

ANNUAL REPORT

1978

DEPARTMENT OF SOCIAL SERVICES

INCOME MAINTENANCE UNIT

Despite the economy's continued upward spiral, 1978 proved to be a conservative year for Eligibility/Income Maintenance. Showing the most noticeable decrease in both caseload and expenditure was the Home Relief category. At the end of 1978, there were 92 Home Relief cases open as opposed to 140 open cases at the end of 1977. This reflects a 34% caseload decrease over the year. Correspondingly, Aid to Dependent Children showed an 11% decrease in caseload between December, 1977, when there were 481 cases and December, 1978, showing 429 cases open. Currently the combined ADC and HR caseloads represent 2.58% of the County's population as opposed to last year's figure of 3.4%.

The number of applications for Public Assistance also slightly decreased during the past year; this year, 1,053 applications were registered as opposed to 1,362 in 1977. Of these 1,053 applications, 631 were accepted, or 59.9%. Burials accounted for 18 of the accepted applications.

The State's increasing demands and the County's priority of maintaining the budget has made the examiner's job one of high pressure, great responsibility, and demanding vast knowledge. This position is central to the agency, since several other units - such as Services, Fraud, CHAP, and IV-D - are dependent on referrals from the examiners. The overwhelming responsibility of the position contributes adversely to the significant rate of staff turnover. Over the last year, 4 authorized positions remained constantly filled. The other 4 were vacant at various times and occupied by 8 different workers. The average length of time with the agency prior to leaving was approximately 9 months. In the long run, this turnover costs the County both financially and in public relations due to errors made by new, inexperienced workers.

DEPARTMENT OF SOCIAL SERVICES

FOOD STAMP UNIT

The Food Stamp Program is a federally sponsored program under the auspices of the United States Department of Agriculture. The main emphasis of the program is to provide low income families the opportunity to purchase sufficient quantities of high nutritional-value food.

On April 19, 1978, the agency opened a second Satellite Certification Center (Outreach) in the village of DeRuyter. We now operate two centers on the third and the fourth Wednesday of every month in the DeRuyter and Brookfield areas. The centers are staffed by a Food Stamp eligibility worker to take food stamp applications and recertifications, and a service worker to answer any service-related questions the client may have. These two centers have greatly reduced the travel time and expense previously incurred by the people of these areas and to date, have been a huge success.

In July, the federal semi-annual poverty guideline level reevaluation brought about an increase in the total allotment, and the maximum income eligibility levels were increased. This change, in most cases, increased the total buying power for the recipient.

Effective January 1, 1979, the Food Stamp Act of 1977 will bring about major changes in the present Food Stamp Program.

Non-Public Assistance Food Stamp Cases Handled in 1978

Recertifications	540
Certifications	850
Denials	278
Terminations	<u>1005</u>
Total Cases Handled	2673

Public Assistance Food Stamp Cases Handled in 1978

Certifications	400
Terminations	<u>694</u>
Total Cases Handled	1094

Non-Public Assistance Food Stamp Coupons Issued in 1978

*Purchase Price	\$348,341.00
**Bonus Price	<u>270,053.50</u>
Total Coupons	\$618,394.50

Public Assistance Food Stamp Coupons Issued in 1978

*Purchase Price	\$305,595.00
**Bonus Price	<u>232,657.00</u>
Total Coupons	\$538,252.00

Total Active Non-Public Assistance Food Stamp Cases as of 12/78

Persons	1523
Families (Cases)	561

Total Active Public Assistance Food Stamp Cases as of 12/78

Persons	1383
Families (Cases)	419

*Purchase Price: The amount which the client must pay to the bank to receive food stamp coupons.

**Bonus Value: The difference between the total value of coupons and the purchase price a client pays. The bonus value of food stamps is 100% reimbursable by Federal monies and greatly helps low income families survive in this high inflationary economy, and further is a stimulating factor in our own county's economy.

DEPARTMENT OF SOCIAL SERVICES

MEDICAL ASSISTANCE UNIT

There were 1,110 applications for Medical Assistance processed in 1978 of which 596 were accepted and 514 were denied. The highest number of persons receiving Medical Assistance of any month of 1978 was in January with 1,317 in the Medical Assistance only program and 1,942 in the Aid to Dependent Children and Home Relief programs. In that same month, 687 persons determined as eligible for Supplemental Security Income (SSI) by the Social Security Administration also received Medical Assistance through this department.

