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Adam C. Proffitt, Secretary

Laura Kelly, Governor

October 19, 2023

Mr. Adam Proffitt, Director of the Budget  
Attn: Leyton Gunn  
Division of the Budget  
900 SW Jackson, Suite 504-N  
Landon State Office Building  
Topeka, Kansas 66612

Dear Mr. Proffitt:

As Secretary for the Department of Administration, I hereby submit for your consideration the revised Fiscal Year 2024 and Fiscal Year 2025 budget document for the Department. It has been prepared in accordance with the instructions transmitted with your letter sent July 6, 2023. To the best of my knowledge and belief, the information and explanation included in this budget request are correct and complete.

As always, my staff and I are prepared to provide any additional information which you or our budget analyst may require.

Sincerely,

*Adam C. Proffitt*

Adam Proffitt, Secretary  
Department of Administration

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of Administration

Program Agency Overview

**AGENCY VISION:**

Kansas Department of Administration is recognized for the high quality of its services, the responsiveness of its employees and its commitment to continuous improvement.

**AGENCY MISSION:**

The Department of Administration is a service agency. Our customers are Kansas taxpayers and our fellow state employees and agencies. It is our mission to provide excellent customer service, every time.

**THEMATIC GOAL:**

Customer Satisfaction, Confidence and Trust in service delivery and operations management.

Defining objectives:

- Continuously meet or exceed stakeholder expectations
- Keep rates and charges competitive and reasonable while continuously improving services
- Develop and communicate data, information, policies, laws and regulations that are understandable, accessible and reasonable
- Increase organizational productivity.

**OFFICES ESTABLISHED TO ASSIST WITH AGENCY MISSION:**

Office of the Secretary	Office of Personnel Services
Office of Chief Counsel	Office of Facilities and Property Management
Office of Systems Management	Office of Accounts and Reports
Office of Financial Management	Office of Procurement and Contracts
Office of Printing, Central Mail and Surplus	Division of State Employee Health Benefits Programs

**OTHER OFFICES AFFILIATED WITH THE DEPARTMENT OF ADMINISTRATION:**

Division of the Budget, Office of the Public Advocates (Long Term Care Ombudsman, KanCare Ombudsman, Division of the Child Advocate)

**STATUTORY HISTORY:**

The Department of Administration was created by the Legislature in 1953. Current provisions are found in K.S.A. 75-3701 et seq. The Department of Administration was authorized to develop financial plans and policies; coordinate and supervise the fiscal affairs and procedures of the state;

provide accounting, including budgetary accounting, fiscal reporting, pre-auditing, purchasing and storekeeping services; conduct special investigations upon request of the Governor or Legislature; develop plans for improving and economizing the operations of state agencies; administer all personnel matters; and provide central services such as mail and message, electronic data processing, telephone, duplicating and building management.

In 1965, the Department was reorganized into six Divisions: Administration, Accounts and Reports, Budget, Personnel, Purchasing and Architectural Services.

In 1972, the Department was reorganized, creating a Secretary of Administration; establishing a Division of Computer Services with an advisory Board; activating a Division of Administrative Services to be assigned central mail services, federal surplus property distribution, central duplicating services, central motor pool, Capitol Area Security Patrol and central telephone service; replacing the three-member Civil Service Board with a five-member Civil Service Commission; and attaching the Board of Treasury Examiners and the State Records Board to the reorganized Department of Administration.

In 1974, the Kansas Legislature created a Division of State Planning and Research within the Department of Administration to coordinate the planning done in various state agencies and to assume some of the duties previously performed by the Kansas Department of Economic Development; created a Public Television Commission within the department to conduct or contract for feasibility studies on alternative methods of developing a statewide public television system; transferred the municipal audit function from the State Auditor to the Division of Accounts and Reports; provided authority for the Secretary of Administration to control and coordinate telecommunications services for all state agencies, including the appointment by the Secretary of Administration of a State Telecommunications Advisory Committee to be composed of representatives of users of telecommunications services within the various state agencies; and changed the name of the Division of Information and Communications Systems to the Division of Computer Services.

By executive order, an Office for Equal Employment Opportunity was established in 1975 and assigned to the Department of Administration. In 1976, a Division of Printing was created within the Department to assume the duties of the former office of the State Printer. The 1976 Legislature also abolished the Division of Administrative Services and assigned its functions to other divisions of the department. That year the State Finance Council was detached from the Department and established as a separate state agency.

In 1978, the Legislature placed under the Secretary all functions previously administered by the Director of Architectural Services. A seven-member State Building Advisory Commission was created, and an unclassified Director of Architectural Services was established to manage architectural and engineering services. Review and approval of school building plans was transferred to the Department of Education.

During 1978-1980, the Department was organized into eight divisions: Accounts and Reports, Budget, Personnel Services, Purchases, Computer Services, Printing, Architectural Services and State Planning and Research.

The 1980 Legislature made two specific changes affecting the organization. The Division of State Planning and Research was abolished, with the HUD-701 planning function being transferred to the Kansas Department of Economic Development and with the A-95 program, demographic work and some research being transferred to the Division of the Budget. Another change by the 1980 Legislature was the reconstructing and renaming of the Division of Computer Services to a new Division of Information Systems and Computing.

The 1984 Legislature created the Division of Information Systems and Communications, combining the former Division of Information Systems and Computing and the Office of Telecommunications. Legislation was also passed creating a Health Care Commission and placing the budgeting and administrative functions for the Commission in the Department. During 1985, the Legislature transferred responsibility for intergovernmental review of federally financed projects from the Department of Human Resources to the Department of Administration and approved a modest sum to initiate a centralized records management program.

In 1988, the Secretary of Administration placed the Office for Equal Employment Opportunity under the director of the Division of Personnel Services.

In 1989, the Secretary created a new Division of Facilities Management. This Division incorporated Buildings and Grounds Maintenance, Central Motor Pool, Parking, Lease Administration, and capital improvement planning.

In 1993, the Kansas Public Broadcasting Commission was abolished, and the Kansas Public Broadcasting Council was created in the Department to distribute these funds.

In 1998, the Department of Social and Rehabilitation Service's Hearings Office and the State Long-Term Care Ombudsman Offices were transferred to the Department of Administration.

In 2001, the Division of Architectural Services was dissolved and was placed within the Division of Facilities Management.

In 2004, the Office of Health Care Planning and Finance was transferred to the Department of Administration.

In 2005, the Office of Health Care Planning and Finance was abolished, and the Division of Health Policy and Finance was created.

In 2006, the Division of Health Policy and Finance was transferred to the newly created Kansas Health Policy Authority.

In 2009, the Office of Administrative Hearings became a separate state agency.

A functional restructuring took place in August 2011. It was designed to programmatically align related functions of the Department into various Offices. The following divisions of the Department of Administration were abolished:

- Division of Accounts and Reports
- Division of Personnel Services
- Division of Purchasing
- Division of Facilities Management
- Division of Information Systems and Communications
- Division of Printing and Surplus Property

The following offices of the Department of Administration were established:

- Office of General Services
- Office of Management Analysis and Standards
- Office of Human Resources
- Office of Business Process Improvement
- Office of Facilities and Property Management
- Office of Information and Technology Services
- Office of Inspector General
- Office of Chief Counsel

Further restructuring in 2012 added the Office of Systems Management and Office of Research and Development. The Office of Management Analysis and Standards and the Office of Research and Development were later merged with the Office of Inspector General. These changes are reflected in the list below.

- Office of General Services
  - Office of Human Resources
  - Office of Business Process Improvement
  - Office of Facilities and Property Management
  - Office of Systems Management
  - Office of Inspector General
  - Office of Chief Counsel
-

In January 2013, adjustments to the organization resulted in dissolving the Offices of General Services, Inspector General and Business Process Improvement, moving the functions of Procurement, Printing, Central Mail and Surplus Property into the Office of Facilities and Property Management and changing the name to the Office of Facilities and Procurement Management. The Payroll and Central Accounting functions were moved to the Office of Systems Management. The remaining financial functions were moved into the newly created Office of Financial Management. The Office of Human Resources changed its name to the Office of Personnel Services.

In 2013, the Office of Chief Financial Officer was created. All other changes are reflected in the list below.

- Office of Personnel Services
- Office of Chief Financial Officer
- Office of Facilities and Procurement Management
- Office of Systems Management
- Office of Financial Management
- Office of Chief Counsel

In March 2015, adjustments to the organization were made. Procurement became a separate office. The Payroll and Central Accounting functions, the Setoff and KTOP programs and the State Revolving Fund were moved to the Office of Chief Financial Officer. The changes are reflected in the list below.

- Office of Personnel Services
- Office of Chief Financial Officer
- Office of Facilities and Property Management
- Office of Systems Management
- Office of Financial Management
- Office of Chief Counsel
- Office of Procurement and Contracts

In 2017, adjustments to the organization were made. Printing, Central Mail and Surplus became a separate office. The changes are reflected in the list below.

- Office of Personnel Services
- Office of Chief Financial Officer
- Office of Facilities and Property Management

- Office of Systems Management
- Office of Financial Management
- Office of Chief Counsel
- Office of Procurement and Contracts
- Office of Printing, Central Mail and Surplus

In August 2019, the Office of Chief Financial Officer reverted to the naming convention used in statutes and was renamed the Office of Accounts and Reports.

In the 2020 legislative session, Executive Reorganization Order No. 45 transferred the functions of the State Employees' Health Benefits Program (SEHBP) and the State Workers Compensation Self-insurance Fund from the Department of Health and Environment to the Department of Administration. SEHBP was newly established as a separate office in the Department of Administration.

