

HANSEN.WENDY

From: Blanton, Travis [blantont@fdhc.state.fl.us]
Sent: Monday, July 30, 2001 3:58 PM
To: 'hansen.wendy@leg.state.fl.us'; 'collins.lucetia@leg.state.fl.us'
Subject: FW: AHCA Cost Allocation Procedures and DOH - MQA billings



dohbillings.xls



COST ALLOCATION
PROCEDURES.doc...



PROCESS.DOC



cost allocation
spreadsheets.x...

FYI

> -----Original Message-----

> From: Gregg, Christy
> Sent: Friday, July 27, 2001 7:43 AM
> To: Blanton, Travis
> Subject: FW: AHCA Cost Allocation Procedures and DOH - MQA
billings

>
> Here is what I sent Elaine Peter on our Cost Allocation. Wendy is
asking
> for this information in #3 of her request. As for the breakdown of
> indirect/allocated/infrastructure cost by board (asked for as a part
of #1
> and #2), we don't do that. My understanding is that DOH does the
> allocation to the individual board, probably based on the overall
> expenditures of each (I really have never seen it or checked into that
> part).

>
> If we need to talk about this later, I should be back around 11. I
have
> an admin svc directors meeting and then One Florida, this a.m.

>
> Christy Gregg
> Deputy Secretary
> Division of Administrative Services
> Agency for Health Care Administration
> (850) 488-1417; Suncom 278-1417
> FAX (850) 922-7727

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> .
>
> <<dohbillings.xls>> <<COST ALLOCATION PROCEDURES.doc>>

> <<PROCESS.DOC>> <<cost allocation spreadsheets.xls>>

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COST ALLOCATION PROCEDURES SUMMARY

The purpose of the Health Care Trust Fund (HCTF) Cost Allocation is to match up Agency expenditures with Agency revenues. Every dollar spent in the HCTF must be supported by specific revenue sources. This process identifies cash ownership within the Trust Fund and determines the fees required to fund the activities of each of the Agency's regulatory responsibilities. It should be noted that General Revenue expenditures are not included in the cost allocation process. This is true for all General Revenue appropriations for both overhead functions and direct regulatory functions.

The process begins with the posting of all HCTF expenditures to the cost allocation work papers. The total expenditures by cost center are then transferred to a file for the allocation of overhead functions. These allocations are primarily done on an FTE basis. Two exceptions to the FTE allocation are the General Counsel's Office and Office of Management Information Systems. These two units submit a functional allocation report for allocating their expenditures.

The initial allocations are made from the Administrative Offices. The Director's Office, the Office of External Affairs, the General Counsel Office, the Office of Management Information Systems, and the Division of Administrative Services are distributed to the Operating Divisions.

After the Administrative Overhead has been distributed to the Operating Divisions, the total cost accumulated at the Division Office levels is distributed on down to each Division's operating units. This is done based on the FTE count of each unit. At this point allocations for the Office of Health Policy, the State Center for Health Statistics, the Medicaid Division as well as the MQA program and the Office of Plans & Construction portions of the Division of Managed Care and Health Quality are completed. The cost of the managed care and health facility components of the Division of Managed Care and Health Quality are further allocated to appropriate facility type (Nursing Homes, ALFs, etc.). These additional allocations are done using time reporting from the field offices and functional allocation reports from the Division's central office units.

When all expenditures of the HCTF have been allocated to the lowest level they are matched to revenues received for each regulatory function to determine cash balances by fee payer or deficits in funding a regulatory requirement. Any funding not forthcoming from an appropriate payee must of necessity come from one of the other payers into this trust fund.

COST ALLOCATION PROCEDURES

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The Cost Allocation Process is effected through the following Excel files:

addhours.xls
exp-gaa.xls
overhead.xls
cash-dis.xls
mqahlth.xls
actual.xls
cashfy95.xls

addhours.xls

This file accumulates the hours HQA field surveyors report working toward regulating Health Care Facilities. The Time Validation Reporting System provides these hours. Hours are posted to the addhours.xls file quarterly after the HQA Federal Report has been completed. The cumulative hours for the year-to-date are used to create percentages needed to allocate various elements of HQA costs. All hours reported are used to calculate percentages to be used. Also, for Title XVIII & Title XIX activity percentages are calculated to determine the distribution of the usual shortage of funding from these sources.

