachment on public lands, wasting time resolving disputes, and is not adequately supporting the institutional programs in the management of their lands and properties. The addition of a Land Use Planning Assistant in LBD will allow us to adequately address these other property and contract issues without compromising the department's responsibility in housing policy issues.

The number of Leased Facilities Management and Design Section staff has remained static for 18-years, while the inventory of leased facilities square footage has doubled in this same time period. This square footage growth is due to programmatic changes, increased staffing levels, and increased collaboration with other agencies (such as Employment Security-WorkFirst). Due to the fact that we have not kept pace with our growth in facilities, the office has not been able to devote the necessary time to adequately perform the functions assigned to this unit.

The Governor's Executive Order for sustainability is a new mandate that has been assigned to LBD. The development of the initial plan has been shared between several staff in the division but takes time and energy away from their primary responsibilities.

Impact on clients and services:

The addition of these four positions will improve the department's ability to provide safe and secure facilities for our clients and staff. These positions will allow the institutions to be better prepared to address environmental regulations and concerns, give adequate attention to property and contract issues without diluting our efforts for fair housing practices and appropriate zoning for the department's essential public facilities, improve administrative services to meet program needs for leased facilities, and improve operational programs as we move towards implementing more sustainable practices.

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Impact on other state programs:

None

Relationship to capital budget:

Not directly applicable to the capital budget. Though the capital effort will benefit from three of these positions with support for sustainable construction practices, environmental oversight for capital projects on institutional campuses, and monitoring of easements and other property issues associated with capital projects.

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

The alternative would be to continue current practices or delegate these responsibilities to the institutions. With the exception of Western State Hospital, the institutions are poorly resourced to address the environmental oversight suggested here. Centralizing this resource in LBD is an efficient and effective approach. This alternative will likely result in future citations, fines, and environmental accidents.

DSHS Chief Administrative Officer has determined that a share of the leadership for the department's sustainability effort shall lie in LBD. Without additional staff, the effort to manage this program will come at the expense of other primary responsibilities within the division.

Similarly, without additional staff, the effort to manage the property and contracts issues will come at the expense of other primary responsibilities for housing policy and land use issues within the division.

Budget impacts in future biennia:

There would be an ongoing requirement to maintain these positions in future biennia. It is anticipated that environmental regulations, monitoring, and reporting at the institutions will continue to grow as the state seeks to protect and improve its natural resources. Similarly, the division's responsibility for monitoring and advocating for fair housing and land use policies and provide leased offices to provide client services is expected to grow in challenges and complexities. The Environmental Specialist, the Land Use Planning Assistant and the Leased Facilities Project Manager are all positions that will be required in future biennia. At some time in the future, sustainable practices will become the standard for state practices and operations. Until then, this position will provide direction as the program grows and expands with implementation.

Distinction between one-time and ongoing costs:

One-time expenditures of $25,000 are necessary for equipment. There would be an ongoing requirement to maintain these positions in future biennia as long as there is a need for environmental compliance at the institutions, a division responsibility for housing policy and land use policy, a division responsibility for leased facilities and a sustainability program.

Effects of non-funding:

If these positions are not funded, the responsibilities for property/contract issues, leased facilities projects, and sustainability will fall to existing staff. Such an effort will take time and energy from their primary responsibilities in the division, potentially resulting in an unacceptable level of service or inappropriate monitoring of contracts. The responsibilities for environmental compliance will fall to the institutions and to the local offices. Unfortunately, these facilities are poorly prepared and inadequately resourced to monitor these requirements. Additional citations, fines, and potential environmental accidents could be expected. In the past two-years, staff have had to respond to issues associated with development in

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wetland buffers, property line disputes, water and irrigation rights, demolition debris, smokestack emissions, improper disposal of hazardous construction waste, institution impacts on the community and public safest, etc. Attention to these issues drain resources away from management of the department's capital design and construction efforts.

Expenditure Calculations and Assumptions:

See attachment - ADMIN PL-KG LBD Mission Essential.xls

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	184,000	184,000	368,000
B	Employee Benefits	39,000	39,000	78,000
E	Goods And Services	15,000	15,000	30,000
G	Travel	4,000	4,000	8,000
J	Capital Outlays	25,000	0	25,000
T	Intra-Agency Reimbursements	3,000	3,000	6,000
	Total Objects	**270,000**	**245,000**	**515,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	180,000	164,000	344,000
	Total for Fund 001-1	**180,000**	**164,000**	**344,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	4,000	4,000	8,000
E61L	Food Stamp Program (50%)	9,000	8,000	17,000
	Total for Fund 001-2	**13,000**	**12,000**	**25,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	14,000	12,000	26,000
658L	Title IV-E-Foster Care (50%)	5,000	4,000	9,000
	Total for Fund 001-A	**19,000**	**16,000**	**35,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	58,000	53,000	111,000
	Total for Fund 001-C	**58,000**	**53,000**	**111,000**
	Total Overall Funding	**270,000**	**245,000**	**515,000**

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Administrative & Supporting Services 110				
Master Staff and Support Cost Estimate				
LBD Mission Essential PL-KG				SFY 06 YEARS
TITLE		RANGE	SALARIES	TOTALS
Environmental Specialist		WMS	5,200	62,400
Land Use Planning Asst.		WMS	5,200	31,200
Leased Facilities Proj Mgr		WMS	5,000	60,000
Sustainability Coordinator		WMS	5,000	30,000
	0.00	0.0	0	0
	0.00	0.0	0	0
STAFF MONTH TOTAL				36.00
				3.00
SALARIES TOTAL		A		183,600
BENEFITS				
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)				14,040
Retirement FY06 .0140 FY07 .0140				2,568
Health Insurance $592.30 SFY06, $592.30 SFY 07 per Staff Month				21,324
IND. INS./MED. AID PER STAFF MONTH			27.88	1,008
BENEFITS TOTAL		B		38,940
GOODS & SERVICES PER STAFF MONTH			387	13,932
PERSONNEL SERV. CHARGE			0.007	1,284
LEASE COSTS PER PERSON PER MONTH			0	0
GOODS AND SERVICES TOTAL		E		15,216
TRAVEL PER STAFF MONTH			100	3,600
TRAVEL TOTAL		G		3,600
EQUIPMENT COSTS ONE TIME CHARGE			8,200	24,600
EQUIPMENT TOTAL		J		24,600
GRANTS				0
GRANTS		N		0
ISSD: TZ				2,856
ISSD: TZ TOTAL		T		2,856
STATE			0.00%	0
FEDERAL			0.00%	0
LOCAL			0.00%	0
TOTAL FUNDS				268,812
STAFF MONTHS				
Environmental Specialist				
Land Use Planning Asst.				
Leased Facilities Proj Mgr				
Sustainability Coordinator				
0.00				
0.00				

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Administrative & Supporting Services 110					
Master Staff and Support Cost Estimate					
LBD Mission Essential PL-KG			SFY 07 YEARS	05/07 BIEN	07/09 BIEN
TITLE	RANGE	SALARIES	TOTALS	TOTALS	TOTALS
Environmental Specialist	WMS	5,200	62,400	124,800	124,800
Land Use Planning Asst.	WMS	5,200	31,200	62,400	62,400
Leased Facilities Proj Mgr	WMS	5,000	60,000	120,000	120,000
Sustainability Coordinator	WMS	5,000	30,000	60,000	60,000
0.00	0.0	0	0	0	0
0.00	0.0	0	0	0	0
STAFF MONTH TOTAL			36.00	72.00	72.00
			3.00	6.00	6.00
SALARIES TOTAL	**A**		183,600	367,200	367,200
BENEFITS					
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)			14,040	28,080	28,080
Retirement FY06 .0140 FY07 .0140			2,568	5,136	5,136
Health Insurance $592.30 SFY06, $592.30 SFY 07 per Staff Month			21,324	42,648	42,648
IND. INS./MED. AID PER STAFF MONTH		27.88	1,008	2,016	2,016
BENEFITS TOTAL	**B**		38,940	77,880	77,880
GOODS & SERVICES PER STAFF MONTH		387	13,932	27,864	27,864
PERSONNEL SERV. CHARGE		0.007	1,284	2,568	2,570
LEASE COSTS PER PERSON PER MONTH		0	0	0	0
GOODS AND SERVICES TOTAL	**E**		15,216	30,432	30,434
TRAVEL PER STAFF MONTH		100	3,600	7,200	7,200
TRAVEL TOTAL	**G**		3,600	7,200	7,200
EQUIPMENT COSTS ONE TIME CHARGE		8,200	0	24,600	0
EQUIPMENT TOTAL	**J**		0	24,600	0
GRANTS			0	0	0
GRANTS	**N**		0	0	0
ISSD: TZ			2,856	5,712	5,712
ISSD: TZ TOTAL	**T**		2,856	5,712	5,712
STATE		0.00%	0	0	0
FEDERAL		0.00%	0	0	0
LOCAL		0.00%	0	0	0
TOTAL FUNDS			244,212	513,024	488,426
STAFF MONTHS					
Environmental Specialist					
Land Use Planning Asst.					
Leased Facilities Proj Mgr					
Sustainability Coordinator					
0.00					
0.00					

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KH Document Management/Imaging Project
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Financial Services Administration (FSA) proposes to secure the services of a contractor to automate document management for two of its business program areas. This solution is an investment in the future; it will lower the cost of doing business in the selected business areas, release staff time to recover additional monies and provide better customer service for resolution of debt.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	821,000	847,000	1,668,000
001-2 General Fund - Basic Account-Federal	60,000	61,000	121,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	85,000	87,000	172,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	264,000	272,000	536,000
Total Cost	**1,230,000**	**1,267,000**	**2,497,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**1.0**	**1.0**	**1.0**

Package Description:

FSA proposes to secure the services of a contractor to automate document management for two of its business program areas that deliver funding for the Department of Social and Health Services (DSHS) services. These business areas are: 1) the Client Recovery Program, which includes recovery of overpayments of financial, medical, social service, and food assistance; and 2) the Residential Recovery Program, which includes the recovery of cost of care for patients at the state owned mental health hospitals and residents at developmental disability facilities. This solution is an investment in the future, which will lower the cost of doing business, release staff time to recover additional monies and provide better customer service to clients for resolution of debt.

In Fiscal Year 2003, over $10 million was written off in the two business program areas because the staff did not have time to work the cases. High document volume and time consuming, repetitive and error prone manual processes currently encumber staff time. Automating these business processes and digitizing their associated documents will save time and reduce errors, and permit the existing staff to work more cases for recovery of additional funds by allowing recovery staff to access client files immediately.

This project would digitize the documents, index them for retrieval, route them through an automated workflow, monitor the work progress and performance, provide security access, implement forms online, automatically control record retention schedules, automatically populate databases or forms with data, and re-engineer the supporting business processes.

Existing Activities:
The current activity comprises maintenance of large file rooms of paper documents, where only one user has access to an entire file at a time. Data from the documents is manually re-entered into other forms and databases, introducing input errors in the process. Documents are lost, confidentiality is fragmented, multiple copies of documents are maintained by different work units, timeframes for retrieval and re-filing are long, and the paper workflow is slow.

The Organization:
This project would implement document management in two programs of the FSA, in DSHS. FSA provides centralized support for data analysis, accounting and payroll, budget management/forecasting and financial recovery supporting services to DSHS programs, employees, vendors, the public, the Governor, and the legislature.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KH Document Management/Imaging Project
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Proposed Document Management Implementation:
FSA proposes to implement document management in two business processes in the Office of Financial Recovery (OFR). OFR is authorized to collect debt owed to the department (Administrative Policy 4.06). The processes targeted for implementation of document management are the Client Recovery and Residential Programs:

- In FY 2003, the Client Recovery Program recovered $5,498,612.
- In FY2003, the amount recovered by the Residential Program was $122,873,329.

The Problem:
OFR expends large amounts of FTE time manually processing a high volume of paper documents. Opportunities to recover millions of additional monies are lost because the financial recovery staff can only access the entire client paper files one at a time. The current process is time consuming and impedes the recovery of additional client recoveries. The document volume is over a million. The work activities are manual, repetitive, time consuming and prone to error.

Currently OFR has four FTE's who are required to manually create, retrieve and re-file 150,000 files. In addition, two more FTE's manually route the documents to staff to perform the case management recoveries. The document filing and routing are the sole duties of these personnel. In addition to the process inefficiencies and time loss, the extent of the problem can also be expressed in monies not recovered by OFR staff and by the number of personnel involved in document retrieval and filing. The amount written off for these two business program areas in Fiscal Year 2003 was over $10 million. The cases represented by these dollars reached the statute of limitations or were considered not cost effective to pursue and were written off because staff did not have time to work the cases.

The Nature of the Change:
The first step is a feasibility study to perform a business analysis and to look at best practices to determine the business value of a document management solution to the current document processing environment at FSA. The study would determine which parts of FSA would yield the greatest payoff if document management were implemented, and recommend future options for managing the large document volumes. The study would focus especially on the document processing environment in OFR's Public Assistance, Food Stamps, Mental Health and Developmental institution programs. These recovery programs deliver several million dollars in recovered funds.

The change, if document management is determined to deliver significant value, would implement systems that automate indexes for instant retrieval, permit documents to be used simultaneously by several recovery staff, automatically populate databases or forms with data, route documents through automated workflows, monitor work progress and performance, manage retention schedules, and provide secure access.

This change would be a significant investment in the future that would redirect financial recovery staff time to the collection of additional monies to fund DSHS services by allowing immediate access to client files.

Proposed Implementation Schedule:

Phase I - State Fiscal Year 2006 Cost: $1,230,000

1) Perform a Feasibility Study to determine the business value of document management applied to the FSA Offices of Accounting, Budget and Financial Recovery. Particular focus to be placed on improving document processing in Public Assistance, Food Stamps, and Institution programs in the OFR.

2) Recommend which document types should be imaged, identify data capture and form management needs, and identify records in other media where there is a business payoff for imaging.

3) Determine biennium project costs, and produce a high level plan for the entire project.

4) Develop requirements and a detailed project plan for implementation of Imaging/ Indexing, and implementation of records retention schedules for the selected documents.

5) Implement the document management modules in the project plan and provide software customization, system documentation and training.

Phase II - State Fiscal Year 2007 Cost: $1,267,000

1) Develop requirements and a detailed project plan for process re-design of the business processes that support the documents selected for imaging, for implementation of documents into an automated workflow, and for data capture from scanned documents to databases.

2) Implement the document management modules in the project plan. Provide software customization, system documentation and training.

Total Phase I and Phase II Costs: $2,497,000

Activity Inventory K037

Narrative Justification and Impact Statement

How contributes to strategic plan:

This proposal enhances performance in the DSHS Strategic Plan and the Priorities of Government (POG) results.

DSHS Strategy 3: Improve accounting processes, financial systems and payment data for better monitoring and greater accountability: The project as a whole benefits this strategy. Implementing document management in OFR would redesign the financial recovery business processes for greater efficiency; provide more reliable systems with more secure and timely data; and ensure better monitoring since the data would be digitized and automatically routed through the workflow and protected by secure access.

DSHS Information Technology Strategic Plan: Executive Summary
Common Client and Provider Data: ". . . maximize sharing of information between systems."

Qualifications for bidding the project would require that vendors provide an open system architecture that allows for hardware and software independence. This requirement would ensure that the system would include the capability to share data with other agencies.

Contribution toward achieving POG results:

Quality and productivity of the workforce. Improve the ability of state government to achieve its results efficiently and effectively.

This proposal contributes to the POG results for productivity, efficiency and effectiveness of the workforce and state government. The document management solution implements an environment in which much of the work, security, complexity, and data accuracy are embedded in system; freeing the staff to focus on work that recovers additional monies to fund DSHS services.

Performance Measure Detail

Agency Level

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KH Document Management/Imaging Project
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Activity: K037 Financial Services Administration	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

The current work is maintenance of large file rooms of paper documents where all processes are manual including file creation, filing, retrieval and re-filing. Only one user has access to a document at a time, data from the documents is manually re-entered into other forms and databases, documents are lost, confidentiality is fragmented, multiple copies of documents are maintained by different work units, delays occur in retrieval and re-filing, making documents unavailable, and the paper workflow is slow.

Why the Solution is Needed Now:
This solution is needed now because year after year the costs of continuing the current methods and processes exceed the costs of implementing the solution. In addition, potential revenue is lost every year due to the statute of limitations for the recovery programs and because cases are considered not cost effective to pursue. In Fisca Year 2003 the amount written off in the Client Recovery and the Residential Recovery program areas was $10,077,808. These funds were not recovered because staff did not have sufficient time to process all the cases. Although staff will be able to work additional cases, not all cases are recoverable because the debtor does not have sufficient income or resources to repay the amount owed. However, the un-recovered amount in Fiscal Year 2003 alone is potentially more than five times the cost of the document management solution.

Impact on clients and services:

If additional funds could be recovered, DSHS services could be enhanced. The recovered funds from the OFR programs targeted for document management are used to deliver additional DSHS services in Economic Services, Mental Health and Developmental Disabilities. The monies recovered from both OFR programs in Fiscal Year 2003 were $128,371,941. In Fiscal Year 2003 an additional $12 million dollars was potentially available but not collected for DSHS services.

Impact on other state programs:

OFR's total collections and recoveries reduce DSHS program expenditures and provide additional funds for continued services to agency clients in need of services from Medical Assistance, Public Assistance, Food Stamps, Mental Health Institutions, etc.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

Alternatives Considered:

1) Continuing the same process and methods. This was not selected because of the increasing costs, diminishing integrity of the data, errors added to the process, and increasing delays in accomplishing the work.

2) Re-designing the processes and leaving the documents in paper. This option was not selected because, whenever possible, process re-designs should incorporate automation if the technology is available.

3) Hiring additional staff to keep up with increases in the paper volumes. Due to budget restrictions this is not an option.

The solution is a document management system applied to business processes where the payoff is clear and where it exceeds the cost of the solution. This option actually solves the problems discussed above.

Budget impacts in future biennia:

Costs for future biennia include:
· Maintenance contracts/software upgrades, estimated at $60,000 per year.
· Archiving/destruction of paper documents, estimated at $3,000 per year.
· Software license fees, estimated at $280,000 per year.
· A technical support specialist, 1 FTE for on going staff cost estimated at $104,000 per year.
· Possible vendor support for software customization.

Distinction between one-time and ongoing costs:

See attachement ADMIN PL-KH Document Management/Imaging Project .doc table that summarizes one-time versus ongoing costs.

Effects of non-funding:

· Recovered funds will be less than the amount available for recovery.
· Fewer recovered dollars means fewer dollars are available to provide DSHS services.
· FTE costs to manage the current process will continue to rise as the volume of paper increases.
· Work progress will decrease as retrieving, re-filing and routing documents becomes more time consuming.
· Errors created in re-entering data will continue to occur.
· Documents will continue to be lost causing more time in searching and retrieval.
· Multiple copies will continue to be maintained by different work units.
· Confidentiality/security of paper documents will remain fragmented.

