



A REPORT
TO THE
ARIZONA LEGISLATURE

Financial Audit Division

Reports on Expenditures

**Child Protective Services
Supplemental Appropriations**

Laws 2003, Second Special Session,
Chapter 6, §52

January 1, 2004 through June 30, 2004,
Including 13th-Month Payments



Debra K. Davenport
Auditor General

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**STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL**

DEBRA K. DAVENPORT, CPA
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August 13, 2004

Members of the Arizona State Legislature

The Honorable Janet Napolitano, Governor

Richard Stavneak, Director
Joint Legislative Budget Committee

Enclosed are the reports on expenditures of child protective services (CPS) appropriations specified in Laws 2003, Second Special Session, Chapter 6, §52, and the additional reports on expenditures for new CPS positions requested by Joint Legislative Budget Committee (JLBC) staff for January 1, 2004 through June 30, 2004, including 13th-month payments. These reports are in response to Laws 2003, Second Special Session, Chapter 6, §52(D), which requires the Office of the Auditor General to report monthly to the JLBC Staff Director the expenditure of the appropriations specified in the same §52.

The Departments of Economic Security and Health Services provided the information, and our Office presented it on the reports developed and approved by JLBC staff. Our Office compared and agreed the information presented in these reports to the Departments' accounting records and schedules, and verified that the estimated expenditures used were based on the Department of Economic Security's historical data.

If you have any questions regarding these reports, please contact me or Dennis Mattheisen, Financial Audit Director, at (602) 553-0333.

Sincerely,

Debbie Davenport
Auditor General

TABLE OF CONTENTS



Status of Expenditures	1
Reports on Expenditures	
Department of Economic Security	
Total Expenditures of Supplemental Appropriations	6
Total Expenditures for New Child Protective Services Positions	10
Personal Services Expenditures for New Child Protective Services Positions	14
Department of Health Services	
Total Expenditures of Supplemental Appropriation	28
Notes	31
Appendix	
House Bill 2024 (Laws 2003, Second Special Session, Chapter 6, §52)	33

STATUS OF EXPENDITURES

The Arizona State Legislature passed Laws 2003, Second Special Session, Chapter 6 (referred to in this report as House Bill 2024) in December 2003. The special session was called by the Governor in part to reform child protective services (CPS). Section 52 of the law includes \$16.6 million in supplemental appropriations for the Department of Economic Security to fund a number of CPS initiatives, including adding 160 new full-time CPS workers and support staff, adjusting CPS employees' salaries, replacing obsolete information technology equipment, increasing the family home foster care rate, and funding the budget shortfall for its Division of Children, Youth and Families of which CPS is a part. The reports that follow present both state and federal expenditures, since the CPS program is also funded by federal grants. In addition, the Bill also includes a \$25,000 supplemental appropriation for the Department of Health Services to add one new foster care licensing position. The status of expenditures for each of the appropriated line items described in House Bill 2024 is discussed below.

Department of Economic Security

Meeting National Staffing Standards and 100 Percent Investigative Response Rate—

The Legislature appropriated \$1,953,500 for 93 annual full-time equivalent (FTE) positions and related expenses to meet national staffing standards for CPS caseloads, and \$1,674,200 for 67 annual FTE positions and related expenses to fund a 100 percent investigation rate (see Appendix, page 33).

These appropriations were calculated based on the Department's phase-in budget worksheets that specified the total number of new positions it planned to fill each month for a 6-month period from January through June 2004. As of June 30, 2004, the Department filled 142 of the 160 new positions. Of the 142 new positions, the Department filled the following authorized positions: 104 CPS specialists, 17 CPS unit supervisors, 6 CPS case aides (formerly classified as human service workers), 5 human service unit managers, and 10 secretaries. Subsequent to June 30, 2004, 5 CPS specialists and 1 secretary resigned. However, the Department filled those vacant positions and also hired 5 CPS case aides and 1 secretary. Since there were no payroll expenditures in the 13th-month reporting period, all resignations and new hires after June 30, 2004, are not reflected in the Report on Personal Services Expenditures for New Child Protective Services Positions. As of July 31, 2004, the remaining 12 unfilled positions consist of 6 CPS case aides and 6 secretaries.

In July 2004, the Department made payments for equipment that was ordered in June 2004 for the new CPS workers and support staff and reimbursements for employees who traveled prior to July 1, 2004. These expenditures are reported in the 13th-month reporting period for fiscal year 2004. Although the Department paid employees in July 2004 for services received before July 1, 2004, the State's policy requires state agencies to charge payroll and employee-related expenditures to the appropriations in the fiscal year they are paid. As a result, the Department did not present payroll and employee-related expenditures of approximately \$175,000 for this appropriated line item in these reports. These expenditures were charged to the fiscal year 2005 appropriations.

In addition, the Department still has not received approximately \$1.5 million of additional equipment ordered in June 2004, and therefore, has not yet reported the related expenditures. The Department anticipates receiving all equipment by October 2004 and reporting the related expenditures during the administrative adjustment period.

