

Individual State Agency Fiscal Note

Bill Number: 5819 S SB	Title: DDA no-paid caseload	Agency: 300-Department of Social and Health Services
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Part I: Estimates

☐ No Fiscal Impact

Estimated Cash Receipts to:

ACCOUNT	FY 2022	FY 2023	2021-23	2023-25	2025-27
General Fund-Federal 001-2		4,847,000	4,847,000	14,157,000	15,135,000
Total \$		4,847,000	4,847,000	14,157,000	15,135,000

Estimated Operating Expenditures from:

	FY 2022	FY 2023	2021-23	2023-25	2025-27
FTE Staff Years	0.0	90.9	45.5	140.6	151.8
Account					
General Fund-State 001-1	0	6,055,000	6,055,000	17,924,000	19,164,000
General Fund-Federal 001-2	0	4,847,000	4,847,000	14,157,000	15,135,000
Total \$	0	10,902,000	10,902,000	32,081,000	34,299,000

Estimated Capital Budget Impact:

NONE

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.

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Agency Preparation: Cliff Hicks	Phone: 360-902-8240	Date: 02/11/2022
Agency Approval: Dan Winkley	Phone: 360-902-8236	Date: 02/11/2022
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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.

Section 1 (1): The Department of Social and Health Services (DSHS) shall hire two permanent, full-time employees to regularly review and maintain the No-Paid Services (NPS) caseload. This includes, but is not limited to, updating the NPS caseload to accurately reflect a current headcount of eligible individuals and identifying the number of individuals contacted who are currently interested in receiving a paid service from the Developmental Disabilities Administration (DDA) and if the individual would like services now or within the next year. Beginning December 1, 2022, DSHS shall annually report this information to the Governor and the appropriate committees of the legislature.

Section 1 (2): A client on the NPS caseload shall receive case resource management services. The case resource manager's duties include, but are not limited to:

- (a) Contacting and responding to the client to discuss the client's service needs;
- (b) Explaining to the client the service options available through DSHS or other community resources.

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.

A portion of the costs incurred to implement this legislation will be funded with federal Title XIX-Grants to States for Medical Assistance funds.

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.

Staffing Assumptions:

- Section 1 directs DDA to hire two permanent FTE to regularly review and maintain the NPS caseload ;
 - 1.0 Program Manager (WMS2) & 2.0 Management Analyst 3 FTE are needed to accurately reflect the current headcount of eligible people and identifying the number of clients contacted who would like a paid service now or in the next year. Beginning on December 1st, 2022, DDA will annually report this information to the legislature ;
 - DDA Case Resource Manager duties include contacting and responding to the person to understand service needs, and explaining service options available either through DDA or other community resources.
 - Social and Health Program Consultant (SHPC) 4 - 1.0 FTE is needed for quality assurance and contract monitoring ;
 - SHPC 4 - 1.0 FTE for waiver, Exception to Rule (ETR) and prior approval processing;
 - SHPC 4 - 1.0 FTE for joint requirement planning.

Ratio Based Staffing:

- Case Resource Manager - One to 150 clients phased in starting in October 2022 ;
- Development Disability Administrators - One to 11 based upon case resource manager FTE ;
- Resource Manager - One to 22.44 case resource managers ;
- Intake and Eligibility - One to 14.5 case resource managers ;
- Secretary Senior - One to eight based upon planners, case resource managers, administrators, intake and eligibility FTEs;
- Public Benefit Specialist 4 - One to 857 clients - ratio used in the Financial Eligibility Decision Package (Governors

Budget);

- Public Benefit Specialist 5 - One to eight based upon Public Benefit Specialist 4 ;
- IT Staff- One to 110 based upon all FTEs in the model.

Caseload Assumptions:

- The estimated NPS caseload is 12,000 clients ;
- An increase of four percent per year of NPS caseload is assumed based on historic trends ;
- The caseload model assumes DSHS will provide services to 100% of the NPS caseload.

(Please see FN_SSB5819 attachment.pdf for more detailed staffing estimates.)

Additional Information

· The Health Care Authority's costs are not included in the model but there is a portion of the client population that would receive medical coverage.