Expenditure Calculations and Assumptions:

How Cost Estimates Were Derived:

Cost estimates for hardware, software, maintenance, vendor software customization, process re-engineering, workload assumptions and training were derived from the experiences of other Washington State agencies that have implemented similar document management systems. The state agencies that were consulted are: Department of Revenue, Department of Transportation, Liquor Control Board, and DSHS Child Support.

Cost Reduction Measure:

To reduce on-going costs FSA proposes for a vendor to perform the process for the first set of document types. Thereafter, using a template of the work, the FSA staff will perform the labor intensive "front end" work of retrieving, purging, cleaning, batching, applying the barcode, imaging and indexing the documents. The vendor would, for the bulk of the project, perform the more technical work.

See attached - ADMIN PL-KH Document Management-Imaging Project.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KH Document Management/Imaging Project
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	75,000	75,000	150,000
B	Employee Benefits	14,000	14,000	28,000
C	Personal Service Contracts	200,000	0	200,000
E	Goods And Services	472,000	775,000	1,247,000
J	Capital Outlays	468,000	402,000	870,000
T	Intra-Agency Reimbursements	1,000	1,000	2,000
	Total Objects	**1,230,000**	**1,267,000**	**2,497,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	821,000	847,000	1,668,000
	Total for Fund 001-1	**821,000**	**847,000**	**1,668,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	19,000	19,000	38,000
E61L	Food Stamp Program (50%)	41,000	42,000	83,000
	Total for Fund 001-2	**60,000**	**61,000**	**121,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	62,000	64,000	126,000
658L	Title IV-E-Foster Care (50%)	21,000	21,000	42,000
659L	Title IV-E Adoption Assistance (50%)	2,000	2,000	4,000
	Total for Fund 001-A	**85,000**	**87,000**	**172,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	264,000	272,000	536,000
	Total for Fund 001-C	**264,000**	**272,000**	**536,000**
	Total Overall Funding	**1,230,000**	**1,267,000**	**2,497,000**

2005-07 Biennium
PL-KH Document Management/Imaging Project

DSHS Staffing Model - Calculation Results Report			
ITO Imaging Systems Manager - WMS 2			
		1st Year	2nd Year
	FTEs	1.0	1.0
	Objects Summary		
A	Salaries	75,000	75,000
B	Benefits	14,000	14,000
C	Personal Serv Cont	200,000	0
E	Goods & Services	472,000	775,000
J	Equipment	468,000	402,000
G	Travel	0	0
T	ISSD:TZ	1,000	1,000
	Total Objects	1,230,000	1,267,000

Department of Social and Health Services
2005-07 Biennium
Program: Program 110 – Financial Services Administration **Priority Order:**

Decision Package Title: Document Management/Imaging Project

Decision Package Code: PL-KH

Distinction between one-time and ongoing cost:
Describe, and include the dollar amount, how much of the request is necessary to cover one-time funding (such as for equipment, or a study).

Document Management/Imaging Project One-Time & On-Going Costs Table		
(The costs in objects 1 - 9 are monies paid to the vendor.)		
Expense Object	FY 06	FY 07
Project Deliverables →	Perform Feasibility Study Implement Imaging & Indexing Implement Records Retention Schedules Implement electronic forms	Re-design business processes supporting the imaged documents Route imaged documents through the automated workflow; implement monitoring and reporting for work performance Implement Data Capture
1) Feasibility Study	$200,000	$ 0
2) Detail Requirements Analysis, Project Plan & System Documentation	$85,000	$130,000
3) Hardware	$180,000	$80,000
4) Software	$280,000	$320,000
5) Maintenance	$40,000	$60,000
6) Implementation	$240,000	$360,000
7) Software Customization	$50,000	$80,000
8) Process Automation Re-engineering Internal work flow	$ 0	$70,000
9) Training	$40,000	$60,000
10) FTE (ITO) Workload Support	$110,000	$104,000
11) Archiving & Destruction of Documents	$5,000	$3,000
Total	$1,230,000	$1,267,000

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KJ WCPCAN Funding Restoration
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The purpose of this decision package is to restore annual administrative reductions for the Washington Council for the Prevention of Child Abuse and Neglect (WCPCAN) of $35,000. The restoration will allow WCPCAN to market the redesigned Washington State Heirloom Birth Certificate and the proposed new "Keep Kids Safe" Special License Plate. Proceeds from both efforts go to the Children's Trust Fund, whose authorized uses support WCPCAN's legislative mandate. The requested funds are intended for use as the money available to generate new revenue.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	35,000	35,000	70,000
Total Cost	**35,000**	**35,000**	**70,000**

Staffing

Package Description:

WCPCAN has a broad range of responsibilities related to its function as the state's lead agency for child abuse and neglect prevention. Per the activity inventory, these responsibilities center on developing and leading a statewide network of community-based resources and supports that strengthen families and promote optimal child development. Among the activities WCPCAN engages in are providing technical assistance and training to build community capacity for outcome evaluation, effective practice and sustainability; working in partnership to leverage resources and achieve systemic change; and leading public awareness/education campaigns. WCPCAN also develops and manages the Children's Trust Fund, which includes sales of consumer products such as the Washington State Heirloom Birth Certificate.

Activity Inventory K107

Narrative Justification and Impact Statement

How contributes to strategic plan:

Prevention is a theme throughout the Priorities of Government "Vulnerable Children and Adults" results area; the need to increase capacity for effective, research-based prevention is a specific focus. The July 2004 Washington State Institute for Public Policy (WSIPP) report on cost effective prevention and early intervention repeats this theme. WCPCAN is an expert resource on proven and promising child abuse and neglect prevention programming, practice, policy and partnerships. Its strong track record of effective partnering (contracting) with community-based organizations to develop capacity for outcome evaluation, practice effectiveness and sustainability, serves a critical function in the prevention continuum. WCPCAN is both: 1) funder of evidence-based best practices programs, and 2) an agency whose community capacity building efforts play a critical role in helping develop programs to the point where they become credible candidates for the type of evaluation the WSIPP report used as its standard for determining 'blue chip' from other programs.

Performance Measure Detail

Agency Level

Activity: K107 Washington Council for the Prevention of Child Abuse and Neglect	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KJ WCPCAN Funding Restoration
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Reason for change:

The problem being addressed is the need for additional effective child abuse and neglect prevention services throughout Washington to fill existing gaps in services and supports. The other need is for additional resources to accomplish this purpose (i.e. new private funding through the revenue-generating product sales.)

Impact on clients and services:

Increased marketing will encourage donations to the Children's Trust Fund. Strategic allocation of these resources will make a difference in WCPCAN being able to increase community capacity for effective child abuse and neglect prevention through: 1) strategic investment in activities geared toward increasing public awareness and understanding, and 2) the provisions of additional support for training/technical assistance resources for community-based agencies and practitioners.

Impact on other state programs:

None

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

WCPCAN argued against the original reduction when it was made based on the following:

1) WCPCAN is an office of the Governor. Our budget is 'housed' in the Administration and Supporting Services program of the Department of Social and Health Services (DSHS) as a function of the interagency agreement we hold with that agency. It is our understanding that this relationship in no way makes WCPCAN "a part of DSHS," nor funds passing through DSHS to WCPCAN, "DSHS funds."

2) There was no legislative intent to reduce WCPCAN funding. The expressed legislative intent was to reduce DSHS administrative costs.

Because DSHS needed to find significant savings in its administrative budget, these arguments were not accepted. However, we believe they are still relevant to the issue.

In targeting support for planned entrepreneurial (revenue-generating) and community capacity-building activities, WCPCAN believes this request is responsive to the Office of Financial Management's direction to "Manage like an entrepreneur."

Budget impacts in future biennia:

There is no bow wave.

Distinction between one-time and ongoing costs:

This restoration of funding is ongoing.

Effects of non-funding:

Not receiving this funding will delay the launch of the income-generating programs we plan while we identify additional potential sources of support.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KJ WCPCAN Funding Restoration
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Expenditure Calculations and Assumptions:

Funds will be primarily allocated to printing and communications services, to support implementation of the planned revenue-generation programs (sales of the income-generating Heirloom Birth Certificate and planned "Keep Kids Safe" Special License Plate) and for production of materials related to our legislatively mandated, Shaken Baby Syndrome prevention campaign. Other funds will support provision of training and technical assistance to community-based child abuse prevention programs.

Object Detail	FY 1	FY 2	Total
Overall Funding			
E Goods And Services	35,000	35,000	70,000

DSHS Source Code Detail

Overall Funding	FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State			
Sources Title			
0011 General Fund State	35,000	35,000	70,000
Total for Fund 001-1	**35,000**	**35,000**	**70,000**
Total Overall Funding	**35,000**	**35,000**	**70,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KK Civil Service Reform
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

This proposal would ensure that the requirements of the Personnel System Reform Act (PSRA) of 2002 are efficiently implemented.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	1,536,000	1,385,000	2,921,000
001-2 General Fund - Basic Account-Federal	111,000	101,000	212,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	157,000	143,000	300,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	493,000	446,000	939,000
Total Cost	**2,297,000**	**2,075,000**	**4,372,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**27.0**	**27.0**	**27.0**

Package Description:

PSRA calls for sweeping changes to the State's Civil Service System, including recruitment, classification, labor management systems, merit system rules, human resource management system, competitive contracting, and collective bargaining. The anticipated changes in the collective bargaining agreements (CBA), Human Resource Management System (HRMS), competitive contracting, and the flexibility within the proposed merit system rules will require additional resources in order to devise and implement systems to meet management's needs while concurrently complying with the legislation and CBA's. To accomplish this, the staffing levels within the Administrative Services Division and the Human Resources Division need to increase by:

Human Resource Division

2 Human Resource Consultant (HRC) 3 (Classification and Compensation)
5 HRC 2 (Recruitment)
1 HRC 2 (Labor Relations)
1 HRC 4 (Business Analyst)
1 Washington Management Service (WMS) (Business/Data Warehouse Administrator)
1 HRC 3 (Security Administrator)
3 HRC 3 (End User Help Desk)
1 HRC 4 (Drugfree Workplace Coordinator)
6 HRC 3 (HRMS Trainers)
2 HRC 3 (EBU Coordinator)

Administrative Services Division

3 WMS (Competitive Contracting Consultants)

Classification & Compensation

Under PSRA the classification system will be completely revamped. The number of job classifications will be reduced, the system will be modernized to facilitate effective delivery of state services, agencies will be given flexibility to meet changing

needs, and client service demands will continue to increase. Classification services will be centralized in order to implement the new classification structure. The Department of Social and Health Services (DSHS) has approximately 19,000 positions that will be impacted by the new classification structure. With the centralization of the classification functions to ensure consistency, the unit will need to be properly staffed at all levels to provide client products and services in an efficient and timely manner.

Recruitment

Key changes will occur with the adoption of the proposed recruitment and selection rules. The Department of Personnel (DOP) will limit services provided in this area and agencies will have to do most of the recruitment activity presently performed by DOP. DSHS will have responsibility/authority to recruit, assess and certify candidates. This includes determining competencies, who will be certified, number of names to be certified, duration of eligibility and promotional preference policy.

Labor Relations

DSHS has approximately 19,000 employees, 17,000 of which are covered by a union. With the advent of the PSRA, this unit will take on the added responsibilities of staffing new grievance procedures which may include Grievance Resolution Panels as well as disciplinary actions which would be grieveable and subject to mediation and arbitration. The workload will increase substantially within the unit, with resolution panels and disciplinary appeals representing entirely new bodies of work that will be required to comply with the provisions of the CBA's negotiated under the statute. In addition to the completely new body of work, PSRA implementation will require an increased need for providing technical advisory staff to appointing authorities in a variety of new ways to foster statutory and contractual compliance.

Business/Data Warehouse Administrator
Business Analyst

The DSHS Human Resources Division (HRD) currently executes a number of reports from the DOP and DSHS Data Warehouses that are critical to management decision processes throughout the agency. After the implementation of the Human Resource Management System (HRMS) current reports will no longer function. Some of the reports will be replaced by standard reports provided with the HRMS. However, where standard reports do not exist, new ad-hoc reports will need to be created.

As part of the implementation project, DSHS will retire its current data warehouse and transition to using the business warehouse provided in HRMS. However, DOP has stated that historical data will not be converted to HRMS and, therefore, the DSHS data warehouse will need to be maintained in a static state for an undetermined number of years. This will complicate the process of creating reports and queries that include historical information and require that the agency maintain knowledge and expertise related to its old data warehouse. Consequently, after HRMS implementation, an FTE (Business/Data Warehouse Administrator) will need to be devoted to the following business and data warehouse administration activities for DSHS:
a. Redeveloping complex reports and queries that are currently produced from the DSHS data warehouse to use the HRMS business warehouse.
b. Developing and maintaining new complex reports and queries for agency-wide use.
c. Developing and maintaining queries for historical data and assisting others in incorporating historical data into reports.
d. Assisting non-technical DSHS staff in learning and applying data warehouse reporting tools.
e. Assisting with the DSHS implementation of regular HRMS vendor upgrades that impact the data warehouse.
f. Supporting the implementation of a statewide enterprise reporting tool within DSHS.

HRMS will contain significantly more functionality and data fields than the previous system. DSHS expects expanded agency use of the HRMS business warehouse as a decision support tool and will need one additional FTE (Business Analyst) devoted to the following business analyst activities for DSHS:

a. Redeveloping less complex reports and queries that are currently produced from the DSHS data warehouse to use the HRMS business warehouse.
b. Performing data analysis activities in support of management decision making.
c. Assisting managers and non-technical DSHS staff in developing custom reports and queries.
d. Acting as a DSHS business analyst and user liaison to DOP on data and reporting needs.
e. Assist with the testing of business warehouse tools, queries and reports after each vendor upgrade of the core HRMS software.

Security Administrator

HRMS is a payment system that contains sensitive and confidential information, making it essential that access to it be carefully administered and closely monitored. At the same time, with its graphical user interface, immediate data edits and role based security, HRMS provides agencies with an opportunity to replace the inefficient and error prone practice of routing paper forms with distributed data entry activities.

DSHS is a large agency with offices located throughout Washington State with over 500 employees who have security to access the current personnel/payroll system. Distributing data entry activities and implementing self-service functionality will result in a significantly larger number of HRMS users. As the number of users increases so too will the percentage of security changes required due to staff turn-over and changes to job responsibilities. To effectively manage the increased security administration workload, DSHS will need one additional FTE.

End User Help Desk

For the following reasons DSHS expects the number of end user questions and issues to increase significantly following the implementation of HRMS:
a. HRMS represents a dramatic change from the old payroll system with new screen layouts and work flow processes and increased functionality and data elements.
b. In the current personnel/payroll system, many employee data errors are not critical to the production of payroll. Even if discovered prior to or during the execution of payroll, the errors may be cleaned up after the rush of payroll processing is complete. However, in HRMS most edits are applied up front as the data is being entered into the system. While this should reduce the number errors in employee data, it also makes it urgent that questions and issues be resolved quickly so that payroll processing is not impacted.
c. Based on the size of the agency and the complexity of its operating environment (many field offices, multiple bargaining unit contracts, institutions with unusual work shifts) even minor rule changes can have significant impacts to DSHS operating practices.
d. To take full advantage of HRMS functionality at implementation time, DSHS plans to replace the error prone and frustrating practice of routing paper forms with distributed data entry activities. This will increase the number of individuals who interact with the system and the level of end user support required.

To effectively handle end user questions, promote the acceptance of HRMS, reduce the number of data errors and ensure that payroll processing is completed on schedule; DSHS will need three additional FTEs to staff an End-user Help Desk.

Drugfree Workplace Coordinator

With the renewed emphasis on the alcohol and drug awareness program required by the Federal Drug-Free Workplace Act, a Drug Free Workplace Coordinator is required. This position provides these services statewide.

Most of the potential impacts will arise from a new emphasis on employee rehabilitation and include:
· supervisor training on positive intervention in alcohol/drug-related workplace problems;
· technical assistance to programs, HR staff and supervisors in difficult cases;
· additional employee case management in relation to Employee Assistance Services or other resources, and

· processes that arise out of collective bargaining in the area of reasonable suspicion and/or random drug testing.

HRMS Trainers

HRMS represents a dramatic change from the old payroll system with new screen layouts, work flow processes and increased functionality and data elements. Because it is a payment system that contains sensitive and confidential information, ensuring that HRMS end-users have the appropriate skills to complete data entry and maintenance is essential. DSHS will have 700 or more end users that require training in HRMS before and during system implementation which will occur throughout 2005. In addition, as staff turns over and changes in responsibilities occur, HRMS training will need to be conducted on a continuing basis to effectively develop and maintain HRMS end user proficiency.

EBU Coordinator

The proposed Employee Business Unit (EBU) rules along with the draft Competitive Contracting Manual represents a dramatic change for all state agencies. The EBU members will continue to be state employees and an EBU is an entity within the agency. As a result, Human Resources will need to be involved in assisting EBU leaders, agency management and contract administrators to manage the personnel needs of the contract. In addition, predictability and consistency in applying performance standards and focusing on results is the best way to avoid disputes. In the proposed Competitive Contracting Manual, human resource is identified as the entity to facilitate resolution.

Competitive Contracting Compliance

To provide assistance to department programs in responding to requests for contracting out services previously performed by state employees, three FTEs are required. Consultants will: liaison with other state agencies to look for opportunities for consolidating services; establish and oversee statewide department policies for competitive contracting; provide coordination with department human resource staff in formulation of EBUs; provide coordination with fiscal staff providing cost of government services; provide technical assistance and support to various administrations in meeting the agency requirements from selection of a business function for contracting, completion of the alternatives phase; development of risk assessments and performance measures; and final conduct of solicitation and award.

To accomplish this, they will: conduct the procurement processes; provide final legal and technical review of staff work submitted by programs; provide expert consultation in the development of terms and conditions and performance work statements; represent the department to external agencies and stakeholders; assist with negotiations; provide training to department staff; conduct centralized monitoring activities; and conduct terminations for default.

These functions are not presently performed and are being requested to meet the anticipated workload demands associated with competitive contracting. These positions would be created in response to the Personnel Systems Reform Act (RCW 41.06.142).

Activity Codes: K002 and K041

Narrative Justification and Impact Statement

How contributes to strategic plan:

DSHS will be better able to implement our strategic plan by being proactive in providing the services and products created by PSRA. These positions will assist with the department's goal to maximize efficiencies in all programs as well as to improve customer service. This will increase efficiencies by streamlining the agency's cumbersome classification system and creating an agile human resource system that is more responsive to the ever-changing business needs that will take advantage of the flexibility created by PSRA. DSHS will be better able to utilize the new classification system which will allow us to provide

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flexibility in assigning job duties, facilitate career mobility, advance our employees, and better assist in recruitment and retention.

