

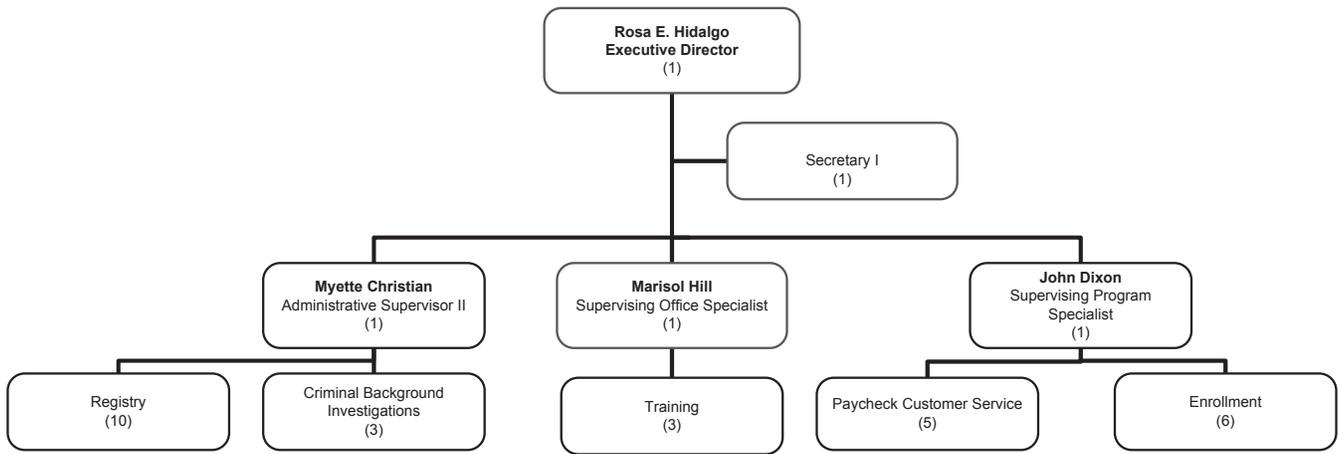
## IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY Rosa E. Hidalgo

### DEPARTMENT MISSION STATEMENT

*The mission of the In-Home Supportive Services Public Authority is to improve the availability and quality of Homecare in the County of San Bernardino.*



### ORGANIZATIONAL CHART



### 2015-16 SUMMARY OF BUDGET UNITS

	2015-16					
	Requirements	Sources	Net County Cost	Use of / (Contribution to) Fund Balance	Use of / (Contribution to) Net Position	Staffing
<b>Special Revenue Funds</b>						
In Home Supportive Services Public Authority	7,258,527	7,258,527		0		32
Total Special Revenue Funds	7,258,527	7,258,527		0		32

OTHER AGENCIES



## 2014-15 MAJOR ACCOMPLISHMENTS

- Transitioned several provider services from the Department of Aging and Adult Services to the IHSS Public Authority in January 2015. These services included provider orientation, enrollment, payroll customer services, employment verifications, and worker’s compensation. These services were successfully implemented resulting in time savings and faster processing of enrollment packets, employment verifications and paycheck customer services.
- Processed over 10,670 criminal background reports to comply with State of California’s IHSS fraud initiative.
- Assisted over 1,288 recipients in finding a caregiver to allow them to remain safely in their home avoiding institutional placement. The number of matches decreased from last fiscal year because matches between providers and recipients are lasting longer indicating better matching services and higher quality of care.
- Implemented Coordinated Care Initiative activities with Inland Empire Health Plan and Molina Healthcare.
- Trained over 4,000 IHSS providers on the Fair Labor Standards Act pre-implementation activities and new timesheets.
- Restored the National Caregivers Appreciation Day event to honor IHSS providers.

## DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS		Measure	2013-14 Actual	2014-15 Target	2014-15 Actual	2015-16 Target
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of qualified providers in metropolitan areas.	1,202	1,690	1,350	1,690
STRATEGY	Maintain the number of qualified providers in the Registry to refer to IHSS recipients.					
COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS		Measure	2013-14 Actual	2014-15 Target	2014-15 Actual	2015-16 Target
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of qualified providers in rural areas.	143	217	246	217
STRATEGY	Maintain the number of qualified providers in the Registry to refer to IHSS recipients.					
COUNTY GOAL: CREATE, MAINTAIN AND GROW JOBS AND ECONOMIC VALUE IN THE COUNTY		Measure	2013-14 Actual	2014-15 Target	2014-15 Actual	2015-16 Target
OBJECTIVE	Utilize County programs and resources to support the local economy, maximize job creation and promote tourism.	Payroll processing time	6 weeks	3 weeks	5 days	1 week
STRATEGY	Maintain payroll processing time to allow IHSS providers to more quickly receive timesheets and paychecks which adds economic value within the county of San Bernardino.					
COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICES NEEDS OF COUNTY RESIDENTS		Measure	2013-14 Actual	2014-15 Target	2014-15 Actual	2015-16 Target
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Percentage of IHSS Registry providers trained in CPR/First Aid	22%	40%	23%	60%
STRATEGY	Increase number of trained IHSS providers to better assist IHSS recipients to remain in their home.					
STRATEGY	Increase number of trained residents in San Bernardino County to have a more qualified workforce.					



