

# IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

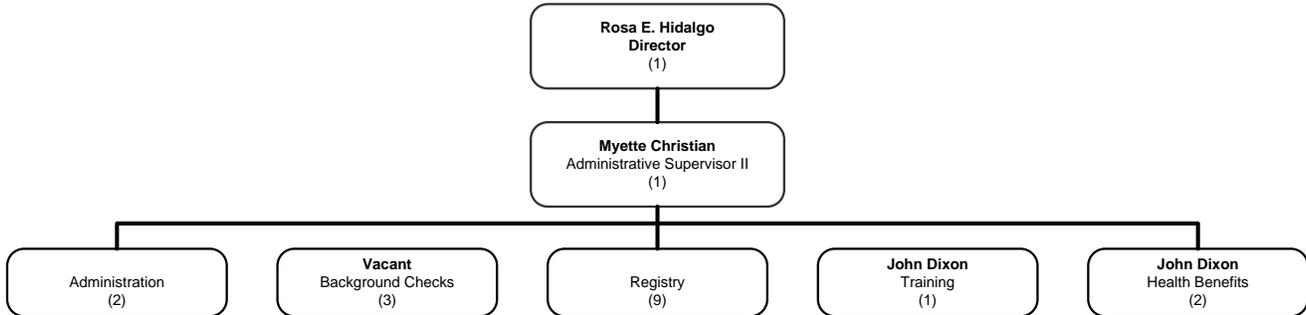
## Rosa E. Hidalgo

### DEPARTMENT MISSION STATEMENT

*San Bernardino County IHSS Public Authority improves the availability and quality of Homecare in the County of San Bernardino.*



### ORGANIZATIONAL CHART



### 2012-13 ACCOMPLISHMENTS

- The Criminal Background Unit processed over 6,700 criminal background reports to comply with the State of California’s In-Home Supportive Services (IHSS) fraud initiative.
- Assisted over 1,200 IHSS recipients to find a caregiver.
- Increased Registry provider cadre in hard to serve County areas by 20%.
- Provided training for over 110 consumers to increase their interviewing and supervising knowledge and skills in order to hire and supervise caregivers.
- Provided Family and Friends CPR course to over 900 registry providers to increase provider skill set in the Registry.
- Hosted three Caregiver Appreciation Day events in the cities of Victorville, Rialto and Yucca Valley honoring over 380 homecare providers.



**COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES**

**COUNTY GOAL: PROVIDE FOR THE HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS**

- Objective(s):**
- *Maximize the utilization of Federal and State programs and funding to mitigate the effects of the economic downturn on county residents.*
  - *To the maximum extent legally allowed, utilize County programs to move participants to self-sufficiency.*

*Department Strategy:* • *Assist elderly and people with disabilities to remain safely in their home.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage of consumer provider request applications processed within 7 business days.	90%	92%	93%	96%

**COUNTY GOAL: Provide for the Health and Social Services Needs of County Residents**

- Objective(s):**
- *Promote public/private collaboration and projects that help to meet the health and human service needs of county residents.*

*Department Strategy:* • *Comply with Assembly Bill 19 (ABX4 19) and conduct criminal background checks on all In-Home Supportive Services Public Authority (IHSS) providers.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage of criminal background reports processed within 72 hours.	85%	86%	91%	94%

**COUNTY GOAL: PROVIDE FOR THE HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS**

- Objective(s):**
- *To the maximum extent legally allowed, utilize County programs to move participants to self-sufficiency.*

*Department Strategy:* • *Increase number of trained IHSS providers to better assist elderly and people with disabilities.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Actual	2013-14 Target
Percentage of IHSS providers trained in the Family and Friends CPR course to better assist consumers in their home.	15%	18%	19%	20%



**SUMMARY OF BUDGET UNITS**

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<b>Special Revenue Fund</b>						
In-Home Supportive Services Public Authority	8,046,005	6,613,157		1,432,848		19
Total Special Revenue Fund	8,046,005	6,613,157		1,432,848		19

<b>5-YEAR REQUIREMENTS TREND</b>					
	2009-10	2010-11	2011-12	2012-13	2013-14
In-Home Supportive Services Public Authority	5,874,360	8,252,118	7,038,900	7,131,007	8,046,005
<b>Total</b>	<b>5,874,360</b>	<b>8,252,118</b>	<b>7,038,900</b>	<b>7,131,007</b>	<b>8,046,005</b>

<b>5-YEAR SOURCES TREND</b>					
	2009-10	2010-11	2011-12	2012-13	2013-14
In-Home Supportive Services Public Authority	4,467,037	6,841,463	5,625,138	5,716,638	6,613,157
<b>Total</b>	<b>4,467,037</b>	<b>6,841,463</b>	<b>5,625,138</b>	<b>5,716,638</b>	<b>6,613,157</b>