With respect to the Department's original fiscal year 2004 appropriation for the Division of Children, Youth and Families, as of July 31, 2004, the Department had the following total and vacant positions:

	Total Positions	Vacancies						
		January 2004	February 2004	March 2004	April 2004	May 2004	June 2004	July 2004
CPS Specialists	675	52	47	54	42	46	50	72
CPS Unit Supervisors	120	3	4	3	4	4	4	3
CPS Case Aides	128	3	4	5	2	2	2	4
Human Service Unit Managers	23	0	0	1	0	0	0	0
Secretaries	<u>116</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>10</u>	<u>10</u>	<u>7</u>
Total	<u>1,062</u>	<u>64</u>	<u>62</u>	<u>71</u>	<u>56</u>	<u>62</u>	<u>66</u>	<u>86</u>

The Department has hired 110 CPS employees who are currently in training to fill the 72 vacant CPS specialist positions. The Department hired additional CPS specialists in anticipation of turnover. Also, the Department has been appropriated 50 more CPS specialist positions for fiscal year 2005.

Compensation and Classification Adjustments—The Legislature appropriated \$1,562,400 for performance-based compensation adjustments, classification adjustments, or both, to be distributed at the department director's discretion (see Appendix, page 33).

The Department allocated this appropriation into three incentive pay increases: a 10 percent pay increase for the existing and new positions, a \$1,000 stipend for bilingual employees and/or those having a master's degree in social work, and performance-based compensation.

On March 5, 2004, the Department paid the 10 percent pay increase retroactive to January 17, 2004. Also, on March 19, 2004, the Department paid the \$1,000 stipend for staff who had a master's degree in social work. Beginning in April 2004, the Department began performing competency tests for the bilingual stipend and paying the \$1,000 stipend for each staff member who passes the test. The Department anticipates finalizing the criteria for the performance-based compensation in fiscal year 2005. As a result, the Department will not present expenditures for the performance-based compensation in these reports.

Since the State's policy requires state agencies to charge payroll and employee-related expenditures to the appropriations in the fiscal year they are paid, the Department did not present expenditures paid in July 2004 of approximately \$103,000 for the 10 percent pay increase and stipends earned by employees before July 1, 2004, in these reports. These expenditures were charged to fiscal year 2005 appropriations.

Replacement of Obsolete Information Technology Equipment—The Legislature appropriated \$103,500 to replace obsolete information technical support equipment (see Appendix, page 33).

The Department received approval on February 25, 2004, from the Government Information Technology Agency and the Information Technology Authorization Committee to purchase desktop computers, monitors, network servers, and other associated hardware and software. During April 2004, the Department acquired the items. The Department financed the acquisition of the equipment through a 5-year capital lease agreement and reported all expenditures for this appropriated line item through the 13th-month reporting period.

Family Home Foster Care Rate Increase—The Legislature appropriated \$1,010,700 for family home foster care rate increases (see Appendix, page 33).

The Department increased the family home foster care rate by \$3.75 per day per child on January 1, 2004, and increased the rate again by the same amount on June 1, 2004. These adjustments are in accordance with its budget worksheets upon which the appropriation was based. The Department reported expenditures from February through the 13th month to reflect the rate increase for foster families services provided from January through June 2004. The Department anticipates reporting additional expenditures during the administrative adjustments period, which is anticipated to close after October 2004, for increases earned by foster families prior to July 1, 2004, but not billed as of July 31, 2004.

Budget Shortfall Funding for Division of Children, Youth and Families—The Legislature appropriated \$10,300,000 for maintaining current staffing and service levels for CPS, including adoption services, permanent guardianship, and children services (see Appendix, page 33).

The Department began spending the appropriation in May 2004 to offset a portion of the budget shortfall for children services and reported all expenditures for this appropriated line item through the 13th-month reporting period.

Department of Health Services

New Licensing Position—The Legislature appropriated \$25,000 for one annual licensing FTE position (see Appendix, page 33).

The Department transferred an employee from another position within its Licensing Services Division to fill this position on January 23, 2004, and reported all personal services, employee-related, travel, cellular phone, and equipment expenditures for this employee through the 13th-month reporting period.

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Total Expenditures of Supplemental Appropriations ^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments ¹⁰
 (Unaudited)

	<u>Supplemental Appropriations</u>	<u>January 2004</u>	<u>February 2004</u>	<u>March 2004</u>
State General Fund				
Meeting National Staffing Standards and 100 Percent Investigative Response Rate ^{3, 4}	\$ 3,627,700	\$ 5,531	\$ 25,548	\$ 45,997
Compensation and Classification Adjustments				
New Employees:				
Personal Services				4,008
Employee-Related Expenditures ⁹	_____	_____	_____	577
	_____	_____	_____	4,585
Existing Employees:				
Personal Services				394,741
Employee-Related Expenditures ⁹	_____	_____	_____	56,803
	_____	_____	_____	451,544
Total Compensation and Classification Adjustments	1,562,400	_____	_____	456,129
Replacement of Obsolete Information Technology Equipment	103,500			
Family Home Foster Care Rate Increase ⁵	1,010,700		118,208	116,709
Budget Shortfall Funding for Division of Children, Youth and Families	10,300,000	_____	_____	_____
Total State General Fund	<u>\$ 16,604,300</u>	<u>\$ 5,531</u>	<u>\$ 143,756</u>	<u>\$ 618,835</u>

