

# Division of Administration

Plans, organizes, and coordinates comprehensive administrative and support services for the Department of Health, which includes 12 central office divisions, 67 county health departments, 22 children's medical services' clinics, 5 laboratories and 1 tuberculosis hospital.

These services entail the development and implementation of uniform policies, procedures and guidelines for personnel and human resource management, general services, revenue management, and financial management; and is the direct link to the Governor's Budget office, legislative appropriations staff, Auditor General, and Departments of Management Services and Financial Services.

**Division Director**

**General Services**

**Finance & Accounting**

**Revenue Management**

**Budget Management**

**Human Resource Management**

- \* Purchasing
- \* Design & Construction
- \* Contract Administration
- \* Strategic Process Management
- \* Support Services
  - \* Facilities Management
  - \* Safety
  - \* Leasing
  - \* Property Management
  - \* Mail Services
  - \* Distribution Center

- \* Disbursements
- \* Accounting Systems
- \* Accounting Policies
- \* P-Card Administration
- \* Contract Administrative Monitoring
- \* Emergency Support Function (ESF#8)/ Administration & Finance Support

- \* Revenue Collection
- \* Trust Fund Cash Analysis
- \* Grants Management
- \* Cost Allocation
- \* County Health Dept. Liaison Unit

- \* Legislative Budget Requests
- \* Approved Operating Budget
- \* Appropriation Allocations
- \* Funding Validation
- \* County Health Department Budget Support
- \* Financial Information Reporting System (FIRS) Team

- \* Payroll/Attendance/Leave
- \* Insurance/Benefits
- \* Classification
- \* Recruitment/Selection
- \* Employee/Labor Relations
- \* Equal Opportunity

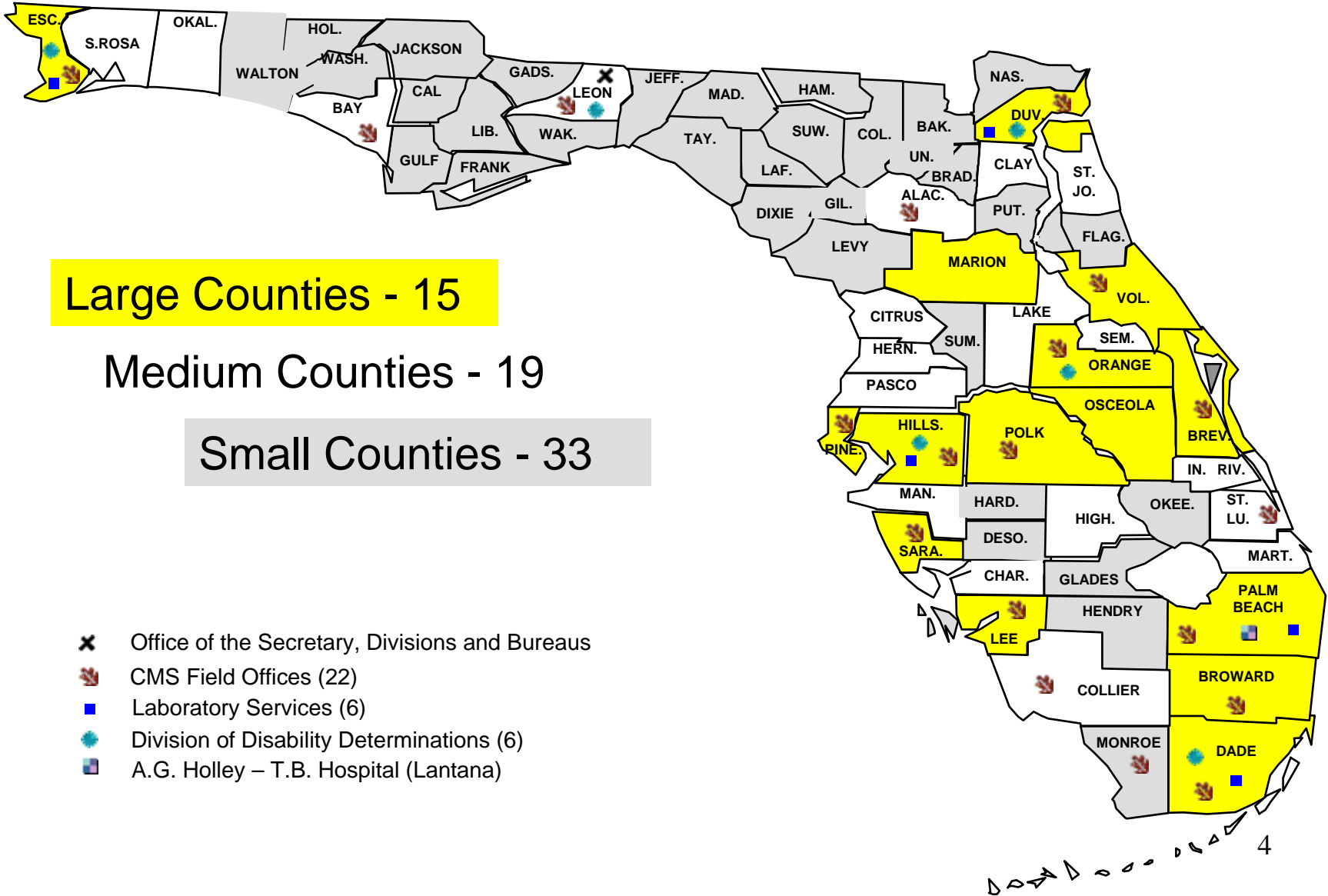
# Division of Administration

- ❖ Role/Strategic Focus - Provide high quality administrative support through efficient resource management and accountability.
- ❖ The Division of Administration has a dual role:
  - ✓ policy and direction to all DOH offices statewide.
  - ✓ direct services to Central offices in Tallahassee and statewide, and many county health departments depending on the functional area.

