

# Administration and Support

## FUNCTION

The function of Administration and Support Services is to provide overall leadership, administration, and direction to the Department of Health and Human Services, while providing an efficient system of support services to assure effective management and delivery of services.

## PROGRAM CONTACTS

Contact Wonza Spann-Nicholas of the HHS - Administration and Support at 240.777.4155 or Kimberly Mayo of the Office of Management and Budget at 240.777.2775 for more information regarding this service area's operating budget.

## PROGRAM DESCRIPTIONS

### Office of the Director

The Office of the Director provides comprehensive leadership and direction setting for the Department, including policy development and implementation; planning and accountability; service integration; customer service; and the formation and maintenance of partnerships with non-governmental service providers. Further, the Office of the Director facilitates external liaison and communications, provides overall guidance and leadership of health and social service initiatives, develops specific strategies to meet the housing needs and economic support needs of special populations served by the Department, and ensures compliance with relevant laws and regulations including the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

### FY07 Changes

- Increase funds for operating expenses for Health Insurance Portability and Accountability Act (HIPAA) Compliance and for a consultant to ensure compliance with the HIPAA regulations impacting medical billing.*
- Add street outreach workers to provide services to gang involved youth in underserved parts of the County (Gang Prevention Initiative).*
- Add increased rental housing subsidies and service coordination for 75 households, as part of the Special Needs Housing strategy, for 6 months.*
- Add increased rental housing subsidies for 55 additional individuals and families, as part of the Permanent Supported Housing for the Homeless strategy, for 12 months.*

	Expenditures	WYs
FY06 Approved	2,976,370	23.7
FY07 Approved	4,381,260	27.3

### Office of the Chief Operating Officer

This office provides overall administration of the day-to-day operations of the Department, including direct service delivery,

## Program Summary

	Expenditures	WYs
Office of the Director	4,381,260	27.3
Office of the Chief Operating Officer	18,267,660	90.7
Office of Community Affairs	2,761,220	13.2
<b>Totals</b>	<b>25,410,140</b>	<b>131.2</b>

budget and fiscal management oversight, contract management, logistics and facilities support, human resources management and information technology.

**FY07 Changes**

- Provide funds for a HIPAA Compliant Medical Billing System (Avatar), and for the yearly maintenance costs for a homeless tracking system.*
- Provide funds for up to a two percent inflationary adjustment for HHS contractors.*

	Expenditures	WYs
<b>FY06 Approved</b>	<b>16,386,670</b>	<b>88.5</b>
<b>FY07 Approved</b>	<b>18,267,660</b>	<b>90.7</b>

**Office of Community Affairs**

This office develops and implements outreach strategies and initiatives targeted to ethnically and culturally diverse populations, who are disproportionately underserved by health and human services, and fosters empowerment and leadership in low-income communities. It develops strategies for service delivery that meet the specific regional needs shaped by the size, diversity, and economic conditions of populations in different areas of the County. The Office also monitors and assures department-wide compliance with Limited English Proficiency (LEP) requirements.

**FY07 Changes**

- Provide enhanced funding for the Language Line based on increased usage.*
- Shift funds for IMPACT Silver Spring - Community Enhancement and Lasting IMPACT programs from the Community Grants Non-Departmental Account.*

	Expenditures	WYs
<b>FY06 Approved</b>	<b>2,325,950</b>	<b>12.2</b>
<b>FY07 Approved</b>	<b>2,761,220</b>	<b>13.2</b>