Expenditures

<u>April 2004</u>	<u>May 2004</u>	<u>June 2004</u>	<u>13th Month 2004</u>	<u>Administrative Adjustments</u>	<u>Total</u>
\$ 124,105	\$ 233,958	\$ 567,585	\$ 94,176		\$ 1,096,900
7,649	10,091	15,827			37,575
1,101	1,452	2,277			5,407
<u>8,750</u>	<u>11,543</u>	<u>18,104</u>			<u>42,982</u>
340,505	220,949	204,592			1,160,787
48,999	31,795	29,441			167,038
<u>389,504</u>	<u>252,744</u>	<u>234,033</u>			<u>1,327,825</u>
<u>398,254</u>	<u>264,287</u>	<u>252,137</u>			<u>1,370,807</u>
		84,743	12,725		97,468
129,327	125,410	130,577	247,683		867,914
	<u>566,572</u>	<u>5,780,379</u>	<u>3,953,049</u>		<u>10,300,000</u>
<u>\$ 651,686</u>	<u>\$ 1,190,227</u>	<u>\$ 6,815,421</u>	<u>\$ 4,307,633</u>		<u>\$ 13,733,089</u>

(Continued)

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Total Expenditures of Supplemental Appropriations ^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments ¹⁰
 (Unaudited)
 (Continued)

<u>Supplemental Appropriations</u>	<u>January 2004</u>	<u>February 2004</u>	<u>March 2004</u>
Federal Title IV-E			
Meeting National Staffing Standards and 100 Percent Investigative Response Rate ^{3, 4}	\$ 1,882	\$ 12,336	\$ 20,191
Compensation and Classification Adjustments			
New Employees:			
Personal Services			2,090
Employee-Related Expenditures ⁹	_____	_____	301
	_____	_____	2,391
Existing Employees:			
Personal Services			86,651
Employee-Related Expenditures ⁹	_____	_____	12,469
	_____	_____	99,120
Total Compensation and Classification Adjustments	_____	_____	101,511
Replacement of Obsolete Information Technology Equipment			
Family Home Foster Care Rate Increase ⁵		89,625	89,597
Budget Shortfall Funding for Division of Children, Youth and Families	_____	_____	_____
Total Federal Title IV-E	<u>\$ 1,882</u>	<u>\$ 101,961</u>	<u>\$ 211,299</u>
Federal Temporary Assistance for Needy Families			
Family Home Foster Care Rate Increase ⁵	<u>\$ -</u>	<u>\$ 8,077</u>	<u>\$ 7,639</u>

Expenditures

April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
\$ 61,351	\$ 92,874	\$ 186,338	\$ 20,911		\$ 395,883
4,426	5,499	8,322			20,337
637	791	1,197			2,926
<u>5,063</u>	<u>6,290</u>	<u>9,519</u>			<u>23,263</u>
74,745	48,501	44,911			254,808
10,756	6,979	6,463			36,667
<u>85,501</u>	<u>55,480</u>	<u>51,374</u>			<u>291,475</u>
<u>90,564</u>	<u>61,770</u>	<u>60,893</u>			<u>314,738</u>
		18,602	2,793		21,395
104,148	106,017	113,285	226,868		729,540
<u>\$ 256,063</u>	<u>\$ 260,661</u>	<u>\$ 379,118</u>	<u>\$ 250,572</u>		<u>\$ 1,461,556</u>
<u>\$ 8,059</u>	<u>\$ 6,825</u>	<u>\$ 7,388</u>	<u>\$ 12,859</u>		<u>\$ 50,847</u>

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Total Expenditures for New Child Protective Services Positions ^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments ¹⁰
 (Unaudited)

	<u>January 2004</u>	<u>February 2004</u>	<u>March 2004</u>
Meeting National Staffing Standards and 100 Percent Investigative Response Rate			
Personal Services ⁴			
CPS Specialists	\$ 1,020	\$ 21,773	\$ 32,574
CPS Unit Supervisors		2,162	7,637
CPS Case Aides			
Human Service Unit Managers			
Secretaries	<u>780</u>	<u>1,561</u>	<u>1,349</u>
	<u>1,800</u>	<u>25,496</u>	<u>41,560</u>
Employee-Related Expenditures			
CPS Specialists	163	3,689	7,936
CPS Unit Supervisors		769	2,760
CPS Case Aides			
Human Service Unit Managers			
Secretaries	<u>131</u>	<u>250</u>	<u>216</u>
	<u>294</u>	<u>4,708</u>	<u>10,912</u>
In-State Travel ⁴	<u>1,201</u>	<u>1,029</u>	<u>2,040</u>
Other Operating			
Occupancy ⁶	2,251	3,636	6,471
Telephone			
Miscellaneous ⁷	<u>1,867</u>	<u>3,015</u>	<u>5,205</u>
	<u>4,118</u>	<u>6,651</u>	<u>11,676</u>
Equipment			
Vehicles			
Office Furniture			
Computers	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
Total State General Fund and Title IV-E	<u>\$ 7,413</u>	<u>\$ 37,884</u>	<u>\$ 66,188</u>