These positions will enable DSHS to provide more efficient human resource management system processes and support the implementation of civil service reform, collective bargaining, and competitive contracting. These positions will also allow the human resource staff to provide management with critical data needed for strategic planning for the agency. DSHS will be able to maximize human capital, reduce manual processes, and support employee and manager self-service.

Performance Measure Detail

Agency Level

	Incremental Changes FY 1	Incremental Changes FY 2
Activity: K002 Administrative Services Division		
No measures linked to package	0.00	0.00
Activity: K041 Human Resources Division		
No measures linked to package	0.00	0.00

Reason for change:

If the proposed funding change is implemented, DSHS' ability to provide services in the area of recruitment, classification and compensation, labor relations, human resource management systems, competitive contracting, and in general overall services will be improved because the right amount of staffing will be present to implement PSRA. These expanded functions within the PSRA require skilled staff to develop, implement, and administer the multitude of requisite changes.

Impact on clients and services:

With the passage of the PSRA, there are more responsibilities placed on HRD and staffing is insufficient at the current level to provide the services that will be needed. Civil service reform, the Human Resource Management System, Competitive Contracting, and the new CBA master agreements will all create demands that will need to be satisfied and with current staffing levels these will be impossible to meet.

Impact on other state programs:

This decision package will benefit other agency programs by providing expert support centrally rather than expecting each program to find its own resources.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

The proposed increased level of FTE's that is being requested is critical to DSHS' ability to meet the anticipated service demand created by the implementation of PSRA. Other options considered such as maintaining current staffing levels are not adequate to meet the service demand created by PSRA. Although there is an opportunity to provide services and products through the use of improved technology and redesign of current services and products, the demand will be overwhelming and current resources are not sufficient to redirect human resources and human capital to fill the gaps that will be created.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

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Budget impacts in future biennia:

There is no bow wave.

Distinction between one-time and ongoing costs:

One-time expenditures of $222,000 are necessary for equipment. Other costs are ongoing.

Effects of non-funding:

Without the additional funding, DSHS will not be able to effectively provide services required under PSRA. It also has the potential to impede compliance with contractual obligations incurred as a result of CBA master agreement negotiations. Failure to comply with the PSRA and negotiated collective bargaining agreements will ensure non-compliance with state and federal statutes. In addition, DSHS staff will not be prepared regarding the various components of PSRA.

Adequate funds are needed to take full advantage of the flexibility provided under PSRA and to fund the additional expenses incurred as a direct result of obtaining this flexibility. The impacts are far reaching and span areas that include employee due process, payroll processing, reasonable accommodations, recruitment, reduction-in-force, and classification and compensation.

Expenditure Calculations and Assumptions:

See attachment - ADMIN PL-KK Civil Service Reform.xls

Object Detail		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	1,411,000	1,411,000	2,822,000
B	Employee Benefits	329,000	329,000	658,000
E	Goods And Services	247,000	247,000	494,000
G	Travel	62,000	62,000	124,000
J	Capital Outlays	222,000	0	222,000
T	Intra-Agency Reimbursements	26,000	26,000	52,000
	Total Objects	**2,297,000**	**2,075,000**	**4,372,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KK Civil Service Reform
Program Level - 110 Admin & Supporting Svcs

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DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	1,536,000	1,385,000	2,921,000
	Total for Fund 001-1	**1,536,000**	**1,385,000**	**2,921,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	35,000	32,000	67,000
E61L	Food Stamp Program (50%)	76,000	69,000	145,000
	Total for Fund 001-2	**111,000**	**101,000**	**212,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	115,000	105,000	220,000
658L	Title IV-E-Foster Care (50%)	39,000	35,000	74,000
659L	Title IV-E Adoption Assistance (50%)	3,000	3,000	6,000
	Total for Fund 001-A	**157,000**	**143,000**	**300,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	493,000	446,000	939,000
	Total for Fund 001-C	**493,000**	**446,000**	**939,000**
	Total Overall Funding	**2,297,000**	**2,075,000**	**4,372,000**

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PL-KK Civil Service Reform

Civil Service Reform 110 05/07 Budget

		Total			ASD Activity Code K002			HRD Activity Code K041		
		SFY06	SFY07	BIEN	SFY06	SFY07	BIEN	SFY06	SFY07	BIEN
	FTEs	27.0	27.0	27.0	3.0	3.0	3.0	24.0	24.0	24.0
	A	1,411,000	1,411,000	2,822,000	185,000	185,000	370,000	1,226,000	1,226,000	2,452,000
	B	329,000	329,000	658,000	39,000	39,000	78,000	290,000	290,000	580,000
	EA	125,000	125,000	250,000	14,000	14,000	28,000	111,000	111,000	222,000
	ED	111,000	111,000		12,000	12,000	24,000	99,000	99,000	198,000
	EN	11,000	11,000	22,000	2,000	2,000	4,000	9,000	9,000	18,000
	G	62,000	62,000	124,000	4,000	4,000	8,000	58,000	58,000	116,000
	J	222,000	0	222,000	25,000	0	25,000	197,000	0	197,000
	TZ	26,000	26,000	52,000	3,000	3,000	6,000	23,000	23,000	46,000
	Total	2,297,000	2,075,000	4,372,000	284,000	259,000	543,000	2,013,000	1,816,000	3,829,000
001-1	0011	1,536,000	1,385,000	2,921,000	191,000	173,000	364,000	1,345,000	1,212,000	2,557,000
001-2	001B	35,000	32,000	67,000	4,000	4,000	8,000	31,000	28,000	59,000
001-2	E61L	76,000	69,000	145,000	9,000	9,000	18,000	67,000	60,000	127,000
001-A	563I	115,000	105,000	220,000	14,000	13,000	27,000	101,000	92,000	193,000
001-A	658L	39,000	35,000	74,000	5,000	4,000	9,000	34,000	31,000	65,000
001-A	659L	3,000	3,000	6,000	0	0	0	3,000	3,000	6,000
001-C	19UL	493,000	446,000	939,000	61,000	56,000	117,000	432,000	390,000	822,000
	Total	2,297,000	2,075,000	4,372,000	284,000	259,000	543,000	2,013,000	1,816,000	3,829,000

2005-07 Biennium
PL-KK Civil Service Reform

Civil Service Reform 110 05/07 Budget
2005-2007 STAFF AND SUPPORT COST ESTIMATES
Fill in information in blue areas only

		Directions
Program	Administrative & Supporting Services 110	Program title and number here!
Title of Worksheet	Competitive Contracts Consults PL-KK	Worksheet title!
File Name	Competitive Contracts Consults PL-KK	Your Excel file name!

JT 08/05/04

	Classification	Range, Step	Monthly Salary	# of FTEs YEAR 1	# of FTEs YEAR 2	
Position #1	WMS 2		5,133	3	3	Position classification, range and step, monthly salary and number of positions per year!
Position #2				0	0	
Position #3				0	0	
Position #4				0	0	
Position #5				0	0	
Position #6				0	0	
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)				0.0765	0.0765	OASI Rate for each fiscal year
Retirement FY04 .0140 FY05 .0140				0.014	0.014	Retirement Rate for each fiscal year
Health Insurance $592.30 SFY04, $592.30 SFY 05 per Staff Month				592.3	592.3	Health Insurance per Staff Month
Ind. Ins./Med. Aid Per Staff Month			27.88			Industrial Insurance and Medical aid per month per person or average for different classifications!
Goods & Services Per Staff Month (Object E Other)			387			Average cost of object E excluding EN & ED!
Personnel Service Charge (Object EN)			0.007			Percent charged by the Department of Personnel!
Lease Cost Per Person Per Month (Object ED)			345			Average Lease cost per new employee!
Travel Per Staff Month (Object G)			100			Average travel cost per new employee!
Equipment One Time Cost Per New FTE						
Landscape Equipment			2,800			Equipment cost per person!
Computer, Printer and Software			3,700			FTEs above will calculate how much per year!
Major Movable Equipment & Communication Setup			1,700			
Other			0			You can add misc. equipment here, title $!
Equipment Total (Object J)			8,200			
ISSD: TZ				79.35	79.35	ISSD is computed from FTE's, monthly
Misc. Object Per Month (Title and Object)	GRANTS	N		0	0	Variable object; your choice $ per month

STATE	0%
FEDERAL	0%
LOCAL	0%

ADMIN PL-KK Civil Service Reform.xls

2005-07 Biennium
PL-KK Civil Service Reform

Civil Service Reform 110 05/07 Budget
Competitive Contracts Consults PL-KK
Competitive Contracts Consults PL-KK

TITLE		RANGE	SALARIES	JUL 05	AUG 05	SEPT 05	OCT 05	NOV 05	DEC 05	JAN 06	FEB 06	MAR 06	APR 06	MAY 06	JUN 06	SFY 06 YEARS TOTALS
WMS 2		0.0	5,133	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	184,788
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF MONTH TOTAL				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	36.00
															Total FTE's	3.00
SALARIES TOTAL	A			15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	184,788
BENEFITS																
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)				1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	14,136
Retirement FY04 .0140 FY05 .0140				216	216	216	216	216	216	216	216	216	216	216	216	2,592
Health Insurance $592.30 SFY04, $592.30 SFY 05 per Staff Month				1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	21,324
IND. INS./MED. AID PER STAFF MONTH			27.88	84	84	84	84	84	84	84	84	84	84	84	84	1,008
BENEFITS TOTAL	B			3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	39,060
GOODS & SERVICES PER STAFF MONTH			387	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	13,932
PERSONNEL SERV. CHARGE			0.007	108	108	108	108	108	108	108	108	108	108	108	108	1,296
LEASE COSTS PER PERSON PER MONTH			345	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	12,420
GOODS AND SERVICES TOTAL	E			2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	27,648
TRAVEL PER STAFF MONTH			100	300	300	300	300	300	300	300	300	300	300	300	300	3,600
TRAVEL TOTAL	G			300	300	300	300	300	300	300	300	300	300	300	300	3,600
EQUIPMENT COSTS ONE TIME CHARGE			8,200	24,600	0	0	0	0	0	0	0	0	0	0	0	24,600
EQUIPMENT TOTAL	J			24,600	0	0	0	0	0	0	0	0	0	0	0	24,600
GRANTS				0	0	0	0	0	0	0	0	0	0	0	0	0
GRANTS	N			0	0	0	0	0	0	0	0	0	0	0	0	0
ISSD: TZ				238	238	238	238	238	238	238	238	238	238	238	238	2,856
ISSD: TZ TOTAL	T			238	238	238	238	238	238	238	238	238	238	238	238	2,856
STATE			0.00%													0
FEDERAL			0.00%													0
LOCAL			0.00%													0
TOTAL FUNDS				46,096	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	282,552
STAFF MONTHS																
WMS 2				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

2005-07 Biennium
PL-KK Civil Service Reform

Civil Service Reform 110 05/07 Budget
Competitive Contracts Consults PL-KK
Competitive Contracts Consults PL-KK

TITLE		RANGE	SALARIES	JUL 06	AUG 06	SEPT 06	OCT 06	NOV 06	DEC 06	JAN 07	FEB 07	MAR 07	APR 07	MAY 07	JUN 07	SFY 07 YEARS TOTALS	05/07 BIEN TOTALS	07/09 BIEN TOTALS
WMS 2		0.0	5,133	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	184,788	369,576	369,576
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF MONTH TOTAL				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	36.00	72.00	72.00
															Total FTE's	3.00	6.00	6.00
SALARIES TOTAL	A			15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	15,399	184,788	369,576	369,576
BENEFITS																		
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)				1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	1,178	14,136	28,272	28,272
Retirement FY04 .0140 FY05 .0140				216	216	216	216	216	216	216	216	216	216	216	216	2,592	5,184	5,184
Health Insurance $592.30 SFY04, $592.30 SFY 05 per Staff Month				1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	1,777	21,324	42,648	42,648
IND. INS./MED. AID PER STAFF MONTH			27.88	84	84	84	84	84	84	84	84	84	84	84	84	1,008	2,016	2,016
BENEFITS TOTAL	B			3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	3,255	39,060	78,120	78,120
GOODS & SERVICES PER STAFF MONTH			387	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	13,932	27,864	27,864
PERSONNEL SERV. CHARGE			0.007	108	108	108	108	108	108	108	108	108	108	108	108	1,296	2,592	2,587
LEASE COSTS PER PERSON PER MONTH			345	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	1,035	12,420	24,840	24,840
GOODS AND SERVICES TOTAL	E			2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	2,304	27,648	55,296	55,291
TRAVEL PER STAFF MONTH			100	300	300	300	300	300	300	300	300	300	300	300	300	3,600	7,200	7,200
TRAVEL TOTAL	G			300	300	300	300	300	300	300	300	300	300	300	300	3,600	7,200	7,200
EQUIPMENT COSTS ONE TIME CHARGE			8,200	0	0	0	0	0	0	0	0	0	0	0	0	0	24,600	0
EQUIPMENT TOTAL	J			0	0	0	0	0	0	0	0	0	0	0	0	0	24,600	0
GRANTS				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRANTS	N			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ISSD: TZ				238	238	238	238	238	238	238	238	238	238	238	238	2,856	5,712	5,712
ISSD: TZ TOTAL	T			238	238	238	238	238	238	238	238	238	238	238	238	2,856	5,712	5,712
STATE			0.00%													0	0	0
FEDERAL			0.00%													0	0	0
LOCAL			0.00%													0	0	0
TOTAL FUNDS				21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	21,496	257,952	540,504	515,899
STAFF MONTHS																		
WMS 2				3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00			
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

2005-07 Biennium
PL-KK Civil Service Reform

Program	Administrative & Supporting Services 110	Program title and number here!
Title of Worksheet	Master Staff and Support Cost Estimate	Worksheet title!
File Name	Implement PSRA PL DP for HRD	Your Excel file name!

JT 08/05/04

	Classification	Range, Step	Monthly Salary	# of FTEs YEAR 1	# of FTEs YEAR 2	
Position #1	HRC2	48K	3,727	6	6	Position classification, range and step, monthly salary and number of positions per year!
Position #2	HRC3	54K	4,322	14	14	
Position #3	HRC4	58K	4,771	3	3	
Position #4	Bus/DW Admin.	WMS	5,007	1	1	
Position #5				0	0	
Position #6				0	0	
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)				0.0765	0.0765	OASI Rate for each fiscal year
Retirement FY06 .0140 FY07 .0140				0.014	0.014	Retirement Rate for each fiscal year
Health Insurance $592.30 SFY06, $592.30 SFY 07 per Staff Month				592.3	592.3	Health Insurance per Staff Month
Ind. Ins./Med. Aid Per Staff Month			27.88			Industrial Insurance and Medical aid per month per person or average for different classifications!
Goods & Services Per Staff Month (Object E Other)			387			Average cost of object E excluding EN & ED!
Personnel Service Charge (Object EN)			0.007			Percent charged by the Department of Personnel!
Lease Cost Per Person Per Month (Object ED)			345			Average Lease cost per new employee!
Travel Per Staff Month (Object G)			200			Average travel cost per new employee!
Equipment One Time Cost Per New FTE						
Landscape Equipment			2,800			Equipment cost per person!
Computer, Printer and Software			3,700			FTEs above will calculate how much per year!
Major Movable Equipment & Communication Setup			1,700			
Other			0			You can add misc. equipment here, title $!
Equipment Total (Object J)			8,200			
ISSD: TZ				79.35	79.35	ISSD is computed from FTE's, monthly
Misc. Object Per Month (Title and Object)	GRANTS		N	0	0	Variable object; your choice $ per month

STATE	0%
FEDERAL	0%
LOCAL	0%

2005-07 Biennium
PL-KK Civil Service Reform

TITLE	RANGE	SALARIES	JUL 05	AUG 05	SEPT 05	OCT 05	NOV 05	DEC 05	JAN 06	FEB 06	MAR 06	APR 06	MAY 06	JUN 06	TOTALS
HRC2	48K	3,727	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	268,344
HRC3	54K	4,322	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	726,096
HRC4	58K	4,771	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	171,756
Bus/DW Admin.	WMS	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	60,084
0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF MONTH TOTAL			24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	288.00
														Total FTE's	24.00
SALARIES TOTAL	A		102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	1,226,280
BENEFITS															
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)			7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	93,816
Retirement FY06 .0140 FY07 .0140			1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	17,172
Health Insurance $592.30 SFY06, $592.30 SFY 07 per Staff Month			14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	170,580
IND. INS./MED. AID PER STAFF MONTH		27.88	669	669	669	669	669	669	669	669	669	669	669	669	8,028
BENEFITS TOTAL	B		24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	289,596
GOODS & SERVICES PER STAFF MONTH		387	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	111,456
PERSONNEL SERV. CHARGE		0.007	715	715	715	715	715	715	715	715	715	715	715	715	8,580
LEASE COSTS PER PERSON PER MONTH		345	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	99,360
GOODS AND SERVICES TOTAL	E		18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	219,396
TRAVEL PER STAFF MONTH		200	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600
TRAVEL TOTAL	G		4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600
EQUIPMENT COSTS ONE TIME CHARGE		8,200	196,800	0	0	0	0	0	0	0	0	0	0	0	196,800
EQUIPMENT TOTAL	J		196,800	0	0	0	0	0	0	0	0	0	0	0	196,800
GRANTS			0	0	0	0	0	0	0	0	0	0	0	0	0
GRANTS	N		0	0	0	0	0	0	0	0	0	0	0	0	0
ISSD: TZ			1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	22,848
ISSD: TZ TOTAL	T		1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	22,848
STATE		0.00%													0
FEDERAL		0.00%													0
LOCAL		0.00%													0
TOTAL FUNDS			348,110	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	2,012,520
STAFF MONTHS															
HRC2			6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	
HRC3			14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	
HRC4			3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
Bus/DW Admin.			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