Monthly averages for each program are:

	<u>Open Cases</u>	<u>Persons</u>
Medicaid (Non-SSI)	626	1,190
SSI Medicaid	660	694
Public Assistance (ADC, HR)	515	1,657

There was an increase in the number of persons receiving Medical Assistance for nursing home care. In December of 1977 there were 231 cases compared to 242 at the close of 1978. Those receiving skilled nursing care now number 190 while those in health related facilities now number 52. The average current rate for cost of care at skilled nursing level is \$45.31 per day and at health related level the average rate is \$29.60 per day. Early in 1978 we found it necessary to authorize payment of hospital and nursing home care for an infant of less than a year old due to a critical illness which caused irreversible brain damage. Cost of care for that infant thus far has amounted to \$31,041.84. A similar case also in the early months of 1978 involved an infant requiring extensive hospital care before discharge to the home resulting in Medicaid expenditures of \$19,369.58. There are also two other nursing home patients under the age of twenty-one who will need that type of care for the rest of their lives. A change of law now relieves parents of financial responsibility for disabled children living apart from the family household.

Due to another statutory change, the contribution toward cost of care of a nursing home patient by the spouse continuing to live in the community has been modified to allow more income to meet that spouse's needs.

The Medical Assistance Unit now has one Senior Examiner as supervisor and six examiners - four in permanent positions and two C.E.T.A. examiners. Only one of the permanent positions was without turnover during 1978, with one permanently appointed examiner returning to the unit after a brief absence. Seven examiners were trained throughout 1978, of which two permanent and one C.E.T.A. are currently with the unit.

There has been a renewed emphasis on seeking determinations of disability for those applicants between the ages of 21 and 65 which requires collecting extensive medical records for submission to the State Review team. There were 49 cases approved as disabled which resulted in 50% Federal reimbursement on expenditures totaling \$125,556.61.

A new three-page form for investigation of resources was implemented in May of 1978, which when completed by the Resource Assistant provides verification of the existence or non-existence of assets of the applicant including real property, life insurance, and bank accounts. Ownership of property or transfer of property has gained importance to the eligibility process over the past two years. There is a pending suit in Federal court concerning transfer of property within eighteen months of application for Medical Assistance for nursing home care. Several days of intensive research into cases involving transfer or conversion of resources carried out by the Medical Assistance staff provided much substantiating information for preparation of Social Service's case. Over the three-year period of 1976 through 1978, there had been 16 cases denied because of transfer of resources with total value of \$206,238. Over the same period, 88 cases either were not opened or had been opened only after resources valued at \$5,223,670 had been appropriately applied toward cost of medical care and other essential needs.

Close attention is also given in the intake interview for past residency information which is of importance in determining district of financial responsibility for nursing home care for persons entering or residing in a facility in a county other than that of residence immediately prior to admission to the facility. Some court decisions over the past two years have altered the interpretation of regulations governing establishment of residency in institutional care. This has led to more fair hearings on this issue. One such fair hearing recently involving nursing home care for a couple entering a facility in this county from a neighboring county was decided in our favor.

DEPARTMENT OF SOCIAL SERVICES

ADULT AND FAMILY SERVICES

During 1978, the Adult and Family Service Unit has provided to Title XX eligible adults those services available in the County Title XX Plan. (For a complete breakdown by service, please see the attached chart.)

In contrast to 1977, this year showed a dramatic increase in provision of Health Related services, Adult Protective service, Home Management service and Information and Referral service.

The demand for more Health Related services was a direct result of the Unit's involvement in nursing home and health related placement; assisting clients and family members to evaluate the need for placement and consider available alternatives to placement increased the number of people receiving the service by 29 over 1977. The establishment of intra-agency coordination with Public Health Nursing has enabled a more complete approach to be taken in this area, and may result in lowering the need for some placement.

Home Management service, another area of increase, has centered around helping individuals with money management. Inflation, large fuel bills, and strict management of public assistance money has resulted in increased requests for assistance in this area.

The number of individuals serviced under Adult Protective was up 67% over last year, and hours of caseworker provision 133%. This is the result of a growing number of elderly individuals without family support and the release of mentally retarded and psychiatric clients from institutions under the Post-Institutional Service Program. The Unit serviced 35 institutional releasees during 1978. Both the elderly and disabled individuals require a variety of services to insure their ability to remain in the community.

The increase of 326 instances of Information and Referral over 1977 reflects the Unit's establishing a more integrated approach to service provision with other units within the agency and with outside agencies. The setting up of a new employment referral procedure with Income Maintenance Unit, targeting in on employable public assistance recipients, is expected to result in increased

employment of these clients. Coordination with Title I, II and VI of C.E.T.A. as to available jobs has resulted in the employment of some public assistance recipients. In addition to better integration of services, a careful review of County resources by service was done resulting in improvement of the Information and Referral System.

The once a month service outreach programs in Brookfield and DeRuyter have been well accepted. Clients in both areas, especially the elderly, have great difficulty in getting transportation to Department of Social Services in Wampsville. Through the outreach program, they have been able to get services in their own area.

With the availability of service both through outreach programs and the main office, the Unit has been able to adequately provide service throughout the County.