## In-Home Supportive Services – Public Authority

### DESCRIPTION OF MAJOR SERVICES

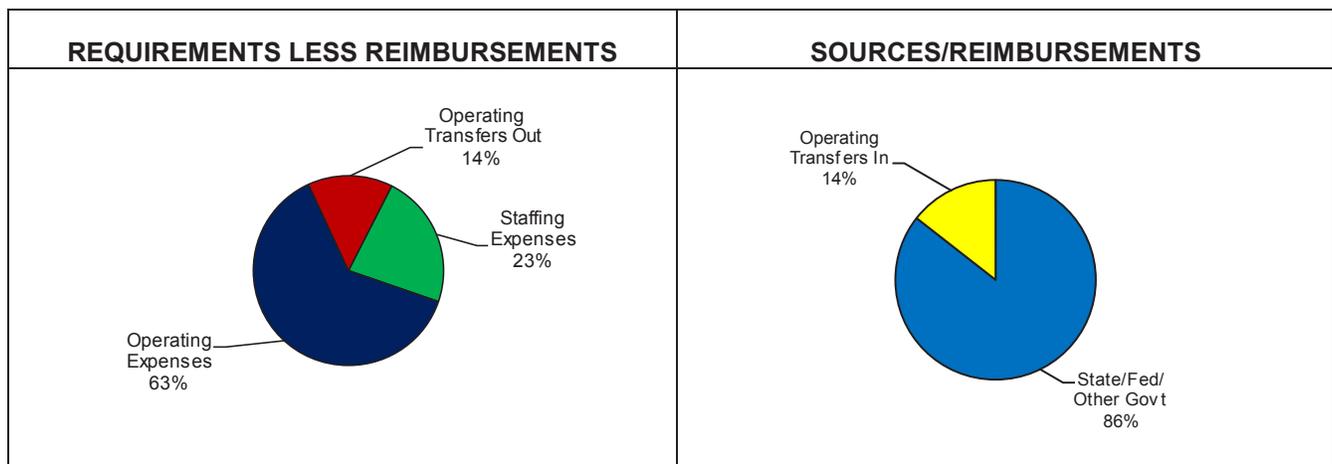
The In-Home Supportive Services (IHSS) program was created in 1973 to serve elderly, blind, and/or disabled individuals who are not able to remain safely in their home without assistance. Section 12302.25 of the Welfare and Institutions Code (WIC) mandates that each county, on or before January 1, 2003, 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	
Requirements Less Reimbursements	\$7,258,527
Sources/Reimbursements	\$7,258,527
Use of/ (Contribution to) Fund Balance	\$0
Total Staff	32

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.

### 2015-16 ADOPTED BUDGET



OTHER AGENCIES



## ANALYSIS OF 2015-16 ADOPTED BUDGET

GROUP: Human Services  
DEPARTMENT: IHSS - Public Authority  
FUND: IHSS - Public Authority

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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
<b>Requirements</b>							
Staffing Expenses	1,227,771	1,171,008	1,054,976	1,268,433	1,303,483	1,651,963	348,480
Operating Expenses	3,535,668	3,430,159	4,480,611	4,878,258	4,988,301	4,553,120	(435,181)
Capital Expenditures	0	0	0	0	0	9,000	9,000
Total Exp Authority	4,763,439	4,601,167	5,535,587	6,146,691	6,291,784	6,214,083	(77,701)
Reimbursements	0	0	0	(129)	0	0	0
Total Appropriation	4,763,439	4,601,167	5,535,587	6,146,562	6,291,784	6,214,083	(77,701)
Operating Transfers Out	0	0	0	1,009,125	1,009,125	1,044,444	35,319
Total Requirements	4,763,439	4,601,167	5,535,587	7,155,687	7,300,909	7,258,527	(42,382)
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	3,912,503	4,389,445	5,532,146	5,681,542	5,805,307	6,212,583	407,276
Fee/Rate	0	0	0	483,870	483,870	0	(483,870)
Other Revenue	850,341	212,743	2,812	8,689	2,000	1,500	(500)
Total Revenue	4,762,844	4,602,188	5,534,958	6,174,101	6,291,177	6,214,083	(77,094)
Operating Transfers In	0	17,457	0	1,009,125	1,009,125	1,044,444	35,319
Total Financing Sources	4,762,844	4,619,645	5,534,958	7,183,226	7,300,302	7,258,527	(41,775)
<b>Fund Balance</b>							
Use of / (Contribution to) Fund Balance	595	(18,478)	629	(27,539)	607	0	(607)
Available Reserves					1,431,811	1,459,957	28,146
Total Fund Balance					1,432,418	1,459,957	27,539
Budgeted Staffing*	25	21	19	26	26	32	6