Expenditures

April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
\$ 106,806	\$ 144,206	\$ 211,612			\$ 517,991
13,562	10,924	18,727			53,012
		10,386			10,386
4,761	2,865	4,340			15,656
125,129	157,995	245,065			597,045
24,954	39,738	60,038			136,518
3,917	3,494	5,921			16,861
		3,077			3,077
759	457	833			2,646
29,630	43,689	69,869			159,102
5,281	5,535	4,947	\$ 4,985		25,018
13,893	21,468	33,630			81,349
		268	6,453		6,721
11,523	17,805	27,892			67,307
25,416	39,273	61,790	6,453		155,377
		75,837			75,837
	10,466	14,916	61,428		86,810
	69,874	281,499	42,221		393,594
	80,340	372,252	103,649		556,241
\$ 185,456	\$ 326,832	\$ 753,923	\$ 115,087		\$ 1,492,783

(Continued)

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Total Expenditures for New Child Protective Services Positions ^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments ¹⁰
 (Unaudited)
 (Continued)

	<u>January 2004</u>	<u>February 2004</u>	<u>March 2004</u>
Meeting National Staffing Standards and 100 Percent Investigative Response Rate			
State General Fund ⁴			
Personal Services	\$ 1,242	\$ 16,395	\$ 27,503
Employee-Related Expenditures	203	3,092	7,343
In-State Travel	709	607	1,577
Other Operating	3,377	5,454	9,574
Equipment			
Total State General Fund	<u>5,531</u>	<u>25,548</u>	<u>45,997</u>
Federal Title IV-E ⁴			
Personal Services	558	9,101	14,057
Employee-Related Expenditures	91	1,616	3,569
In-State Travel	492	422	463
Other Operating	741	1,197	2,102
Equipment			
Total Federal Title IV-E	<u>1,882</u>	<u>12,336</u>	<u>20,191</u>
 Total State General Fund and Federal Title IV-E	 <u>\$ 7,413</u>	 <u>\$ 37,884</u>	 <u>\$ 66,188</u>

Expenditures					
<u>April 2004</u>	<u>May 2004</u>	<u>June 2004</u>	<u>13th Month 2004</u>	<u>Administrative Adjustments</u>	<u>Total</u>
\$ 80,165	\$ 102,806	\$ 161,375			\$ 389,486
19,143	28,627	46,468			104,876
3,956	4,442	3,827	\$ 3,893		19,011
20,841	32,204	50,668	5,291		127,409
	65,879	305,247	84,992		456,118
<u>124,105</u>	<u>233,958</u>	<u>567,585</u>	<u>94,176</u>		<u>1,096,900</u>
44,964	55,189	83,690			207,559
10,487	15,062	23,401			54,226
1,325	1,093	1,120	1,092		6,007
4,575	7,069	11,122	1,162		27,968
	14,461	67,005	18,657		100,123
<u>61,351</u>	<u>92,874</u>	<u>186,338</u>	<u>20,911</u>		<u>395,883</u>
<u>\$ 185,456</u>	<u>\$ 326,832</u>	<u>\$ 753,923</u>	<u>\$ 115,087</u>		<u>\$ 1,492,783</u>

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Personal Services Expenditures for
 New Child Protective Services Positions^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
 (Unaudited)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
CPS Specialists^{3, 4}				
(Investigators/Case Managers)				
EIN 000026XXX	1/3/2004	\$ 31,487		\$ 3,303
EIN 000086XXX	1/3/2004	31,487		3,303
EIN 000086XXX	1/3/2004	29,179		3,061
EIN 000086XXX	1/3/2004	29,179	\$ 1,020	2,040
EIN 000086XXX	1/3/2004	31,487		3,372
EIN 000086XXX	1/3/2004	29,179		3,391
EIN 000086XXX	1/3/2004	31,487		3,303
EIN 000087XXX	2/9/2004	34,471		
EIN 000087XXX	2/17/2004	31,487		
EIN 000087XXX	2/17/2004	31,487		
EIN 000087XXX	2/17/2004	29,179		
EIN 000087XXX	2/23/2004	31,487		
EIN 000087XXX	2/23/2004	31,487		
EIN 000087XXX	2/23/2004	31,487		
EIN 000087XXX	2/23/2004	34,471		
EIN 000087XXX	3/1/2004	34,471		
EIN 000087XXX	3/1/2004	29,179		
EIN 000088XXX	3/8/2004	31,487		
EIN 000088XXX	3/13/2004	31,487		
EIN 000088XXX	3/13/2004	31,487		
EIN 000088XXX	3/22/2004	29,179		
EIN 000088XXX	3/27/2004	31,487		
EIN 000088XXX	3/27/2004	29,179		
EIN 000066XXX	3/29/2004	29,178		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	29,179		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	34,471		