The current offices are reflected in the list below:

- Office of Personnel Services
- Office of Accounts and Reports
- Office of Facilities and Property Management
- Office of Systems Management
- Office of Financial Management
- Office of Chief Counsel
- Office of Procurement and Contracts
- Office of Printing, Central Mail and Surplus
- Office of the State Employees' Health Benefits Program

In October 2021, Executive Order No. 21-27 established the Office of the Public Advocate (OPA) as a separate office within the Department of Administration. OPA consists of Long-Term Care Ombudsman previously under Department of Administration, KanCare Ombudsman transferred from Kansas Department of Aging and Disability Services, and Division of the Child Advocate newly established under Executive Order No. 21-27.

**AGENCYWIDE OVERVIEW OF CURRENT YEAR ESTIMATE AND BUDGET YEAR INFORMATION:****CURRENT YEAR:**

The Division of the Budget and OPA are included in the Department's budget document but separately administer their operations and prepare their budgets.

Performance Management Initiatives. The performance management initiatives for the Agency are designed to achieve the following:

- Streamline processes
- Improve responsiveness
- Ensure greater accountability

For FY 2024, the Department of Administration includes expenditures totaling \$889.6 million from all funding sources. The Division of the Budget totals \$2.1 million and OPA \$1.3 million. The original Department of Administration FY 2024 budget request was for \$911.2 million from all funding sources. This revised FY 2024 budget is a decrease of \$21.6 million. The decrease is due to the Docking State Office Building renovations decreasing by (\$25.7 million) and SEHBP claims decrease of (\$1.4 million), which were offset by increases within salaries and wages by \$3.3 million and other increases within contractual services across various departments totaling \$2.2 million. DofA and OPA are requesting an increase in the spend authority related to official hospitality. This request does not increase the amount of SGF that is being requested.

There is one State General Fund line item for operations. Separate line items are maintained for Capital Improvements, Debt Service, Office of the Public Advocate, and the Division of the Budget.

**BUDGET YEAR:**

For FY 2025 the Department of Administration includes expenditures totaling \$903.3 million from all funding sources. The Division of the Budget totals \$2.8 million and OPA \$1.07 million. The increase for Department of Administration is \$13.7 million over the FY 2024 Budget Request. This is due to anticipated increases in SEHBP claims of \$24.2 million and various increases within commodities and grants and payments totaling \$.5 million. Which is offset by a decrease of (\$8.5 million) for the Renovation of the Docking State Office Building, (\$2.2 million) for Debt Service and (\$.3 million) decrease across various departments.

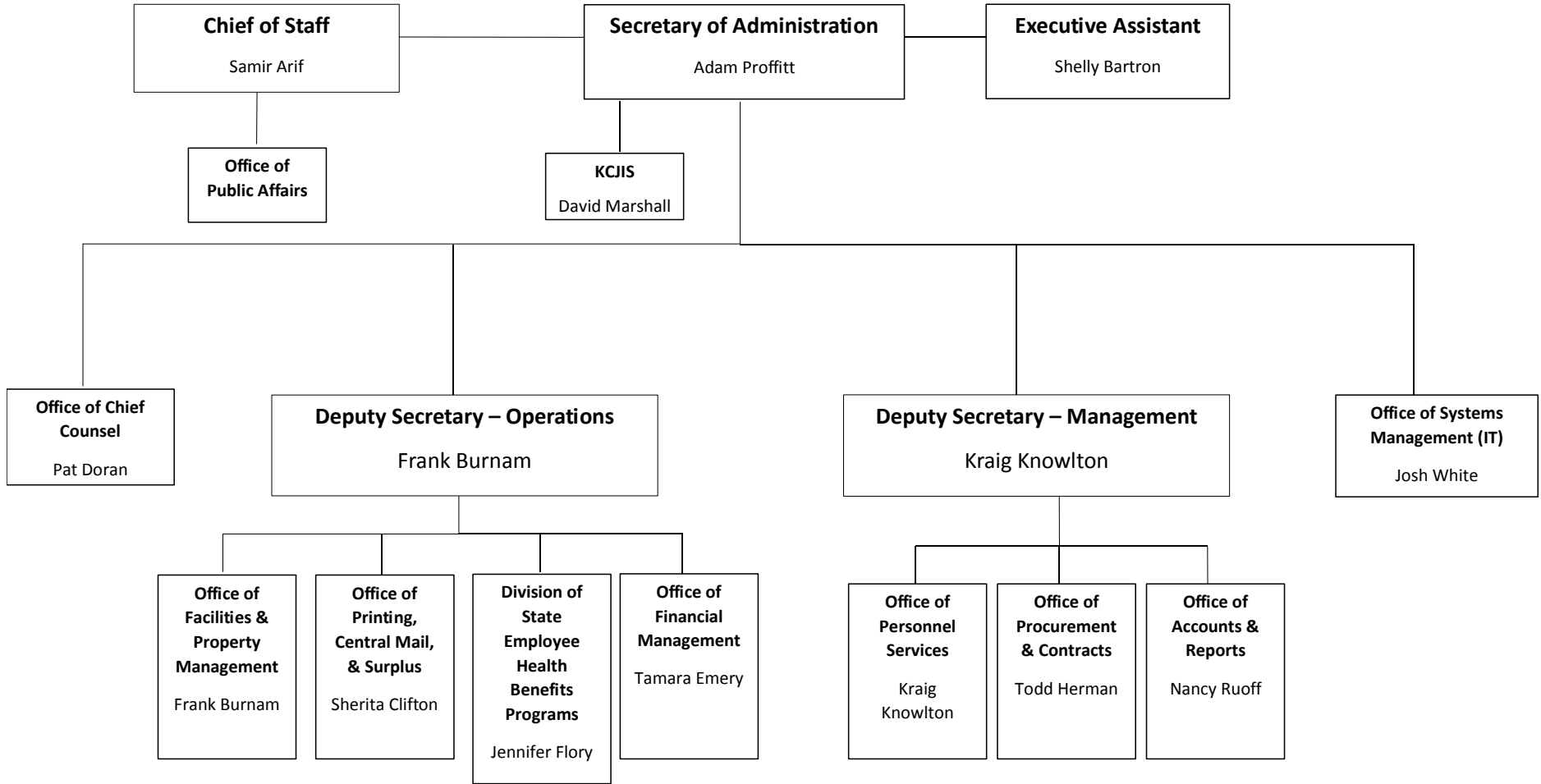


**FTE Positions**

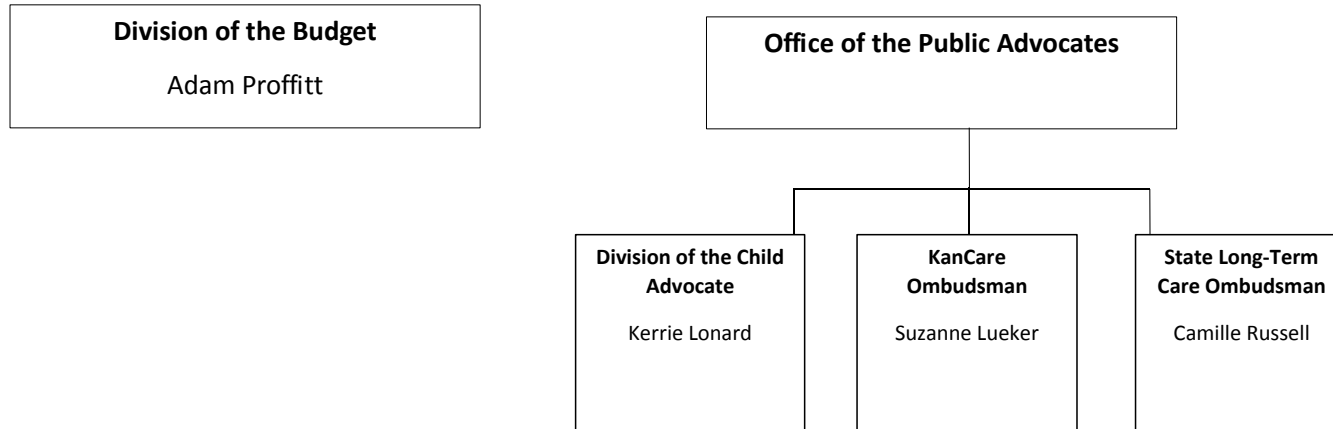
The table below reflects total positions for FY 2023, FY 2024, and FY 2025.

<b>Department of Administration</b>				
<b>Summary of Total FTE Count</b>				
<b>Department of Administration Offices</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Original Request</b>	<b>FY 2024 Revised Request</b>	<b>FY 2025 Request</b>
Office of the Secretary	7.00	7.00	7.00	7.00
Office of Chief Counsel	7.00	7.00	8.00	8.00
Office of Financial Management	18.00	18.00	15.00	15.00
Office of Systems Management	20.00	21.00	24.00	24.00
Office of Facilities & Property Management	188.00	188.00	191.00	191.00
Office of Printing, Central Mail, & Surplus	53.00	49.00	47.00	47.00
Office of Procurement & Contracts	15.00	16.00	20.00	20.00
Office of Personnel Services	24.00	26.00	23.00	23.00
Division of State Employee Health Benefits Programs	45.00	45.00	45.00	45.00
Office of Accounts & Reports	62.00	62.00	61.00	61.00
<b>Subtotal</b>	<b>439.00</b>	<b>439.00</b>	<b>441.00</b>	<b>441.00</b>
<b>Office of the Public Advocates</b>				
State Long-Term Care Ombudsman	11.00	11.00	11.00	11.00
KanCare Ombudsman	4.00	4.00	4.00	4.00
Division of the Child Advocate	5.00	5.00	5.00	5.00
<b>Division of the Budget Office</b>	<b>13.00</b>	<b>13.00</b>	<b>14.00</b>	<b>19.00</b>
<b>Subtotal</b>	<b>33.00</b>	<b>33.00</b>	<b>34.00</b>	<b>39.00</b>
<b>Grand Total</b>	<b>472.00</b>	<b>472.00</b>	<b>475.00</b>	<b>480.00</b>

## Department of Administration Executive Level Organization Chart



## Department of Administration Affiliated Offices Organization Chart



**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of the Secretary**OFFICE OF THE SECRETARY OF ADMINISTRATION**

The Secretary of Administration, among other statutory duties, establishes the vision and mission for the agency and works with the office directors to move agency operations to reflect that vision and mission. The Office of the Secretary manages the Department of Administration, supervises the various offices and their functions, establishes agency priorities, and allocates resources accordingly. In February 2013, the Office of Public Affairs was created and sits as part of the Office of the Secretary. The Director of Public Affairs serves as the agency's Chief of Staff, as well as the legislative liaison and communication director. Additional functions include coordination of employee awards with OPS. The Secretary of Administration also serves as a member of various commissions, boards, and committees, including the Kansas State Employees' Health Care Commission and the Kansas Criminal Justice Information Systems. In addition, the Secretary serves as Secretary of the State Finance Council.