References will be made to both of these sets of percentages as other files are discussed.

exp-gaa.xls

This file includes the postings of all FLAIR expenditures for the Health Care Trust Fund (003001). These postings are by Org Code/OCA cost centers. The totals of these cost centers are linked to next file, which is **overhead.xls**.

overhead.xls

The allocation process begins with this file. Step one is the allocation of Administrative Offices. The Director's Office, the Office of External Affairs and the Division of Administrative Services are distributed to Operating Divisions based on their FTE counts. The General Counsel Office and Office of Management Information Systems are

distributed to the Operating Divisions based on a workload analysis they prepare on a semi-annual basis.

After the Administrative Overhead has been distributed to the Operating Divisions, the total cost accumulated at the Division Office levels is distributed on down to each Division's operating units. This again is done based on the FTE count of each unit. At this point allocations for the Office of Health Policy, the State Center for Health Statistics, the Medicaid Division as well as the MQA program and the Office of Plans & Construction portions of the Division of Managed Care and Health Quality are completed. These cost pools are linked to the **actual.xls** file where they are matched to the appropriate revenue sources.

Totals for MCHQ organization codes 68-30-00-00-000 through 68-30-50-00-000 are linked to the **cash-dis.xls** file for distribution to the proper health care facility type. These links will be specifically identified in the explanation of the **cash-dis.xls** file.

The overhead.xls file contains nine separate sheets. One sheet (Total) presents all overhead distributions combined. The other eight sheets listed below reflect distributions for each individual overhead cost pool.

- Executive Direction
- External Affairs
- Legal
- Inspector General
- Administrative
- MIS
- HQA (MCHQ Director's Office)
- HQACO (MCHQ Divisions central office units' supervision)

cash-dis.xls

This file deals with the distribution of the total costs (direct and overhead) assigned to Organization Codes 68-30-00-00-000 through 68-30-30-XX-000. These costs have been accumulated in the overhead.xls file discussed above. Distributions are made for the following Cost Pools:

- MCHQ Field Offices
- Central Office Units
 - Long Term Care Unit
 - Home Health Care Unit
 - Hospital Unit
 - Laboratory Unit
 - Assisted Living Facility Unit

The distribution of the Field Office costs is accomplished by using the percentages generated in the **addhours.xls** file. Costs for the Central Office Units are allocated to the proper facility type based workload percentages furnished by each of the units. At the present time these percentages are reported on an as requested basis. When the total costs accumulated in the above cost pools have been allocated to the proper facility types the **cash-dis.xls** file contains a column that totals all costs by facility type. There are three divisions included in this file. They are Medicare Facilities, Medicaid Facilities and State Licensed Facilities.

The total costs to be assigned to Medicare Facilities are complete in this first total column with the exception that specific Medicare Training costs are added from the **overhead.xls** in a following column.

The center segment of the worksheet includes the cumulative costs assigned to Medicaid Facilities. This first total column represents 100% of the cost and must be reduced by the 25% State matching percentage. This matching amount is subtracted from the Medicaid totals and is added back to the appropriate State Facility Type in the lower segment of the spreadsheet.

The lower portion of the spreadsheet accumulates the cost required to regulate State Licensed Facilities. The second total column adds the State matching for Medicaid as discussed in the preceding paragraph.

The only other exception to the above description is for the CLIA Program which like the Medicare Facilities has the cost for training added before the final total for CLIA is calculated.

Once the total costs by facility has been determined on this spreadsheet, if the fee for regulating a specific facility type is either by facility or bed count the required fee can be calculated on this spreadsheet by dividing the total facilities or beds into the total costs in the column "TOTAL TO RECOVER".