Expenditures						
March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
\$ 2,642	\$ 3,633	\$ 2,467	\$ 2,422			\$ 14,467
2,772	4,076	2,805	2,974			15,930
2,470	3,577	2,567	2,567			14,242
2,448	3,472	2,311	2,437			13,728
2,711	3,736	2,492	2,726			15,037
2,598	3,617	2,367	2,388			14,361
2,756	3,463	-	2,536			12,058
3,304	4,052	2,652	2,701			12,709
2,301	3,633	2,422	2,422			10,778
2,369	4,394	3,194	2,672			12,629
2,124	3,367	2,245	2,245			9,981
1,817	3,633	2,604	2,422			10,476
1,817	3,633	2,626	2,490			10,566
1,817	1,620	-	-			3,437
1,989	3,977	2,651	2,651			11,268
1,351	4,325	3,198	3,041			11,915
	4,489	2,245	2,245			8,979
	4,239	2,422	2,407			9,068
	3,877	2,702	2,508			9,087
	3,900	3,473	3,614			10,987
	2,806	2,245	2,245			7,296
	2,422	2,422	2,422			7,266
	2,245	2,245	2,245			6,735
	2,245	2,245	2,245			6,735
	2,422	2,422	2,422			7,266
	2,422	2,422	2,672			7,516
	2,422	2,467	2,422			7,311
	2,245	2,245	2,245			6,735
	2,422	2,422	2,422			7,266
	2,425	2,423	2,418			7,266
	2,788	2,651	2,939			8,378

(Continued)

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Personal Services Expenditures for
 New Child Protective Services Positions^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
 (Unaudited)
 (Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
EIN 000088XXX	3/29/2004	\$ 29,179		
EIN 000088XXX	3/29/2004	29,179		
EIN 000088XXX	3/29/2004	31,487		
EIN 000088XXX	3/29/2004	29,179		
EIN 000088XXX	3/29/2004	29,179		
EIN 000087XXX	3/29/2004	31,487		
EIN 000088XXX	3/30/2004	29,179		
EIN 000088XXX	4/12/2004	31,487		
EIN 000088XXX	4/12/2004	31,487		
EIN 000088XXX	4/12/2004	31,487		
EIN 000033XXX	4/12/2004	31,487		
EIN 000036XXX	4/19/2004	31,487		
EIN 000088XXX	4/24/2004	29,179		
EIN 000088XXX	4/24/2004	29,179		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	29,533		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	34,471		
EIN 000088XXX	4/24/2004	29,179		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	29,179		
EIN 000088XXX	4/24/2004	31,487		
EIN 000088XXX	4/24/2004	34,471		
EIN 000088XXX	4/24/2004	31,487		
EIN 000087XXX	5/3/2004	29,179		
EIN 000088XXX	5/3/2004	29,179		

Expenditures

March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
	\$ 2,245	\$ 2,245	\$ 2,287			\$ 6,777
	2,245	2,245	2,245			6,735
	2,456	2,725	2,827			8,008
	2,224	2,037	605			4,866
	2,224	2,245	2,245			6,714
	2,422	2,422	2,422			7,266
	2,132	2,245	2,245			6,622
		3,838	2,975			6,813
		3,724	2,513			6,237
		1,816	112			1,928
		3,391	2,422			5,813
		2,993	2,527			5,520
		2,245	2,245			4,490
		2,245	2,245			4,490
		2,422	2,422			4,844
		2,259	1,838			4,097
		2,422	2,467			4,889
		2,422	2,422			4,844
		2,422	2,422			4,844
		2,729	2,730			5,459
		2,244	2,244			4,488
		2,491	2,492			4,983
		2,422	2,422			4,844
		2,422	2,422			4,844
		2,422	2,422			4,844
		2,422	2,422			4,844
		2,245	2,371			4,616
		1,386	2,539			3,925
		2,652	2,651			5,303
		2,255	2,422			4,677
		2,413	2,567			4,980
		1,683	2,245			3,928

(Continued)

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Personal Services Expenditures for
 New Child Protective Services Positions^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
 (Unaudited)
 (Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
EIN 000088XXX	5/3/2004	\$ 31,487		
EIN 000088XXX	5/3/2004	31,487		
EIN 000088XXX	5/3/2004	34,471		
EIN 000089XXX	5/10/2004	31,487		
EIN 000089XXX	5/10/2004	29,179		
EIN 000089XXX	5/10/2004	34,471		
EIN 000089XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000090XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	29,179		
EIN 000090XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000084XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	31,487		
EIN 000087XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	31,487		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		
EIN 000089XXX	5/24/2004	29,179		

Expenditures						
March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
		\$ 1,852	\$ 2,352			\$ 4,204
		1,816	2,407			4,223
		1,989	3,124			5,113
		1,246	2,477			3,723
			3,339			3,339
			3,977			3,977
			2,890			2,890
			2,245			2,245
			2,245			2,245
			1,122			1,122
			2,245			2,245
			2,245			2,245
			2,245			2,245
			2,245			2,245
			2,245			2,245
			1,122			1,122
			-			-
			2,245			2,245
			2,245			2,245
			2,328			2,328
			2,245			2,245
			-			-
			2,216			2,216
			2,422			2,422
			2,422			2,422
			2,422			2,422
			1,271			1,271
			2,422			2,422
			2,244			2,244
			2,244			2,244
			2,244			2,244

(Continued)