<b>5-YEAR FUND BALANCE TREND</b>					
	2009-10	2010-11	2011-12	2012-13	2013-14
In-Home Supportive Services Public Authority	1,407,323	1,410,655	1,413,762	1,414,369	1,432,848
<b>Total</b>	<b>1,407,323</b>	<b>1,410,655</b>	<b>1,413,762</b>	<b>1,414,369</b>	<b>1,432,848</b>



## In Home Supportive Services Public Authority

### DESCRIPTION OF MAJOR SERVICES

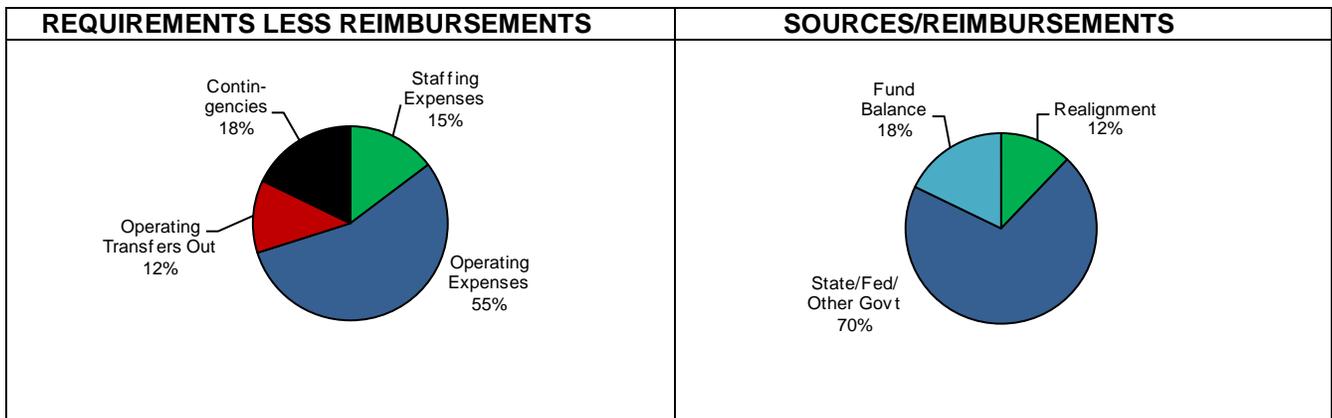
The In-Home Supportive Services (IHSS) program was created in 1973 to serve elderly, blind, and/or disabled individuals who are not able to remain safely in their home without assistance. Section 12302.25 of the Welfare and Institutions Code (WIC) mandates that each county, on or before January 1, 2003, must act as, or establish, an employer of record for collective bargaining purposes for IHSS care providers. The IHSS Public Authority (PA) was established to comply with this mandate.

Budget at a Glance	
Total Requirements	\$8,046,005
Total Sources	\$6,613,157
Fund Balance	\$1,432,848
Use of Fund Balance	\$607
Total Staff	19

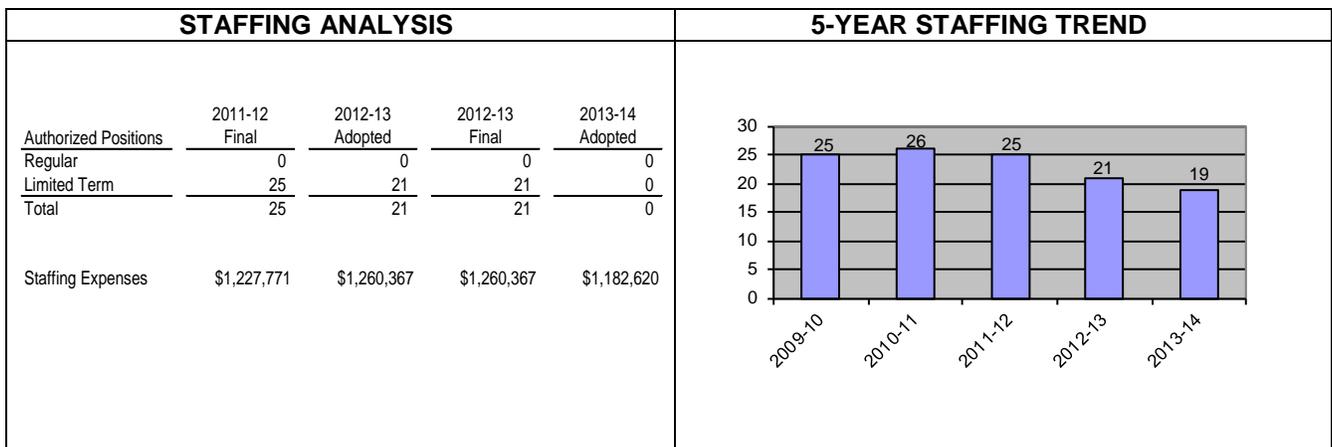
In addition to its role in collective bargaining, the IHSS PA is required by WIC to provide the following mandated services:

- Establish a registry of potential care providers.
- Investigate the background and qualifications of potential care providers.
- Refer potential care providers from the registry to IHSS consumers upon request.
- Provide training for both IHSS care providers and consumers.
- Perform other functions related to the delivery of IHSS as designated by the governing board.