Mailing Costs:

Fiscal Year 2023: Caseload is 12,000 x .395 cents per mailer = \$5,000 (\$2,000 GF-State)

Fiscal Year 2024: Caseload is 12,480 x .395 cents per mailer = \$5,000 (\$2,000 GF-State)

Fiscal Year 2025: Caseload is 12,979 x .395 cents per mailer = \$5,000 (\$2,000 GF-State)

Fiscal Year 2026: Caseload is 13,498 x .395 cents per mailer = \$5,000 (\$2,000 GF-State)

Fiscal Year 2027: Caseload is 14,038 x .395 cents per mailer = \$6,000 (\$3,000 GF-State)

Part III: Expenditure Detail

III. A - Operating Budget Expenditures

Account	Account Title	Type	FY 2022	FY 2023	2021-23	2023-25	2025-27
001-1	General Fund	State	0	6,055,000	6,055,000	17,924,000	19,164,000
001-2	General Fund	Federal	0	4,847,000	4,847,000	14,157,000	15,135,000
Total \$			0	10,902,000	10,902,000	32,081,000	34,299,000

III. B - Expenditures by Object Or Purpose

	FY 2022	FY 2023	2021-23	2023-25	2025-27
FTE Staff Years		90.9	45.5	140.6	151.8
A-Salaries and Wages		6,355,000	6,355,000	19,341,000	20,855,000
B-Employee Benefits		2,276,000	2,276,000	6,978,000	7,530,000
C-Professional Service Contracts					
E-Goods and Other Services		1,141,000	1,141,000	3,514,000	3,791,000
G-Travel		186,000	186,000	668,000	721,000
J-Capital Outlays		546,000	546,000	342,000	66,000
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service		39,000	39,000	125,000	134,000
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements		359,000	359,000	1,113,000	1,202,000
9-					
Total \$	0	10,902,000	10,902,000	32,081,000	34,299,000

III. C - Operating FTE 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 2022	FY 2023	2021-23	2023-25	2025-27
Case Resource Manager	70,956		46.7	23.4	84.9	91.8
Developmental Disabilities Administrator	84,396		4.2	2.1	7.8	8.4
Forms & Records Analyst 1 (DMS Unit)	44,412		1.6	0.8	1.7	1.8
Intake & Eligibility	70,956		3.2	1.6	5.9	6.4
IT Specialist (Systems Admin Journey)	101,748		4.3	2.2	1.3	1.4
Management Analyst 3	69,264		2.0	1.0	2.0	2.0
Public Benefits Specialist 4	62,748		14.0	7.0	14.9	16.1
Public Benefits Specialist 5	67,560		1.8	0.9	1.9	2.1
Resource Manager (2 per region)	70,956		2.1	1.1	3.8	4.1
Secretary Senior	43,392		7.0	3.5	12.8	13.9
SHPC 4 - Joint Requirement Planners	88,644		1.0	0.5	1.0	1.0
SHPC 4 - Quality assurance	88,644		1.0	0.5	1.0	1.0
SHPC 4 - Waiver, ETR & Prior Approval Processing	88,644		1.0	0.5	1.0	1.0
WMS 2 Program/Policy	93,216		1.0	0.5	1.0	1.0
Total FTEs			90.9	45.5	140.6	151.8

III. D - Expenditures By Program (optional)

Program	FY 2022	FY 2023	2021-23	2023-25	2025-27
Developmental Disabilities Administration (040)		10,086,000	10,086,000	31,431,000	33,595,000
Aging Long-Term Support Administration (050)		816,000	816,000	650,000	704,000
Total \$		10,902,000	10,902,000	32,081,000	34,299,000

Part IV: Capital Budget Impact

IV. A - Capital Budget Expenditures

NONE

IV. B - Expenditures by Object Or Purpose

NONE

IV. C - Capital Budget Breakout

Identify acquisition and construction costs not reflected elsewhere on the fiscal note and describe potential financing methods

NONE

IV. D - Capital FTE Detail: List FTEs by classification and corresponding annual compensation . Totals need to agree with total FTEs in Part IVB

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 .

New rule making is required.

Staffing:

FY23	Ratio	Administration	FTE	Object A	Object B	Object E	Object G	Object J	Object P	Object T	Total
WMS 2 Program/Policy	0	DDA	1.0	93,000	29,000	13,000	-	6,000	-	4,000	145,000
SHPC 4 - QA and Contract Monitoring	0	DDA	1.0	89,000	29,000	13,000	-	6,000	-	4,000	141,000
SHPC 4 - Waiver , ETR & Prior Approval Processing	0	DDA	1.0	89,000	29,000	13,000	-	6,000	-	4,000	141,000
SHPC 4 - Joint Requirement Planners	0	DDA	1.0	89,000	29,000	13,000	-	6,000	-	4,000	141,000
Case Resource Manager	150	DDA	46.7	3,312,000	1,178,000	582,000	168,000	280,000	21,000	184,000	5,725,000
Dev Dis Administrator	11	DDA	4.2	354,000	117,000	53,000	4,000	25,000	2,000	17,000	572,000
Resource Manager (2 per region)	22.44	DDA	2.1	149,000	53,000	26,000	8,000	13,000	1,000	8,000	258,000
Intake & Eligibility	14.5	DDA	3.2	227,000	81,000	40,000	1,000	19,000	1,000	13,000	382,000
Secretary Senior	8	DDA	7.0	304,000	140,000	86,000	1,000	42,000	3,000	28,000	604,000
Public Benefits Specialist 4	857	DDA	14.0	878,000	331,000	174,000	3,000	84,000	6,000	55,000	1,531,000
Public Benefits Specialist 5	8	DDA	1.8	122,000	44,000	22,000	-	11,000	1,000	7,000	207,000
Management Analyst 3	0	DDA	2.0	139,000	50,000	25,000	-	12,000	1,000	8,000	235,000
Forms & Records Analyst 1 (DMS Unit)	8.9	AL TSA	1.6	71,000	32,000	20,000	-	10,000	1,000	6,000	140,000
IT Specialist (Systems Admin Journey)	0.05	AL TSA	4.3	440,000	134,000	55,000	1,000	26,000	2,000	17,000	675,000
Total			90.9	6,356,000	2,276,000	1,135,000	186,000	546,000	39,000	359,000	10,897,000

FY24	Ratio	Administration	FTE	Object A	Object B	Object E	Object G	Object J	Object P	Object T	Total
WMS 2 Program/Policy	0	DDA	1.0	93,000	29,000	13,000	-	-	-	4,000	139,000
SHPC 4 - QA and Contract Monitoring	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Waiver , ETR & Prior Approval Processing	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Joint Requirement Planners	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
Case Resource Manager	150	DDA	83.2	5,905,000	2,099,000	1,037,000	300,000	222,000	37,000	329,000	9,929,000
Dev Dis Administrator	11	DDA	7.6	641,000	211,000	95,000	8,000	24,000	3,000	30,000	1,012,000
Resource Manager (2 per region)	22.44	DDA	3.7	263,000	93,000	46,000	13,000	12,000	2,000	15,000	444,000
Intake & Eligibility	14.5	DDA	5.7	404,000	144,000	71,000	1,000	18,000	3,000	23,000	664,000
Secretary Senior	8	DDA	12.5	542,000	250,000	153,000	3,000	36,000	6,000	49,000	1,039,000
Public Benefits Specialist 4	857	DDA	14.6	916,000	345,000	181,000	3,000	6,000	6,000	58,000	1,515,000
Public Benefits Specialist 5	8	DDA	1.8	122,000	44,000	22,000	-	-	1,000	7,000	196,000
Management Analyst 3	0	DDA	2.0	139,000	50,000	25,000	-	-	1,000	8,000	223,000
Forms & Records Analyst 1 (DMS Unit)	8.9	AL TSA	1.6	71,000	32,000	20,000	-	-	1,000	6,000	130,000
IT Specialist (Systems Admin Journey)	110	AL TSA	1.2	126,000	39,000	16,000	-	-	1,000	5,000	187,000
Total			137.9	9,489,000	3,423,000	1,718,000	328,000	318,000	61,000	546,000	15,883,000

FY25	Ratio	Administration	FTE	Object A	Object B	Object E	Object G	Object J	Object P	Object T	Total
WMS 2 Program/Policy	0	DDA	1.0	93,000	29,000	13,000	-	-	-	4,000	139,000
SHPC 4 - QA and Contract Monitoring	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Waiver , ETR & Prior Approval Processing	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Joint Requirement Planners	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
Case Resource Manager	150	DDA	86.5	6,138,000	2,183,000	1,078,000	311,000	24,000	38,000	342,000	10,114,000
Dev Dis Administrator	11	DDA	7.9	667,000	219,000	99,000	8,000	-	4,000	31,000	1,028,000
Resource Manager (2 per region)	22.44	DDA	3.9	277,000	98,000	49,000	14,000	-	2,000	15,000	455,000
Intake & Eligibility	14.5	DDA	6.0	426,000	151,000	75,000	1,000	-	3,000	24,000	680,000
Secretary Senior	8	DDA	13.0	564,000	260,000	159,000	3,000	-	6,000	51,000	1,043,000
Public Benefits Specialist 4	857	DDA	15.1	947,000	357,000	187,000	3,000	-	7,000	60,000	1,561,000
Public Benefits Specialist 5	8	DDA	1.9	128,000	47,000	24,000	-	-	1,000	8,000	208,000
Management Analyst 3	0	DDA	2.0	139,000	50,000	25,000	-	-	1,000	8,000	223,000
Forms & Records Analyst 1 (DMS Unit)	8.9	AL TSA	1.7	76,000	34,000	21,000	-	-	1,000	7,000	139,000
IT Specialist (Systems Admin Journey)	110	AL TSA	1.3	131,000	40,000	16,000	-	-	1,000	5,000	193,000
Total			143.3	9,853,000	3,555,000	1,785,000	340,000	24,000	64,000	567,000	16,188,000