2005-07 Biennium
PL-KK Civil Service Reform

TITLE	RANGE	SALARIES	JUL 06	AUG 06	SEPT 06	OCT 06	NOV 06	DEC 06	JAN 07	FEB 07	MAR 07	APR 07	MAY 07	JUN 07	TOTALS	TOTALS	TOTALS
HRC2	48K	3,727	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	22,362	268,344	536,688	536,688
HRC3	54K	4,322	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	60,508	726,096	1,452,192	1,452,192
HRC4	58K	4,771	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	14,313	171,756	343,512	343,512
Bus/DW Admin.	WMS	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	5,007	60,084	120,168	120,168
0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0.00	0.0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STAFF MONTH TOTAL			24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	288.00	576.00	576.00
														Total FTE's	24.00	48.00	48.00
SALARIES TOTAL	A		102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	102,190	1,226,280	2,452,560	2,452,560
BENEFITS																	
OASI .0765 $84,000-02 $88,200-03 (.0620 OASI, .0145 Medicare)			7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	7,818	93,816	187,632	187,632
Retirement FY06 .0140 FY07 .0140			1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	1,431	17,172	34,344	34,344
Health Insurance $592.30 SFY06, $592.30 SFY 07 per Staff Month			14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	14,215	170,580	341,160	341,160
IND. INS./MED. AID PER STAFF MONTH		27.88	669	669	669	669	669	669	669	669	669	669	669	669	8,028	16,056	16,056
BENEFITS TOTAL	B		24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	24,133	289,596	579,192	579,192
GOODS & SERVICES PER STAFF MONTH		387	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	9,288	111,456	222,912	222,912
PERSONNEL SERV. CHARGE		0.007	715	715	715	715	715	715	715	715	715	715	715	715	8,580	17,160	17,168
LEASE COSTS PER PERSON PER MONTH		345	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	8,280	99,360	198,720	198,720
GOODS AND SERVICES TOTAL	E		18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	18,283	219,396	438,792	438,800
TRAVEL PER STAFF MONTH		200	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600	115,200	115,200
TRAVEL TOTAL	G		4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	57,600	115,200	115,200
EQUIPMENT COSTS ONE TIME CHARGE		8,200	0	0	0	0	0	0	0	0	0	0	0	0	0	196,800	0
EQUIPMENT TOTAL	J		0	0	0	0	0	0	0	0	0	0	0	0	0	196,800	0
GRANTS			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRANTS	N		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ISSD: TZ			1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	22,848	45,696	45,696
ISSD: TZ TOTAL	T		1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	1,904	22,848	45,696	45,696
STATE		0.00%													0	0	0
FEDERAL		0.00%													0	0	0
LOCAL		0.00%													0	0	0
TOTAL FUNDS			151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	151,310	1,815,720	3,828,240	3,631,448
STAFF MONTHS																	
HRC2			6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00			
HRC3			14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00	14.00			
HRC4			3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00			
Bus/DW Admin.			1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KL Reactivate Community Networks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The purpose of this decision package is to provide funding for eight communities to reactivate a local Community Public Health and Safety Network (Community Network); education and technical assistance to those communities; and administrative and policy oversight to assure consistency with legal requirements. Reactivation would be contingent upon each community demonstrating to the Family Policy Council (FPC) evidence of meeting or exceeding established eligibility standards.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
181-1 Violence Reduction/Drug Enforcement-State	474,000	474,000	948,000
Total Cost	**474,000**	**474,000**	**948,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**1.0**	**1.0**	**1.0**

Package Description:

The FPC is a family-community-state partnership that helps prevent child abuse and neglect, youth substance abuse and five other major social problems. The FPC currently oversees the development of 36 Community Networks, quasi-governmental public entities authorized by the state. The FPC/Community Network system helps each community find a unique pathway to improving the well-being of communities and families by facilitating collaboration among agencies; educating about effective prevention; and building bridges between communities and disciplines to find solutions. Using a public health approach for improving behavioral health, the FPC is a catalyst for building stronger, safer, and healthier families and communities.

The FPC staff (5.5 FTEs plus qualified contractors) provide policy supports to the FPC and member agencies; education and technical assistance to build community capacity for solving major social problems; monitoring implementation fidelity of RCW 70.190; and administration of 'base plus formula' grants to 36 Community Networks. The state staff also provide a link between Community Networks and the FPC and potentially affected entities concerning findings and recommendations from Community Networks to facilitate service at the local level or for decategorization of funds or rule (RCW 70.190.030 & .110). Education, technical assistance, processing Community Network findings and recommendations, and monitoring the development of this relatively new system of special purpose public Community Networks comprise approximately 90 percent of the FPC staff workload.

Implementation Schedule
Implementation would begin July 1, 2005, with communities conducting preparatory work prior to that date voluntarily.

Nature of change
This policy proposal would increase the number of Community Networks with state operational funding from 36 to 44, and provide state resources to support the additional networks.

Problem being addressed
Chapter 70.190 RCW authorized the FPC to establish Community Networks throughout the state, which they did in the mid 1990s, in order to "redirect" public efforts to "expand, support, strengthen, and help reconstruct family and community networks to assist in meeting the needs of children" with the express purpose of reducing seven major social problems. The system of Community Networks covers the entire state and ten Tribes, with a total of 53 Community Networks.

Until Fiscal Year 2001 all of the 53 legally authorized Community Networks received state funding, had a formal contractual

relationship with, and received both benefits and oversight from, the FPC. Preliminary conclusions from an econometric analysis conducted by the Washington State Institute for Public Policy of the Community Networks' results between 1990 and 2000 indicates that Community Networks focused on reducing a particular social problem do have a positive impact on the rates of that problem than communities without a Community Network focused on reducing the problem. Even though the findings are preliminary, and the time period encompasses only a few years of Community Network operations, state investment in the Community Network system is promising. Communities without a Community Network do not have equal opportunity to realize this promise.

A 25 percent budget reduction, coupled with a budget proviso directing the FPC to focus remaining dollars on best performing Community Networks, reduced the number of networks with funding, oversight and support from 53 to 36. The budget proviso ratified Legislative and Executive agreement that current budget level of $6.593 million is not enough to support the FPC and more than 36 Community Networks. Therefore, additional funding will be necessary in order for the FPC to re-activate Community Networks in the communities that demonstrate readiness to effectively achieve the results required of each Community Network.

Affect to Agency Activity Index

The FPC is one activity in the Department of Social and Health Services (DSHS) activity index. The FPC also supports activities of member agencies:

DSHS
Department of Health
Department of Community, Trade and Economic Services
Employment Security Department
Office of the Superintendent of Public Instruction

How the FPC would function under this proposal.

This proposal would improve the FPC effectiveness by restoring a portion of the statewide system of Community Networks, therefore increasing the geographic area and population of the state protected by public health efforts to reduce "violent delinquent acts, teen substance abuse, teen pregnancy and male parentage, teen suicide attempts, dropping out of school, child abuse or neglect, and domestic violence" as well as out-of-home placement of children (major social problems).

The FPC has established eligibility standards for reactivating Community Networks to ensure quality control and sufficient local capacity to operate an effective collaborative. The FPC will consider community applications for Community Network reactivation in September. The exact number of communities that meet eligibility standards will be determined at that time. This decision package may be reduced according to the results of that determination, as all of the communities that have expressed interest, and are included in this proposal, may not meet the minimum qualifications.

- In RCW 70.190 these major social problems are called "at risk behaviors" and include: child abuse and neglect, domestic violence, youth substance abuse, youth violence, youth suicide, dropping out of school, and teen pregnancy/male parentage. Public Health is what we as a society do collectively to assure the conditions in which people can be healthy. A public health approach goes beyond the health status of individuals, addressing strategically multiple determinates of population health.

Activity Inventory K107

Narrative Justification and Impact Statement

How contributes to strategic plan:

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-KL Reactivate Community Networks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

This decision package would implement the FPC Strategic Plan in 44 communities instead of 36, and align multiple agency and community efforts to achieve the following state priority results: health, safety, condition of vulnerable people, economic vitality, and educational success.

Goals for the re-activated Community Networks are consistent with the FPC Strategic Plan goals, and in addition to alignment of efforts, include:
1. Develop and sustain cross-system partnerships created to solve today's problems, ensuring that linkages are available to address persistent or emerging needs.
2. Improve capacity for reducing the rates of seven inter-related at-risk behaviors and child out-of-home placement. Capacity includes a mix of:
- Conditions (shared values, quality of programs and strategies, program congruence with community needs, and political support); and
- Resources (knowledge, skills, money, time, technical assistance, and formal/informal family support for reducing the rates of at risk behaviors).

Including, but not limited to:
- An active, effective collaborative that meets the membership criteria for a Community Public Health and Safety Network as specified in 70.190 RCW;
- Capacity to assess the effectiveness of existent programs and supports for families and children; and
- Capacity to leverage the resources needed to strengthen supports for families and children, or demonstrated capacity to align resources among several entities in order to achieve common vision and strategy for reducing locally prioritized "at risk" behavior(s) as defined at RCW 70.190.010.

Performance Measure Detail

Agency Level

Activity: K107 Washington Council for the Prevention of Child Abuse and Neglect	Incremental Changes FY 1	FY 2
No measures linked to package	0.00	0.00

Reason for change:

The problem being addressed in this decision package would reactivate Community Networks in eight Washington communities that have both readiness and capacity to make use of the authority granted at 70.190 RCW.

The intent of RCW 70.190 is for a statewide system of community networks. Due to budget cuts in 2001, more than 30 percent of the state's geographic area and more than 20 percent of the state's population were left without the benefits of a Community Network. Benefits include:
- Authority to convene the community for strategic reduction of the seven problem behaviors based on current data, a public health approach and existing risk and protective factors in the community;
- The structure and seed money to attract and leverage resources needed to solve locally prioritized problem behaviors;
- Public engagement, sense of responsibility for, and will to reduce major social problems as opposed to delegation of problems and solutions to government;
- Significant, measurable improvements in outcomes among children and families.

Change in results or performance is expected if this proposal is implemented. It is expected that reactivated Community Networks will achieve a good baseline score on the FPC's performance index, have a plan for improving that score, and by the end of the 2005-2007 achieve improvement in the score.

Impact on clients and services:

Levels of service provided today - cost and staffing level.

DP Code/Title: PL-KL Reactivate Community Networks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Seventeen percent of the FPC budget is retained by the FPC in order to provide supports to the FPC and member agencies; education and technical assistance to build community capacity to solve social problems; monitoring implementation fidelity of RCW 70.190; and administration of 'base plus formula' grants to 36 Community Networks. State services are currently provided by 5.5 FTEs and qualified contractors.

This proposal includes funds for reactivating eight Community Networks. Seventeen percent of the requested funds and one FTE are included in the proposal to provide supports to the FPC and member agencies related to Community Network findings and recommendations; education and technical assistance to build community capacity to solve social problems; monitoring implementation fidelity of RCW 70.190; and administration of the new Community Network contracts.

Alteration of existing services due to these funds.
Service levels in communities with re-activated Community Networks will go from zero to statutory intent.

Impact of additional resources.
Additional resources will expand eligibility to communities without a funded Community Network, and enhance services and supports in those communities.

Stakeholders
Stakeholders affected by this proposal include people from, or working in, the communities that apply for Community Network reactivation. These include citizens involved in helping families and children to thrive, service recipients, professionals from fields represented on Community Network boards, local government officials, local school officials, Legislators, and FPC member agency administrators or area managers.

Community Network boards are formed with voluntary collaborative membership. Membership is composed of twenty-three people, thirteen of whom are citizens who live within the network boundary with no fiduciary interest in the social, justice, education, or health service system. In many cases, these members form cross-connections to community mobilization advisory boards, city or county children's services commissions, human services advisory boards, or other such organizations. Service recipients usually are also members, and where they are not members, are involved in planning and strategic decision making. The remaining ten members are professionals who live or work within the network boundary and represent cities, counties, federally recognized Indian tribes, parks and recreation programs, law enforcement agencies, state children's service workers, employment assistance workers, private social service providers, broad-based non-secular organizations, or health service providers, and public education. Reactivation will occur only in those communities demonstrating the capacity for collaboration; therefore, each community has a long list of stakeholders.

State officials directly involved with the FPC/Community Network activity are also stakeholders. The FPC membership include the executive or designee from DSHS, Department of Health, Department of Community, Trade, and Economic Development; Employment Security Department, Office of the Superintendent of Public Instruction, Office of Financial Management, and a representative of each of the four Legislative Caucuses. Many Legislators help to develop and monitor their Community Network's strategies and activities for reducing major social problems, and actively support budget proposals for Community Network funding. Legislators from the districts/communities with a re-activated Community Network can be expected to support this decision package.

Activity links are extensive and include neighborhood efforts, non-profit and local government efforts, federal and private grants (many Community Networks win federal and private awards), and state agency programs and initiatives, as appropriate locally. Professionals and residents associated with the activity links proposed by a re-activating Community Network can be expected to support this decision package.

Impact on other state programs:

Community Networks have a positive impact on service providers by reducing both the risk for problem behaviors and the incidence of problem behaviors. For example, in Adams County, where the Network has focused on "safe community

living," juvenile crime has been reduced by nearly-two thirds since 1994. The number of youths sent to Juvenile Rehabilitation Administration for treatment has plummeted by nearly one-fourth. Snohomish County, which uses a youth development model in order to reduce youth substance abuse and youth crime, has reduced its portion of juvenile crime from 13 percent of all youth crime in the state to 9 percent of all youth crime in the state. In San Juan County, dependency has reached an historic low. And in Pierce County, the Greater Pierce Community Network has recruited and trained over 75 foster families to care for children found in methamphetamine labs.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

In Fiscal Year 2001 the FPC implemented a 25 percent budget cut and budget proviso that required that remaining funds be concentrated on best performing Community Networks. Best performing was defined as scoring adequately on the performance index used to measure FPC work. Since raters considered 24 full months of operations, some Community Networks with very good performance during one year of the previous biennium, but not during the other, had funding eliminated. During this process the FPC considered revoking a Community Network's status as authorized by 70.190.030(3).

It was determined that revoking a Community Network's status without opportunity to bring the Network into compliance would create risk for Washington state. Therefore, the FPC decided to discontinue funding, provide limited educational support, leave authority for a community network in place, and develop a process for reactivating community networks in a future biennium. This package reflects the Council's decision for reactivation in qualifying areas of the state at this time.

When the Legislature directed cuts in the FPC budget, it was determined that the level of funding provided to each community-a base of $30,000 per year plus a population-driven formula established by Office of Financial Management - was the minimum amount a Community Network needed to provide the structure and focus necessary to produce measurable results. Across the board cuts were not feasible. The only viable alternative for restoring funding to the 18 communities that were cut in 2000 is a request for funding for these communities. Instead of requesting funding for all eighteen, the FPC, after discussing the state budget limitations, determined that the best option was to offer an opportunity for communities to demonstrate readiness to maintain a high performing Community Network. Preliminary information coming from communities indicates that eight communities may be able to demonstrate readiness.

Budget impacts in future biennia:

Community funding is allocated based on formula distribution of moneys allocated by the Legislature, as per RCW 43.41.195 - Community networks-Fund distribution formula. It is the intent of the FPC for funding to continue in future biennia for reactivated Community Networks, assuming adequate performance and effectiveness.

Distinction between one-time and ongoing costs:

100 percent of this request is for ongoing funding.

Effects of non-funding:

Until Fiscal Year 2001 all of the 53 legally authorized Community Networks received state funding, had a formal contractual relationship with, and received both benefits and oversight from, the FPC. Preliminary conclusions from an econometric analysis conducted by the Washington State Institute for Public Policy of the Community Networks' results between 1990

DP Code/Title: PL-KL Reactivate Community Networks
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

and 2000 indicates that Community Networks focused on reducing a particular social problem do have a positive impact on the rates of that problem than communities without a community network focused on reducing the problem. Even though the findings are preliminary, and the time period encompasses only a few years of Community Network operations, state investment in the Community Network system is promising. Communities without a Community Network do not have equal opportunity to realize this promise.

Some of the communities with no funding for their Community Network can demonstrate core competencies, capacity to maintain diverse membership and participation, as well as successful collaborative problem solving. Because they hold both the legal authority and the ability to meet expectations for a high performing network, these communities could assert that the law calls for formula distribution of funds for their Community Network. Since current level funding is not sufficient to support a greater number of networks, a demand from unfunded, but qualifying, communities could significantly decrease the effectiveness of the FPC system as a whole, as well as cause high performing Community Networks to close their doors due to inadequate funding.

Expenditure Calculations and Assumptions:

See attachment - ADMIN PL-KL Reactivate Community Networks.xls

Object Detail		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	46,000	46,000	92,000
B	Employee Benefits	11,000	11,000	22,000
G	Travel	9,000	9,000	18,000
J	Capital Outlays	3,000	3,000	6,000
N	Grants, Benefits & Client Services	405,000	405,000	810,000
	Total Objects	**474,000**	**474,000**	**948,000**

DSHS Source Code Detail		FY 1	FY 2	Total
Overall Funding				
Fund 181-1, Violence Reduction/Drug Enforcement-State				
Sources	**Title**			
1811	Violence Reduction & Drug Enforcement Acct	474,000	474,000	948,000
	Total for Fund 181-1	**474,000**	**474,000**	**948,000**
	Total Overall Funding	**474,000**	**474,000**	**948,000**

2005-07 Biennium
PL-KL Reactivate Community Networks

8/6/2004

DP PL-KL
Policy Analyst 2 - Range 50 Step J

			Fiscal Year 12	Rounded 8/6/2004	Biennium 24
AA-1111		3,818.00	45,816	46,000	91,632
BA-9100	236.72		2,841		5,681
BB-9100	50.40		605		1,210
BC-9100	35.42		425		850
BD-9100	482.38		5,789		11,577
BF-9100	15.27		183		367
BH-9100	55.36		664		1,329
sub total object B		875.55	10,507	11,000	
			66,829		112,645
Benefits		21,013			
Salary		91,632			
Travel		18,000		9000	
Equipment		6,000		3000	
Goods & Services		1,034			
		137,679		69,000	138000
Grants				405000	
Total				474,000	

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-LG Equipment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Financial Services Administration (FSA) experienced several computer system server failures throughout Fiscal Year 2004. These servers are between two to five years past the equipments useful life span. Funding is requested to establish a lease/purchase agreement to replace aging equipment servers.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	33,000	69,000	102,000
001-2 General Fund - Basic Account-Federal	3,000	5,000	8,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	4,000	7,000	11,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	11,000	22,000	33,000
Total Cost	**51,000**	**103,000**	**154,000**

Staffing

Package Description:

During Fiscal Year 2004, FSA experienced several system server failures. FSA anticipates additional server failures due to aging equipment. Funding is requested to establish a lease/purchase agreement to replace the 29 aging servers through a lease purchase arrangement, during the 2005-2007 Biennium.

Activity Inventory K037

Narrative Justification and Impact Statement

How contributes to strategic plan:

The Information Technology Office (ITO) is the financial systems information technology support for the FSA. Throughout Fiscal Year 2004, FSA experienced several computer system server failures. Funding is requested to establish a lease/purchase agreement to replace aging equipment servers in ITO. These servers are between six to ten years old and all are past the equipments' useful life span.

FSA's ITO maintains several mission critical systems for the Department of Social and Health Services' (DSHS) Management Services Administration (MSA) and FSA.