**PERFORMANCE MEASURES****OBJECTIVE #1** – Re-envision the recruitment, retention, and development of state employees

Develop and enhance structures, practice, and policies to better recruit, retain and develop our state workforce.

**Strategies for Objective #1:**

1. Work with executive branch agencies to identify areas from the Employee Survey for improvement and assist with implementation of policy or procedure changes.
2. Explore options with the Health Care Commission to reduce the cost of health care to state employees.
3. Identify professional development resources, structures, and partnership to better support state employees.
4. Review differences in barriers to hiring and/or retaining employees across geographic regions and across disciplines to ensure the state remains nimble in the marketplace and positions itself as an employer of choice.

**OBJECTIVE #2** – Enhance and streamline the statewide procurement process, policies, and tools

Analyze the procurement process for ways to maximize customer service, while also promoting transparency and competitive bidding.

**Strategies for Objective #2:**

1. Review current regulations, business process and organizational structures to make statewide procurement processes more effective, efficient, and transparent.
2. Minimize the number of non-competitive bid requests approved.
3. Evaluate requests for non-competitive bid events received by the Office of Procurement and Contracts from state agencies pursuant to K.S.A. 75-3739 to determine level of activity each fiscal year.

**OBJECTIVE #3** – Strengthen the Delivery of Services

Ensure that Department of Administration services are provided effectively and efficiently, with high levels of customer satisfaction.

**Strategies for Objective #3:**

1. Work with agencies and state government leadership to gauge their level of satisfaction with Department of Administration services.
2. Increase the level and quality of services to non-cabinet agencies.
3. Proactively communicate with units of government about the services that the Department of Administration offers.
4. Review the delivery method and the tools associated with the services that the Department of Administration offers to ensure we continue to operate efficiently and with the most modern set of tools and software available.

**OBJECTIVE #4** – Review of Business Operations

Review and analyze regulations, business processes and organizational structures to identify areas of efficiency or improvement.

**Strategies for Objective #4:**

1. Work with Department of Administration executive team and their counterparts across state government, to make their processes more effective, efficient, and transparent.
2. Interface with agency leadership to solicit formal and informal reports on satisfaction with Department of Administration services.

**EXPENDITURE JUSTIFICATION** – Office of the Secretary

**Total Current Year FY 2024 - \$1,171,008**

**Total Budget Year FY 2025 - \$1,118,730**

**Object Code 100: Salaries and Wages**

The Office of the Secretary has seven FTEs, including the cabinet secretary, two deputy secretaries, director of public affairs and two administrative staff, along with one position for KCJIS. Included in this office are the salary expenses for KCJIS of \$93,000 annually, as well as expenses for the Finance Council members.

**Current Year FY 2024 - \$928,008**

**Budget Year FY 2025 - \$925,730**

**Object Codes 200-290: Contractual Services**

This category includes building space and copier rent as the major expenses, along with the monumental building surcharge. This also includes expenses for KCJIS of \$6,000.

**Current Year FY 2024 - \$229,500**

**Budget Year FY 2025 - \$179,500**

**Object Codes 300-390: Commodities**

The single largest category of expenditures in commodities is for stationery and office supplies. This category includes paper, notebooks, computer supplies and other miscellaneous office supplies. This also includes expenses for KCJIS of \$1,500 annually.

**Current Year FY 2024 - \$13,500**

**Budget Year FY 2025 - \$13,500**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Chief Counsel**OFFICE OF CHIEF COUNSEL**

The Office of Chief Counsel manages the legal affairs of the Department of Administration and serves as the chief legal advisor to the Secretary of Administration, office directors and managers. The Office of Chief Counsel is responsible for all legal work arising from the activities of the Department and provides legal advice and services in a wide variety of areas of law, including legislation, finance, constitutional matters, commercial transactions, employment, real estate, litigation, contracts, and administrative regulations. The services provided to the Department of Administration by the Office of Chief Counsel include, but are not limited to, the following: (1) provide legal opinions and advice to the Secretary of Administration; (2) provide legal assistance to the Office of Financial Management, the Office of Systems Management, and the Office of Accounts and Reports regarding accounts receivable, setoff programs, payroll matters, reimbursement issues, and accounting issues; (3) advise the Office of Facilities and Property Management regarding real estate, construction, and property management issues; (4) advise the Office of Procurement and Contracts regarding procurement, negotiation, and contracting issues; (5) advise the Office of Personnel Services and Office Directors on personnel matters and labor relations issues; (6) review contracts and real estate leases for the procurement or rental of various goods and services used on behalf of the State of Kansas; (7) provide assistance to the State Finance Council and the Health Care Commission; (8) assist in drafting legislative bills for the Department, including statutory amendments and new statutory authorization; (9) assist Department personnel in reviewing and interpreting statutory authority and judicial rulings; (10) assist Department personnel in developing and drafting policies and procedures for the benefit of the Department as well as the State of Kansas; (11) represent the Department in litigation or other legal disputes in which the Department is a party; and provide semi-annual Continuing Legal Education seminars to active and retired State of Kansas attorneys; (12) advise the State Employee Health Benefit Plan regarding legal issues, contract negotiations, drafting contracts and contract amendments. The Office of Chief Counsel also provides advice and legal services to other agencies.

**PERFORMANCE MEASURES****PROGRAM GOAL:**

To maximize fiscal resources and revenues available to the State in the context of providing legal services, continuing legal education for state agency attorneys, and review and approval of proposed administrative regulations.

**OBJECTIVE #1 – Office of Chief Counsel**

Provide departmental offices and customer agencies with timely preparation and review of requested agreements, opinions, policies, procedures, and other items requiring the services of counsel.

**Strategies for Objective #1:**

1. Prioritize the review of departmental office and customer agency contracts, leases, and other agreements.
2. Monitor open records requests for prompt response by departmental offices.
3. Build on relationships with counsel in other agencies to avoid duplication of efforts and resources.

**Performance Measures for Objective #1:**

- For FY 2022, there were 102 contracts completed and 53 Register Notices published in the Kansas Register.
- For FY 2023, there were 144 contracts completed and 68 Register Notices published in the Kansas Register
- For FY 2024, it is estimated that 105 contracts will be completed, and 55 register notices will be published in the Kansas Register.
- For FY 2025, it is estimated that 105 contracts will be completed, and 55 register notices will be published in the Kansas Register.
- For FY 2022, there were 224 KORA requests made. 161 were closed.
- For FY 2023, there were 238 KORA requests made. 214 were closed.
- For FY 2024, it is estimated that 220 KORA requests will be made.
- For FY 2025, it is estimated that 220 KORA requests will be made.

**OBJECTIVE #2** – Office of Chief Counsel

Provide state agency and other governmental attorneys with relevant, cost-effective continuing legal education (CLE) and training opportunities.

**Strategies for Objective #2:**

1. Generate state agency input on the topics for which educational opportunities are desired.
2. Identify affordable, high-quality speakers and utilize the Zoom platform to reach an audience of up to 500 individuals.
3. Create and maintain a listserv distribution list of over 400 members comprised of active and retired state-employed attorneys. Emails are sent to the members promoting the webinars and providing CLE instructions, registration, and tuition payment methods.
4. Develop methods to obtain feedback on content and quality of programs.

**Performance Measures for Objective #2:**

- The Spring 2022 CLE Webinar was offered on the Zoom platform as a live event on April 8, 2022. 171 attorneys attended. Two Zoom webinar annual license subscriptions were purchased with tuition funds in escrow. Total cost for the program, including the Zoom subscription, honorariums, and application fees was \$5,225.75. Tuition remained at \$60. 111 attendees responded to the survey and the overall ranking was 3.99 out of 5.



- The Fall 2022 CLE Webinar was offered on the Zoom platform as a live event on October 14, 2022. 171 attorneys attended. Two Zoom webinar annual license subscriptions were purchased with tuition funds in escrow. Total cost for the program, including the Zoom subscription, honorariums, and application fees was \$4,252. Tuition remained at \$60. 186 attendees responded to the survey and the overall ranking was 3.97 out of 5.
- The Spring 2023 CLE Webinar was offered on the Zoom platform as a live event on April 14, 2023. 171 attorneys attended. Two Zoom webinar annual license subscriptions were purchased with tuition funds in escrow. Total cost for the program, including the Zoom subscription, honorariums, and application fees was \$4,000. Tuition remained at \$60. 203 attendees responded to the survey and the overall ranking was 4.06 out of 5.
- The Fall 2023 CLE Webinar will be offered via the Zoom platform as a live event in October 2023. It is anticipated that between 180 and 200 attorneys will attend. It is contemplated that this may be offered again as an archived video presentation in November 2022 for those who are unable to attend the live webinar. The tuition will remain at \$60, and costs are anticipated to be in the range of \$2,000 for application fees and honorariums. In addition, credit card payments through KanPay will be offered for the first time.