Like the **overhead.xls** file the **cash-dis.xls** file has many other sheets than the "Total" sheet. They are:

- Executive Direction
- External Affairs
- Legal
- Inspector General
- MIS

HQA (MCHQ Director's Office)
HQACO (MCHQ Divisions central office units' supervision)
Dir- CO
Dir- Fld

These sheets develop the cost allocation from these cost pools to the appropriate facilities for revenue. For example the Executive Direction costs applicable to a particular facility type is determined here. These sheets are summarized by facility type in the next file, **actual.xls**.

mqahlth.xls

This file summarizes all charges that are appropriate to be billed to the Department of Health for the Medical Quality Assurance functions performed by AHCA. Most of the costs presented in this file comes from direct charges from the **exp-gaa.xls** file. The only other costs in this file come from the overhead file as previously discussed.

actual.xls

This file presents the total agency costs attributable to each type of health care facility regulated by the Agency for Health Care Administration. All Organization Codes involved in the Health Care Trust Funds are presented and reconciled in this document. For example all costs for the Secretary's Office is shown allocated to the appropriate facility type or other revenue source.

The top section of this spreadsheet includes all costs allocated to facilities for State Licensure responsibilities. The midsection of the spreadsheet includes the amount of Health Care Trust Fund costs allocated to Federal Funding Sources. The lower section of the spreadsheet includes the costs allocated to other miscellaneous revenue sources. The last three rows of this spreadsheet reconcile the total costs for each Organization Code. The "TOTAL" row is the sum of the detail costs, which have come to this spreadsheet via links to the **cash-dis.xls** and **overhead.xls** files. The "COST BY ORG." row presents the Organization Totals from the first column of the **overhead.xls** file. The "RECONCILIATION" row presents the reconciliation of the FLAIR expenditures for each Organization Code to the amount allocated from each Organization Code.

In addition to the total cost per facility or revenue source contained in column AA, this spreadsheet also presents the total revenue received from each funding source in column AB. Column AC represents 7.3% of revenue collected that is stripped

off for a Service Charge to General Revenue. Column AD reflects either the surplus or deficit that results from subtracting the total costs in Column AA and the service charge to General Revenue in Column AC from the total revenue in Column AB. Column AE adjusts for deficits in revenue received for Federal share of regulatory costs. The percentages used to distribute these Federal deficits come from Column O of the **addhours.xls** file. Percentages to distribute Title XVIII and Title XIX deficits are determined by using the Federal hours for regulatory programs that have a state component. Deficits are added to the costs of State Licensure. Column AF reflects the final surplus or deficit for current year operations for all funding sources.

cashfy95.xls

This file summarizes the cumulative status for all payers into the Health Care Trust Funds. Column A lists all payers. Column B presents the cash balance carryover from the previous fiscal year. Column C brings forward all current year revenue from **actual.xls**. Column D likewise brings forward the Service Charge to General Revenue from **actual.xls**. Column E is used for adjustments that need to be made. Column F calculates the interest earned by each funding source. This is done by using the beginning cash balances for all payers who have a positive balance at the beginning of the fiscal period. Column G is the total costs for the fiscal year for each trust fund payer. Column H is the resultant final cash balance for the fiscal year for each revenue source for the Health Care Trust Fund.