Child Protective Services Supplemental Appropriations
Department of Economic Security
Report on Personal Services Expenditures for
New Child Protective Services Positions^{1, 2}
January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
(Unaudited)
(Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
EIN 000089XXX	5/24/2004	\$ 31,487		
EIN 000089XXX	5/24/2004	31,487		
EIN 000090XXX	6/1/2004	29,179		
EIN 000089XXX	6/1/2004	29,179		
EIN 000089XXX	6/1/2004	29,179		
EIN 000089XXX	6/1/2004	29,179		
EIN 000090XXX	6/1/2004	29,179		
EIN 000089XXX	6/1/2004	31,487		
EIN 000089XXX	6/1/2004	31,487		
EIN 000023XXX	6/1/2004	31,487		
EIN 000089XXX	6/1/2004	31,487		
EIN 000090XXX	6/7/2004	34,470		
EIN 000090XXX	6/28/2004	34,470	_____	_____
Total Personal Services Expenditures for CPS Specialists			\$ 1,020	\$ 21,773
Less Personal Services Expenditures for Compensation and Classification Adjustments			_____	_____
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 percent Investigative Response Rate			<u>1,020</u>	<u>21,773</u>
Total Actual CPS Specialists (excluding 3 resignations)			7	8
Total Phased-in CPS Specialists ⁸			7	8
CPS Unit Supervisors³				
EIN 000038XXX	2/2/2004	38,067		1,205
EIN 000030XXX	2/9/2004	38,457		957
EIN 000030XXX	3/8/2004	41,088		
EIN 000066XXX	6/1/2004	38,744		
EIN 000043XXX	6/1/2004	38,368		
EIN 000042XXX	6/5/2004	40,187		
EIN 000038XXX	6/5/2004	38,430		
EIN 000045XXX	6/14/2004	39,622		
EIN 000022XXX	6/26/2004	45,140		

Expenditures

March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
			\$ 2,422			\$ 2,422
			2,413			2,413
			1,571			1,571
			1,571			1,571
			1,122			1,122
			1,571			1,571
			-			-
			1,695			1,695
			1,695			1,695
			-			-
			1,695			1,695
\$ 37,286	\$ 117,525	\$ 158,704	232,850			569,158
4,712	10,719	14,498	21,238			51,167
32,574	106,806	144,206	211,612			517,991
23	22	33	11			104
23	23	21	22			104
3,876	4,393	3,285	3,029			15,788
4,392	5,789	5,570	3,786			20,494
755	4,736	3,161	3,160			11,812
			2,980			2,980
			3,596			3,596
			1,681			1,681
			1,586			1,586
			782			782

(Continued)

Department of Economic Security
 Report on Personal Services Expenditures for
 New Child Protective Services Positions^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
 (Unaudited)
 (Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
EIN 000027XXX	6/28/2004	\$ 42,979		
EIN 000033XXX	6/28/2004	38,610		
EIN 000057XXX	6/28/2004	41,613		
EIN 000032XXX	6/28/2004	38,189		
EIN 000037XXX	6/28/2004	38,166		
EIN 000067XXX	6/28/2004	38,449		
EIN 000023XXX	6/28/2004	40,821		
EIN 000029XXX	6/28/2004	38,067		
Total Personal Services Expenditures for CPS Unit Supervisors				\$ 2,162
Less Personal Services Expenditures for Compensation and Classification Adjustments				
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 Percent Investigative Response Rate				2,162
Total Actual CPS Unit Supervisors			0	2
Total Phased-in CPS Unit Supervisors ⁸			1	1
CPS Case Aides³				
EIN 000051XXX	6/19/2004	22,938		
EIN 000090XXX	6/21/2004	22,938		
EIN 000052XXX	6/28/2004	20,853		
EIN 000091XXX	6/30/2004	20,853		
EIN 000090XXX	6/30/2004	22,938		
EIN 000091XXX	6/30/2004	22,938		
Total Personal Services Expenditures for CPS Case Aides				
Less Personal Services Expenditures for Compensation and Classification Adjustments				
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 Percent Investigative Response Rate				
Total Actual CPS Case Aides			0	0
Total Phased-in CPS Case Aides ⁸			1	1

Expenditures						
March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
\$ 9,023	\$ 14,918	\$ 12,016	\$ 20,600			\$ 58,719
1,386	1,356	1,092	1,873			5,707
7,637	13,562	10,924	18,727			53,012
1	0	0	14			17
5	4	4	2			17
0	0	0	6			6
5	4	4	2			17

(Continued)

Child Protective Services Supplemental Appropriations
Department of Economic Security
Report on Personal Services Expenditures for
New Child Protective Services Positions^{1, 2}
January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
(Unaudited)
(Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
Human Service Unit Managers³				
EIN 000029XXX	5/22/2004	\$ 43,900		
EIN 000030XXX	5/22/2004	55,807		
EIN 000036XXX	6/14/2004	41,686		
EIN 000060XXX	6/14/2004	41,748		
EIN 000033XXX	6/14/2004	47,245		
Total Personal Services Expenditures for Human Service Unit Managers				
Less Personal Services Expenditures for Compensation and Classification Adjustments				
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 Percent Investigative Response Rate				
Total Actual Human Service Unit Managers			0	0
Total Phased-in Human Service Unit Managers ⁸			0	0
Secretaries³				
EIN 000039XXX	1/3/2004	19,371	\$ 780	\$ 1,561
EIN 000087XXX	3/9/2004	20,132		
EIN 000086XXX	5/24/2004	18,043		
EIN 000090XXX	6/21/2004	18,043		
EIN 000089XXX	6/28/2004	18,043		
EIN 000089XXX	6/28/2004	20,132		
EIN 000090XXX	6/28/2004	23,243		
EIN 000090XXX	6/28/2004	18,043		
EIN 000038XXX	6/28/2004	26,393		
EIN 000086XXX	6/28/2004	18,043		
EIN 000090XXX	6/30/2004	18,043		
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 Percent Investigative Response Rate			780	1,561
Total Actual Secretaries (excluding 1 resignation)			1	0
Total Phased-in Secretaries ⁸			1	1