ANNUAL REPORT¹SERVICE DIVISION²

<u>SERVICES PROVIDED</u>	<u>Adult</u>		<u>Child</u>	
	No. Recip.	No. Hours	No. Recip.	No. Hours
Adoptive Services	0	0	7	38
Adult Education	0	0	0	0
Education	21	124	1	9
Employment	16	60	1	1
Family Planning	2	13	0	0
Foster Care - Adults	0	0	0	0
Foster Care - Children	0	0	89	990
Health Related	34	411	0	0
Home Management	19	238	0	0
Homemaker	0	0	0	0
Housekeeper/Chore	0	0	0	0
Housing	18	157	0	0
Information and Referral	0	853	0	0
Preventive	50	429	21	106
Protective - Adults	57	835	1	2
Protective - Children	0	0	36	1,059
Group Service/Senior Citizens	0	0	0	0
Social Adjustment	7	147	1	4
Transportation	1	9	0	0
Unmarried Parents	7	30	3	21
Personal Care Service	0	0	0	0
Day Care - Total	10	20	1	2
Prot. Homemaker	0	0	0	0
Prot. Housekeeper/Chore	0	0	0	0
TOTAL	244	3,332	159	2,226

1. These figures are for Title XX Plan year running from October 1, 1977 - September 30, 1978.

2. These figures reflect the activities of both Child Welfare and Adult Services Units.

DEPARTMENT OF SOCIAL SERVICES

FRAUD UNIT

During the year 1978 many changes have occurred in the Fraud Unit. Most of the organizational and procedural changes occurred after an excellent week-long training program offered by Suffolk County Department of Social Services. During the training, topics covered were identifying possible fraud cases, investigation techniques, prosecution procedures, lost and stolen check procedures, civil procedure and repayment procedure. As a result of this program the Fraud Unit structure was altered slightly with one investigator handling all the Public Assistance cases, and the other investigator handling Medicaid and Food Stamps investigation, reports, repayments, civil court actions, and administrative duties.

In November, 1978, the New York State Fraud Association was formed. The purpose of this group is to provide training for Social Service Investigators. Both Social Service investigators are members of this organization, with one being appointed to the Board of Directors.

Madison County Social Services received a letter of commendation from the Office of the Inspector General for excellence in dealing with welfare fraud. Madison County Department of Social Services was only one of four counties in New York State to receive this commendation.

Below are the statistics for the number of allegations received and investigated as compared to 1977:

Quarter ending	3/78	-	117	Quarter ending	3/77	-	100			
"	"		6/78	-	168	"	"	6/77	-	154
"	"		9/78	-	150	"	"	9/77	-	151
"	"		12/78	-	<u>110</u>	"	"	12/77	-	<u>136</u>
					545					541

Investigation of suspected abuse by recipients or applicants produced the following results:

Applications denied:	56
Cases closed:	30
Recovery of funds (cases):	15
Confession of Judgement:	11
Referred to District Attorney:	2

Investigations revealed illegal receipt of \$10,150 by recipients, plus \$8,000 involving the two cases referred to the District Attorney for criminal prosecution. Collections have totalled \$3,700 with the remainder assured through confessions of judgement, reduction of Public Assistance grants and routine collections.

DEPARTMENT OF SOCIAL SERVICES

CHILD WELFARE UNIT

At the beginning of January, 1978, there were 51 children in foster family boarding care, 7 in children's institutions for specialized services, 81 in their own homes or those of relatives under Child Welfare supervision, and 3 in adoptive placement. As of December 31, 1978, there were 39 in foster care, 46 in supervision, 4 in adoptive homes, and 10 in institutions.

Child Welfare Service Referrals

<u>Source</u>	<u>Number of Children</u>
Family	167
Court	57
Schools	44
Out of county agencies	36
Public Assistance	37
Private Citizens	147
Community Agencies	66
Other Sources (e.g., doctors, police)	<u>29</u>
TOTAL	583

Included in these figures were 32 unmarried mothers for counselling service. Three infants from these mothers were surrendered for adoptive placement. This is comparable to last year's statistics with no reversal of the trend for the unmarried mother to care for her own child. There were 13 adoptive inquiries.

We presently have 21 certified boarding homes, though available spaces vary according to sex and needs of the child, skills of foster parents, physical arrangements, and geographical location of the foster home. There were 16 foster home inquiries. We held two group meetings for orientation for the prospective foster parents. Our need continues for those who would be interested in working with teenagers. All certified homes are equipped with at least one smoke alarm in the bedroom area, and we have made this a requirement for any future home.

Child Protective referrals from the Albany Abuse/Maltreatment Registry totaled 182 families with 320 children involved. Of these, 54 families with 91 children were reported as indicated and 96 families with 175 children were unfounded. One case is still undetermined with investigation continuing (1 child involved).