#### Kansas CLE Commission Licensure Requirements Exceeded

- For FY 2021, FY 2022, and FY 2023 a total of 12 continuing legal education credits was provided in each year, including four ethics credits for FY 2021 and FY 2022 and three ethics credits for FY 2023, exceeding the KSCLE's annual licensure requirements for attorneys to complete two ethics credits per year.
- For FY 2024, FY 2025, and FY 2026, a total of 12 continuing legal education credits will be provided for each year. It is planned for that the number of ethics credits offered will exceed the KSCLE requirement.

#### **OBJECTIVE #3** – Office of Chief Counsel

Provide agencies with cost-effective means to prepare and obtain required departmental approval of regulations.

#### **Strategies for Objective #3:**

1. Identify situations in which agencies need assistance in preparing and obtaining approval of regulations.
2. Develop procedures and strategies for ensuring that revisions and drafts of regulations prepared by agencies conform to the Kansas regulatory style and are accurate and consistent with the intent of the agency.
3. Develop and post information about drafting and adopting regulations on the Department of Administration's website.

**Performance Measures for Objective #3:**

- For FY 2022, 557 regulations were completed.
- For FY 2023, 498 regulations were completed.
- For FY 2024, 375 regulations are estimated.
- For FY 2025, 375 regulations are estimated.

**EXPENDITURE JUSTIFICATION** – Office of Chief Counsel

**Total Current Year FY 2024 - \$1,178,040**

**Total Budget Year FY 2025 - \$1,097,967**

**Object Code 100: Salaries and Wages**

The Office of Chief Counsel has eight FTEs. This level of staffing is responsible for all legal work arising from the activities of the Department and provides legal advice and services in a wide variety of areas of law, including legislation, finance, labor relations, risk management, constitutional matters, commercial transactions, employment, real estate, litigation, contracts, and administrative regulations.

**Current Year FY 2024 - \$908,840**

**Budget Year FY 2025- \$903,767**

**Object Codes 200-290: Contractual Services**

The largest contractual services costs are building rent, fees for professional services and fees for other services. The expenditures requested under contractual services would allow the Office of the Chief Counsel to maintain its current services.

**Current Year FY 2024 - \$265,000**

**Budget Year FY 2025- \$190,000**

**Object Codes 300-390: Commodities**

The Office of Chief Counsel's expenditures for commodities consist of tuition, speaker honorariums, and KSCLE provider accreditation application fees for CLE seminars sponsored by the Office of Chief Counsel for state-employed attorneys (these expenditures are recouped through very modest registration fees); professional materials, including K.S.A.s, K.A.R.s and Session Laws; and office supplies.

**Current Year FY 2024 - \$2,200**

**Budget Year FY 2025- \$2,200**

**Object Codes 400-490—Capital Outlay:**

The expenditures in this classification are for computer equipment and software.

**Current Year FY 2024 - \$2,000**

**Budget Year FY 2025 - \$2,000**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Financial Management**OFFICE OF FINANCIAL MANAGEMENT**

The Office of Financial Management was established during fiscal year 2013 as part of the Department of Administration's (DofA) reorganization. The three primary functions of the Office of Financial Management include the following: 1) DofA Accounting Services; 2) DofA Budgeting; and 3) State Agency Service Center. General duties include consulting, supporting, and assisting in monitoring and improving the financial health of the agency, along with administering the security of the statewide management, accounting, and reporting tool (SMART) system for agency processors, paying the debt service for the State, and compiling the necessary data for Statewide Cost Allocation Plan (SWCAP).

**Department of Administration Accounting Services**

The Accounting Services team provides accounting services to all the offices in DofA. Accounts payable services include approving requisitions, entering, and approving payments, general ledger entries, and travel and expense reimbursements. The accountants review supporting documentation and transactions to comply with state laws, policies, regulations and accounting procedures. They enter and review transactions and chart field accounts to determine and ensure that the accounting data is correct. Accounts receivable services include entering deposits, receiving credit cards, preparing billings, and tracking outstanding accounts receivable balances. The accountants develop, prepare, and analyze data in SMART to provide financial information to various managers of the agency. The section also provides accounting advice to offices in DofA.

**Department of Administration Budgeting**

The DofA Budget team serves as the central budgeting office for all departmental offices. The team coordinates the development and submission of DofA's budget providing an agency wide perspective on policy, revenue, and expenditure issues. The DofA Budget team is involved in the development of the various rates charged to other state agencies for centralized services. These rates are forecast for future years and used in budget development by all agencies. Budget management and analysis reports including expenditures and revenues are provided for the DofA offices. This section also develops cash flow reports for internal service and special revenue funds. It budgets monies for debt service and then coordinates and ensures the payment of that debt service on the numerous bonds that have been issued through the Department for state purposes. It is responsible for developing the Statewide Cost Allocation Plan (SWCAP) for state agencies that receive federal monies through the U.S. Department of Health and Human Services.

**State Agency Service Center**

During the implementation of SMART, an opportunity was identified for the Department of Administration to provide accounting support by processing accounting transactions on behalf of numerous agencies, boards, and commissions. The State Agency Service Center's goal is to

enhance the efficiency of financial management system processing for these agencies and help attain cost savings for the State of Kansas, by employing highly skilled accountants that are knowledgeable of an agency’s operations, financial management, and statutory responsibilities.

Services are established upon execution of a memorandum of understanding and may include financial support such as, processing and approval of vouchers and interfunds, travel and expense reimbursements, travel authorizations, P-Card reconciliations, purchase requisitions, purchase orders, and monthly SMART financial reporting. When an agency utilizes the State Agency Service Center, there is an assurance that the work is completed timely and accurately, and the accountants are available to assist agency accounting departments during staff vacations, sick leave, or gaps in employment.

**PERFORMANCE MEASURES**

**PROGRAM GOAL:**

Provide accounting and fiscal management services to the offices within the Department of Administration and other state agencies.

**OBJECTIVE #1** - Office of Financial Management

Provide timely and efficient accounting services to DofA offices and agencies with a MOU with the Service Center.

**Strategy for Objective #1:**

- Provide accounting services and monthly financial reporting in a timely and efficient manner.

**Performance Measures for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
All Service Center agencies will receive monthly SMART financial reporting no later than 15 days following the end of the month.	-	100%	100%	100%
All DofA offices will receive monthly SMART financial reporting no later than 15 days following the end of the month.	-	100%	100%	100%

**OBJECTIVE #2** - Office of Financial Management  
 Coordinate and develop the annual budget for the Department of Administration.

**Strategy for Objective #2:**

- Develop a budget timeline to ensure all deadlines are met.

**Performance Measures for Objective #2:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
The OFM Budget Team will meet with the Director of each DofA Office (in-person, as permitted) to assist in timely budget development.	-	100%	100%	100%

**EXPENDITURE JUSTIFICATION** – Office of Financial Management

**Total Current Year FY 2024 - \$2,806,380**

**Total Budget Year FY 2025 - \$2,827,388**

**Object Code 100: Salaries and Wages**

The Office of Financial Management has 15 FTEs.

**Current Year FY 2024 - \$1,445,296**

**Budget Year FY 2025- \$1,407,448**

**Object Codes 200-290: Contractual Services**

The main expense is rent, which includes building rent, copiers, and lease expense for computers. The other significant expenditures in this category are OITS charges. This also includes expenses for SWCAP, Apptio database for DofA financial reporting and billings, and a consultant to help write procedures for the various OFM processes.

**Current Year FY 2024 - \$305,640**

**Budget Year FY 2025- \$389,940**

**Object Codes 300-390: Commodities**

The main expense is for office supplies.

**Current Year FY 2024 - \$7,000**

**Budget Year FY 2025- \$7,000**

**Object Codes 400-490—Capital Outlay:**

This is for updated furniture in the waiting area and to rearrange office space.

**Current Year FY 2024 - \$21,000**

**Budget Year FY 2025- \$3,000**

**Object Code 500: Federal Aid Payments**

This is for the Federal Flood Control Act. We receive federal funds that are then paid to local units of government based on a formula.

**Current Year FY 2024 - \$527,444**

**Budget Year FY 2025- \$520,000**

**Object Code 920: Non-Expense**

This is for the Digital Imaging Grant Program.

**Current Year FY 2024 - \$500,000**

**Budget Year FY 2025 - \$500,000**

**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Office of Systems Management**OFFICE OF SYSTEMS MANAGEMENT**

The Office of Systems Management (OSM) is responsible for supporting the information systems and the technology needs of the Department of Administration (DofA). This responsibility includes technical, development and help desk support for the statewide Oracle/PeopleSoft Enterprise Resource Planning (ERP) system as well as technical server and end-user support for the employees of the DofA. The ERP includes the Financials Supply Chain Management (SMART) and Human Capital Management (SHARP) applications. In addition to supporting the PeopleSoft ERP, the Office of Systems Management is also tasked with supporting the gateway for employees to access the server network and desktop systems. By providing technical and development support for various IT applications being used within the of the Department of Administration. The responsibilities for these systems include ensuring software versions are up to date within supported levels; providing central security and workflow administration; development and implementation of modifications needed to support end-user requirements including federal and state laws and Kansas Regulations; administration of a central ticketing system for issue management and change resolution; system infrastructure support; and providing quality customer service.

The Office is comprised of the following five teams that support the essential central systems:

1. Systems Development, which includes PeopleSoft development for the SMART and SHARP systems
2. Service Desk, which supports agencies by maintaining a ticketing system for issue reporting and resolution
3. System Architecture, Security and Workflow, which provides system infrastructure support, security and workflow for the OSM-supported systems and batch job scheduling
4. Governance of Managed Services and Hosting Partners, which ensures the Master Hosting Agreement for the PeopleSoft ERP is accurately provided by Sierra-Cedar
5. End User Services - Enterprise Architecture, IT Project Management, and system analysis of the various IT systems within the Agency.