**HEALTH CARE TRUST FUND CASH ANALYSIS
FY 99-2000**

	07/01/1999	FY 99-2000 REV.	SVC. CHG. TO GR	ADJ.	INTEREST	FY 99-2000 EXP.	06/30/2000
ADMINISTRATIVE - 3001							
UNCOMMITTED CASH	\$736,377		\$ 13,492	\$13,759	\$12,196		\$748,840
HOSPITAL ASSESSMENTS	\$7,097,843	\$6,642,714	\$484,918		\$117,556	\$4,868,244	\$8,504,951
NURSING FEES	\$0	\$528,106	\$38,552	\$0	\$0	\$489,554	\$0
ROBERT WOOD JOHNSON CTR FOR HLTH STAT. REV	\$15,354	\$54,545	\$0		\$254	\$8,311	\$61,842
PMATF-AMBULATORY FAC.	\$0	\$211,346	\$0			\$211,346	\$0
MEDICAID	(\$1,726,958)	\$4,990,161	\$0			\$4,255,125	(\$991,922)
CON-FEES	\$6,999,796	\$2,052,631	\$149,842		\$115,932	\$3,509,815	\$5,508,703
HLTH CARE FEE ASSESS.	\$0	\$731,071	\$53,368			\$677,703	\$0
MISC. REVENUES	\$0	\$14,842	\$1,083	(\$13,759)			\$0
TOTAL 3001	\$13,122,412	\$15,225,416	\$741,255	\$0	\$245,938	\$14,020,098	\$13,832,413
Interest	\$14,849,370		\$741,255		\$245,938		
REGULATORY - 3002							
UNCOMMITTED CASH	\$2,263,545		\$ 33,863	\$59,480	\$51,257		\$2,340,419
ABORTION CLINIC	(\$172,682)	\$19,618	\$1,432			\$45,428	(\$199,924)
AFCH	(\$821,061)	\$48,292	\$3,525			\$316,096	(\$1,092,390)
ALF FACILITY	(\$4,647,955)	\$2,672,847	\$195,117			\$5,028,826	(\$7,199,050)
ADC FACILITY	(\$423,065)	\$32,926	\$2,404			\$145,333	(\$537,877)
AMB. SURG. CTR.	\$197,915	\$256,672	\$18,737		\$4,482	\$464,102	(\$23,771)
BIRTH CENTER	(\$158,353)	\$8,274	\$604			\$33,193	(\$183,876)
IS STABILIZATION UNITS	(\$264,368)	\$110,471	\$8,064			\$173,699	(\$335,660)
DIAGNOSTIC IMAGING	\$0	\$0	\$0			\$34,971	(\$34,971)
FORENSIC LAB	\$1,003,938	\$176,540	\$12,887		\$22,734	\$72,791	\$1,117,534
HMO	\$4,032,934	\$2,514,686	\$183,572		\$91,325	\$3,428,920	\$3,026,453
HMO-WC	\$2,515,729	\$745,873	\$54,449		\$56,968	\$741,303	\$2,522,818
H, C, & Ss	(\$255,404)	\$29,557	\$2,158			\$87,505	(\$315,510)
HOME HEALTH	\$2,670,881	\$1,275,188	\$93,089		\$60,481	\$1,011,538	\$2,901,923
HOME MEDICAL EQUIPMENT	\$0	\$427,072	\$31,176			\$488,073	(\$92,177)
HOME SPEC. SVC	\$10,937	\$3,294	\$240		\$248	\$18,881	(\$4,642)
HOSPICE	(\$2,121)	\$25,409	\$1,855			\$25,257	(\$3,824)
HOSPITAL	\$3,848,221	\$678,108	\$49,502		\$87,142	\$1,620,200	\$2,943,769
ICF/DD	(\$935,191)	\$300,510	\$21,937			\$117,617	(\$774,235)
LABORATORY	(\$1,544,237)	\$189,844	\$13,859			\$673,149	(\$2,041,401)
MULTIPHASIC CT	(\$31,586)	\$2,300	\$168			\$8,671	(\$38,125)
NURSE REGISTRY	(\$71,629)	\$53,705	\$3,920			\$140,685	(\$162,529)
ORGAN PROCUREMENT	(\$43,481)	\$43,481	\$0			\$124,142	(\$124,142)
PPECS	(\$121,368)	\$14,343	\$1,047			\$39,649	(\$147,721)
RADIATION THERAPY	\$162,731	\$8	\$1		\$3,685	\$0	\$166,423
RESIDENTIAL TREATMENT	\$317,444	\$221,108	\$16,141		\$7,188	\$253,626	\$275,973
RISK MANAGEMENT	\$0	\$75,083	\$5,481			\$74,107	(\$4,505)
SNF HOME	\$2,167,417	\$4,408,899	\$321,850	\$1,800,000	\$49,081	\$2,180,469	\$5,923,078
TRANS. LIVING	(\$138,876)	\$17,636	\$1,287			\$21,034	(\$143,561)
UTIL. REVIEW	\$116,934	\$38,020	\$2,775		\$2,648	\$31,940	\$122,887
RESIDENT PROTECTION	\$800,000	\$1,000,000	\$0	(\$1,800,000)		\$0	\$0
PLANS REVIEW	\$0	\$3,516,085	\$256,674			\$3,159,271	\$100,140
TITLE XVIII	\$0	\$7,208,163	\$0			\$7,208,163	\$0
TITLE XIX	\$0	\$5,680,427	\$0			\$5,680,427	\$0
CLIA	\$0	\$845,891	\$0			\$845,891	\$0
MQA CASH BALANCE	(\$765,612)	\$15,945,133	\$0			\$16,805,671	(\$1,626,150)
REVENUES-REG.	\$0	\$64,164	\$4,684	(\$59,480)			\$0
AL 3002	\$9,711,637	\$48,649,628	\$1,342,498	(\$0)	\$437,239	\$51,100,627	\$6,355,378
GRAND TOTAL	\$22,834,049	\$63,875,044	\$2,083,753	(\$0)	\$683,177	\$65,120,725	\$20,187,791