Totals 1978

Families - Children

<u>Ind.</u>	<u>Unf.</u>	<u>Trans.</u>	<u>Repeat</u>	<u>Info. only</u>	<u>Undet.</u>	<u>W/drawn</u>
54-91	96-175	11-22	17-28	2-2	1-1	1-1

Statistics

<u>Year</u>	<u>Indicated</u>		<u>Unfounded</u>		<u>Total Referrals</u>	
	Fam.	Child.	Fam.	Child.	Fam.	Child.
1976	37	75	58	112	95	187
1977	57	106	65	121	122	227
% Increase	54.05	41.33	12.07	8.04	17.89	21.30
1978	54	91	96	175	182	320
% Increase (Dec.)	(5.26)	(14.15)	47.69	44.63	49.18	40.97

For discrepancy see Totals Table above for second calls, undetermined cases, transfers, and withdrawal.

With the significant increase in protective calls, it became necessary to increase the child protective unit from 1½ to 2 full time workers during this past year. Without the conscientious and willing efforts of my workers we could not have accomplished the legal requirements of the law. At times, a third worker with previous C.P. experience has also been assigned investigations. Though the percentage of indicated cases dropped in 1978, the investigative stage of referrals which can continue for 90 days is the most time-consuming phase. Even though there was not credible evidence to support the allegations in 96 referrals and those children were not in danger or in hazardous condition, some of those families could have benefited from services if staff had been available. I am hopeful that the newly approved caseworker for Child Welfare Unit will relieve the present C.P. staff of the emotionally draining

burden of such a heavy workload.

We were successful with much inter-agency and community response in establishing a Parents Anonymous group in Madison County. Another chapter is in the process of being organized. The group is so new that we have not felt its impact yet, but it is a known fact that a self-help group is a viable coping mechanism. We are desperately in need of parent aides to augment our supportive services to the abusing or potentially abusive family. It is planned that with the added Title XX funds allocated to our county we will set up a community aide program to deal with selected families on an intensive basis.

Non-secure detention facility at Broadacres (Oneida County) completed its first year of operation. We had 12 children there at various times with 179 care days provided. It was a very workable arrangement and contractual agreement is in effect for 1979. Even though there is an increase cost (\$596.60/mo., \$19.45/diem reserved accommodation, compared to \$823.50/mo., \$27.00/diem reserved accommodation), it remains an inexpensive way to provide such care as opposed to an agency-owned and operated facility.

With diligent efforts by casework staff, our foster care caseload has lessened as per State Standards of Foster Care. The philosophy is to make foster care a last step in dealing with problems. Problems cannot successfully be resolved if family relationships are broken and the parent/child separated physically. The staff felt personally rewarded to see revived relationships between children in foster care and their parents when time and effort were spent in reuniting families. More intensive intake procedures help to prevent placement in the first place. When all else fails and placement becomes the plan, our "mandate" is to work intensely with all principals involved to return the child as soon as feasible, hopefully within a year.

We plan a foster parent training course in 1979 to help the foster parent play a more active role in dealing with the foster children. This same training program can be used with selected families from our caseload to help negate problems in the home before behavior and/or relationships become so fragmented that placement is considered.

DEPARTMENT OF SOCIAL SERVICES

MEDICAL PAYMENTS UNIT

This unit was newly formed in July, 1978, separating it from accounting functions. It consists of six audit clerks (1 C.E.T.A.), one senior audit clerk, and one supervisor titled Medical Worker. Its function is to execute a 100% audit of all medical billings. This includes reviewing the client's individual record for case authorization, closing, denial, special limitations such as insurance, client payment required, legal responsibility, dates of service, appropriate care and services, and dual billings of such services. It also includes reviewing every item billed by a provider for date of service, appropriate care, appropriate charges, fee codes, insurance coverage, and time limitations of submissions of billing. As a result of these reviews, many bills are denied payment, returned for corrections, and/or explanation of services, which in turn saves thousands of dollars every month. Determination is made, also, as to whether or not a service is covered by Medicaid, since, as a result of cost-containment efforts by the State, certain items have been eliminated.

Clients' records are periodically reviewed for possible abuse or over-utilization of services and to ensure that appropriate medical care is given to those who require more than ordinary care. Frequent consultations are held with the Regional Medical Director regarding difficult medical problems or unusual circumstances surrounding treatment.

Efficient coordination with the Medical Director is required to obtain "prior approval" for special equipment, supplies, and special services. The Medical Director makes regular visits to the agency to provide medical consultation and review.

The Medical Worker also reviews all in-patient stays in hospitals for appropriate admission and length of stay by diagnosis. Any questionable stay requires the collection of the medical records pertaining to that stay, review of those records, and if necessary, the forwarding of those records to PSRO (Professional Standards Review Organization). Here, final determination is made as to whether or not this hospital stay shall be paid by Medicaid. This is a new area, but already positive action has been taken resulting in Medicaid savings. Continuous referrals will be made to PSRO.

Effort has been made to utilize the maximum benefits of Medicare and private insurance available to those clients who are being treated by Mental Health. Coordination is also required with Mental Health Director for treatment plan reviews by private providers of services.