The Systems Development team provides systems development and application support for the SMART and SHARP. This includes creating technical designs, developing, and testing requested updates/enhancements to the systems and providing support to the functional customers and stakeholders of the systems.

The Service Desk provides helpdesk support to SMART and SHARP users to address problems encountered while utilizing the systems. This also includes password changes for SMART, SHARP, Employee Self-Service, eSupplier users as well as Candidate Gateway (job applicants). They also assist with system announcements and the monitoring and adding solutions to a knowledge base.



The System Architecture, Security and Workflow team provides system security set-up and access to users of SMART and SHARP as well as workflow set-up and modifications to ensure accurate notifications of “next step” processing within the systems. The scheduling of batch jobs is included in this team’s responsibilities, which includes a complex set-up of batch automation, dependencies, and job error handling.

The Governance of Managed Services and Hosting Partner Team is responsible for working with the upgrade and hosting teams of Sierra Cedar, the managed services and hosting partner. These responsibilities include tracking service level agreement metrics, monitoring contractual obligations for both the State of Kansas and Sierra Cedar and monitoring the progress of the development and upgrades.

The End User Services, Enterprise Systems Architecture and IT Project Management team is responsible for understanding all Enterprise solution components; how they work individually and how they inter-operate. These responsibilities include complete support of user workstations, coordinating enterprise application technical production support as well as upgrade support and services for our integrated systems. The team also provides IT project leadership, management, and support of DofA IT initiatives.

## **PERFORMANCE MEASURES**

### **OBJECTIVE #1** – Office of Systems Management

Maintain or improve performance of the SHARP and SMART batch cycles and ensure uptime during business hours.

#### **Strategy for Objective #1:**

- Developers and SCI should monitor nightly batch processes to look for long running jobs and submit tickets to have jobs tuned to improve any slowness as needed.

#### **Performance Measures for Objective #1:**

Average Nightly Run Time HH:MM	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
SMART	4:10	4:04	4:05	4:05
SHARP	1:48	1:45	1:48	1:48
SHARP – Payroll	3:10	3:11	3:10	3:10

Nightly batch for SMART and SHARP continues to perform at current or an improved time. Averages to be taken in May of each year. SMART – Average run time of 4:04 per night; SHARP – Average run time of 1:45 for most nights

SHARP Payroll - Average run time of 3:11 for Payroll Confirm, Regent Confirm & Paysheet nights. (Days 3, 6 & 9 of bi-weekly schedule).

% of uptime during business hours of the systems	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
SMART	99.95%*	99.96%*	99.96%	99.96%
SHARP	99.95%*	99.96%*	99.96%	99.96%

\*The applications were down to end-users for four hours during scheduled upgrades.

**OBJECTIVE #2** – Office of Systems Management

Address and resolve programmatic abends, application defects, user enhancement requests & application updates.

**Strategy for Objective #2:**

- Prioritize the issue, determine the type of fix needed, apply and test.

**Performance Measures for Objective #2:** Apply required application tax updates, PeopleSoft Update Manager (PUM) updates as well as resolve programmatic abends, application defects and end-user enhancement requests efficiently and effectively.

Programmatic abends, application defects and user requests resolved	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
SMART	730	738	800	800
SHARP	307	291	300	300

**OBJECTIVE #3** – Office of Systems Management

Identify, research, and resolve agency user issues at both a Tier 1 and a Tier 1.5 level for the PeopleSoft ERP, including SMART, SHARP, Employee Self Service, eSupplier, and Candidate Gateway (jobs portal).

**Strategies for Objective #3:**

1. Receive phone calls and identify the best approach for appropriate resolution of issue.
2. Administer and maintain the end-user issue management and resolution tool (ManageEngine) for the PeopleSoft ERP. On average, 18,000 issues/requests are logged annually within the ManageEngine service desk.

**Performance Measures for Objective #3:**

Tier 1 = serve as the first point of contact for PeopleSoft end-users and members of the public to provide operator assistance, guidance signing in, resolve error messages and perform password resets for PeopleSoft ERP.

Tier 1.5 = Administer and maintain ManageEngine tool. Resolve or ensure resolution of more complex service desk requests.

<b>Tier 1</b>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percentage of Missed Calls	4.89%	4.02%	3.5%	3.5%
Total number of calls	37,080	39,221	39,500	39,500

<b>Tier 1.5</b>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Total number or Issues/Requests entered	18,064	18,635	18,000	18,000
Percentage of tickets resolved on first call by the Tier 1.5 team (i.e., did not need to be re-assigned/elevated to tier 2 or tier 3 technician(s))	4.3%	12%*	15%	15%

\*18,635 total tickets logged in ManageEngine; 2,235 resolved by Tier 1.5 team

**OBJECTIVE #4 – Office of Systems Management**

Safeguard end-user and application security of the SMART and SHARP systems.

**Strategy for Objective #4:**

1. Process approved user security forms in a timely manner as defined by SLA's.

**Performance Measures for Objective #4:** Percentage of user provisioning that met service level agreements (SLA) in SMART and SHARP

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
% of user provisioning meeting SLA's - SHARP	100%	100%	100%	100%
% of user provisioning meeting SLA's - SMART	100%	100%	100%	100%

Note: SLA (service level agreements) for user provisioning in SMART = 5 to 8 days SLA for user provisioning in SHARP = 3 to 5 days

**EXPENDITURE JUSTIFICATION** – Office of Systems Management

**Total Current Year FY 2024 - \$8,915,772**

**Total Budget Year FY 2025 - \$8,826,160**

**Object Code 100: Salaries and Wages**

The Office of Systems Management has 24 FTEs.

**Current Year FY 2024 - \$2,408,772**

**Budget Year FY 2025- \$2,404,660**

**Object Codes 200-290: Contractual Services**

The main expenditures in this category fall under repair and servicing, fees – other services and fees – professional services.

Repair and servicing include expenditures for payment to partner who is providing managed services/hosting support for SHARP and SMART systems. Other expenses include system security, data services, transaction support, load balancing and managing of our distributed systems.

Fees - Other Services include expenses for the licensing from Oracle for software and annual maintenance.

Fees - Professional Services includes system development of architecture in SMART, SHARP and Data Warehouse.

**Current Year FY 2024 - \$6,461,500**

**Budget Year FY 2025- \$6,377,500**

**Object Codes 300-390: Commodities**

The main expense is stationery and office supplies and makes up less than 1% of the office budget.

**Current Year FY 2024 - \$5,500**

**Budget Year FY 2025- \$4,000**

**Object Codes 400-490: Capital Outlay**

The main expenditures in this category are for different types of software.

**Current Year FY 2024 - \$40,000**

**Budget Year FY 2025- \$40,000**

**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Office of Facilities & Property Management**OFFICE OF FACILITIES AND PROPERTY MANAGEMENT**

The Office of Facilities and Property Management (OFPM) strives to ensure that employees of the State of Kansas enjoy a clean, safe, efficient and comfortable environment in the buildings.

The Division of Facilities Management (DFM) was created as a result of a reorganization of the Department of Administration in March 1989 to facilitate the statutory duties of the Secretary of Administration. K.S.A. 75-3762 grants the Secretary of Administration the "...charge, care, management and control of the Statehouse, the state office buildings, the Kansas Technical Institute...the office building at 801 Harrison [in Topeka], the Memorial Hall, the Governor's mansion, [the Landon State Office Building] and all other buildings or grounds now or hereafter owned or to be owned by the state in Shawnee County, the custody of which buildings or grounds is not assigned by law to some other state agency." In January 2002, The Division of Architectural Services merged with the Division of Facilities Management. During FY 2012, the Office of Facilities and Procurement Management was created as part of a functional re-structuring of the Department. In FY 2015, the Office of Procurement and Contracts was separated from the Office of Facilities and Procurement Management, resulting in returning the name back to the Office of Facilities and Property Management.

OFPM centrally administers state-owned and state-leased facilities and protects the State's interest in all state facilities planning, design and compliance activities. The Office of Facilities and Property Management provides: 1) Engineering Services, Maintenance/Construction, 3) Building services (housekeeping), 4) Grounds services, 5) Design Construction and Compliance services, 6) Asset Management and 7) State Employee Parking.

**Engineering Services**

The Office of Facilities and Property Management provides engineering services to protect the State's interest in all state facilities planning, design and construction activities. The Engineering section assists in monitoring state buildings to keep them safe and comfortable for the employees. This section also helps plan and oversee projects done by outside vendors on state-owned buildings to ensure quality of workmanship and adherence to contracts.

**Maintenance/Construction**

The Maintenance/Construction section maintains the buildings by providing plumbing, heating, and cooling, painting, landscaping, carpentry, electrical work and other services to help maintain the buildings. This is done mostly through a preventive maintenance schedule that helps

ensure that all building systems are operating normally and are in good working condition. These preventive maintenance schedules help find and fix problems before they cause issues or system failure. This section also responds to customer concerns and complaints about building issues, such as temperature, lighting, and other miscellaneous items, in a timely and professional manner.

Maintenance: The Statehouse, Judicial Center, Curtis State Office Building, Landon, and Eisenhower State Office Building are to be maintained at level 2: Comprehensive Stewardship. Forbes Building 740 is to be maintained at level 3: Managed Care.

### **Building Services**

The Building Services section provides housekeeping services for the state-owned buildings and leased buildings in Topeka. State owned buildings include the Kansas Statehouse, Kansas Judicial Center, Docking, Landon, Memorial, Curtis, Eisenhower, Forbes and 1020 Kansas. Leased buildings including Mills and the State Defense Building. Tasks done by this section on a regular basis include emptying trash, cleaning restrooms, dusting, vacuuming carpets, mopping floors, stripping, and waxing of floors and other special cleaning projects as they arise or are assigned. The Building Services section is also responsible for all Statehouse and Statehouse Grounds event setup, coordination, and tear down.

