

**WORK PLAN****Objective/Purpose: Integrate Fiscal and Administrative Functions of the Human Services Agencies**

Strategy #	Activity/Process	Start Date	End Date	Task Owner	Anticipated Result/Outcome/ Key Measure
1	Introduction of concept of moving towards the integration of the Fiscal and Administrative functions of the Human Services Division. Improve coordination of programs to maximize dollars and maximize acquisition and coordination of funding.	7/13/06	7/13/06	Dr. Bassett	Provide initial direction to committee
2	Appoint Co-facilitators and hold first meeting.	1/24/07	1/24/07	Dr. Bassett, Cliff Hafer, Chuck Snyder	Each representing department will provide and overview of funding, required reports and an overview of the fiscal operation of their department so that by the end of the presentations the committee will be able to identify commonalities of processes and tasks.
3	Fiscal overview of Area Agency on Aging	2/28/07	2/28/07	Chuck Snyder	Present fiscal requirements of Aging programs. Explain any software platforms used, and any reporting requirements intrinsic solely to Aging programs.
4	Fiscal and Administration Overview – Children and Youth Services/Juvenile Probation	3/28/07	3/28/07	Cliff Hafer	Present fiscal requirements of C&Y programs. Explain any software platforms used, and any reporting requirements intrinsic solely to C&Y programs.
5	Overview of Fiscal Operations – York/Adams Drug and Alcohol Program	4/25/07	4/25/07	Brenda Bupp	Overview of fiscal operations and State funding and reporting requirements of D/A.
6	Presentation of Fiscal and Regulatory requirements of Health Choices Program.	5/23/07	5/23/07	Maria Landry, Michelle Hovis	Explain the fiscal and contracting requirements of Health Choices and in relationship to managed care organizations.
7	Overview of fiscal operations of York/Adams Mental Health-Mental Retardation and Early Intervention Programs.	6/27/07	6/27/07	Susan Noya	Presentation of various fiscal, contracting, auditing, funding and reporting requirements as set by the State for MH-MR.
8	Overview of Fiscal Operations of the Human Services Department and YDC	7/25/07	7/25/07	Jane Whitsel	Review of funding sources, fiscal and reporting requirements of Human Services

9	Pentamation System overview. What reports could be generated through the Pentamation system. Exploration of software platform that could address all the differences and requirements across the division.	9/26/07	9/26/07	Deb Myers; all members	Introduction to the Pentamation System and how it can be used for coordinating fiscal efforts throughout the Human Service Division. Come up with an software platform or accounting system that could be used by all the departments
10	Begin Analysis of Similarities within Human Services Fiscal Operations. Look at creating Pentamation reports to extrapolate same information as reports from parallel systems	October 2007		all members	Identify commonalities, and begin process of using Pentamation instead of parallel systems.
11	Trip to Allegheny County Human Services Department	Nov 2008	Nov 2008	all members	Explore how Allegheny successfully integrated support services
12	Reiterate purpose of Fiscal Integration Team, delineate membership	12/7/7	12/7/7	all members	Chief fiscal officers from HSD, C&Y, MH/MR, Aging, YDC, D/A, Health Choices and Deputy Controller. Move forward with integration as defined by Steering Committee
13	Integrated Time Study Analysis, Random Moment Sampling	1/23/8		Chuck Snyder	Establish integrated procedure for RMS across Human Services Division.
14	Development of purpose statement for team	2/27/8		all members	Develop purpose statement in alignment with purpose statement of DISC.
15	Examine Mileage Reimbursement and Travel Reimbursement Forms and come up with standardized procedures and process	2/27/8		all members	Standardized practices and procedures and implement across the division. Make recommendations to DISC to implement.
16	Examine accounts payable invoices that are not program specific, e.g. non provider and non provider invoices.	3/26/8		all members	Begin to integrate components of Accounts Payable by standardizing practices and procedures and implement across the division. Make recommendations to DISC to implement.

17	Examine how registrations for trainings are authorized, billed and paid.	4/23/8		all members	Propose best practices and make recommendation to DISC for implementation.