A system of utilizing Major Medical insurance has been set up so that the agency can collect reimbursement on appropriate claims. Up to this time, there has been no way of controlling and monitoring these claims.

DEPARTMENT OF SOCIAL SERVICES

STAFF DEVELOPMENT

During 1978 there were two major divisions of training activities; on-site, locally arranged or presented, and courses and workshops provided by educational institutions.

There was an attempt to address both specific program concerns and topics which crossed program lines. Community resources, State representatives, audio-visual aids and educational institution programs were utilized.

The following indicates the breakdown, in hours of training by program area, of those activities which were either locally presented or arranged to be conducted locally by State Social Services or community groups.

<u># Hrs.</u>	<u>Program Area(s)</u>	<u>Program Examples</u>
125	Primarily Examiners and Accounting/Clerical staff	Orientation and preparation for entry of new staff
13	Provider Agency staff	Orientation and procedure training of homemakers, EFNEP, and Office for the Aging Food Stamp Outreach staff
10	Medicaid	Program and procedural changes; interviewing
9	Public Assistance	State Application Training; Interviewing; B.C.I. - Child Protective; A.D.A.P.T. - Alcohol and Drug Abuse
3	Supervisory	Performance Evaluations
16	Caseworker & Examiner staffs	Benefit Programs, Community Resources
9	Interface between local units	C.H.A.P. and IVD referral processes

As is apparent from the number of hours spent, the primary local training done is the orientation of new staff.

Supervisory, Casework and Examiner staff received the majority of their

training via educational institution programs. Included in the following figures are Public Service Institute and Municipal Service Division courses in the supervisory/management areas.

Six separate courses for Casework staff were attended by Madison County staff, including Cornell University's core curriculum and special topics workshops, and State University at Albany's Adult & Child Protective courses. 12 examiners participated in Cornell University basic competency courses, and 9 supervisory or executive staff participated in management training conducted by Maxwell School of Syracuse University, University at Albany and the Public Service Institute.

Two staff members continue evening courses at Mohawk Valley Community College in order to obtain AAS degrees in Social Welfare and Criminal Justice.

COSTS: The primary Staff Development expenditures in 1978 were for travel to regional sessions. Educational institution programs are entirely funded, with the exception of travel, through a Federal-State-University formula grant.

PROJECTION: University grants have allowed for development of curricula and resource centers in order for localities to be provided with a wealth of training materials. There has also been a substantial expansion of University-provided training on a variety of topics.

In addition, State staff charged with provision of technical assistance to localities have become increasingly involved in the development and provision of training locally.

It is anticipated that this trend will continue and that considerable time will be spent locally during 1979 in adapting available materials to local use and local priorities, and making selections of training available.

STAFFING OVERVIEW

1978

Of the 14 Social Welfare Examiner positions (figure includes C.E.T.A. positions) in Medicaid and Public Assistance, only 5 positions remained stable during 1978. Of the 9 positions in which there was turnover, 3 resulted in two turnovers each during the year. The average length of employment of those who left Examiner positions was 9 months.

The Examiner position is complex, often stressful and frustrating, and, although a paraprofessional position, is compensated at a rate comparable to clerical level in business and industry. Those individuals applying for the position often view it as an entry-level stepping stone to other positions in human services.

Turnover in the Examiner position is viewed as the primary staffing problem of the agency. Considerable time, in both orientation and on-the-job training and supervision, is spent with new staff in order to insure accurate eligibility determinations.

Two of the vacancies in the Examiner position were created due to promotion of Examiners to Caseworker positions. In addition, one Sr. Account Clerk was promoted to Caseworker, a Caseworker was promoted to Case Supervisor, and five clerical and accounting staff members were promoted in their position series.

The promotion of nine staff members, the moving of three C.E.T.A. employees into regular payroll positions, and reallocation and reclassification approvals, are all viewed as positive steps in rewarding staff members for good job performance. It is hoped that, with increased likelihood of permanency and promotional opportunities in the agency, the attrition rate will decrease.

PERSONNEL - ADMINISTRATIVE

AFFIRMATIVE ACTION:

The agency's Affirmative Action Plan was revised during 1978, to include statements of inclusion of handicapped individuals as a protected class. The agency currently employs two partially disabled individuals.

Requirements for compliance with Section 504 of the Rehabilitation Act of 1973 were also completed, reviewed by community interest groups, and approved by the State Social Services Affirmative Action Officer.

PERSONNEL PROCEDURES:

New agency administrative procedures for personnel actions were developed and implemented. These include:

1. An employee roster, in which each employee's history of positions with the agency, Civil Service status, and reasons and dates of separation are registered.

2. A position roster, in which unit assignment, encumbency, and nature of position are registered.
3. A vacancy control checklist, showing dates of vacancy, dates of vacancy posting, and Civil Service notifications.
4. A recruitment file, which includes applications and inquiries; a letter of application acknowledgement, accompanied by information regarding Civil Service, C.E.T.A. eligibility, and agency Affirmative Action policy; a formal interview evaluation sheet; a standard reference request; and all other related correspondence.