# Administration Oversight

- ❖ Appropriations - \$2.9 Billion (FY 09-10)
- ❖ Staff – 16,000 Employees (CS/SES/SMS)
- ❖ Administration Staff – 230 FTEs
- ❖ Statutory Responsibility
  - ✓ F.S. 110.....State Employment
  - ✓ F.S. 112.061.....Travel
  - ✓ F.S. 215.....Financial Matters
  - ✓ F.S. 216.....Planning & Budgeting
  - ✓ F.S. 255.....Public Property & Public Owned Building
  - ✓ F.S. 287.....Procurement of Property & Services

# 67 Florida Counties



Large Counties - 15

Medium Counties - 19

Small Counties - 33

- X Office of the Secretary, Divisions and Bureaus
- 🐾 CMS Field Offices (22)
- Laboratory Services (6)
- Division of Disability Determinations (6)
- ☒ A.G. Holley – T.B. Hospital (Lantana)

# Consortium Concept Principles

- ❖ **Lead/host CHD to do the administrative processing functions.**
- ❖ **Participating CHD could pool their administrative employee resources.**
- ❖ **Economy of scale.**
- ❖ **Processing lead/host CHD was not the decision making authority.**
- ❖ **Each CHD retained full delegated authority.**
- ❖ **Memorandum of Agreement.**
- ❖ **Determined by bureau/function.**

# *Accomplishments (last 12 months)*

- ❖ **Electronic Bid Room Team** -This 8 member team created a process that saves an estimated \$7667 annually in staff time, storage cost, and retrieval/disposal fees by electronically storing competitive solicitation files and related documents within the department's computer network (Davis Productivity Award).
- ❖ **Automated Receipt System** - This 6 person team created a system that tracks incoming cash receipts to the Bureau of Revenue Management. This system is highly efficient and enables measurement of bureau standards as well as accountability reports. This system expedites research and inquiries made to the bureau. The time cost savings of \$18,520.83 is based on eliminated manual and comparative processes (Davis Productivity Award).
- ❖ **Cell Bill Verification System** - This team designed and developed an automated system for use by the 6000 state owned cell and smart phone users. The system automated a previously manual, paper laden process that will eliminate roughly 20,000 hours of administrative labor saving the Department of Health \$500,000/year in labor and paper costs. This system provides the department the tools needed to control which service plans are used and ensure individual's are on current and correct plans. The department has already found over \$300,000 in savings by updating their service plans (Davis Productivity Award).

# *Accomplishments (last 12 months), continued*

- ❖ **Federal Grants Reimbursement Team** -The Schedule C Automated Reimbursement System replaces the current manual reimbursement process. The application has improved the quality and timeliness of processing federal reimbursements at a significantly lower cost. The cost savings from automating the reimbursement process is approximately \$35,411 per year. The automation project also benefits the CHDS program offices by providing them with reports that will help them track and maximize their federal grant reimbursements. CHDs and program offices are now able to efficiently and effectively track their federal funds and manage cash flows (Davis Productivity Award).
- ❖ Conducted statewide regional training on securing and maximizing all federal grant resources.
- ❖ Conducted statewide rate and budget training for all county health departments (CHD) directors/administrators and business managers on managing rate. This was necessary due to legislation requiring CHDs to operate under rate procedures.

# *Accomplishments (last 12 months), continued*

- ❖ Created the CHD Accounts Receivable policy to maximize the collection of revenues.
- ❖ Payment Vouchers accessible online to reduce workload and increase efficiency.
- ❖ Developed 28 of the 34 business modules targeted for completion This is the second step of the five-step process of a Public Health Financial Management Certification Program initiative.
- ❖ Completed relocation of the department's Central Pharmacy to existing leased space with estimated saving of \$2.23 million over the next seven years.
- ❖ Completed \$84.6 million in construction projects in ten CHDs and one lab.
- ❖ Automated Trust Fund Cash Analysis (reduced production time from three weeks to 1 day).

# *Goals/Initiatives (next 12 months)*

- ❖ Online credit card payment module in Cell Phone Verification System will ensure employees reimburse the department for personal use of state cell phones..
- ❖ CHD Administration & Pharmacy Dashboard to enhance accountability and identify problem areas.
- ❖ Blue Cross Blue Shield contract to maximize revenue by receiving direct payment from BCBS.
- ❖ Auto posting of Third Party insurance payments in Health Management System will eliminate thousands of labor hours dedicated to manual revenue posting.
- ❖ Provide the CHDs with a financial forecasting tool that will enable the efficient positioning of resources to maximize services and reduce service unit cost.
- ❖ \$78.8 million in construction projects is expected to be complete for FY 2009-10 for multiple CHDs.
- ❖ Issue RFP and award a contract for a replacement facility and provide inpatient hospital service for A.G. Holley State Hospital.
- ❖ Develop a detailed Public Health Business Plan using many of the current documents, reports and initiatives.

## *Goals/Initiatives (next 12 months), continued*

- ❖ Public Health Financial Management Certification Program. Complete Step III-meeting with Schools of Public Health to identify supplemental academic courses and Step IV-work on management leadership program.
- ❖ Develop new Grants Management System for 20 year old COBOL system to web-based format.
- ❖ Consolidate four different time keeping documents that have been developed over the years to meet various state and federal requirements.