Following is a list of agency mission critical financial systems maintained by ITO:
· Capital Asset Management - Tracks DSHS building and land assets.
· Automated Clearing House - Provides electronic funds transfers.
· Cash Receipts System - Client cash receipts management, tracking, reporting and deposits.
· Children's Health Insurance Program - Client billing and payment history.
· Children's Trust Fund - Provides accounting for monthly child support payments.
· Chore FICA/FUTA Tax System - Wage payments; FICA, FUTA, SOTA taxes.
· Client Receivable System - Client overpayment tracking, reporting and recovery, and client assistance status.
· Collection & Accounts Receivable System (CARS) (aka Acuity) - Commercial software purchased as a comprehensive accounting tool.
· Court Ordered Restitution - Tracks financial activity for individuals found by the courts to be financially responsible for

DP Code/Title: PL-LG Equipment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

citizens requiring agency services.
· Drug Rebate - Performs account receivables management, collections management, drug rebate management, and management reporting for the Drug Rebate program.
· Estate Recovery - Prepares invoice vouchers to claim payment of Notices and Finding of Financial Responsibility.
· Grant Management System - Program for the management and account of federal grant dollars.
· Healthcare for Workers with Disabilities - Generates customer billing statements for healthcare benefits for workers with disabilities.
· Medical Extension Benefits - Financial accounting and client billing for medical extension benefits.
· Medical Payments System - Processes payments to medical providers. Impacted by changes to the Medicaid Management Information System (MMIS).
· Residential Program System - Provides residential client accounting, reporting and billing.
· Supplemental Security Income Case Management System - Provides supplemental income to clients pending federal funding. The SSI system provides SSI case management, tracking, reporting and calculations in support of the program.
· Title 19 Accounting - Provides accounting and fiscal tracking of medical coverage and benefits for indigent clients.
· Treasury Offset Program - Transfers funds from federal offset (IRS and federal employee salaries) into our Client Receivable system.
· Vendor Accounts Receivable System - Performs account receivables management, collections management, drug rebate management, and management reporting for the Vendor program.
· Vendor Payment System - creates vendor payments for SSPS, printing chargeback, motor pool, telecommunications, and disabilities payments.
· Windows Allotment Reporting Program - Budget development and allotment planning for the agency.
· Telecommunications - Telecommunications Charges.
· Automated Tracking System - Tracks uncashed warrants that need to be reissued because they have been lost, stolen, or destroyed.
· A-19 Log - Produces and tracks warrants (A-19's) written to Public Assistance and Food Stamp Clients.

In addition, ITO also maintains several other financial systems, not listed above, which are not considered mission critical for DSHS.

Performance Measure Detail

Agency Level

Activity: K037 Financial Services Administration	**Incremental Changes FY 1**	**FY 2**
No measures linked to package	0.00	0.00

Reason for change:

FSA lost equipment funding to numerous administrative reductions over the last several years. Funding is requested to establish a lease/purchase agreement, during the 2005-2007 biennium, to replace 29 servers that are beyond the useful equipment life span.

Impact on clients and services:

ITO is the financial systems information technology support for the FSA. ITO maintains agency mission critical financial systems. Several servers are between six to ten years old and are past the equipments' useful life span. Funding is requested to establish a lease/purchase to replace aging equipment servers. Without the additional funding to replace these aging servers, ITO anticipates additional future server failures, creating disruptions to the mission critical financial systems maintained by ITO for FSA.

Impact on other state programs:

Funding this lease/purchase agreement request will replace failing equipment servers. Furthermore, it assists with avoiding

DP Code/Title: PL-LG Equipment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

future system failures, allowing for fewer disruptions of the financial systems maintained by ITO for the FSA.

Relationship to capital budget:

ITO maintains several financial systems for DSHS, Lands and Buildings/Capital Budget Office used for budget development, tracking schedules, budgets, expenditures, and reporting disbursements on capital projects and depreciation of capital assets.

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

FSA considered the option of purchasing the 29 servers. However, a lease/purchase arrangement will enable DSHS to distribute the equipment replacement expenditure to several years instead of incurring large lump sum expenditures in one fiscal year. Payments can be extended to a six year period, versus an immediate equipment purchase.

Budget impacts in future biennia:

This request is to replace aging computer servers in the FSA with an operating lease. These servers are between six to ten years old and all are between two to five years past the equipments' useful life. It is assumed payments will be made December and June of each fiscal year, with the first lease payment occurring June 2006. It is estimated $154,000 would be paid in the 2005-2007 Biennium and $154,000 in the ensuing biennium (2007-2009 Biennium).

Distinction between one-time and ongoing costs:

This request is for an ongoing operating lease to replace computer servers, which are past the equipments' useful life addressing recent system failures for financial systems, which are mission critical to DSHS. Ongoing costs are estimated at $154,000 per biennium. It is estimated $154,000 would be paid in the 2005-2007 biennium and $154,000 in the ensuing biennium (2007-2009 Biennium).

Effects of non-funding:

FSA will continue to experience server failures and disruption to agency mission critical financial systems.

Expenditure Calculations and Assumptions:

It is assumed the lease/purchase interest rate is 3.5 percent for this three year obligation. The equipment amount to be financed is estimated at $290,000. It is also assumed the lease payments will be made starting with the June 2006 payment and will be made December and June of each fiscal year with the last payment in December 2008.

See attachment - ADMIN PL-LG Equipment.xls

Object Detail	FY 1	FY 2	Total
Overall Funding			
P Debt Service	51,000	103,000	154,000

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-LG Equipment
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	33,000	69,000	102,000
	Total for Fund 001-1	**33,000**	**69,000**	**102,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	1,000	2,000	3,000
E61L	Food Stamp Program (50%)	2,000	3,000	5,000
	Total for Fund 001-2	**3,000**	**5,000**	**8,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	3,000	5,000	8,000
658L	Title IV-E-Foster Care (50%)	1,000	2,000	3,000
	Total for Fund 001-A	**4,000**	**7,000**	**11,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	11,000	22,000	33,000
	Total for Fund 001-C	**11,000**	**22,000**	**33,000**
	Total Overall Funding	**51,000**	**103,000**	**154,000**

2005-07 Biennium
PL-LG Equipment

Amortization Table

29 Computer Servers

LOAN DATA

Loan amount:	**$290,000.00**
Annual interest rate:	3.50%
Term in years:	3
Payments per year:	2
First payment due:	6/1/2006

TABLE DATA

Table starts at date:	
or at payment number:	1

PERIODIC PAYMENT

Entered payment:	
Calculated payment:	**$51,336.54**

CALCULATIONS

Use payment of:	$51,336.54	Beginning balance at payment 1:	290,000.00
1st payment in table:	1	ɹmulative interest prior to payment 1:	0.00

Table

No.	Payment Date	Beginning Balance	Interest	Principal	Ending Balance	Cumulative Interest
1	6/1/2006	290,000.00	5,075.00	46,261.54	243,738.46	5,075.00
2	12/1/2006	243,738.46	4,265.42	47,071.12	196,667.34	9,340.42
3	6/1/2007	196,667.34	3,441.68	47,894.86	148,772.48	12,782.10
4	12/1/2007	148,772.48	2,603.52	48,733.02	100,039.45	15,385.62
5	6/1/2008	100,039.45	1,750.69	49,585.85	50,453.60	17,136.31
6	12/1/2008	50,453.60	882.94	50,453.60	0.00	18,019.25

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PA Electronic Intrusion Prevention
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

Secure the Department of Social and Health Services (DSHS) networked environment against intrusion. This solution is designed to protect against zero-day or minimum-day exploits, aid in securing the remote access environment, as well as a large variety of known and unknown attacks. This significantly enhances protection of confidential client information, as well as state resources, both equipment and staff time.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	127,000	16,000	143,000
001-2 General Fund - Basic Account-Federal	9,000	1,000	10,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	12,000	1,000	13,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	40,000	5,000	45,000
Total Cost	**188,000**	**23,000**	**211,000**

Staffing

Package Description:

Under the current DSHS network design, client data and computer systems are protected by a combination information technology policy and standards, staff security awareness training, an agency firewall, agency required anti-virus protection, and program area patch management processes.

The patch management processes, following industry best practices, and agency policy are a combination of assessment, testing and implementation of any new software patches related to computer systems currently in use within DSHS. This process requires extensive time (a minimum of six business days) to implement correctly, so that the patching process does not compromise the security and functionality of critical Client Service systems. DSHS has a vast, complex computing environment of inter-dependent systems, this patching process cannot address attacks that would occur in less than the six business days from the patch release date (minimum-day attack.)

In addition, no patching process can address attacks that occur before the patch is released. These attacks that occur on the same day as identification of a vulnerability or before a patch is released are known as zero-day attacks. One attack has already been successfully implemented against a software package not used by DSHS. In this case, the attack deleted the contents of the hard drives of any computer running that particular application.

Another vulnerability this decision package addresses is remote access machines. With over 3,400 remote access users, including business partners, management of this security vulnerability is critical in maintaining the integrity of the DSHS network, and the associated State Government Network (SGN). This solution will provide DSHS a controlled method of mitigating the risk.

This solution is designed to block all attacks that would cause a computer to execute abnormal behaviors or commands. In doing so, it can successfully stop zero-day, and minimum-day attacks, even without agency knowledge of what the attack might be.

Narrative Justification and Impact Statement

How contributes to strategic plan:

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PA Electronic Intrusion Prevention
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

This solution would help the agency meet their strategic goals of improving accessibility and service integration, as well as improving customer service. DSHS client services are increasingly offered in the Internet venue, in response to the agency's desire to provide services to clients when and where clients want them. In addition, management of client case files is accomplished through computer systems utilized by staff. By implementing this proposal, the agency can reduce the interruption of services due to cyber attacks on critical agency infrastructure and systems, thus improving accessibility to online services and ready access to data for staff.

Performance Measure Detail

Agency Level

	Incremental Changes	
Activity: K099 Suspense	**FY 1**	**FY 2**
No measures linked to package	0.00	0.00

Reason for change:

DSHS does not currently have a solution that would address risks from zero-day or minimum-day type attacks. In addition, while there are policies and standards to address remote access vulnerabilites, application of the policies and standards by remote users is not consistent. The intent of this solution is to mitigate risks from these types of attack, to reduce the probability of interruptions in service, whether from staff lack of access to critical systems or client access to online services.

Impact on clients and services:

This proposal will reduce the departments' vulnerability to various types of cyber attack and improve systems' up-time. This request is to fix a current vulnerability within DSHS Information Technology infrastructure.

Impact on other state programs:

Virtually all state agencies are on the SGN. Vulnerabilities in one agency's network can impact other state agencies, whether the network is a source of infection, generating denial of service type traffic or interrupting and impairing the efficient and effective flow of traffic across the SGN.

DSHS intends to implement a self-contained solution, such that results are not dependent on services from other agencies. This includes the quarantine process for secluding un-patched or infected machines.

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

This solution is intended to strengthen the department's ability to achieve its results efficiently and effectively. Effective security follows a layered approach. This means stacking/implementing multiple layers of security to gain the best protection. Layers already implemented include:

Agency IT Security Policies and Standards: This lays out how security will be implemented by both managers and individual staff. It details how data and systems are accessed, shared and managed.

Security Awareness Training: This supplements the policy and standards, providing an annual reminder of each individual's

responsibility for maintaining the security of data and systems.

Agency Firewall: Designed to minimize external access into the protected network. This cannot protect against holes opened to allow for valid business applications.

Anti-virus Protection: This assesses valid traffic for malicious content. Anti-virus solutions require updating as new exploits are released.

Patch Management Process: This process is designed to apply software patches to computer applications when vulnerabilities are identified. As noted above, this process takes a minimum of six business days to safely apply appropriate patches.

Each of these layers addresses a different type of vulnerability. The ability to stop minimum-day or zero-day attacks is not addressed by the existing solutions. The currently available solutions for this problem are intrusion detection and intrusion prevention tools. The intrusion detection solutions require significantly greater staff support and has many false positives. These false positives can prevent valid applications/traffic from running.

Budget impacts in future biennia:

Expenditures are primarily up front. The only ongoing costs will be the annual software maintenance fee.

Distinction between one-time and ongoing costs:

One-time costs include initial purchase of the software and related hardware in addition to vendor support for implementation. Ongoing costs consist of an annual maintenance fee of approximately 15 percent of the software purchase price.

Effects of non-funding:

An attack is a discussion of when, not if. Non-funding continues to expose DSHS to cyber attack. There have been numerous attacks (Nimda, Code Red, Slammer, Blaster, etc.) with no negative payload other than generating a Denial of Service. It is just a matter of time before destructive attacks occur. There has already been one example which attacked software not used by DSHS. In that instance, any computer running the vulnerable software had the hard drive erased.

The net result could be unavailability of systems to both staff and to clients seeking to access DSHS online services.

Expenditure Calculations and Assumptions:

Operating Expenditures

Overall Funding	FY 1	FY 2	Total
Software	1,806,000	295,000	2,101,000
Hardware	43,000	0	43,000
Vendor Support	606,000	0	606,000
TOTAL	2,455,000	295,000	2,750,000

Staffing	FY 1	FY 2	Total
Agency FTEs	0.0	0.0	0.0

The cost of the Agency Electronic Intrusion Prevention Solution will be distributed across the agency.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PA Electronic Intrusion Prevention
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

See Attachment - AW PL-PA Electronic Intrusion Prevention.xls

Object Detail

	FY 1	FY 2	Total
Overall Funding			
T Intra-Agency Reimbursements	188,000	23,000	211,000

DSHS Source Code Detail

Overall Funding	FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State			
Sources Title			
0011 General Fund State	127,000	16,000	143,000
Total for Fund 001-1	**127,000**	**16,000**	**143,000**
Fund 001-2, General Fund - Basic Account-Federal			
Sources Title			
001B Social Security Disability Ins (100%)	3,000	0	3,000
E61L Food Stamp Program (50%)	6,000	1,000	7,000
Total for Fund 001-2	**9,000**	**1,000**	**10,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi			
Sources Title			
563I Title IV-D Child Support Enforcement (A) (66%)	9,000	1,000	10,000
658L Title IV-E-Foster Care (50%)	3,000	0	3,000
Total for Fund 001-A	**12,000**	**1,000**	**13,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa			
Sources Title			
19UL Title XIX Admin (50%)	40,000	5,000	45,000
Total for Fund 001-C	**40,000**	**5,000**	**45,000**
Total Overall Funding	**188,000**	**23,000**	**211,000**

2005-07 Biennium
PL-PA Electronic Intrusion Prevention

		PL-PA TZ Distribution		PL-PA TZ Distribution (Rounded)	
		FY06	FY07	FY06	FY07
010 Children and Family Services	**17.12%**	420,323	50,431	420,000	51,000
020 Juvenile Rehabilitation	**2.65%**	65,062	7,806	65,000	8,000
030 Mental Health	**2.20%**	54,014	6,481	54,000	6,000
040 Developmental Disabilities	**3.76%**	92,314	11,076	92,000	11,000
050 Aging and Adult Services	**5.30%**	130,123	15,612	130,000	16,000
060 Economic Services	**56.89%**	1,396,741	167,583	1,397,000	167,000
070 Alcohol and Substance Abuse	**0.37%**	9,084	1,090	9,000	1,000
080 Medical Assistance	**1.98%**	48,612	5,833	49,000	6,000
100 Vocational Rehabilitation	**2.09%**	51,313	6,157	51,000	6,000
110 Management Services	**7.64%**	187,574	22,506	188,000	23,000
	100.00%	2,455,160	294,575	2,455,000	295,000

AW PL-PA Electronic Intrusion Prevention.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PB Client Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The development and implementation of a client data hub for the Department of Social and Health Services (DSHS) is a required infrastructure component to enable many of the strategic initiatives currently identified for DSHS such as the ability to integrate services from a client perspective and provide a comprehensive view of DSHS program transactions with each client in order to manage costs. The client data hub will facilitate the integration across DSHS of client oriented operations and the building of agency level information about clients across the siloed systems currently in place. The client data hub will uniquely identify clients once across the agency, integrate client information across programs and also prepares DSHS to exchange client information with other agencies in the future.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	3,092,000	3,080,000	6,172,000
001-2 General Fund - Basic Account-Federal	225,000	224,000	449,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	318,000	317,000	635,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	994,000	990,000	1,984,000
Total Cost	**4,629,000**	**4,611,000**	**9,240,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	**4.0**	**4.0**	**4.0**

Package Description:

Analysis of current business processes has identified a need to integrate information about the department's clients across its various administrations, divisions, and functional business areas to support major new initiatives. The department serves approximately 1.3 million clients each year by providing various state and federal services and benefits. Currently, clients are identified separately in 6 major transaction based systems and databases and approximately 94 smaller applications spread throughout the department. Research and analysis of the client base indicates that clients receive benefits and services from many DSHS programs and administrations. This creates a significant amount of redundancy and no existing single resource has the ability to determine if a unique client has received services across more than one system. There have been efforts in the past to integrate client information in an "after the fact" mode of operation but severe issues with how the data sources are used operationally (they were not intended to be used "after the fact") have made this method ineffective. Other issues revolve around the lack of common data definitions, data transfer standards, and interface strategies which the data hub approach resolves.

The timing is excellent for developing and adopting a strategy to allow better integration of client data across the department. With large mission-critical information systems such as the Medicaid Management Information System (MMIS) scheduled to be replaced within the next few years these systems can include requirements that incorporate the capabilities to use and interface with data hubs as part of their initial implementation thereby avoiding a costly retrofit.

Historically DSHS has had a difficult time looking at services provided across the entire spectrum of offerings. Frustrations of customers and managers to be able to have a holistic view have increased because of the increased cost of providing many of the services. Because of the quantity of data and information and the increasing reliance on technology to be able to provide services at reduced cost it is critical that the systems used are able to provide means to accomplish the worthy goal of providing that view. The systems that now exist within DSHS were developed and implemented when the ideas around integration or interoperability either did not exist, were not thought to be necessary or not possible with the then current technologies. Hub strategies/technologies allow holistic management without having to replace large systems wholesale.

DP Code/Title: PL-PB Client Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Other States and Industry Direction
Currently hub type strategies/technologies are a common and practical way to improve integration between information systems. Currently other states and the information technology industry have identified this class of technology as a way to help manage integration while retaining the flexibility afforded by modularity or loose coupling. States that have recently moved in this direction include; Idaho, Pennsylvania and Wisconsin. Industry leaders such as Gartner Group have also endorsed hubs and have also advocated service oriented architectures that are the cornerstone of implementing hubs. Increasingly major application providers like Oracle have also developed products that implement hub strategies.

Proposed Implementation Plan
The implementation plan assumes an infrastructural approach by identifying the client data hub as a transitional component necessary to all subsequent efforts to provide holistic client management within DSHS. Implementation also requires an enterprise architectural view within DSHS; e.g. an enterprise wide interface or interoperability strategy be designed and adopted.