Expenditures

March 2004	April 2004	May 2004	June 2004	13th Month 2004	Administrative Adjustments	Total
			\$ 3,383			\$ 3,383
			5,409			5,409
			881			881
			743			743
			<u>1,008</u>			<u>1,008</u>
			11,424			11,424
			<u>1,038</u>			<u>1,038</u>
			<u>10,386</u>			<u>10,386</u>
0	0	0	5			5
0	1	3	1			5
\$ 1,349	\$ 2,235	\$ 1,490	1,490			\$ 8,905
	2,526	1,375	1,462			5,363
			1,388			1,388
<u>1,349</u>	<u>4,761</u>	<u>2,865</u>	<u>4,340</u>			<u>15,656</u>
1	0	1	7			10
5	4	4	2			17

(Continued)

Child Protective Services Supplemental Appropriations
 Department of Economic Security
 Report on Personal Services Expenditures for
 New Child Protective Services Positions^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments¹⁰
 (Unaudited)
 (Continued)

Position Classification/ Employee Number	Hire/ Transfer/ Promotion Date	Annual Salary	January 2004	February 2004
Total Personal Services Expenditures for Meeting National Staffing Standards and 100 Percent Investigative Response Rate— State General Fund and Federal Title IV-E			<u>\$ 1,800</u>	<u>\$ 25,496</u>
Total Actual New CPS Workers and Support Staff			8	10
Total Phased-in CPS Workers and Support Staff ⁸			10	11
Total Authorized Investigators and Case Managers				
Total Authorized CPS Support Staff				
Total Authorized FTEs				
Summary by Funding Source				
Meeting National Staffing Standards and 100 Percent Investigative Response Rate				
Total State General Fund ⁴			\$ 1,242	\$ 16,395
Total Federal Title IV-E ⁴			<u>558</u>	<u>9,101</u>
Total Personal Services Expenditures— State General Fund and Federal Title IV-E			<u>\$ 1,800</u>	<u>\$ 25,496</u>
Compensation and Classification Adjustments				
Total State General Fund ⁴				
Total Federal Title IV-E ⁴				
Total Personal Services Expenditures— State General Fund and Federal Title IV-E			<u>\$ -</u>	<u>\$ -</u>

Expenditures

<u>March 2004</u>	<u>April 2004</u>	<u>May 2004</u>	<u>June 2004</u>	<u>13th Month 2004</u>	<u>Administrative Adjustments</u>	<u>Total</u>
<u>\$ 41,560</u>	<u>\$ 125,129</u>	<u>\$ 157,995</u>	<u>\$ 245,065</u>	<u> </u>	<u> </u>	<u>\$ 597,045</u>
25 38	22 36	34 36	43 29			142 160
						104 56 160
<u>\$ 27,503</u> <u>14,057</u>	<u>\$ 80,165</u> <u>44,964</u>	<u>\$ 102,806</u> <u>55,189</u>	<u>\$ 161,375</u> <u>83,690</u>	<u> </u>	<u> </u>	<u>\$ 389,486</u> <u>207,559</u>
<u>\$ 41,560</u>	<u>\$ 125,129</u>	<u>\$ 157,995</u>	<u>\$ 245,065</u>	<u> </u>	<u> </u>	<u>\$ 597,045</u>
<u>\$ 4,008</u> <u>2,090</u>	<u>\$ 7,649</u> <u>4,426</u>	<u>\$ 10,091</u> <u>5,499</u>	<u>\$ 15,827</u> <u>8,322</u>	<u> </u>	<u> </u>	<u>\$ 37,575</u> <u>20,337</u>
<u>\$ 6,098</u>	<u>\$ 12,075</u>	<u>\$ 15,590</u>	<u>\$ 24,149</u>	<u> </u>	<u> </u>	<u>\$ 57,912</u>

Child Protective Services Supplemental Appropriations
 Department of Health Services
 Report on Total Expenditures of Supplemental Appropriation ^{1, 2}
 January 1, 2004 through June 30, 2004, Including 13th-Month Payments ¹⁰
 (Unaudited)

	<u>Supplemental Appropriation</u>	<u>January 2004</u>	<u>February 2004</u>	<u>March 2004</u>
State General Fund				
New Licensing Position	\$ 25,000	_____	\$ 4,601	\$ 3,697
Total State General Fund	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ 4,601</u>	<u>\$ 3,697</u>

Expenditures

<u>April 2004</u>	<u>May 2004</u>	<u>June 2004</u>	<u>13th Month 2004</u>	<u>Administrative Adjustments</u>	<u>Total</u>
<u>\$ 5,560</u>	<u>\$ 4,340</u>	<u>\$ 6,712</u>	<u>\$ 90</u>	<u> </u>	<u>\$ 25,000</u>
<u>\$ 5,560</u>	<u>\$ 4,340</u>	<u>\$ 6,712</u>	<u>\$ 90</u>	<u> </u>	<u>\$ 25,000</u>