HANSEN.WENDY

From: Blanton, Travis [blantont@fdhc.state.fl.us]
Sent: Wednesday, August 08, 2001 8:14 AM
To: 'hansen.wendy@leg.state.fl.us'
Subject: FW:

Importance: High



April-2000
report(revised 01-0...



FY1999-2000_Q4.xls



FY2000-2001_Q1(Revi
sed 01-06-1...



FY2000-2001_Q1.xls



FY2000-2001_Q2.xls



FY2000-2001_Q3.xls

Here

you go.

> -----Original Message-----

> From: Willoughby, Charlene
> Sent: Monday, July 30, 2001 5:24 PM
> To: Blanton, Travis
> Cc: Knapp, Rebecca
> Subject:

> Attached are the billable hour reports as submitted by us to DOH.
> These

> reports are only reflective of the time by the professional staff.
> Administrative support and supervisory/managerial staff are not
> included.

> The April 2000 is a report requested by DOH reflecting the 99/00
> fiscal

> year. If you have questions, please call me at 487-9572.

>

>

> <<April-2000 report(revised 01-06-14).xls>> <<FY1999-2000_Q4.xls>>

> <<FY2000-2001_Q1(Revised 01-06-13).xls>> <<FY2000-2001_Q1.xls>>

> <<FY2000-2001_Q2.xls>> <<FY2000-2001_Q3.xls>>



BOARD	CONSUMER SERVICES	ADMINISTRATIVE** TIME PRORATED	PERCENT OF TOTAL*	INVESTIGATIVE SERVICES	ADMINISTRATIVE** TIME PRORATED	PERCENT OF TOTAL*	LEGAL SERVICES	ADMINISTRATIVE** TIME PRORATED	PERCENT OF TOTAL*	TOTAL HOURS	PERCENT OF GRAND TOTAL*
ACUPUNCTURE	4.10	0.78	0.08%	33.90	6.33	0.11%	8.60	2.26	0.08%	55.98	0.10%
ATHLETIC TRAINERS	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%
CERTIFIED NURSING ASSISTANTS	34.30	6.53	0.67%	468.50	87.52	1.52%	42.60	11.22	0.40%	650.67	1.15%
CERTIFIED SOCIAL WORKERS	1.00	0.19	0.02%	2.00	0.37	0.01%	0.00	0.00	0.00%	3.56	0.01%
CHIROPRACTIC	265.35	50.52	5.15%	475.45	88.82	1.54%	243.00	63.98	2.26%	1,187.12	2.10%
CLINICAL LABORATORY PERSONNEL	69.50	13.23	1.35%	71.50	13.36	0.23%	72.15	19.00	0.67%	258.73	0.46%
CSW/MFT/MHC	44.60	8.49	0.87%	310.95	58.09	1.01%	482.10	126.93	4.49%	1,031.16	1.82%
DENTAL LABORATORIES	4.80	0.91	0.09%	360.46	67.34	1.17%	43.47	11.45	0.41%	488.43	0.86%
DENTISTRY	369.90	70.42	7.18%	1,979.19	369.74	6.41%	372.50	98.08	3.47%	3,259.83	5.76%
DIETETICS AND NUTRITION	12.60	2.40	0.24%	65.10	12.16	0.21%	10.20	2.69	0.10%	105.15	0.19%
ELECTROLYSIS	18.50	3.52	0.36%	155.40	29.03	0.50%	9.90	2.61	0.09%	218.96	0.39%
