

Individual State Agency Fiscal Note

Bill Number: 3158 HB	Title: Record checks	Agency: 300-Dept of Social and Health Services
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

FUND	FY 2006	FY 2007	2005-07	2007-09	2009-11
General Fund-Federal 001-2		604,035	604,035	1,019,836	845,544
Total \$		604,035	604,035	1,019,836	845,544

Estimated Expenditures from:

	FY 2006	FY 2007	2005-07	2007-09	2009-11
FTE Staff Years	0.0	4.0	2.0	4.0	4.0
Fund					
General Fund-State 001-1	0	687,654	687,654	1,187,070	1,012,778
General Fund-Federal 001-2	0	604,035	604,035	1,019,836	845,544
Total \$	0	1,291,689	1,291,689	2,206,906	1,858,322

The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact:	Phone:	Date: 01/23/2006
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Agency Approval: Sue Breen	Phone: 360-902-8183	Date: 01/31/2006
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Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe, by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

This bill requires background checks for developmental disabilities service providers.

Section 1 states that anyone having regularly scheduled unsupervised access to persons with developmental disabilities is required to submit to a record check through Washington State Patrol (WSP) as well as through the Federal Bureau of Investigation (FBI).

This bill is assumed to take effect July 1, 2006.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

Federal funds are assumed to be Food Stamps, Title IVD, Title IVE, and Title XIX.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Section 1 states that anyone having regularly scheduled unsupervised access to persons with developmental disabilities is required to submit to a record check through WSP as well as through the FBI.

The Department of Social and Health Services (DSHS) Developmental Disabilities Division (DDD) currently requires all DDD staff to have a WSP record check. In FY05 the number of checks was 20,217. Residential Habilitation Center (RHC) and State Operated Living Alternative checks were not included in the 20,217 and so an additional 2,571 will need to have background checks done.

Of the 22,788 only 1,977 had an FBI record check. This bill requires that all would have to have an FBI check if they have regularly scheduled unsupervised access. The estimated impact to DDD in FY2007 is \$1,045,753 $((22,788 - 1,977 * 75\%) * \$67)$ in FY2007. It is assumed that only 75% are possible in FY2007 due to a phase-in approach in order for background check staff to be trained and to reach a level of proficiency. The remaining 25% will be completed in FY2008. Additionally in FY2008, turnover staff will also need to have FBI record checks completed. Turnover for providers is assumed at 49% per year per statistics from the Community Residential Services Association. The impact to DDD in FY08 is \$1,031,809 $((20,811 * 25\%) * \$67) + ((49\% * 20,811) * \$67)$. In FY2009 and each FY thereafter it is assumed that only the percentage of turnover will have record checks completed $((20,811 * 49\%) * \$67)$. The impact is estimated at \$683,225 in FY2009 and each FY thereafter based on a 49% turnover rate.

Processing FBI record checks will require additional staff to manage the increased workload to the DSHS Background Check Central Unit (BCCU). Steps in the process include the need for staff to handle each fingerprint request multiple times opening mail, hand date stamping each piece, verifying FBI fees are submitted with the request, entering personal data, conducting name and date of birth check, preparing mail and sending to the WSP, pulling files and refiling with inclusion of new data as it is received from multiple sources. Impact is estimated at 4.0 Full Time Equivalents (FTEs) at a cost of \$245,936 per FY, commencing in FY07.

Assumptions:

1. Number of background checks in FY07 is assumed based off FY05 level.
2. The cost per fingerprint check is \$54. The cost to roll prints is \$13.

3. The requesting entity is assumed to be DSHS.
4. A copy of the record report will be released subject to federal and state regulation.
5. The 22,788 record checks in 2005 include DDD state employees (RHC and SOLA).

Part III: Expenditure Detail

III. A - Expenditures by Object Or Purpose

	FY 2006	FY 2007	2005-07	2007-09	2009-11
FTE Staff Years		4.0	2.0	4.0	4.0
A-Salaries and Wages		136,500	136,500	273,000	273,000
B-Employee Benefits		52,656	52,656	105,312	105,312
C-Personal Service Contracts					
E-Goods and Services		1,092,169	1,092,169	1,807,866	1,459,282
G-Travel					
J-Capital Outlays		6,560	6,560	13,120	13,120
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		3,804	3,804	7,608	7,608
Total:	\$0	\$1,291,689	\$1,291,689	\$2,206,906	\$1,858,322

III. B - Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA

Job Classification	Salary	FY 2006	FY 2007	2005-07	2007-09	2009-11
Customer Service Specialist 2	35,000		4.0	2.0	4.0	4.0
Total FTE's			4.0	2.0	4.0	4.0

III. C - Expenditures By Program (optional)

Program	FY 2006	FY 2007	2005-07	2007-09	2009-11
Developmental Disabilities Division (040)		1,045,753	1,045,753	1,715,034	1,366,450
Administrative & Supporting Services (110)		245,936	245,936	491,872	491,872
Total \$		1,291,689	1,291,689	2,206,906	1,858,322

Part IV: Capital Budget Impact

None.

Part V: New Rule Making Required

Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.

None.