### 2013-14 ADOPTED BUDGET



### BUDGETED STAFFING



**ANALYSIS OF 2013-14 ADOPTED BUDGET**

GROUP: Other Agencies  
 DEPARTMENT: IHSS - Public Authority  
 FUND: IHSS - Public Authority

BUDGET UNIT: RHH 498  
 FUNCTION: Public Assistance  
 ACTIVITY: Other Assistance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
<b>Requirements</b>							
Staffing Expenses	1,353,120	1,435,598	1,227,771	1,171,008	1,260,367	1,182,620	(77,747)
Operating Expenses	3,104,021	4,179,543	3,535,668	3,430,159	4,518,094	4,456,144	(61,950)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	1,352,546	1,432,241	79,695
Total Exp Authority	4,457,141	5,615,141	4,763,439	4,601,167	7,131,007	7,071,005	(60,002)
Reimbursements	(13,769)	0	0	0	0	0	0
Total Appropriation	4,443,372	5,615,141	4,763,439	4,601,167	7,131,007	7,071,005	(60,002)
Operating Transfers Out	0	0	0	0	0	975,000	975,000
Total Requirements	4,443,372	5,615,141	4,763,439	4,601,167	7,131,007	8,046,005	914,998
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	975,000	975,000
State, Fed or Gov't Aid	3,709,778	4,850,185	3,912,503	4,389,445	4,816,416	5,636,657	820,241
Fee/Rate	3,084	0	0	0	0	0	0
Other Revenue	(76,035)	768,064	850,341	212,743	900,222	1,500	(898,722)
Total Revenue	3,636,827	5,618,249	4,762,844	4,602,188	5,716,638	6,613,157	896,519
Operating Transfers In	809,877	0	0	17,457	0	0	0
Total Sources	4,446,704	5,618,249	4,762,844	4,619,645	5,716,638	6,613,157	896,519
				Fund Balance	1,414,369	1,432,848	18,479
				Budgeted Staffing	21	19	(2)

**MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET**

Staffing expenses of \$1.2 million fund 19 budgeted positions.

Operating expense of \$4.5 million includes licensing and maintenance of the annual registry and provider health benefits databases, provider and staff training, provider background investigations and fingerprinting, County overhead charges (COWCAP) and payments for provider health benefits.

Contingencies of \$1.4 million represent the amount of fund balance required to be set aside to guarantee appropriate cash flow due to retroactive reimbursements from federal and state funding sources.

Operating transfers out of \$975,000 represents the match for the Public Authority administration and health benefits now paid to the state as part of the new Maintenance of Effort structure.

State, federal or government aid revenue of \$5.6 million represents the federal and state mandated share of Public Authority expenditures.

**BUDGET CHANGES AND OPERATIONAL IMPACT**

Staffing expenses are decreasing by \$77,747 as a result of deleting 2 vacant positions. Operating expense is decreasing by \$61,950 primarily in budgeted computer hardware reductions.

Realignment revenue is increasing by \$975,000 due to revenue being recorded within this budget unit and then directly transferred to the HS Administrative claim to pay the match required by the state. Other revenue decreased by \$898,722, which is where the match was previously recorded. Because the match is paid separately to the state, the increased state and federal revenue now represents 100% reimbursement of claimed expenditures.



**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$1.2 million fund 19 budgeted contract positions, 2 vacant contract positions are being deleted. The 2013-14 budget includes the reclassification of an Administrative Supervisor I to an Administrative Supervisor II.

**2013-14 POSITION SUMMARY**

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	0	3	3	3	0	0	3
Background Checks	0	3	3	3	0	0	3
Health Benefits	0	2	2	2	0	0	2
Registry	0	10	10	10	0	0	10
Training	0	1	1	1	0	0	1
<b>Total</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>19</b>

<b>Administration</b>		<b>Background Checks</b>		<b>Health Benefits</b>	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Contract Executive Director	1	Contract Staff Analyst I	1	Contract Staff Analyst II
1	Contract Fiscal Assistant	1	Contract Office Assistant III	1	Contract Office Assistant III
1	Contract Office Assistant II	1	Contract Office Assistant II	2	Total
<u>3</u>	Total	<u>3</u>	Total		
<b>Registry</b>		<b>Training</b>			
<u>Classification</u>		<u>Classification</u>			
1	Contract Administrative Supervisor II	1	Contract Office Assistant III		
1	Contract Office Assistant III	1	Total		
3	Contract Office Assistant II				
3	Contract Social Worker II				
2	Contract Social Worker I				
<u>10</u>	Total				