The client data hub will have the following characteristics:

1. Will maintain unique client records that contain a set of common data elements for the agency.
2. Will provide the ability to lookup a client record to see if it exists in the data hub using information provided in many ways.
3. If a client record does not exist in the data hub, provide the ability to create a record and assign a unique agency identifier.
4. Will provide multiple interfaces to many sourcing or receiving applications and databases across the agency.
5. Must be interoperable between mainstream industry technologies.
6. Will provide the ability to send new and updated client records to applications that need them using multiple mechanisms (such as push/pull and subscriptions).
7. Will provide the ability to periodically clean information in the hub by discovering and eliminating duplicates, merging information from multiple clients and splitting a single client record into two records.
8. Will provide an audit trail of whom and what system created or updated the client records.
9. Will provide a prioritization method that controls whether or not updates to master records are accepted depending on the source and circumstances.
10. The unique client identifier must be made available for subsequent systems or interfaces to use.
11. Systems must support access by common client identifier.
12. Participating source systems will not use the common client identifier as primary access method.
13. Must be built based upon an interface/interoperability architecture.

With these characteristics the hub will be able to uniquely identify clients in a standard way, keep the hub and source systems as accurate as possible using the most accurate sources, and allow access from all technologies whether current or legacy within DSHS.

The overall timeline currently has the development of the feasibility study and request for proposal (RFP) being completed by the end of the 2005 fiscal year with the design, development and implementation being completed in September of 2006. This would include the client data hub and the initial information systems identified in the feasibility study as critical to success (currently assumed to be ACES, MMIS, and CAMIS plus four representative smaller systems). Subsequent information systems would be added as they are modified/updated, replaced, or funding is available (currently assumed at approximately two larger systems and four smaller systems for the next two fiscal years). This schedule coupled with the design will take the best advantage of both the timing of anticipated information technology projects and will control costs while retaining the benefits that a client hub offers.

Changes assumed for systems to utilize the client hub include creating components necessary to integrate hub use, modifying interfaces, intake/screening capabilities, databases and reports to incorporate the new unique client identifier.

Activity Inventory K099

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PB Client Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Narrative Justification and Impact Statement

How contributes to strategic plan:

A client hub strategy is an enabling prerequisite for many of the strategic planning initiatives currently identified for both Washington State and DSHS. Because technology is increasingly depended upon to enhance client service, save financial resources and handle client services in a more holistic way; it is important that systems have the ability to work across boundaries to meet the goals outlined. The client hub would have a direct positive effect on the following components of each.

DSHS Strategic Plan

C. Improve Accessibility and Service Integration
F. Improve Financial Resources Management

Priorities of Government (POG)

4. Improve the health of Washington citizens
5. Improve the security of Washington's vulnerable children and adults

Performance Measure Detail
Agency Level

	Incremental Changes FY 1	FY 2
Activity: K099 Suspense		
No measures linked to package	0.00	0.00

Reason for change:

This will allow DSHS information systems to better integrate with one another by allowing clients to be identified uniquely.

Impact on clients and services:

The foundation will be established to allow better management of services that are delivered to clients. Opportunities will be available to create or modify information systems to provide services to clients in a holistic manner.

Impact on other state programs:

None

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

DSHS researched several possible alternatives for satisfying the need to provide the ability to integrate systems' use of client data. However, each of the alternatives relies heavily on increased FTEs or using inconsistent, redundant data resulting in poor or unsatisfactory outcomes. They are summarized below:

DP Code/Title: PL-PB Client Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

A. Develop a client hub strategy - as outlined in this decision package.
B. Creating individual interfaces - this alternative would necessitate developing custom solutions for each information system using client data. It would also rely on C.
C. "After the fact" reconciliation only - Use existing or new data extracts to determine unique clients. This alternative does not allow any decision making to occur before services have been rendered.

Budget impacts in future biennia:

Future impacts will include approximately $800,000 per fiscal year for operations. This does not include the cost of retrofitting or modifying additional information systems to use the client data hub. The assumptions as outlined above would necessitate $9,538,000 in the 07-09 biennium to modify additional DSHS systems.

Distinction between one-time and ongoing costs:

All costs are one-time with the exception of the $800,000 annual operational dollars identified in the previous section which will be ongoing.

Effects of non-funding:

The effects of non-funding will cause the continuation of either developing custom single use interfaces between systems to allow a measure of interoperability, "after the fact" analysis of unsuitable data or no integration around client services.

Expenditure Calculations and Assumptions:

As outlined above the client data hub would be implemented this biennium with conversion of critical initial systems. In the 2007-2009 biennium additional systems would be added.

2005-2007

Operating Expenditures	FY2006	FY2007	Total
DSHS Client Data Hub	$4,629,000	$4,611,000	$9,240,000

Staffing	FY2006	FY2007	Total
FTEs	4	4	4

See attachment - ADMIN PL-PB Client Data Hub.xls

Object Detail		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	268,000	268,000	536,000
B	Employee Benefits	51,000	51,000	102,000
C	Personal Service Contracts	3,752,000	3,772,000	7,524,000
E	Goods And Services	498,000	480,000	978,000
G	Travel	6,000	6,000	12,000
J	Capital Outlays	50,000	30,000	80,000
T	Intra-Agency Reimbursements	4,000	4,000	8,000
	Total Objects	**4,629,000**	**4,611,000**	**9,240,000**

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PB Client Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	**Title**			
0011	General Fund State	3,092,000	3,080,000	6,172,000
	Total for Fund 001-1	**3,092,000**	**3,080,000**	**6,172,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	**Title**			
001B	Social Security Disability Ins (100%)	71,000	71,000	142,000
E61L	Food Stamp Program (50%)	154,000	153,000	307,000
	Total for Fund 001-2	**225,000**	**224,000**	**449,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	**Title**			
563I	Title IV-D Child Support Enforcement (A) (66%)	233,000	232,000	465,000
658L	Title IV-E-Foster Care (50%)	78,000	78,000	156,000
659L	Title IV-E Adoption Assistance (50%)	7,000	7,000	14,000
	Total for Fund 001-A	**318,000**	**317,000**	**635,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	**Title**			
19UL	Title XIX Admin (50%)	994,000	990,000	1,984,000
	Total for Fund 001-C	**994,000**	**990,000**	**1,984,000**
	Total Overall Funding	**4,629,000**	**4,611,000**	**9,240,000**

2005-07 Biennium
PL-PB Client Hub

FISCAL COSTS, PROJECT DEVELOPMENT	Object Codes	FY 2006	FY 2007	Biennial Total	Assumptions
Staff Costs					
Salaries and Wages	(A)	268,000	268,000	536,000	4 FTEs (1 manager, 3 technical staff)
Employee Benefits	(B)	51,000	51,000	102,000	
DP Goods/Services	(EL)	58,000	40,000	98,000	
Goods/Services Not Listed	(E)	20,000	20,000	40,000	
Travel	(G)	6,000	6,000	12,000	
Other (specify)	(TZ)	4,000	4,000	8,000	
Personal Service Contracts					
Design, develop and implement	(CA)	1,152,000	1,152,000	2,304,000	6 contracting staff 160 hours per month at $150 per hour for 2 years
Large System Conversions	(CA)	1,800,000	1,800,000	3,600,000	3 large system conversions at approximately $1.2 million each
Small System Conversions	(CA)	600,000	600,000	1,200,000	3 small system conversions at approximately $400 thousand each
Quality Assurance	(CA)	200,000	220,000	420,000	
Hardware Rent/Lease	(ED)	250,000	250,000	500,000	
Hardware Maintenance	(EE)	50,000	50,000	100,000	
Software Rent/Lease	(ED)	120,000	120,000	240,000	
Hardware Purchase - Non. Cap	(JA)	50,000	30,000	80,000	
TOTAL DEVELOPMENT		4,629,000	4,611,000	9,240,000	

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PC Provider Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Recommendation Summary Text:

The development and implementation of a provider data hub for the Department of Social and Health Services (DSHS) is a required infrastructure component to enable many of the strategic initiatives currently identified for DSHS such as the ability to integrate services from a purchasing perspective and provide a comprehensive view of DSHS program transactions with each provider in order to manage costs. The provider data hub will facilitate the integration across DSHS of provider oriented operations and the building of agency level information about providers across the siloed systems currently in place. The client data hub will uniquely identify providers once across the agency, integrate provider information across programs and also prepares DSHS to exchange provider information with other agencies in the future.

Fiscal Detail:

Operating Expenditures	FY 1	FY 2	Total
Overall Funding			
001-1 General Fund - Basic Account-State	2,775,000	2,766,000	5,541,000
001-2 General Fund - Basic Account-Federal	202,000	201,000	403,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	285,000	285,000	570,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	891,000	889,000	1,780,000
Total Cost	**4,153,000**	**4,141,000**	**8,294,000**

Staffing	FY 1	FY 2	Annual Avg
Agency FTEs	3.0	3.0	3.0

Package Description:

The department proposes to implement a provider data hub infrastructure component that will allow the unique identification of providers across all Department of Social and Health Services (DSHS) systems that deal with providers. The identification will allow for the development of additional information resources that can identify services being purchased across the DSHS service base. Analysis of current systems has identified a need to integrate information about the department's providers across its various administrations, divisions and functional business areas. The department utilizes approximately 30,000+ providers each year by purchasing various services for state and federal services and benefits. Currently, providers are identified and data is kept separately in several major transaction based systems and databases and many smaller applications spread throughout the department. Projects to understand and analyze provider use in an attempt to leverage dollars have had mixed results. These attempts have utilized an "after the fact" approach that uses data not designed for that purpose. Other issues revolve around the lack of common data definitions, data transfer standards, and any interface strategies.

The timing for developing and adopting strategies to allow better integration of the departments information systems is clearly currently at an advantageous point to successfully implement. With large critical information systems such as the Medicaid Management Information System (MMIS) scheduled to be replaced within the next few years these systems can include requirements that incorporate the capabilities to use and interface with data hubs as part of their initial implementation thereby avoiding a costly retrofit.

Historically DSHS has had a difficult time in looking at how providers have been used across the entire spectrum of offerings. Frustrations of managers to be able to have a holistic view have increased because of the pressure to be better purchasers of services. Because of the quantity of data and information and the increasing reliance on technology to be able to provide services at reduced cost, it is critical that the systems used are able to provide means to accomplish the worthy goal of providing that view. The systems that now exist within DSHS were developed and implemented when the ideas around integration or interoperability either did not exist, were not thought to be necessary or not possible with the then current

technologies. Hub strategies/technologies allow holistic management without having to replace large systems wholesale.

Other States and Industry Direction
Currently hub type strategies/technologies are a common and practical way to improve integration between information systems. Currently both states and the information technology industry have identified this class of technology as a way to help manage integration while retaining the flexibility afforded by modularity or loose coupling. States that have recently moved in this direction include; Idaho, Pennsylvania and Wisconsin. Industry leaders such as Gartner Group have also endorsed hubs and have also advocated service oriented architectures that are the cornerstone of implementing hubs. Increasingly major application providers like Oracle have also developed products that implement hub strategies.

Proposed Implementation Plan
The implementation plan assumes an infrastructural approach by identifying the provider data hub as a transitional component necessary to all subsequent efforts to provide holistic provider management within DSHS. Implementation also requires an enterprise architectural view within DSHS; e.g. an enterprise wide interface or interoperability strategy be designed an adopted.

The provider data hub will have the following characteristics:

1. Will maintain unique provider records that contain a set of common data elements for the agency.
2. Will provide the ability to lookup a provider record to see if it exists in the data hub using information provided in many ways.
3. If a provider record does not exist in the data hub, provide the ability to create a record and assign a unique agency identifier.
4. Will provide multiple interfaces to many sourcing or receiving applications and databases across the agency.
5. Must be interoperable between mainstream industry technologies.
6. Will provide the ability to send new and updated provider records to applications that need them using multiple mechanisms (such as push/pull and subscriptions).
7. Will provide the ability to periodically clean information in the hub by discovering and eliminating duplicates, merging information from multiple providers and splitting a single provider record into two records.
8. Will provide an audit trail of whom and what system created or updated the provider records.
9. Will provide a prioritization method that controls whether or not updates to master records are accepted depending on the source and circumstances.
10. The unique provider identifier must be made available for subsequent systems or interfaces to use.
11. Systems must support access by common provider identifier.
12. Participating source systems will not use the common provider identifier as primary access method.
13. Must be built based upon an interface/interoperability architecture.

With these characteristics the hub will be able to uniquely identify providers in a standard way, keep the hub and source systems as accurate as possible using the most accurate sources and allow access from all technologies whether current or legacy within DSHS.

The overall timeline currently has the development of the feasibility study and request for proposal (RFP) being completed by the end of the 2005 fiscal year with the design, development and implementation being completed in September of 2006. This would include the provider data hub and the initial information systems identified in the feasibility study as critical to success (currently assumed to be ACES, MMIS, SSPS, and CAMIS plus several smaller systems). If necessary, subsequent information systems would be added as they are modified/updated, replaced or funding is available (currently no additional systems have been identified). This schedule coupled with the design will take the best advantage of both the timing of anticipated information technology projects and will control costs while retaining the benefits that a provider hub offers.

Changes assumed for systems to utilize the provider hub include creating components necessary to integrate hub use, modifying interfaces, intake/screening capabilities, databases and reports to incorporate the new unique provider identifier.

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PC Provider Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Activity Inventory K099

Narrative Justification and Impact Statement

How contributes to strategic plan:

A provider hub strategy is an enabling prerequisite for many of the strategic planning initiatives currently identified for both Washington State and DSHS. Because technology is increasingly depended upon to better use providers, save financial resources and manage services provided in a more holistic way; it is important that systems have the ability to work across boundaries to meet the goals outlined. The provider hub would have a direct positive effect in the following components of each.

DSHS Strategic Plan

C. Improve Accessibility and Service Integration
F. Improve Financial Resources Management

Priorities of Government (POG)

4. Improve the health of Washington citizens
5. Improve the security of Washington's vulnerable children and adults

Performance Measure Detail

Agency Level

Activity: K099 Suspense	**Incremental Changes FY 1**	**FY 2**
No measures linked to package	0.00	0.00

Reason for change:

This will allow DSHS information systems to better integrate with one another by allowing providers to be identified uniquely.

Impact on clients and services:

The foundation will be established to allow better management of services that are delivered to clients. Opportunities will be available to create or modify information systems to provide services to clients in a holistic manner.

Impact on other state programs:

None

Relationship to capital budget:

None

Required changes to existing RCW, WAC, contract, or plan:

None

Alternatives explored by agency:

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PC Provider Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

DSHS researched several possible alternatives for satisfying the need to provide the ability to integrate systems use of provider data. However, each of the alternatives relies heavily on increased FTEs or using inconsistent, redundant data resulting in unsatisfactory outcomes. They are summarized below:

A. Develop a provider hub strategy - as outlined in this decision package.
B. Creating individual interfaces - this alternative would necessitate developing custom solutions for each information system using provider data. It would also rely on C.
C. "After the fact" reconciliation only - Use existing or new data extracts to determine unique providers. This alternative does not allow any decision making to occur before services have been rendered.

Budget impacts in future biennia:

Future impacts will include approximately $695,000 per fiscal year for operations. This does not include the cost to new systems needing to use the provider data hub if applicable.

Distinction between one-time and ongoing costs:

All costs are one time with the exception of the $695,000 annual operational dollars identified in the previous section which will be ongoing.

Effects of non-funding:

The effects of non-funding will cause the continuation of either developing custom single use interfaces between systems to allow a measure of interoperability, "after the fact" analysis of unsuitable data, or no integration around provider use.

Expenditure Calculations and Assumptions:

As outlined above the provider data hub would be implemented with conversion of all major systems.

2005-2007

Operating Expenditures	FY2006	FY2007	Total
Provider Data Hub	$4,153,000	$4,141,000	$8,294,000

Staffing	FY2006	FY2007	Total
FTEs	3	3	3

2007-2009

Operating Expenditures	FY2008	FY2009	Total
Provider Data Hub	$695,000	$695,000	$1,390,000

Staffing	FY2008	FY2009	Total
FTEs	3	3	3

See attachment - ADMIN PL-PC Provider Data Hub.xls

State of Washington
Decision Package
Department of Social and Health Services

FINAL

DP Code/Title: PL-PC Provider Data Hub
Program Level - 110 Admin & Supporting Svcs

Budget Period: 2005-07 Version: K1 110 2005-07 Agency Req 2 YR

Object Detail

		FY 1	FY 2	Total
Overall Funding				
A	Salaries And Wages	211,000	210,000	421,000
B	Employee Benefits	38,000	38,000	76,000
C	Personal Service Contracts	3,360,000	3,360,000	6,720,000
E	Goods And Services	487,000	501,000	988,000
G	Travel	4,000	4,000	8,000
J	Capital Outlays	50,000	25,000	75,000
T	Intra-Agency Reimbursements	3,000	3,000	6,000
	Total Objects	**4,153,000**	**4,141,000**	**8,294,000**

DSHS Source Code Detail

Overall Funding		FY 1	FY 2	Total
Fund 001-1, General Fund - Basic Account-State				
Sources	Title			
0011	General Fund State	2,775,000	2,766,000	5,541,000
	Total for Fund 001-1	**2,775,000**	**2,766,000**	**5,541,000**
Fund 001-2, General Fund - Basic Account-Federal				
Sources	Title			
001B	Social Security Disability Ins (100%)	64,000	64,000	128,000
E61L	Food Stamp Program (50%)	138,000	137,000	275,000
	Total for Fund 001-2	**202,000**	**201,000**	**403,000**
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi				
Sources	Title			
563I	Title IV-D Child Support Enforcement (A) (66%)	209,000	209,000	418,000
658L	Title IV-E-Foster Care (50%)	70,000	70,000	140,000
659L	Title IV-E Adoption Assistance (50%)	6,000	6,000	12,000
	Total for Fund 001-A	**285,000**	**285,000**	**570,000**
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa				
Sources	Title			
19UL	Title XIX Admin (50%)	891,000	889,000	1,780,000
	Total for Fund 001-C	**891,000**	**889,000**	**1,780,000**
	Total Overall Funding	**4,153,000**	**4,141,000**	**8,294,000**