A new performance evaluation form was developed and new procedures issued regarding subordinate evaluation.

STATISTICS

The accompanying attachments indicate staff turnover, by title, educational levels by position grouping, and breakdown by position groupings of age, sex, and time with the agency.

DEPARTMENT OF SOCIAL SERVICES

1978 - STAFF TURNOVER

<u>Unit/Title</u>	<u># Positions</u>	<u># Separations</u>	<u>Reason</u>	<u># Additions</u>	<u>Reason</u>
P.A. - Examiner	8	8	2 - Promoted 6 - Resigned	7	7 New Hires 1 CETA Position Deleted
M.A. - Examiner	6	5	5 - Resigned	5	4 New Hires 1 Re-hire
F.S. - Examiner	3	0		0	
Sr. Examiner	4	0		0	
Fraud/Resources	3	0		0	
C.W. - Caseworker	4	1	1 - Resigned	1	1 Promoted to Caseworker
Services - Caseworker	5	1	1 - Promoted to Case Supervisor	2	1 Promoted to Vacancy 1 Promoted to New Position
Sr./Supervisory - Casework	4	0		1	1 Promoted to Case Supervisor
Clerical/Accounting	22	7	5 - Promoted 1 - Demoted 1 - Resigned	7	5 Promoted 1 Re-hire 1 New Hire
Other:					
Attorney	1	1	1 - Resigned	1	1 New Hire
Child Support	4	2	1 - Resigned 1 - Temporary Terminated	0	2 Positions Deleted
Fraud	2	0		0	
C.H.A.P.	1	0		0	
Computer Programmer	1	0		0	

EDUCATIONAL LEVELS - 1/1/79

	<u>Masters</u>	<u>Bachelors</u>	<u>Associate or 2 yrs College</u>	<u>H.S. & Coursework</u>	<u>H.S.</u>	<u>No H.S.</u>
Administrative/Professional	2	14				
Special Services (Fraud, IVD, Resources)		2	1	2		
Public Assistance	1	2	3	2	1	
Medical Assistance		2	4	1		
Food Stamps		1	3			
Accounting/Clerical			3	11	8	1
TOTALS	3	21	14	16	9	1

MISCELLANEOUS STATISTICS

	<u>% Male</u>	<u>% Female</u>	<u>Average Age</u>	<u>Time with Agency</u>
			<u>24-64 Range</u>	<u>2 mos.-23 yrs. Range</u>
Professional/Supervisory	32%	68%	38	8.5 Yrs.
			<u>20-62 Range</u>	<u>2 mos.-11 yrs. Range</u>
Paraprofessional	.06%	99.4%	31	3.4
			<u>21-58 Range</u>	<u>1 yr.-6½ yrs. Range</u>
Clerical	0%	100%	37	2.4
			<u>20-61 Range</u>	<u>½ yr.-24½ yrs. Range</u>
Accounting	0%	100%	47	7.5
TOTALS	12.5%	87.5%	38	5.45 yrs.

DEPARTMENT OF SOCIAL SERVICES

GERRIT SMITH INFIRMARY

PATIENT CENSUS

The patient census on January 1, 1978 was: 65 Females
22 Males
87 Total

The patient census on December 31, 1978 was: 69 Females
22 Males
91 Total

The breakdown of the December 31, 1978 census is as follows:

Madison County Medicaid	74
Private Pay Residents	10
Cortland County Medicaid	5
Onondaga County Medicaid	1
Hamilton County Medicaid	1
Total	91

There were: 187 Referrals
51 New admissions
21 Readmissions
24 Deaths
43 Discharges

Total patient days for 1978 was 33,402. This represents an increase of patient days over 1977 of 10,210 patient days, a monthly average census of 91.5, an increase of 28 average monthly patients over 1977.

MEDICAID AND MEDICARE

We received favorable action in regards to our Medicaid rate appeals in 1978. Our Medicaid rate of \$29.29 was increased to \$40.18 retroactive to January 1, 1978. This represented a \$10.89 or 27% increase in Medicaid reimbursement for 1978. The Medicaid rate effective January 1, 1979, will be \$43.60, an increase of 8.5% from 1978's revised rate of \$40.18.

Medicare Maximization is still in progress.

BUILDING RENOVATION

Exterior renovation under EDA Grant was completed.

BUDGET

The amount of \$1,368,906.99 was appropriated for 1978.

The total expenditure was \$1,334,340.15, a Direct Cost per patient per day of \$39.95. This represents a cost per patient per day decrease of \$1.03 from 1977 cost per patient per day.

GOALS FOR 1979

1. Maintain 90% plus occupancy rate.
2. Continual evaluation and provision of patient care needs.
3. Prepare for mandatory implementation of the Residential Health Care Accounting and Reporting Manual.
4. Evaluate and appeal as necessary for maximizing revenues and reimbursement rates.
5. Continue providing high quality care for our residents.