NOTES

- ¹ Appropriations information and authorized FTE amounts were obtained from House Bill 2024, Section 52. All expenditures, actual FTE amounts, and position information presented for the Department of Economic Security in these reports were obtained from its Financial Management Control System, and estimated expenditures were based on its historical data (see notes 6 and 7). The Department of Economic Security's phased-in FTE amounts were obtained from its budget worksheets, upon which the appropriations were based. The Department of Health Services' actual expenditures were obtained from the State's Arizona Financial Information System.
- ² Actual expenditures are reported for the month in which cash was disbursed.
- ³ The new CPS staff positions authorized by House Bill 2024, Section 52(A)1(a) and (b) and the related personal services expenditures are presented together on these reports because the investigation and case management functions are not currently separated among the CPS employees. The Department is in the process of separating these two functions as required by House Bill 2024.
- ⁴ The Department is funding 82 percent of the 160 new CPS positions authorized by House Bill 2024, Section 52(A)1(a) and (b) from State General Fund appropriations and the remaining 18 percent from Federal Title IV-E funding, with one exception. During the initial CPS specialist program training period that the new CPS specialists attend, the training funding percentages are 59 percent from the State General Fund and 41 percent from Federal Title IV-E for personal services and travel expenditures. These percentages are based on the actual allocation percentages used for the Division of Children, Youth and Families (DCYF) expenditures in fiscal years 2002, 2003, and the first half of fiscal year 2004.

- 5 If a child does not qualify for Federal Title IV-E assistance or the Temporary Assistance for Needy Families (TANF) grant, the Department is funding 100 percent of the family home foster care rate increase from the State General Fund. If a child is eligible for Federal Title IV-E assistance, the Department is funding 67.25 percent of the increase from Federal Title IV-E monies and the remaining 32.75 percent from the State General Fund. If a child is eligible for the TANF grant, the Department is funding 100 percent of the increase from the TANF grant.
- 6 Occupancy costs were calculated at \$3,376 per FTE on an annual basis (185 square feet at \$18.25 per square foot). The 185-square-foot estimate was obtained from the Department of Economic Security's space policies for field offices, and the \$18.25 per square foot rate was established by the State Lease Cost Review Board.
- 7 Miscellaneous other operating expenditures include telephone services, postage, office supplies, copiers, repairs, and maintenance, and were calculated at \$2,800 per FTE on an annual basis based on actual DCYF expenditures in fiscal year 2003.
- 8 Total phased-in FTEs represent the planned number of new positions to be staffed each month. The appropriations were developed based on the assumption that a specified number of new positions would be added each month until the Department meets the total authorized new positions.
- 9 Employee-related expenditures for compensation and classification adjustments are calculated by multiplying those personal services expenditures by 14.39 percent. Contributions of 14.39 percent consists of 7.36 percent for FICA tax, 5.18 percent for Arizona State Retirement System (ASRS), 0.50 percent for ASRS long-term disability, 0.95 percent for workers' compensation, and 0.40 percent for the State's Retiree Accumulated Sick Leave Fund.
- 10 Expenditures reported in the 13th month 2004 represent cash payments made in July 2004 for obligations committed or goods or services received prior to July 1, 2004. Although the Departments paid employees in July 2004 for services received before July 1, 2004, the State's policy requires that state agencies charge payroll and employee-related expenditures to the appropriations in the fiscal year they are paid. As a result, the Departments did not present payroll and employee-related expenditures in the 13th month 2004 in these reports. These expenditures were charged to the fiscal year 2005 appropriations.

APPENDIX

House Bill 2024 (Laws 2003, Second Special Session, Chapter 6, §52)

Sec. 52. Appropriations; department of economic security; department of health services; purposes

A. The following sums are appropriated from the state general fund in fiscal year 2003-2004 to the department of economic security for the following child protective services:

1. \$6,304,300 for the following purposes:

(a) \$1,953,500 for 93 annual FTE positions and related expenses to meet national staffing standards for child protective service caseloads. The 93 annual FTE positions shall include 60 investigator and case manager positions and 33 support staff.

(b) \$1,674,200 for 67 annual FTE positions and related expenses to fund a one hundred percent investigation rate. The 67 annual FTE positions shall include 44 investigator and case manager positions and 23 support staff.

(c) \$1,562,400 for performance-based compensation adjustments, classification adjustments or both at the discretion of the director of the department.

(d) \$103,500 to replace obsolete information technical support equipment.

(e) \$1,010,700 for family home foster care rate increase.

2. \$10,300,000 to maintain current staffing and service levels for child protective services including adoption services, permanent guardianship and children services.

B. The sum of \$25,000 and 1 FTE position is appropriated in fiscal year 2003-2004 from the state general fund to the department of health services for licensing.

C. Monies remaining unexpended and unencumbered from the appropriations made in this section revert to the state general fund on July 1, 2004.

D. The auditor general shall report monthly to the staff director of the joint legislative budget committee on the expenditure of the appropriations made in this section.