FY26	Ratio	Administration	FTE	Object A	Object B	Object E	Object G	Object J	Object P	Object T	Total
WMS 2 Program/Policy	0	DDA	1.0	93,000	29,000	13,000	-	-	-	4,000	139,000
SHPC 4 - QA and Contract Monitoring	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Waiver , ETR & Prior Approval Processing	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Joint Requirement Planners	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
Case Resource Manager	150	DDA	90.0	6,386,000	2,271,000	1,121,000	324,000	24,000	40,000	356,000	10,522,000
Dev Dis Administrator	11	DDA	8.2	692,000	228,000	103,000	8,000	-	4,000	32,000	1,067,000
Resource Manager (2 per region)	22.44	DDA	4.0	284,000	101,000	50,000	14,000	-	2,000	16,000	467,000
Intake & Eligibility	14.5	DDA	6.2	440,000	156,000	77,000	1,000	-	3,000	25,000	702,000
Secretary Senior	8	DDA	13.6	590,000	272,000	167,000	3,000	6,000	6,000	54,000	1,098,000
Public Benefits Specialist 4	857	DDA	15.8	991,000	374,000	196,000	3,000	6,000	7,000	62,000	1,639,000
Public Benefits Specialist 5	8	DDA	2.0	135,000	49,000	25,000	-	-	1,000	8,000	218,000
Management Analyst 3	0	DDA	2.0	139,000	50,000	25,000	-	-	1,000	8,000	223,000
Forms & Records Analyst 1 (DMS Unit)	8.9	AL TSA	1.8	80,000	36,000	22,000	-	-	1,000	7,000	146,000
IT Specialist (Systems Admin Journey)	110	AL TSA	1.3	137,000	42,000	17,000	-	-	1,000	5,000	202,000
Total			148.9	10,234,000	3,695,000	1,855,000	353,000	36,000	66,000	589,000	16,828,000

FY27	Ratio	Administration	FTE	Object A	Object B	Object E	Object G	Object J	Object P	Object T	Total
WMS 2 Program/Policy	0	DDA	1.0	93,000	29,000	13,000	-	-	-	4,000	139,000
SHPC 4 - QA and Contract Monitoring	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Waiver , ETR & Prior Approval Processing	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
SHPC 4 - Joint Requirement Planners	0	DDA	1.0	89,000	29,000	13,000	-	-	-	4,000	135,000
Case Resource Manager	150	DDA	93.6	6,641,000	2,362,000	1,166,000	337,000	24,000	42,000	370,000	10,942,000
Dev Dis Administrator	11	DDA	8.5	717,000	236,000	107,000	9,000	-	4,000	34,000	1,107,000
Resource Manager (2 per region)	22.44	DDA	4.2	298,000	106,000	52,000	15,000	-	2,000	17,000	490,000
Intake & Eligibility	14.5	DDA	6.5	461,000	164,000	81,000	1,000	-	3,000	26,000	736,000
Secretary Senior	8	DDA	14.1	612,000	282,000	173,000	3,000	-	6,000	56,000	1,132,000
Public Benefits Specialist 4	857	DDA	16.4	1,029,000	388,000	203,000	3,000	6,000	7,000	65,000	1,701,000
Public Benefits Specialist 5	8	DDA	2.1	142,000	52,000	26,000	-	-	1,000	8,000	229,000
Management Analyst 3	0	DDA	2.0	139,000	50,000	25,000	-	-	1,000	8,000	223,000
Forms & Records Analyst 1 (DMS Unit)	8.9	AL TSA	1.8	80,000	36,000	22,000	-	-	1,000	7,000	146,000
IT Specialist (Systems Admin Journey)	110	AL TSA	1.4	142,000	43,000	18,000	-	-	1,000	6,000	210,000
Total			154.6	10,621,000	3,835,000	1,925,000	368,000	30,000	68,000	613,000	17,460,000