EXPENDITURES

Account #6020.100	\$1,001,001.32
6020.200	24,152.07
6020.400	<u>309,186.76</u>
	\$1,334,340.15 (\$39.95 cost per patient per day)

REVENUE

State Reimbursement	\$ 270,662.58
Federal Reimbursement	541,245.09
Refunds & Repayments	<u>452,576.31</u>
TOTAL	\$1,264,483.98
NET LOCAL COST	\$ 69,896.17

	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Total number of days care	17,530	23,192	33,402	10,210	
Monthly average no. of patients	49	63.5	91.5	18	
Gross Cost	655,997.35	950,526.03	1,334,340	383,814	
Net Local Cost	203,720.80	410,427.75	69,896.17		340,531.58
Cost per patient day	(\$37.42)	(\$40.98)	(\$39.95)		(\$1.03)

DEPARTMENT OF SOCIAL SERVICES

FISCAL

GENERAL ADMINISTRATION:

Disbursements:

Personal Services	\$ 536,189	
Equipment	5,640	
Contractual Expenses	135,476	
Outstanding Encumbrances	<u>2,000</u>	
		\$ 679,305

Credits:

State Reimbursement	188,288	
Federal Reimbursement	519,465	
Refunds & Repayments	<u>371</u>	
		708,124

NET LOCAL COST		- 28,819
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Gross Cost	\$ 547,123	\$ 679,305	132,182	
Net Local Cost	-267,845	- 28,819	239,026	

OLD AGE ASSISTANCE, AID TO BLIND, AID TO DISABLED

(SSI)

Disbursements:

Local Share of SSI Payments	\$ 66,510	
Vendor Payments	<u>0</u>	\$ 66,510

Credits:

State Reimbursement	0	
Federal Reimbursement	0	
Refunds & Repayments	<u>3,000</u>	3,000

NET LOCAL COSTS		\$ 63,510
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Average Monthly Caseload	651	661	10	
Average Monthly Persons	690	700	10	
Gross Cost	154,617	66,510		88,107
Net Local Cost	140,150	63,510		76,640

AID TO DEPENDENT CHILDREN

Disbursements:

Cash Grants	\$ 1,532,599	
Vendor Payments	<u>2,340</u>	
		\$ 1,534,939

Credits:

State Reimbursement	436,155	
Federal Reimbursement	921,212	
Refunds & Repayments	<u>163,969</u>	
		1,521,336

NET LOCAL COST		13,603
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Average Monthly Caseload	476	423		53
Average Monthly Persons	1,605	1,449		156
Gross Cost	1,630,457	1,534,939		95,518
Net Local Cost	91,129	13,603		77,526

HOME RELIEF

Disbursements:

Cash Grants	\$ 181,712	
Vendor Payments	<u>6,331</u>	
		\$188,043

Credits:

State Reimbursement	103,310	
Refunds & Repayments	<u>19,007</u>	
		122,317

NET LOCAL COST		65,726
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Average Monthly Caseload	145	93		52
Average Monthly Persons	289	186		103
Gross Cost	256,253	188,043		68,210
Net Local Cost	78,630	65,726		12,904

MEDICAL ASSISTANCE

Disbursements:

Nursing Home Care	\$ 1,846,994	
Hospital Care	800,694	
Physicians' Services	226,754	
Pharmacy & Drugs	176,781	
Dentists	81,197	
Opticians & Optometrists	24,064	
Misc. (Clinics, prosthetic devices, etc.)	192,633	
Indirect Payments	<u>35</u>	
		\$ 3,349,182

Credits:

State Reimbursement	\$ 751,532	
Federal Reimbursement	1,425,071	
Refunds & Repayments	<u>108,064</u>	
		\$ 2,284,667

NET LOCAL COST		1,064,515
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Average Monthly Caseload	662	680	18	
Average Monthly Persons	1,431	1,168		263
Gross Cost	3,134,281	3,349,182	214,901	
Net Local Cost	317,765	1,064,515	746,750	

PURCHASE OF SERVICES

Disbursements: \$ 165

Credits:

State Reimbursement	\$ 8,367	
Federal Reimbursement	76	
Refunds & Repayments	<u>0</u>	\$ 8,443

NET LOCAL COST - 8,278

	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Gross Cost	0	165	165	
Net Local Cost	- 20,322	- 8,278	12,044	

CHILD WELFARE

(Foster Care)

Disbursements:

Boarding Homes	\$ 93,787	
Private Institutions	<u>133,411</u>	
		\$ 227,198

Credits:

State Reimbursement	- 115,577	
Refunds & Repayments	<u>47,844</u>	
		- 67,733

NET LOCAL COST		\$ 294,931
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Average Monthly Caseload	67	54		13
Gross Cost	196,107	227,198	31,091	
Net Local Cost	133,019	294,931	161,912	