2005-07 Biennium
PL-PC Provider Data Hub

FISCAL COSTS, PROJECT DEVELOPMENT	Object Codes	FY 2006	FY 2007	Biennial Total	Assumptions
Staff Costs					
Salaries and Wages	(A)	211,000	210,000	421,000	3 FTEs (1 manager, 2 technical staff)
Employee Benefits	(B)	38,000	38,000	76,000	
DP Goods/Services	(EL)	52,000	66,000	118,000	
Goods/Services Not Listed	(E)	15,000	15,000	30,000	
Travel	(G)	4,000	4,000	8,000	
Other (specify)	(TZ)	3,000	3,000	6,000	
Personal Service Contracts					
Design, develop and implement	(CA)	576,000	576,000	1,152,000	3 contracting staff 160 hours per month at $100 per hour for 2 years
Large System Conversions	(CA)	1,800,000	1,800,000	3,600,000	3 large system conversions at approximately $1.2 million each
Small System Conversions	(CA)	800,000	800,000	1,600,000	4 small system conversions at approximately $400 thousand each
Quality Assurance	(CA)	184,000	184,000	368,000	
Hardware Rent/Lease	(ED)	250,000	250,000	500,000	
Hardware Maintenance	(EE)	50,000	50,000	100,000	
Software Rent/Lease	(ED)	120,000	120,000	240,000	
Hardware Purchase - Non. Cap	(JA)	50,000	25,000	75,000	
TOTAL DEVELOPMENT		4,153,000	4,141,000	8,294,000	

Section 8
Special Report

Special Reports

B9 Revenue Estimate System

Administrative Services

DSHS Budget Division

DSHS BDS Reporting Form B9 Detail

C:\DSHSBDS\revenuedetail.rpt

State of Washington

Department of Social and Health Services

Agency Revenues - Details by Program

Budget Period: 2005-07

Version: 11 2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

Show DP Detail

Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001									
001-2	0310	Department of Agriculture							
001-2	561	Food Stamp Program (50%) - E61L		1,533,000	1,582,000	1,533,000	1,582,000	2,188,000	2,025,000
001-2	561	Food Stamp Program (50%) - E61L	CL-00			593,000	383,000		
001-2	561	Food Stamp Program (50%) - E61L	M2-8L			4,000	7,000		
001-2	561	Food Stamp Program (50%) - E61L	M2-CJ			5,000	4,000		
001-2	561	Food Stamp Program (50%) - E61L	M2-FD			5,000	3,000		
001-2	561	Food Stamp Program (50%) - E61L	M2-KA			19,000	19,000		
001-2	561	Food Stamp Program (50%) - E61L	M2-KE			29,000	27,000		
001-2	561	Food Stamp Program (50%) - E61L	PL-9T					44,000	42,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KB					37,000	7,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KD					4,000	21,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KF					317,000	288,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KG					9,000	8,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KH					41,000	42,000
001-2	561	Food Stamp Program (50%) - E61L	PL-KK					76,000	69,000
001-2	561	Food Stamp Program (50%) - E61L	PL-LG					2,000	3,000
001-2	561	Food Stamp Program (50%) - E61L	PL-PA					6,000	1,000

State of Washington

Department of Social and Health Services

Agency Revenues - Details by Program

Budget Period: 2005-07

Version: 11 2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

Show DP Detail

Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-2	561	Food Stamp Program (50%) - E61L	PL-PB					154,000	153,000
001-2	561	Food Stamp Program (50%) - E61L	PL-PC					138,000	137,000
		Subtotal for DSHS Source E61L		**1,533,000**	**1,582,000**	**2,188,000**	**2,025,000**	**3,016,000**	**2,796,000**
	Subtotal Subsource 561			**1,533,000**	**1,582,000**	**2,188,000**	**2,025,000**	**3,016,000**	**2,796,000**
Subtotal Source 0310				**1,533,000**	**1,582,000**	**2,188,000**	**2,025,000**	**3,016,000**	**2,796,000**
001-2	0316	Department of Justice							
001-2	540	JJ Formula Grants (100%) - 540B		1,868,000	1,940,000	1,868,000	1,940,000	1,940,000	1,940,000
001-2	540	JJ Formula Grants (100%) - 540B	CL-00			72,000			
		Subtotal for DSHS Source 540B		**1,868,000**	**1,940,000**	**1,940,000**	**1,940,000**	**1,940,000**	**1,940,000**
	Subtotal Subsource 540			**1,868,000**	**1,940,000**	**1,940,000**	**1,940,000**	**1,940,000**	**1,940,000**
001-2	548	Title V Juvenile Justice (100%) - 548B		720,000	557,000	720,000	557,000	557,000	557,000
001-2	548	Title V Juvenile Justice (100%) - 548B	CL-00			(163,000)			
		Subtotal for DSHS Source 548B		**720,000**	**557,000**	**557,000**	**557,000**	**557,000**	**557,000**
	Subtotal Subsource 548			**720,000**	**557,000**	**557,000**	**557,000**	**557,000**	**557,000**
001-2	549	Juvenile Justice Challenge Grants (100%) - 549B		158,000	249,000	158,000	249,000	249,000	249,000
001-2	549	Juvenile Justice Challenge Grants (100%) - 549B	CL-00			91,000			

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
		Subtotal for DSHS Source 549B		**158,000**	**249,000**	**249,000**	**249,000**	**249,000**	**249,000**
	Subtotal Subsource 549			**158,000**	**249,000**	**249,000**	**249,000**	**249,000**	**249,000**
001-2	575	Crime Victim Assistance (A) (100%) - G75B		6,000	6,000	6,000	6,000		
001-2	575	Crime Victim Assistance (A) (100%) - G75B	CL-00			(6,000)	(6,000)		
		Subtotal for DSHS Source G75B		**6,000**	**6,000**				
	Subtotal Subsource 575			**6,000**	**6,000**				
Subtotal Source 0316				**2,752,000**	**2,752,000**	**2,746,000**	**2,746,000**	**2,746,000**	**2,746,000**
001-2	0317	Department of Labor							
001-2	235	Senior Comm Svs Employ Prog (A,B) (90%) - 235D		1,000	1,000	1,000	1,000	1,000	1,000
001-2	0384	Department of Education							
001-2	126	Rehabilitation Svs - Basic Supp (A) (78.7%) - 126F		1,050,000	1,050,000	1,050,000	1,050,000	807,000	807,000
001-2	126	Rehabilitation Svs - Basic Supp (A) (78.7%) - 126F	CL-00			(243,000)	(243,000)		
		Subtotal for DSHS Source 126F		**1,050,000**	**1,050,000**	**807,000**	**807,000**	**807,000**	**807,000**
	Subtotal Subsource 126			**1,050,000**	**1,050,000**	**807,000**	**807,000**	**807,000**	**807,000**
Subtotal Source 0384				**1,050,000**	**1,050,000**	**807,000**	**807,000**	**807,000**	**807,000**
001-0	0393	Depart of Health & Human Serv							

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-0	667	Social Services Block Grant (100%) - 667B		1,531,000	1,550,000	1,531,000	1,550,000	1,550,000	1,550,000
001-0	667	Social Services Block Grant (100%) - 667B	CL-00			19,000			
		Subtotal for DSHS Source 667B		**1,531,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**
	Subtotal Subsource 667			**1,531,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**	**1,550,000**
001-2	044	Title III-B - Supp Svs & Senior Cntrs(A) (100%) - 044B		4,000	4,000	4,000	4,000	6,000	6,000
001-2	044	Title III-B - Supp Svs & Senior Cntrs(A) (100%) - 044B	CL-00			2,000	2,000		
		Subtotal for DSHS Source 044B		**4,000**	**4,000**	**6,000**	**6,000**	**6,000**	**6,000**
	Subtotal Subsource 044			**4,000**	**4,000**	**6,000**	**6,000**	**6,000**	**6,000**
001-2	230	Consolidated Knowledge Devel(100%) - 230B		8,000	8,000	8,000	8,000	3,000	3,000
001-2	230	Consolidated Knowledge Devel(100%) - 230B	CL-00			(5,000)	(5,000)		
		Subtotal for DSHS Source 230B		**8,000**	**8,000**	**3,000**	**3,000**	**3,000**	**3,000**
	Subtotal Subsource 230			**8,000**	**8,000**	**3,000**	**3,000**	**3,000**	**3,000**
001-2	238	Treatment Outcomes Pilot Proj 2 (100%) - 238B		10,000	10,000	10,000	10,000		
001-2	238	Treatment Outcomes Pilot Proj 2 (100%) - 238B	CL-00			(10,000)	(10,000)		
		Subtotal for DSHS Source 238B		**10,000**	**10,000**				
	Subtotal Subsource 238			**10,000**	**10,000**				

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-2	566	Refugee & Entrant Assist-St Admin'd Prog(D)(100%) - 566B		46,000	46,000	46,000	46,000	86,000	86,000
001-2	566	Refugee & Entrant Assist-St Admin'd Prog(D)(100%) - 566B	CL-00			40,000	40,000		
001-2	566	Refugee & Entrant Assist-St Admin'd Prog(D)(100%) - 566B	PL-9T					3,000	2,000
		Subtotal for DSHS Source 566B		**46,000**	**46,000**	**86,000**	**86,000**	**89,000**	**88,000**
	Subtotal Subsource 566			**46,000**	**46,000**	**86,000**	**86,000**	**89,000**	**88,000**
001-2	590	Community Based Family Resource Grant (100%) - 590B		431,000	431,000	431,000	431,000	431,000	431,000
001-2	600	Headstart (100%) - 600B						2,000	2,000
001-2	600	Headstart (100%) - 600B	CL-00			2,000	2,000		
		Subtotal for DSHS Source 600B				**2,000**	**2,000**	**2,000**	**2,000**
	Subtotal Subsource 600					**2,000**	**2,000**	**2,000**	**2,000**
001-2	643	Children's Justice Grants to Sts(A)(100%) - 643B		4,000	4,000	4,000	4,000	4,000	4,000
001-2	669	Child Abuse and Neglect State Grants (100%) - 669B		15,000	15,000	15,000	15,000	17,000	17,000
001-2	669	Child Abuse and Neglect State Grants (100%) - 669B	CL-00			2,000	2,000		
		Subtotal for DSHS Source 669B		**15,000**	**15,000**	**17,000**	**17,000**	**17,000**	**17,000**
	Subtotal Subsource 669			**15,000**	**15,000**	**17,000**	**17,000**	**17,000**	**17,000**
001-2	670	Child Abuse and Neglect Discre Activities (100%) - 670B		13,000	13,000	13,000	13,000	10,000	10,000

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-2	670	Child Abuse and Neglect Discre Activities (100%) - 670B	CL-00			(3,000)	(3,000)		
		Subtotal for DSHS Source 670B		**13,000**	**13,000**	**10,000**	**10,000**	**10,000**	**10,000**
	Subtotal Subsource 670			**13,000**	**13,000**	**10,000**	**10,000**	**10,000**	**10,000**
001-2	671	Family Violence Prevention and Svs (100%) - 671B		2,000	2,000	2,000	2,000	1,000	1,000
001-2	671	Family Violence Prevention and Svs (100%) - 671B	CL-00			(1,000)	(1,000)		
		Subtotal for DSHS Source 671B		**2,000**	**2,000**	**1,000**	**1,000**	**1,000**	**1,000**
	Subtotal Subsource 671			**2,000**	**2,000**	**1,000**	**1,000**	**1,000**	**1,000**
001-2	674	Independent Living (100%) - 674B		3,000	3,000	3,000	3,000	5,000	5,000
001-2	674	Independent Living (100%) - 674B	CL-00			2,000	2,000		
		Subtotal for DSHS Source 674B		**3,000**	**3,000**	**5,000**	**5,000**	**5,000**	**5,000**
	Subtotal Subsource 674			**3,000**	**3,000**	**5,000**	**5,000**	**5,000**	**5,000**
001-2	767	Children's Health Ins Prog (CHIP) - 767H		100,000	100,000	100,000	100,000	13,000	13,000
001-2	767	Children's Health Ins Prog (CHIP) - 767H	CL-00			(87,000)	(87,000)		
		Subtotal for DSHS Source 767H		**100,000**	**100,000**	**13,000**	**13,000**	**13,000**	**13,000**
	Subtotal Subsource 767			**100,000**	**100,000**	**13,000**	**13,000**	**13,000**	**13,000**
001-2	777	TXVIII & TXIX Survey & Certification (100%) - 777B		122,000	122,000	122,000	122,000	111,000	111,000

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-2	777	TXVIII & TXIX Survey & Certification (100%) - 777B	CL-00			(11,000)	(11,000)		
		Subtotal for DSHS Source 777B		**122,000**	**122,000**	**111,000**	**111,000**	**111,000**	**111,000**
001-2	777	TXVIII & TXIX Survey & Certification (50%) - 777L		126,000	126,000	126,000	126,000	107,000	107,000
001-2	777	TXVIII & TXIX Survey & Certification (50%) - 777L	CL-00			(19,000)	(19,000)		
		Subtotal for DSHS Source 777L		**126,000**	**126,000**	**107,000**	**107,000**	**107,000**	**107,000**
	Subtotal Subsource 777			**248,000**	**248,000**	**218,000**	**218,000**	**218,000**	**218,000**
001-2	779	Yakima Substance Abuse Project (100%) - 779B						2,000	2,000
001-2	779	Yakima Substance Abuse Project (100%) - 779B	CL-00			2,000	2,000		
		Subtotal for DSHS Source 779B				**2,000**	**2,000**	**2,000**	**2,000**
	Subtotal Subsource 779					**2,000**	**2,000**	**2,000**	**2,000**
001-2	958	Community Mental Health Block Grant (100%) - 958B		35,000	35,000	35,000	35,000	10,000	10,000
001-2	958	Community Mental Health Block Grant (100%) - 958B	CL-00			(25,000)	(25,000)		
		Subtotal for DSHS Source 958B		**35,000**	**35,000**	**10,000**	**10,000**	**10,000**	**10,000**
	Subtotal Subsource 958			**35,000**	**35,000**	**10,000**	**10,000**	**10,000**	**10,000**
001-2	959	Substance Abuse Prev & Trmt BG (SAPT) (100%) - 959B		78,000	78,000	78,000	78,000	49,000	49,000
001-2	959	Substance Abuse Prev & Trmt BG (SAPT) (100%) - 959B	CL-00			(29,000)	(29,000)		

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
		Subtotal for DSHS Source 959B		**78,000**	**78,000**	**49,000**	**49,000**	**49,000**	**49,000**
	Subtotal Subsource 959			**78,000**	**78,000**	**49,000**	**49,000**	**49,000**	**49,000**
001-2	999	Miscellaneous (100%) - 999B		48,000	48,000	48,000	48,000	54,000	54,000
001-2	999	Miscellaneous (100%) - 999B	CL-00			6,000	6,000		
		Subtotal for DSHS Source 999B		**48,000**	**48,000**	**54,000**	**54,000**	**54,000**	**54,000**
	Subtotal Subsource 999			**48,000**	**48,000**	**54,000**	**54,000**	**54,000**	**54,000**
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I		2,465,000	2,471,000	2,465,000	2,471,000	2,560,000	2,552,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	CL-00			7,000			
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	M2-8L			2,000	2,000		
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	M2-CJ			7,000	6,000		
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	M2-FD			7,000	5,000		
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	M2-KA			28,000	28,000		
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	M2-KE			44,000	40,000		
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KB					57,000	10,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KD					7,000	31,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KF					344,000	314,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KG					14,000	12,000

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KH					62,000	64,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-KK					115,000	105,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-LG					3,000	5,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-PA					9,000	1,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-PB					233,000	232,000
001-A	563	Title IV-D Child Support Enforcement (A) (66%) - 563I	PL-PC					209,000	209,000
		Subtotal for DSHS Source 563I		**2,465,000**	**2,471,000**	**2,560,000**	**2,552,000**	**3,613,000**	**3,535,000**
	Subtotal Subsource 563			**2,465,000**	**2,471,000**	**2,560,000**	**2,552,000**	**3,613,000**	**3,535,000**
001-A	658	Title IV-E-Foster Care (50%) - 658L		774,000	763,000	774,000	763,000	793,000	792,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	CL-00			(11,000)			
001-A	658	Title IV-E-Foster Care (50%) - 658L	M2-8L			1,000	1,000		
001-A	658	Title IV-E-Foster Care (50%) - 658L	M2-CJ			2,000	2,000		
001-A	658	Title IV-E-Foster Care (50%) - 658L	M2-FD			2,000	2,000		
001-A	658	Title IV-E-Foster Care (50%) - 658L	M2-KA			10,000	10,000		
001-A	658	Title IV-E-Foster Care (50%) - 658L	M2-KE			15,000	14,000		
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-9T					47,000	47,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KB					19,000	3,000

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KD					2,000	10,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KF					115,000	105,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KG					5,000	4,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KH					21,000	21,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-KK					39,000	35,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-LG					1,000	2,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-PA					3,000	
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-PB					78,000	78,000
001-A	658	Title IV-E-Foster Care (50%) - 658L	PL-PC					70,000	70,000
		Subtotal for DSHS Source 658L		**774,000**	**763,000**	**793,000**	**792,000**	**1,193,000**	**1,167,000**
	Subtotal Subsource 658			**774,000**	**763,000**	**793,000**	**792,000**	**1,193,000**	**1,167,000**
001-A	659	Title IV-E Adoption Assistance (50%) - 659L		89,000	89,000	89,000	89,000	91,000	91,000
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	M2-KA			1,000	1,000		
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	M2-KE			1,000	1,000		
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-KB					2,000	
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-KD						1,000
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-KF					10,000	10,000

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						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-KH					2,000	2,000
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-KK					3,000	3,000
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-PB					7,000	7,000
001-A	659	Title IV-E Adoption Assistance (50%) - 659L	PL-PC					6,000	6,000
		Subtotal for DSHS Source 659L		**89,000**	**89,000**	**91,000**	**91,000**	**121,000**	**120,000**
	Subtotal Subsource 659			**89,000**	**89,000**	**91,000**	**91,000**	**121,000**	**120,000**
001-C	778	Title XIX Admin (50%) - 19UL		10,513,000	11,571,000	10,513,000	11,571,000	11,848,000	11,976,000
001-C	778	Title XIX Admin (50%) - 19UL	CL-00			897,000			
001-C	778	Title XIX Admin (50%) - 19UL	M2-8L			8,000	12,000		
001-C	778	Title XIX Admin (50%) - 19UL	M2-CJ			30,000	27,000		
001-C	778	Title XIX Admin (50%) - 19UL	M2-FD			30,000	20,000		
001-C	778	Title XIX Admin (50%) - 19UL	M2-KA			121,000	121,000		
001-C	778	Title XIX Admin (50%) - 19UL	M2-KE			189,000	172,000		
001-C	778	Title XIX Admin (50%) - 19UL	M2-RA			60,000	53,000		
001-C	778	Title XIX Admin (50%) - 19UL	PL-9T					193,000	184,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-KB					242,000	44,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-KD					28,000	133,000