\*Data represents final budgeted staffing

## MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Requirements of \$7.3 million consist of the following:

- Staffing expenses of \$1.7 million which funds 32 positions.
- Operating expenses of \$4.6 million which is made up of services and supplies, licensing and maintenance of the annual registry and provider health benefits database, provider and staff training, provider background investigations and finger printing, COWCAP, and payments for provider health benefits.
- Operating transfers out of \$1.0 million to the HS Administrative Claim budget unit which represents the required local share match payment to the State for Public Authority (PA) administration and health benefits paid to the State as part of the mandated Maintenance of Effort (MOE) agreement. The HS Administrative Claim budget unit makes the entire match payment to the State for all IHSS MOE components.

State, Federal and other government aid revenue and other revenue sources of \$6.2 million represents the State and federal mandated share of PA expenditures.

Operating transfers in of \$1.0 million represents funding for the match mandated by State legislation due to the changes made to the IHSS MOE funding structure. This is funded with the 1991 Social Services Realignment transferred from the HS Administrative Claim budget unit.



## BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$42,382, which includes an increase in staffing expenses of \$348,480 as a result of adding thirteen new contract positions and deleting seven contract positions for a net increase of six positions. The PA took responsibility for IHSS provider payroll, enrollment and orientation from the Department of Adult Services.

Operating expense is decreasing by \$435,181 as a result of the removal of the one-time increase in provider health benefits in 2014-15.

Sources are decreasing by \$41,775. This is primarily due to an increase in available federal/state funding of \$407,276 and a decrease in one-time funding for the provider health benefits. Additionally operating transfers in of Realignment revenue is increasing by \$35,319 to fund an increase in the MOE as mandated by State legislation.

## ANALYSIS OF FUND BALANCE

IHSS Public Authority is fully reimbursed from federal and state funding sources with a required match which is funded with 1991 Realignment. Typically there is no use of fund balance.

## 2015-16 POSITION SUMMARY\*

Division	2014-15				2015-16		Limited	Regular
	Final Staffing	Adds	Deletes	Re-Orgs	Adopted			
Administration	4	1	-1	-2	2	2	0	
Criminal Background Investigations	3	1	-1	0	3	3	0	
Provider Services	9	0	-5	-4	0	0	0	
Registry	8	5	0	-2	11	11	0	
Training	2	2	0	0	4	4	0	
Paycheck Customer Service	0	2	0	3	5	5	0	
Enrollment	0	2	0	5	7	7	0	
<b>Total</b>	<b>26</b>	<b>13</b>	<b>-7</b>	<b>0</b>	<b>32</b>	<b>32</b>	<b>0</b>	

\*Detailed classification listing available in Appendix D

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.7 million fund 32 budgeted positions of which all are limited term positions. Due to new responsibilities mandated by State and Federal agencies, such as the Cal MediConnect initiative, the Affordable Care Act, and new Federal legislation on overtime and services for homecare workers, the department required the addition of new positions. Detailed changes are outlined below:

### Added:

- 1 Contract Secretary I
- 3 Contract Social Worker II
- 5 Contract Office Assistant II
- 2 Contract Office Assistant III
- 1 Contract Supervising Office Specialist
- 1 Contract Supervising Program Specialist

### Deleted:

- 1 Contract Office Assistant II
- 2 Contract Office Assistant III
- 1 Contract Social Worker I
- 1 Contract Social Worker II
- 1 Supervising Office Specialist
- 1 Supervising Program Specialist

### Re-Orgs:

Positions were moved within the org chart to accommodate the creation of two new sections: Paycheck Customer Service and Enrollment. Both were previously included together under the section of Provider Services but are now separate due to the expansion of services in each section.