*Cleaning:* The Statehouse is to be cleaned at level 1: Orderly Spotlessness. Judicial Center, Curtis State Office Building, Landon State Office Building and Eisenhower State Office Building are to be cleaned at level 2: Ordinary Tidiness. Forbes Building 740 are to be cleaned at level 3: Casual Inattention.

### **Grounds Services**

The Grounds Services section maintains all landscaping, irrigation, and partial snow/ice removal. This includes the Capitol Complex, State Print Plant, Forbes and Cedar Crest.

### **Design, Construction and Compliance**

The Design, Construction and Compliance section provides planning, design reviews and construction administration for all statewide capital improvement projects. The section administers architectural and engineering firm selection. K.S.A. 75-1250 et seq. established the requirements for contracts for architectural services. K.S.A. 75-5801 et seq. established the requirements for engineering services. This section also performs Life Safety Code and Americans with Disabilities Act design reviews in addition to field inspection services for both code compliance and quality control during construction.

### **Asset Management**

The Asset Management section administers and approves state leases for all state agencies pursuant to K.S.A. 75-3739 which requires that “...no state agency shall enter into any lease of real property without prior approval of the Secretary of Administration.” The duties of this section also fall under the following statutes. K.S.A. 75-3765b states that the Secretary of Administration “shall develop and adopt policies and procedures for centralizing the function of leasing of office space in non-state-owned buildings and facilities for state officers and employees of all state

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agencies.” K.S.A. 75- 3765(a)(1) states that “The Secretary of Administration shall assign space and facilities in all state-owned or operated property or buildings in Shawnee County, Kansas... [except as specifically exempted by statute].” K.S.A. 75-3765b also authorizes the Secretary of Administration “...to fix, charge and collect a lease negotiation service fee to recover the costs incurred by the department in providing lease negotiation services....”.

### **Parking**

The Office of Facilities and Property Management administers parking for the Capitol Complex. This includes issuance of free employee parking permits for surface parking as well as waiting lists and billing for parking in the Curtis State Office Building parking garage. Surface lots are maintained through funds collected in the Monumental Building Surcharge and the Curtis State Office Building Garage is maintained with fees collected through reserved parking fees.

## **PERFORMANCE MEASURES**

### **PROGRAM GOAL**

To provide services to user Agencies, visitors, and employees in a timely and efficient manner.

### **OBJECTIVE #1** – Office of Facilities and Property Management – Tenant response and satisfaction

Respond to all tenant building maintenance, un-scheduled cleanups, and emergency services in an efficient manner (including mechanical, electrical and plumbing systems) in the Capitol Complex, Forbes and Cedar Crest.

#### **Strategies for Objective #1:**

1. Track number of work orders assigned to respective trades by Customer Service Center and online submission process.
2. Solicit feedback from building tenant points of contact on yearly basis in form of client service survey.

*Tenant surveys were not conducted in FY 2023 due to most agencies still not fully in office or shared time teleworking.*

#### **Performance Measures for Objective #1:**

<b># Work Orders</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Building Maintenance	3,400	3,382	3,500	3,500
Lock Shop	553	445	500	500
Housekeeping	989	876	950	1,000
Grounds	121	141	150	150

**OBJECTIVE #2** – Office of Facilities and Property Management – Building Services

Efficiently provide quality housekeeping services to Capitol Complex buildings, Forbes and leased buildings, Mills and State Defense Building. In addition, complete Statehouse and Statehouse Grounds event setup and tear down as required.

**Strategies for Objective #2:**

1. Clean space at a level appropriate for each type of space.
  - a. Level 2 cleaning was reduced in FY 2023 by 120,000 square feet as Leased facilities at Zibell and Scott were removed from OFPM services due to inability to fill vacant positions in this job class.
2. Provide superior level of service that is still competitive with commercial market.
3. Provide event setup/tear down as required by scheduled events in the Statehouse and Statehouse Grounds.
  - a. As COVID-19 restrictions were lifted we saw an increase public events during Legislative session which impacted number of events for FY 2022 and FY 2023.

**Performance Measures for Objective #2:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Level 1 - # square feet	522,938	522,938	522,938	522,938
Level 2 - # square feet	1,554,302	1,434,302	1,434,302	1,434,302
Level 3 - # square feet	72,390	72,390	72,390	72,390
Total # square feet	2,149,630	2,029,630	2,029,630	2,029,630
Cost per square foot per fiscal year	\$1.38	\$1.40	\$1.42	\$1.44
# of events scheduled for Statehouse	537	701	675	700

**OBJECTIVE #3** – Office of Facilities and Property Management – Design, Construction & Compliance

Provide planning, design reviews, inspection, and construction administration for all statewide capital improvement projects. Conduct interviews, fee negotiations and contractual services for all architectural and engineering professional services.

**Strategy for Objective #3:**

- Track number of actions processed for project code review, bid posting, administration by Planning and Administration staff.



**Performance Measures for Objective #3:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
# of actions taken on projects per year	3,454	4,840	5,000	5,250

*\*With anticipation of American Recovery Act and infrastructure funding from federal government we expect an increase in the number of actions and work related to construction and maintenance projects in FY 2024 and FY 2025.*

**EXPENDITURE JUSTIFICATION** – Office of Facilities and Property Management

**Total Current Year FY 2024 - \$41,959,170**

**Total Budget Year FY 2025 - \$32,859,310**

**Object Code 100: Salaries and Wages**

The approved staffing for OFPM includes 191 FTEs. The Office of Facilities and Property Management uses a staffing model for housekeeping, maintenance, and grounds. With the model, each building was assigned a level at which to be cleaned or maintained. Cleaning and maintenance each have their separate definitions for each level.

Cleaning: The Statehouse is to be cleaned at level 1: Orderly Spotlessness. Judicial Center, Curtis State Office Building, Landon State Office Building and Eisenhower State Office Building are to be cleaned at level 2: Ordinary Tidiness. Occupied areas of Docking State Office Buildings and Forbes Building 740 are to be cleaned at level 3: Casual Inattention.

Maintenance: The Statehouse, Judicial Center, Curtis State Office Building, Landon, and Eisenhower State Office Building are to be maintained at level 2: Comprehensive Stewardship. Forbes Building 740 is to be maintained at level 3: Managed Care.

**Current Year FY 2024 - \$12,458,747**

**Budget Year FY 2025 - \$12,460,824**

**Object Codes 200-290: Contractual Services**

The major object codes in this classification of expenditures are rents, maintenance and repairs, fees—other services, fees—professional service, utilities and other contractual services. Insurance premium expenditures provide statewide building insurance, boiler insurance and lawn care equipment coverage and liability insurance for the Office of Facilities and Property Management vehicles. Contracts include maintenance for automatic doors, air-conditioning chillers, elevators, fire safety equipment, a fail-safe power source and battery backup for computer services, pest control, window washing, trash removal, tree spraying, custodial services, and snow removal. Asbestos sampling and lab fees will continue to be expenses in this category.

**Current Year FY 2024 - \$10,209,097****Budget Year FY 2025 - \$10,273,000****Object Codes 300-390: Commodities**

Funding provides for maintenance materials and parts for the various building operating systems and equipment associated with the buildings and parking lots. Maintenance material expenditures include construction supplies, air filters, doors, hardware, ultra-wall systems, bearings, electrical supplies, plumbing supplies, carpentry supplies, air conditioning and painting equipment. Other expenditures include water treatment and boiler chemicals, water testing chemicals, fertilizer, fuel for lawn equipment, emergency generators, water pumps, grass seed, oxygen/acetylene and hand and power tools costing less than \$500. Portions of the maintenance and repair costs are attributable to agency requests and are recovered through billings to agencies.

**Current Year FY 2024 - \$1,190,150****Budget Year FY 2025 - \$1,175,150****Object Code 400: Capital Outlay**

Most expenses consist of tools and equipment used by building maintenance and housekeeping staff for the purpose of maintaining and cleaning buildings.

**Current Year FY 2024 - \$17,694,331****Budget Year FY 2025 - \$8,543,491****Object Code 920: Non-Expense**

This is for indirect cost derived from the Statewide Cost Allocation Plan (SWCAP).

**Current Year FY 2024 - \$406,845****Budget Year FY 2025 - \$406,845**

**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Office of Printing, Central Mail, & Surplus**OFFICE OF PRINTING, SURPLUS AND CENTRAL MAIL**

The Office of Printing, Surplus and Central Mail provides printing, copying, binding, fulfillment, and mail services for state agencies and operates the Surplus Property program.

K.S.A. 75-1005 grants the State Printer to do all the printing and binding required by the legislature, the supreme courts, the governor, or any state agency. 75-1001a established the Division of Printing, transferring all the functions of the elected State Printer to the Director of Printing.

K.S.A. 75-4512 allows the Secretary of Administration to provide and maintain central and consolidated mail services for state agencies.

K.S.A. 75-6601 et seq. establishes the State Surplus program. In July 2004, the Surplus Programs were transferred from the Department of Corrections to the Department of Administration and in May 2007 the Surplus Property programs were merged with the Division of Printing.

Surplus Property has four programs: Federal Surplus, State Surplus, LESO/1033 and Fixed Price Vehicles Sales.

**Printing**

The State Printing Plant provides printing, copying and binding services for state agencies. It produces a wide variety of printing, ranging from business cards and letterhead to bound statute volumes, legislative printing, maps, and tax forms. It also provides fulfillment services for agencies. "Quick copy" is also provided through the central digital center.

**Surplus Property**

The Surplus Property Program facilitates the disposition and reallocation of excess and surplus state and federal property. Additionally, this program enables and encourages the reutilization of agency excess property to reduce expenditures for supply and capital outlay items and provides a mechanism for state agencies, local units of government and nonprofit organizations to acquire surplus materials and equipment in a cost-effective manner.