State of Washington

Department of Social and Health Services

Agency Revenues - Details by Program

Budget Period: 2005-07

Version: 11 2005-07 Agency Request Budget

Program: 110 - Admin & Supporting Svcs

Show DP Detail

Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-C	778	Title XIX Admin (50%) - 19UL	PL-KF					1,482,000	1,355,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-KG					58,000	53,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-KH					264,000	272,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-KK					493,000	446,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-LG					11,000	22,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-PA					40,000	5,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-PB					994,000	990,000
001-C	778	Title XIX Admin (50%) - 19UL	PL-PC					891,000	889,000
		Subtotal for DSHS Source 19UL		**10,513,000**	**11,571,000**	**11,848,000**	**11,976,000**	**16,544,000**	**16,369,000**
	Subtotal Subsource 778			**10,513,000**	**11,571,000**	**11,848,000**	**11,976,000**	**16,544,000**	**16,369,000**
001-D	558	Temp Assist for Needy Families (TANF) (100%) - 558B		2,534,000	2,570,000	2,534,000	2,570,000	2,570,000	2,570,000
001-D	558	Temp Assist for Needy Families (TANF) (100%) - 558B	CL-00			36,000			
001-D	558	Temp Assist for Needy Families (TANF) (100%) - 558B	PL-9T					44,000	42,000
		Subtotal for DSHS Source 558B		**2,534,000**	**2,570,000**	**2,570,000**	**2,570,000**	**2,614,000**	**2,612,000**
	Subtotal Subsource 558			**2,534,000**	**2,570,000**	**2,570,000**	**2,570,000**	**2,614,000**	**2,612,000**
001-E	596	CCDF Match (FMAP) - 596A		823,000	833,000	823,000	833,000	833,000	833,000
001-E	596	CCDF Match (FMAP) - 596A	CL-00			10,000			

State of Washington

Department of Social and Health Services

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Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-E	596	CCDF Match (FMAP) - 596A	PL-9T					8,000	8,000
		Subtotal for DSHS Source 596A		**823,000**	**833,000**	**833,000**	**833,000**	**841,000**	**841,000**
	Subtotal Subsource 596			**823,000**	**833,000**	**833,000**	**833,000**	**841,000**	**841,000**
Subtotal Source 0393				**19,774,000**	**20,892,000**	**21,156,000**	**21,275,000**	**27,390,000**	**27,107,000**
001-2	0396	Social Security Administration							
001-2	001	Social Security Disability Ins (100%) - 001B		694,000	707,000	694,000	707,000	735,000	732,000
001-2	001	Social Security Disability Ins (100%) - 001B	CL-00			13,000			
001-2	001	Social Security Disability Ins (100%) - 001B	M2-8L			1,000	1,000		
001-2	001	Social Security Disability Ins (100%) - 001B	M2-CJ			2,000	2,000		
001-2	001	Social Security Disability Ins (100%) - 001B	M2-FD			2,000	1,000		
001-2	001	Social Security Disability Ins (100%) - 001B	M2-KA			9,000	9,000		
001-2	001	Social Security Disability Ins (100%) - 001B	M2-KE			14,000	12,000		
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KB					17,000	3,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KD					2,000	10,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KF					105,000	96,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KG					4,000	4,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KH					19,000	19,000

State of Washington

Department of Social and Health Services

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Show DP Detail

Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001-2	001	Social Security Disability Ins (100%) - 001B	PL-KK					35,000	32,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-LG					1,000	2,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-PA					3,000	
001-2	001	Social Security Disability Ins (100%) - 001B	PL-PB					71,000	71,000
001-2	001	Social Security Disability Ins (100%) - 001B	PL-PC					64,000	64,000
		Subtotal for DSHS Source 001B		**694,000**	**707,000**	**735,000**	**732,000**	**1,056,000**	**1,033,000**
	Subtotal Subsource 001			**694,000**	**707,000**	**735,000**	**732,000**	**1,056,000**	**1,033,000**
Subtotal Source 0396				**694,000**	**707,000**	**735,000**	**732,000**	**1,056,000**	**1,033,000**
001	0402	Income From Property							
001	0402	State & Misc Revenue						2,405	2,405
001	0402	State & Misc Revenue	CL-YA			2,405	2,405		
		Subtotal for DSHS Source				**2,405**	**2,405**	**2,405**	**2,405**
	Subtotal Subsource					**2,405**	**2,405**	**2,405**	**2,405**
Subtotal Source 0402						**2,405**	**2,405**	**2,405**	**2,405**
001	0416	Sale of Property - Other							
001	0416	State & Misc Revenue						4,520	4,520

DSHS BDS Reporting Form B9 Detail
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State of Washington
Department of Social and Health Services

Agency Revenues - Details by Program

Budget Period: 2005-07
Version: 11 2005-07 Agency Request Budget
Program: 110 - Admin & Supporting Svcs

Show DP Detail
Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001	0416	State & Misc Revenue	CL-YA			4,520	4,520		
		Subtotal for DSHS Source				**4,520**	**4,520**	**4,520**	**4,520**
	Subtotal Subsource					**4,520**	**4,520**	**4,520**	**4,520**
Subtotal Source 0416						**4,520**	**4,520**	**4,520**	**4,520**
001	0420	Charges for Services							
001	0420	State & Misc Revenue						340,095	340,095
001	0420	State & Misc Revenue	CL-YA			340,095	340,095		
		Subtotal for DSHS Source				**340,095**	**340,095**	**340,095**	**340,095**
	Subtotal Subsource					**340,095**	**340,095**	**340,095**	**340,095**
Subtotal Source 0420						**340,095**	**340,095**	**340,095**	**340,095**
001	0428	Other Charges for Current Services							
001	0428	State & Misc Revenue						117,609	117,609
001	0428	State & Misc Revenue	CL-YA			117,609	117,609		
		Subtotal for DSHS Source				**117,609**	**117,609**	**117,609**	**117,609**
	Subtotal Subsource					**117,609**	**117,609**	**117,609**	**117,609**
Subtotal Source 0428						**117,609**	**117,609**	**117,609**	**117,609**

DSHS BDS Reporting Form B9 Detail

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State of Washington

Department of Social and Health Services

Agency Revenues - Details by Program

Budget Period: 2005-07

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Program: 110 - Admin & Supporting Svcs

Show DP Detail

Supporting and Non Supporting Revenue

CODES			DECISION PACKAGE	CURRENT BIENNIUM		ENSUING BIENNIUM			
						MAINTENANCE LEVEL/ CARRY FORWARD LEVEL		PERFORMANCE LEVEL	
FUND	SOURCE	SOURCE TITLE		FY 2004	FY 2005	FY 2006	FY 2007	FY 2006	FY 2007
001	0486	Recov of Prior Appropriation Exp							
001	0486	State & Misc Revenue						1,238	1,238
001	0486	State & Misc Revenue	CL-YA			1,238	1,238		
		Subtotal for DSHS Source				**1,238**	**1,238**	**1,238**	**1,238**
	Subtotal Subsource					**1,238**	**1,238**	**1,238**	**1,238**
Subtotal Source 0486						**1,238**	**1,238**	**1,238**	**1,238**
001	0499	Other Revenue							
001	0499	State & Misc Revenue						14,508	14,508
001	0499	State & Misc Revenue	CL-YA			14,508	14,508		
		Subtotal for DSHS Source				**14,508**	**14,508**	**14,508**	**14,508**
	Subtotal Subsource					**14,508**	**14,508**	**14,508**	**14,508**
Subtotal Source 0499						**14,508**	**14,508**	**14,508**	**14,508**
001-7	0541	Contributions and Grants							
001-7	000	Contributions & Grants - 5417		405,000	405,000	405,000	405,000	405,000	405,000
Total Fund 001				**26,209,000**	**27,389,000**	**28,518,375**	**28,471,375**	**35,901,375**	**35,375,375**

Special Reports

B9-1 Working Capital Reserve

Administrative Services

DSHS Budget Division

BASS BDS

Form B9-1

State of Washington

Working Capital Reserve

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Budget Period: 2005-07
Agency: 300 Dept of Social and Health Services
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		FUND ADMINISTRATOR AGENCY ONLY	FUND ADMINISTRATOR AGENCY ONLY
		RECOMMENDED ENDING FUND BALANCE	RECOMMENDED ENDING FUND BALANCE
FUND	FUND TITLE	Current Biennium	Ensuing Biennium
133	Childrens' Trust Account	30,000	30,000

State of Washington

	Code	Title
AGENCY	300	Department of Social and Health Services
PROGRAM	110	Administration and Supporting Services
SUBPROGRAM	7000	Departmentwide Special Funds

Working Capital Reserve - B9 - 1 Narrative - Fund 133 Children's Trust Account

Receipts in Fund 133, Children's Trust Account, are dependent upon contributions and sales of heirloom birth certificates. However, expenditures from this account are controlled by the Washington Council for the Prevention of Child Abuse and Neglect (WCPCAN) per RCW 43.121.100. That is, there are no routine expenditures from the account. Expenditures are only made upon the authorization of the Council. The Council has indicated that it intends to maintain a balance of at least $30,000 in the account.

Special Reports

Federal Funding Estimates

Administrative Services

DSHS Budget Division

State of Washington

Budget Period Selected:

Department of Social and Health Services

Federal Funding Estimates Summary(Maintenance Level) by Program

Version: 11

Program: 110 Admin & Supporting Svcs

			Federal Fiscal Year (Federal $)	State Fiscal Year (Federal $)	State Fiscal Year (State Share $)
Dept of Agriculture					
10.561	Food Stmp (50%)				
		FY 2004	$1,545,250	$1,533,000	$1,533,000
		FY 2005	$1,733,500	$1,582,000	$1,582,000
		FY 2006	$2,147,250	$2,188,000	$2,188,000
		FY 2007	$2,025,000	$2,025,000	$2,025,000
Dept of Justice					
16.540	JJ Frmla (100%)				
		FY 2004	$1,886,000	$1,868,000	$0
		FY 2005	$1,940,000	$1,940,000	$0
		FY 2006	$1,940,000	$1,940,000	$0
		FY 2007	$1,940,000	$1,940,000	$0
16.548	JJ T5 (100%)				
		FY 2004	$679,250	$720,000	$0
		FY 2005	$557,000	$557,000	$0
		FY 2006	$557,000	$557,000	$0
		FY 2007	$557,000	$557,000	$0
16.549	JJ Challnge (100%)				
		FY 2004	$180,750	$158,000	$0
		FY 2005	$249,000	$249,000	$0
		FY 2006	$249,000	$249,000	$0
		FY 2007	$249,000	$249,000	$0
16.575	Crime Vctm (100%)				
		FY 2004	$6,000	$6,000	$0
		FY 2005	$4,500	$6,000	$0
		FY 2006	$0	$0	$0
		FY 2007	$0	$0	$0
Dept of Labor					
17.235	Sen Empl (90%)				
		FY 2004	$1,000	$1,000	$111
		FY 2005	$1,000	$1,000	$111
		FY 2006	$1,000	$1,000	$111
		FY 2007	$1,000	$1,000	$111
Dept of Education					
84.126	VR Basic (78.7%)				
		FY 2004	$1,050,000	$1,050,000	$284,180
		FY 2005	$989,250	$1,050,000	$284,180
		FY 2006	$807,000	$807,000	$218,413
		FY 2007	$807,000	$807,000	$218,413
Health & Human Svc					
93.044	T3B (100%)				
		FY 2004	$4,000	$4,000	$0
		FY 2005	$4,500	$4,000	$0
		FY 2006	$6,000	$6,000	$0
		FY 2007	$6,000	$6,000	$0
93.230	Cnsld Knw Dev(100%)				
		FY 2004	$8,000	$8,000	$0
		FY 2005	$6,750	$8,000	$0
		FY 2006	$3,000	$3,000	$0
		FY 2007	$3,000	$3,000	$0
93.238	Trmt Outcomes (100%)				
		FY 2004	$10,000	$10,000	$0
		FY 2005	$7,500	$10,000	$0
		FY 2006	$0	$0	$0
		FY 2007	$0	$0	$0

State of Washington

Department of Social and Health Services

Budget Period Selected:

Federal Funding Estimates Summary(Maintenance Level) by Program

Version: 11

		Federal Fiscal Year (Federal $)	State Fiscal Year (Federal $)	State Fiscal Year (State Share $)
93.558	TANF (100%)			
	FY 2004	$2,543,000	$2,534,000	$2,523,000
	FY 2005	$2,570,000	$2,570,000	$2,523,000
	FY 2006	$2,570,000	$2,570,000	$2,523,000
	FY 2007	$2,570,000	$2,570,000	$2,523,000
93.563	T4D Sup Enf (66%)			
	FY 2004	$2,466,500	$2,465,000	$1,269,848
	FY 2005	$2,493,250	$2,471,000	$1,272,939
	FY 2006	$2,558,000	$2,560,000	$1,318,788
	FY 2007	$2,552,000	$2,552,000	$1,314,667
93.566	Refugee/Ent (100%)			
	FY 2004	$46,000	$46,000	$0
	FY 2005	$56,000	$46,000	$0
	FY 2006	$86,000	$86,000	$0
	FY 2007	$86,000	$86,000	$0
93.590	ComBsd Fm Rsrc(100%)			
	FY 2004	$431,000	$431,000	$0
	FY 2005	$431,000	$431,000	$0
	FY 2006	$431,000	$431,000	$0
	FY 2007	$431,000	$431,000	$0
93.596	CCDF Match (FMAP)			
	FY 2004	$825,500	$823,000	$820,000
	FY 2005	$833,000	$833,000	$820,000
	FY 2006	$833,000	$833,000	$820,000
	FY 2007	$833,000	$833,000	$820,000
93.600	Headstart (100%)			
	FY 2004	$0	$0	$0
	FY 2005	$500	$0	$0
	FY 2006	$2,000	$2,000	$0
	FY 2007	$2,000	$2,000	$0
93.643	Chld Justice (100%)			
	FY 2004	$4,000	$4,000	$0
	FY 2005	$4,000	$4,000	$0
	FY 2006	$4,000	$4,000	$0
	FY 2007	$4,000	$4,000	$0
93.658	T4E Fstr Care(50%)			
	FY 2004	$771,250	$774,000	$774,000
	FY 2005	$770,500	$763,000	$763,000
	FY 2006	$792,750	$793,000	$793,000
	FY 2007	$792,000	$792,000	$792,000
93.659	T4E Adopt Ast (50%)			
	FY 2004	$89,000	$89,000	$89,000
	FY 2005	$89,500	$89,000	$89,000
	FY 2006	$91,000	$91,000	$91,000
	FY 2007	$91,000	$91,000	$91,000
93.667	SSBG (100%)			
	FY 2004	$1,535,750	$1,531,000	$0
	FY 2005	$1,550,000	$1,550,000	$0
	FY 2006	$1,550,000	$1,550,000	$0
	FY 2007	$1,550,000	$1,550,000	$0
93.669	Chld Abu (100%)			
	FY 2004	$15,000	$15,000	$0
	FY 2005	$15,500	$15,000	$0
	FY 2006	$17,000	$17,000	$0
	FY 2007	$17,000	$17,000	$0
93.670	C Abu Discr (100%)			

Federal Funding Estimates Summary(Maintenance Level) by Program

Version: 11

			Federal Fiscal Year (Federal $)	State Fiscal Year (Federal $)	State Fiscal Year (State Share $)
		FY 2004	$13,000	$13,000	$0
		FY 2005	$12,250	$13,000	$0
		FY 2006	$10,000	$10,000	$0
		FY 2007	$10,000	$10,000	$0
93.671	Fam Viol Prv (100%)				
		FY 2004	$2,000	$2,000	$0
		FY 2005	$1,750	$2,000	$0
		FY 2006	$1,000	$1,000	$0
		FY 2007	$1,000	$1,000	$0
93.674	Ind Lvg (100%)				
		FY 2004	$3,000	$3,000	$0
		FY 2005	$3,500	$3,000	$0
		FY 2006	$5,000	$5,000	$0
		FY 2007	$5,000	$5,000	$0
93.767	CHIP (CHIP)				
		FY 2004	$100,000	$100,000	$53,092
		FY 2005	$78,250	$100,000	$53,704
		FY 2006	$13,000	$13,000	$7,000
		FY 2007	$13,000	$13,000	$7,000
93.777	Hlth Provider (100%)				
		FY 2004	$122,000	$122,000	$0
		FY 2005	$119,250	$122,000	$0
		FY 2006	$111,000	$111,000	$0
		FY 2007	$111,000	$111,000	$0
93.777	Hlth Provider (50%)				
		FY 2004	$126,000	$126,000	$126,000
		FY 2005	$121,250	$126,000	$126,000
		FY 2006	$107,000	$107,000	$107,000
		FY 2007	$107,000	$107,000	$107,000
93.778	T19 Admin (50%)				
		FY 2004	$10,777,500	$10,513,000	$10,513,000
		FY 2005	$11,640,250	$11,571,000	$11,571,000
		FY 2006	$11,880,000	$11,848,000	$11,848,000
		FY 2007	$11,976,000	$11,976,000	$11,976,000
93.779	HCFA Rsrch (100%)				
		FY 2004	$0	$0	$0
		FY 2005	$500	$0	$0
		FY 2006	$2,000	$2,000	$0
		FY 2007	$2,000	$2,000	$0
93.958	Com MH BG (100%)				
		FY 2004	$35,000	$35,000	$0
		FY 2005	$28,750	$35,000	$0
		FY 2006	$10,000	$10,000	$0
		FY 2007	$10,000	$10,000	$0
93.959	SAPT BG (100%)				
		FY 2004	$78,000	$78,000	$0
		FY 2005	$70,750	$78,000	$0
		FY 2006	$49,000	$49,000	$0
		FY 2007	$49,000	$49,000	$0
93.999	Misc (100%)				
		FY 2004	$48,000	$48,000	$0
		FY 2005	$49,500	$48,000	$0
		FY 2006	$54,000	$54,000	$0
		FY 2007	$54,000	$54,000	$0
Social Security Admi					
96.001	SS Disab Ins (100%)				

State of Washington

Department of Social and Health Services

Budget Period Selected:

Federal Funding Estimates Summary(Maintenance Level) by Program

Version: 11		**Federal Fiscal Year (Federal $)**	**State Fiscal Year (Federal $)**	**State Fiscal Year (State Share $)**
	FY 2004	$697,250	$694,000	$0
	FY 2005	$714,000	$707,000	$0
	FY 2006	$734,250	$735,000	$0
	FY 2007	$732,000	$732,000	$0
Program 110 Totals:	**FY 2004**	**$26,099,000**	**$25,804,000**	**$17,985,231**
	FY 2005	**$27,146,250**	**$26,984,000**	**$19,084,934**
	FY 2006	**$27,621,250**	**$27,633,000**	**$19,914,312**
	FY 2007	**$27,586,000**	**$27,586,000**	**$19,874,191**
Report Totals:	**FY 2004**	**$26,099,000**	**$25,804,000**	**$17,985,231**
	FY 2005	**$27,146,250**	**$26,984,000**	**$19,084,934**
	FY 2006	**$27,621,250**	**$27,633,000**	**$19,914,312**
	FY 2007	**$27,586,000**	**$27,586,000**	**$19,874,191**