

Department: County Human Services **Program Contact:** Mohammad Bader

Program Offer Type: Administration **Program Offer Stage:** As Requested

Related Programs:
Program Characteristics: Backfill State/Federal/Grant, One-Time-Only Request, Out of Target

Executive Summary

This scaled offer reflects restoration of 0.49 FTE Office Assistant 2. The Office Assistant 2 position is responsible for the creation and maintenance of client records according to professional standards and legal requirements of the Division, including maintenance of confidentiality of those records. Responsibilities also include carrying out policy and procedures related to filing, release of information and archiving. Restoration will mitigate potential negative impacts including less timely responses to record requests, community partners, subpoenas, etc.

Program Summary

Developmental Disabilities Administration oversees all programs and partners, and seeks resolution on complaints and grievances. In addition, the program influences state policy. It maximizes resources by leveraging local funds and collaborating with other counties; develops the workforce; and seeks to continuously improve service delivery. Administration supports the accountability of leadership, resource management and performance-based outcomes, assures monitoring for health and safety and that outreach is extended to diverse under-represented populations. The division leverages federal match for administrative services using county funds to provide administrative tracking and oversight required by the state.

In an effort to shift towards industry best practices there have been some significant changes to the methodology used for quality assurance in the division. In this new methodology, DD management reviews client records using a stratified sampling method with a more focused review that is statistically valid, and is in compliance with federal and state requirements and the most recent Oregon Administrative Rule changes. Medicaid compliant files are primary as in-home supports are expanded via the new Community First Choice State Plan Option (K Plan). Along with these changes, the division has also improved its performance outcome measures as a result of consultation with the Federal Centers for Medicare and Medicaid Services Technical Assistance contractor. Although the methodology will result in fewer audited records as a program output, the revised audit sampling will have greater validity than in the past.

Performance Measures

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Number of client records audited annually for compliance ¹	-	-	-	72
Outcome		0	0	0	0

Performance Measures Descriptions
¹Scaled offer restores staff capacity for auditing.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$0	\$0	\$29,395	\$0
Total GF/non-GF	\$0	\$0	\$29,395	\$0
Program Total:	\$0		\$29,395	
Program FTE	0.00	0.00	0.49	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last Year this program was:

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