**Central Mail**

Central Mail provides various mail and packaging services and processes incoming/outgoing mail in Topeka for State of Kansas agencies. Services provided to those agencies include the following: pickup, sorting, and delivery of building mail; applying postage for letters, flats and packages on

outgoing United States Postal Service mail; sending flats and packages via United Parcel Service (UPS) and FedEx; inserter services and pickup of already-stamped mail.

## **PERFORMANCE MEASURES**

### **Printing**

To provide the wide range of printing, duplicating and binding services to help state agencies operate efficiently. The Office strives to provide services that consistently meet or exceed the quality requirements of our customers at a cost that is defined as more value-added than that of private-sector print shops.

### **OBJECTIVE #1** - Printing

To excel and increase the number of digital impressions to our agencies, producing a quality product that is cost-effective and delivered on time.

#### **Strategies for Objective #1:**

1. Track jobs as they move through the production process.
2. Shift production resources as appropriate to best meet customer needs.
3. Proactively interact with customers through round-table discussions and surveys to ensure value, quality services and product are being delivered.

#### **Performance Measures for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Number of digital black/white and color impressions produced per fiscal year	39,859,719	62,066,040	48,000,000	70,000,000
Percentage of state agencies using State Printer per fiscal year	86%	90%	86%	92%
Number of new wide format jobs produced	122	82	175	150
Number of production errors	14	36	8	10
Cost of production errors (time and materials)	\$69,560	<\$50,000	<\$40,000	<\$15,000

**Surplus Property**

Facilitates the disposition and reallocation of surplus property for state agencies, local units of government and other entities.

**OBJECTIVE #2 - Surplus Property**

To increase state agency surplus reimbursements.

**Strategies for Objective #2:**

1. Promote Govdeals.com to encourage public sales to increase state agencies reimbursements.
2. Promote program to State and local agencies.

**Performance Measures for Objective #2:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Annual reimbursements to state agencies	\$568,678	\$603,257	\$450,000	\$500,000

**OBJECTIVE #3 - Surplus Property**

Increase the number of donees utilizing the Surplus Programs

**Strategy for Objective #3:**

- Proactively interact and advertise more utilizing email blasts, social media and website. Periodically promote discounts.

**Performance Measures for Objective #3:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Sales to State Agencies	\$53,326	\$24,479	\$85,000	\$85,000
Sales to Other Government Entities	\$183,449	\$70,560	\$200,000	\$200,000
Sales to the General Public	\$431,614	\$36,563	\$450,000	\$450,000
Number of new donees utilizing the Surplus programs annually	10	14	15	15
Value to donees of federal property acquired on behalf of eligible entities in Kansas annually	\$2,714,644	\$2,231,123	\$2,500,000	\$2,500,000
Cost to donees of federal property acquired on behalf of eligible entities in Kansas annually	\$87,544	\$131,602	\$100,000	\$100,000

\* Number of sales to state agencies, governmental entities or the public includes a sale of a helicopter for \$5 million

**OBJECTIVE #4** - Surplus Property  
Increase sales of Surplus Property

**Strategy for Objective #4:**

- Proactively interact with agencies, donees and public to market products available to them.

**Performance measures for Objective #4:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Total revenue per fiscal year – Federal Surplus	\$110,334	\$137,163	\$150,000	\$150,000
Total revenue per fiscal year- State Surplus	\$537,008	\$1,218,632	\$570,000	\$800,000
Total revenue per fiscal year – LESO/1033	\$10,000	0	\$10,000	\$10,000
Total revenue per fiscal year – Surplus Property	\$657,342	\$1,355,795	\$730,000	\$960,000

**OBJECTIVE #5** – Central Mail  
Increase pieces of mail processed.

**Strategy for Objective #5:**

- Proactively interact with agencies to market mail inserting services.

**Performance measures for Objective #5:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
# Of Inserts processed per fiscal year	6,281,720	6,646,971	7,000,000	7,000,000

**OBJECTIVE #6** – Central Mail  
To excel at providing superior customer service to our clients in terms of service quality, cost and on-time delivery.

**Strategy for Objective #6:**

- Promote convenient, cost-effective mail services to state agencies to maximize volume capacity.

**Performance measures for Objective #6:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Cost savings for presorted mail vs full postage rate	\$742,713	\$710,180	\$775,000	\$775,000
# Pieces handled per fiscal year	7,597,607	7,891,452	9,000,000	9,000,000

**EXPENDITURE JUSTIFICATION** – Office of Printing, Surplus & Central Mail**Total Current Year FY 2024 - \$16,218,241****Total Budget Year FY 2025 - \$16,834,788****Object Code 100: Salaries and Wages**

The Office of Printing, Central Mail, and Surplus has a total of 47 FTEs.

**Current Year FY 2024 - \$2,939,387****Budget Year FY 2025- \$2,934,934****Object Codes 200-290: Contractual Services**

The major object codes in this classification of expenditures are postage, copier rentals, OITS charges and machine maintenance. Approximately 70% of the amount budget in contractual services is for postage in the Central Mail office.

**Current Year FY 2024 - \$7,067,000****Budget Year FY 2025- \$6,927,000****Object Codes 300-390: Commodities**

The major object codes in this classification are for paper and the buying of surplus vehicles through the GSA program for resale.

**Current Year FY 2024 - \$1,965,850** 97% of the amount budgeted here is for paper in the Printing Office**Budget Year FY 2025- \$2,066,850** Based on the volatility of the paper market; cost increases are expected.

**Object Code 400: Capital Outlay**

Most expenses consist of replacing outdated equipment in the printing plant.

**Current Year FY 2024 - \$3,640,000**

**Budget Year FY 2025- \$4,300,000**

**Object Code 920: Non-Expense**

This is for indirect cost derived from the Statewide Cost Allocation Plan (SWCAP) and sales tax payments.

**Current Year FY 2024 - \$606,004**

**Budget Year FY 2025- \$606,004**



**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Procurement & Contracts**OFFICE OF PROCUREMENT AND CONTRACTS**

The Office of Procurement and Contracts (OPC) is responsible for procuring goods and services at the best price for the agencies of the State of Kansas and when appropriate establishing contracts which are available to political subdivisions of the State of Kansas. In addition, the Office of Procurement and Contracts provides oversight for the State's Purchasing Card program.

Kansas statutes provide authority and guidance to OPC for the procurement of goods and services. A Division of Purchases was originally established in 1953 under the Department of Administration (K.S.A. 75-3737a to 75-3744). In 1987, the Legislature provided specific authorization to use negotiated procurement as a source selection method for the acquisition of technical equipment and services, with the Director of Purchases as a statutory member of the procurement negotiating committee (K.S.A. 75-37,102, as amended). The 2000 Legislature established the Professional Services Sunshine Act. This Act, K.S.A. 75-37.130 et seq., requires competitive contracts for professional and consulting services exceeding \$25,000 to be bid by the Office of Procurement and Contracts, formerly the Division of Purchases, which do not meet the requirements of K.S.A. 75-3739 (a) and (h). In accordance with state statute, the Office of Procurement and Contracts posts all potential sole source transactions in the amount of \$100,000, or greater, to its website for seven days prior to award, allowing potential competitors an opportunity to challenge the sole source nature of the transaction.

OPC is involved in the State Use Program, which prioritizes sales of certain goods and services by qualified vendors, who employ people with disabilities, as set forth in K.S.A. 75-3317 through 75-3322c.

**PERFORMANCE MEASURES****OBJECTIVE #1** - Office of Procurement and Contracts

To provide information on the amount of procurement activity generated through the Office of Procurement and Contracts. All purchase requisitions generated by state agencies through SMART require some level of review and action.

**Strategy for Objective #1:**

- Record the number of requisitions submitted to the Office of Procurement and Contracts through SMART, demonstrating the amount of procurement activity during a fiscal year.

**Performance Measure for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Requisitions received	7,726	12,557	13,000	13,000

**OBJECTIVE #2** - Office of Procurement and Contracts

Minimize the number of non-competitive bid requests approved.

**Strategy for Objective #2**

- Evaluate requests for non-competitive bid events received by the Office of Procurement and Contracts from state agencies, pursuant to K.S.A. 75-3739, to determine level of activity each fiscal year.

**Performance Measures for Objective #2**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Prior authorization contract approvals	3,477	11,559	9,000	9,000

Note: These Prior Authorization contract approvals do not include statutory exemptions, grants, and utility encumbrances

**OBJECTIVE #3** - Office of Procurement and Contract

Maximize the number of state contracts that are managed in a fiscal year by the Office of Procurement and Contracts.

**Strategy for Objective #3**

- Evaluate the number of state contracts that are open and being managed by the Office of Procurement and Contracts.

**Performance Measures for Objective #3**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Open state contracts	3,949	7,933	9,000	9,000

**OBJECTIVE #4** - Office of Procurement and Contracts

Maximize the number of statewide contracts available to political subdivisions within the State of Kansas.

**Strategy for Objective #4**

- Encourage vendors awarded statewide contracts offer contract pricing to political subdivisions within the State of Kansas, utilizing the combined potential spend to receive/negotiate better pricing.

**Performance Measures for Objective #4:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Contracts available to political subdivisions	1,480	2,309	2,600	2,750
Percentage of state contracts available to political subdivisions	37%	29%	29%	31%

**OBJECTIVE #5** - Office of Procurement and Contracts

Implement Strategic Sourcing of state contracts for goods and services when practicable.

**Strategy for Objective #5**

- Evaluate requests for bid events received by the Office of Procurement and Contracts from state agencies to determine statewide application and utilize spend and usage data to achieve pricing.

