

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 Corinne Stevens of the HHS - Administration and Support at 240.777.4521 or Trudy-Ann Hunter of the Office of Management and Budget at 240.777.2778 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, and develops specific strategies to meet the housing needs and economic support needs of special populations served by the Department.

FY08 Changes

- Annualize funding for rental housing subsidy and service coordination component as part of the Special Needs Housing Strategy to serve 75 households.*
- Annualize funding for rental housing subsidy for 55 individuals and families as part of the Permanent Supported Housing for the Homeless Strategy.*
- Increase funding for Special Needs Housing to create a Program Manager position to provide program administration.*
- Youth, Gang, and Violence Prevention Initiative: Provide funding for outreach services for girls involved in gang activity or at risk of involvement with gangs.*
- Increase funding for the Health Insurance Portability and Accountability Act (HIPAA) compliance initiative to purchase file cabinets and locking briefcases to implement safeguards for client records in paper format.*

| | Expenditures | WYs |
|----------------------|------------------|-------------|
| FY07 Approved | 4,381,260 | 27.3 |
| FY08 Approved | 5,846,930 | 28.1 |

Office of the Chief Operating Officer

This office provides overall administration of the day-to-day operations of the Department, including direct service delivery, budget and fiscal management oversight, contract management,

Program Summary

| | Expenditures | WYs |
|---------------------------------------|-------------------|--------------|
| Office of the Director | 5,846,930 | 28.1 |
| Office of the Chief Operating Officer | 18,579,990 | 91.0 |
| Office of Community Affairs | 2,779,800 | 12.7 |
| Totals | 27,206,720 | 131.8 |

logistics and facilities support, human resources management, information technology and compliance with relevant laws and regulations including the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

FY08 Changes

- Increase funding to provide additional funding for HIPAA compliant medical billing system*
- Enhance funding to implement a HIPAA compliant departmental policy for safeguarding client information in electronic form on removeable media*

| | Expenditures | WYs |
|----------------------|-------------------|-------------|
| FY07 Approved | 18,267,660 | 90.7 |
| FY08 Approved | 18,579,990 | 91.0 |

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 through the work of the Community Action Agency. 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.

FY08 Changes

| | Expenditures | WYs |
|----------------------|------------------|-------------|
| FY07 Approved | 2,761,220 | 13.2 |
| FY08 Approved | 2,779,800 | 12.7 |