HEARING AID SPECIALISTS	80.10	15.25	1.55%	253.00	47.26	0.82%	271.20	71.40	2.53%	738.22	1.30%
MASSAGE THERAPY	237.50	45.21	4.61%	2,944.15	550.01	9.53%	433.90	114.24	4.04%	4,325.02	7.64%
MEDICAL PHYSICISTS	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%
MEDICINE	2,569.94	489.25	49.87%	9,985.88	1,865.51	32.33%	5,540.48	1,458.76	51.62%	21,909.83	38.72%
MIDWIFERY	1.10	0.21	0.02%	17.10	3.19	0.06%	1.20	0.32	0.01%	23.12	0.04%
NATUROPATHIC	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00%
NON JURISDICTIONAL*	220.25	N/A	N/A	10.00	N/A	N/A	0.00	N/A	N/A	230.25	0.41%
NURSING	666.05	126.80	12.93%	5,757.40	1,075.57	18.64%	1,333.90	351.21	12.43%	9,310.92	16.46%
NURSING HOME ADMINISTRATORS	12.75	2.43	0.25%	163.80	30.60	0.53%	89.40	23.54	0.83%	322.52	0.57%
OCCUPATIONAL THERAPY	9.50	1.81	0.18%	4.80	0.90	0.02%	151.80	39.97	1.41%	208.77	0.37%
OPTICIANARY	27.40	5.22	0.53%	86.05	16.08	0.28%	5.00	1.32	0.05%	141.06	0.25%
OPTOMETRY	16.70	3.18	0.32%	118.85	22.20	0.38%	131.60	34.65	1.23%	327.18	0.58%
ORTHOTISTS & PROSTHETICS	21.50	4.09	0.42%	85.00	15.88	0.28%	68.00	17.90	0.63%	212.38	0.38%
OSTEOPATHIC MEDICINE	211.30	40.23	4.10%	1,005.10	187.77	3.25%	334.50	88.07	3.12%	1,866.97	3.30%
PHARMACY	213.35	40.62	4.14%	5,516.05	1,030.48	17.86%	361.05	95.06	3.36%	7,256.61	12.83%
PHYSICAL THERAPY	39.70	7.56	0.77%	182.00	34.00	0.59%	231.60	60.98	2.16%	555.84	0.98%
PHYSICIAN ASSISTANTS	41.26	7.85	0.80%	205.87	38.46	0.67%	63.32	16.67	0.59%	373.44	0.66%
PODIATRY	81.95	15.60	1.59%	150.20	28.06	0.49%	182.00	47.92	1.70%	505.73	0.89%
PSYCHOLOGY	37.60	7.16	0.73%	310.15	57.94	1.00%	115.62	30.44	1.08%	558.91	0.99%
RESPIRATORY CARE	49.00	9.33	0.95%	160.50	29.98	0.52%	104.80	27.59	0.98%	381.21	0.67%
SCHOOL PSYCHOLOGIST	1.20	0.23	0.02%	7.40	1.38	0.02%	1.20	0.32	0.01%	11.73	0.02%
SPEECH-LANGUAGE/AUDIOLOGY	10.45	1.99	0.20%	12.00	2.24	0.04%	27.10	7.14	0.25%	60.92	0.11%
TOTALS LESS ADMIN AND NON-JURIS	5,153.00		100.00%	30,887.75		100.00%	10,732.19		100.00%	47,003.19	100.00%
TOTALS	5,373.25	981.00		30,897.75	5,770.30		10,732.19	2,825.70		56,580.19	

* Note: Percent of total category is based on the total hours less Enforcement Administrative and Non-Jurisdictional Complaints

** Administrative Time and Non-Jurisdictional Complaints