BURIALS

Disbursements:

Cash Payments to Funeral Directors \$ 12,366

Credits:

State Reimbursement \$ 1,503
Refunds & Repayments 1,813
\$ 3,316

NET LOCAL COST \$ 9,050

	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Number of Burials	22	18		4
Gross Cost	15,483	12,366		3,117
Net Local Cost	11,584	9,050		2,534

JUVENILE DELINQUENTS

Disbursements:

Vendor Payments	\$ 18,032	
Outstanding Encumbrances	<u>17,000</u>	
		\$ 35,032

Credits:

State Reimbursement	\$ 8,470	8,470
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NET LOCAL COST		\$ 26,562
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Gross Cost	35,459	35,032		427
Net Local Cost	35,459	26,562		8,897

EMERGENCY AID TO ADULTS

Disbursements:

Cash Grants	511	
Vendor Payments	<u>586</u>	
		\$ 1,097

Credits:

State Reimbursement	451	
Refunds & Repayments	<u>206</u>	
		657

NET LOCAL COST		\$ 440
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Gross Cost	419	1,097	678	
Net Local Cost	209	440	231	

TITLE IV-D PROGRAM

Disbursements:

None

Credits:

Incentives
Fees

\$ 26,961
31

\$ 26,992

NET LOCAL REVENUE

\$ 26,992

	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Net Local Revenue	23,088	26,992	3,904	

GERRIT E. SMITH MEMORIAL INFIRMARY

Disbursements:

Salaries	\$ 1,001,001
Equipment	19,945
Food	65,964
Non-Food	13,178
Prescription Drugs	22,926
Cabinet Drugs	2,921
Medical Supplies	27,995
Other Nursing Supplies	4,319
Maintenance Supplies	7,171
Maintenance Repairs	8,925
Auto Maintenance	1,329
Laundry	16,513
Diaper Service	5,497
Linen	2,515
Fuel Oil	21,953
Gasoline	769
Propane Gas	350
Electricity	17,867
Extermination	216
Garbage Removal	1,140
Sewer Service	1,160
Freight & Storage	51
Telephone	4,694
Mileage & Meals	1,658
Continuing Education	366
Maintenance on Office Machines	204
Petty Cash	602
Service on Elevator	1,923
Call Bell & Sprinkler System	933
Advertising	160
Activities Supplies	191
Laundry Supplies	844
Housekeeping Supplies	2,535
Paper Supplies	6,795
Education Supplies & Journals	74
Office Supplies	2,774
Georgetown Medical Center	6,000
Outside Accountant	7,000
Utilization Review Consultants	1,010
Activities Consultant	480
Medical Records Consultant	152
Physical Therapy	2,035
Dietary Consultant	4,481
Social Worker	255
Interstate Dietary Payroll	18,551
Ambulance Service	1,189
Lab Fees	4,529
Genesee Refrigeration	58
Glenko Maintenance Contract	298
Cemetery Lots	16
Encumbrances	20,828

\$ 1,334,340

Gerrit E. Smith Memorial Infirmary (Continued)

Credits:

State Reimbursement	\$ 270,623	
Federal Reimbursement	541,245	
Refunds & Repayments	<u>452,576</u>	
		\$ 1,264,444

NET LOCAL COST	\$ 69,896
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	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Total number of days care	23,192	33,402	10,210	
Monthly average No. of Patients	62	92	30	
Gross Cost	950,526	1,334,340	383,814	
Net Local Cost	410,428	69,896		340,532

STATISTICAL SUMMARY

Disbursements:

General Administration	\$ 679,305
Assistance to Aged, Blind and Disabled	66,510
Aid to Dependent Children	1,534,939
Home Relief	188,043
Medical Assistance	3,349,182
Purchase of Services	165
Child Welfare (Foster Care)	227,198
Burials	12,366
Juvenile Delinquents	35,032
Emergency Aid to Adults	1,097
Title IV-D Program	0
Gerrit E. Smith Memorial Infirmary	<u>1,334,340</u>
	\$ 7,428,177

Credits:

General Administration	708,124
Assistance to Aged, Blind, and Disabled	3,000
Aid to Dependent Children	1,521,336
Home Relief	122,317
Medical Assistance	2,284,667
Purchase of Services	8,443
Child Welfare (Foster Care)	- 67,733
Burials	3,316
Juvenile Delinquents	8,470
Emergency Aid to Adults	657
Title IV-D Program	26,992
Gerrit E. Smith Memorial Infirmary	<u>1,264,444</u>
	\$ 5,884,033

NET LOCAL COST \$ 1,544,144

	<u>1977</u>	<u>1978</u>	<u>Increase</u>	<u>Decrease</u>
Gross Cost	6,920,726	7,428,177	507,451	
Net Local Cost	907,118	1,544,144	637,026	