**Performance Measure for Objective #5:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Bid events conducted	744	1,853	2,150	1,900

**EXPENDITURE JUSTIFICATION** – Office of Procurement and Contracts

**Total Current Year FY 2024 - \$2,603,541**

**Total Budget Year FY 2025 - \$2,395,291**

**Object Code 100: Salaries and Wages**

The approved staffing for the Office of Procurement and Contracts includes 20 FTEs.

**Current Year FY 2024 - \$1,981,606**

**Budget Year FY 2025 - \$1,978,356**

**Object Codes 200-290--Contractual Services**

The major object codes in this classification of expenditures are rents, communications, and other service fees.

**Current Year FY 2024 - \$553,500**

**Budget Year FY 2025 - \$353,500**

**Object Codes 300-390—Commodities:**

Most of the expenditures in this classification are for office supplies.

**Current Year FY 2024 - \$5,000**

**Budget Year FY 2025 - \$5,000**

**Object Codes 400-490—Capital Outlay:**

Most of the expenditures in this classification are for computer equipment and software.

**Current Year FY 2024 - \$17,500**

**Budget Year FY 2025 - \$12,500**

**Object Code 920--Non-Expense:**

This is for indirect costs derived from the Statewide Cost Allocation Plan (SWCAP).

**Current Year FY 2024 - \$45,935**

**Budget Year FY 2025 - \$45,935**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Personnel Services**OFFICE OF PERSONNEL SERVICES**

The Office of Personnel Services (OPS) administers the Kansas Civil Service Act and other related statutes to provide a comprehensive human resource (HR) program for the State of Kansas. In 2011, Executive Order 11-04 directed that all non-Regents HR staff in agencies under the Governor's jurisdiction report to the Director of Personnel Services and also that OPS is to establish and implement consistent HR policies, procedures and practices for the State workforce.

**STATUTORY HISTORY**

K.S.A. 75-3701 et seq. established the Office of Personnel Services to administer the Kansas Civil Service Act (K.S.A. 75-2925 et seq.); K.S.A. 75-37,115 established the Kansas Quality Program; K.S.A. 75-37,105 established the Employee Award and Recognition Program; and K.S.A. 75-4362 and K.S.A. 75-7363 authorized the Drug Screening Program.

**PROGRAM WIDE OVERVIEW**

The Office is organized into four different sections, led by Deputy Directors who report directly to the Director of OPS. The four sections are: State Agency HR Management, Data Management, Policy and Compliance, and Staff Development and Training.

**State Agency HR Management**

OPS assists state agencies by providing technical and expert assistance on recruitment, selection, performance management, position management, organizational management, classification, compensation, employee relations, guidance and discipline, employee recognition, employee development and training, layoffs, furloughs, time and leave, payroll, benefits, FMLA, ADA, Shared Leave program and retirement.

Staff from OPS will continue to be available to assist agencies as they reassess and reorganize their operations and staffing needs in furtherance of efficiency. Partnering with agency management in these endeavors is critical, as OPS staff will be able to provide valuable assistance and guidance as agencies work through the challenges presented by those undertakings.

In FY 2023, the Department of Administration expanded the State of Kansas Internship Program for Executive Branch agencies. The program increased the number of interns by 16, increased opportunities in Shawnee County and held steady with 35 interns statewide. The state office participation increased by 7. The web portal continues to be a source of recruitment and marketing to potential applicants. The program consistently uses all available resources for recruitment including local high schools, college & universities, Jobs for America's Graduates (JAG-K),

job fairs, career expos and being a member of the Kansas Association of Colleges and Employers. The activities include virtual professional development opportunities, training on résumé development, learning more about a commission, a hands-on learning experience about Kansas agriculture and two in person summer sessions for networking held at the statehouse. There were 12 interns recognized at the 'NextGen Under 30' recognition program, an initiative to retain talent in state by the Kansas Department of Commerce. The state retained 16 interns who transitioned into a full-time role in state government. The program is housed within OPS and is administered by a dedicated Internship Coordinator, who is responsible for all aspects of the program.

OPS has continued to partner with non-Cabinet agencies and has Memoranda of Understanding (MOUs) with 17 non-Cabinet agencies, Boards and Commissions. These MOUs provide cost savings and staffing efficiencies for the participating agencies, opportunities for State HR staff and allow for greater consistency of HR policies, practices, and procedures on a statewide basis.

### **Data Management**

The Data Management Section of OPS administers the Statewide Human Resource and Payroll (SHARP) System, technical functions of the statewide Kansas Learning and Performance Management (KLPM) system, which is the statewide Learning Management System (LMS) and Talent Management System (TMS) as well as HR-related Internet application development and maintenance. Data Management staff provide assistance to employees, agency HR staff and fellow OPS staff members for information requests and on transaction entry in SHARP. This Section also produces an annual Workforce Report and provides regular HR-related reports and ad hoc queries in support of the Administration's efforts and in response to agency, legislative and media requests. OPS staff in this section also assist state agencies with SHARP questions and entries related to recruitment, time and labor, employee and position management, benefit payroll deductions and SHARP Security Access. Staff members from this section also manage the State's Employee Thanks and Recognition program (STAR).

### **Policy and Compliance**

The Policy and Compliance Section of OPS is responsible for the administration of the State's classification, compensation, and performance management policies as well as compliance with the Federal Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) in a continuing effort to establish consistent and efficient HR policies for all agencies. Staff members from this section work in teams with OPS staff assigned to agencies as well as state agency management and operations staff to review and, where necessary, propose changes to HR policies and practices in order to provide more efficient and consistent policies across the State workforce. This section is also responsible for conducting compliance examinations to ensure that HR policies are being implemented and administered consistently throughout the State workforce.

Staff from the Policy and Compliance Section also develop and maintain the State's personnel regulations, coordinate statewide initiatives for the hiring of veterans and administer the State's alcohol and drug screening programs. Staff members from this section also administer the State's classified pay plan, review salary requests for unclassified positions, conduct annual salary surveys for the State workforce, provide subject matter guidance on the Performance Management component of the KLPM and work with the Legislature and Department of Administration's Labor Relations Director to develop and implement changes to State employee pay.

**Staff Development and Training**

OPS staff will continue to coordinate with agency management and operational staff in order to provide enhanced and expanded training and staff development opportunities for State employees. Staff from this section are responsible for coordination of coursework and administration of the Learning Management component of the KLPM. OPS will continue to explore opportunities to expand its capacity to provide these opportunities and achieve cost savings by utilizing technology in the pursuit of these goals.

**PERFORMANCE MEASURES****PROGRAM GOAL:**

Strengthen and sustain a human resource system that is consistent, efficient and meets the needs of state agencies.

**OBJECTIVE #1** – Office of Personnel Services

Provide quality services and information that meets the HR needs of customer agencies.

**Strategies for Objective #1:**

1. Request feedback to assess customer agencies' satisfaction.
2. Staff will provide HR services to customer agencies in a timely, efficient manner.

**Performance Measures for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percentage of customer agencies satisfied with OPS services	98.2%	-	100%	100%
# of non-Cabinet agencies receiving HR assistance from OPS	57	58	58	58
% of non-Cabinet agencies receiving HR assistance from OPS (Excludes Universities)	100%	100%	100%	100%
# of queries & reports provided for agencies, KORA and Legislative inquiries	1,800	1,790	1,800	1,750
Average response time for queries & reports requested from OPS	Within 3 days	Within 3 days	Within 3 days	Within 3 days

**OBJECTIVE #2** – Office of Personnel Services

Reduce the amount of time that it takes for agencies to fill both classified and unclassified positions.

**Strategy for Objective #2:**

- Improve timeliness of individual components of hiring process.

**Performance Measures for Objective #2:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
# of days from start of process to posting for Classified	<4	<4	<3	<3
# of days from start of process to posting for Unclassified	<3	<3	<2	<2
Average OPS processing time of unclassified requests	2.5 hours	Under 3 hours	Under 3 hours	Under 3 hours

**OBJECTIVE #3** – Office of Personnel Services

Provide enhanced and expanded training and staff development opportunities for State employees.

**Strategy for Objective #3:**

- Develop outreach strategies to better communicate availability of training opportunities.

**Performance Measure for Objective #3:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
# of training courses made available to all agencies (Face-to-face & Online):	State: 170 Vendor: 7,400	State: 175 Vendor: 7,900	State: 180 Vendor: 9,300	State: 185 Vendor: 17,000



**EXPENDITURE JUSTIFICATION – Office of Personnel Services**

**Total Current Year FY 2024 - \$2,749,118**

**Total Budget Year FY 2025 - \$2,747,364**

**Object Code 100: Salaries and Wages**

The Office administers the following programs: State Agency HR Management, Policy Development and Implementation, Staff Development and Training and Information Services. It includes a total of 23 FTEs.

**Current Year FY 2024 - \$2,362,618**

**Budget Year FY 2025- \$2,357,864**

**Object Codes 200-290: Contractual Services**

The majority of expenditures in this classification are for rent, communications, limited travel, memberships in professional organizations and printing.

**Current Year FY 2024 - \$376,000**

**Budget Year FY 2025- \$379,000**

**Object Codes 300-390 Commodities**

Funds are requested to support maintenance costs such as fuel, office supplies needed in the training for groups along with professional materials and supplies.

**Current Year FY 2024 - \$3,000**

**Budget Year FY 2025- \$3,000**

**Object Codes 400-490: Capital Outlay**

This category includes a minimal amount of capital outlay expenditures for software in the current and the budget year.

**Current Year FY 2024 - \$7,500**

**Budget Year FY 2025- \$7,500**

**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Division of State Employee Health Benefits Programs**DIVISION OF STATE EMPLOYEES HEALTH BENEFITS PROGRAMS**

In 2020, Executive Reorganization Order 45 transferred the State Employee Health Benefits Program (SEHBP), which administers both the State Employee Health Plan (SEHP) and the State Self Insurance Fund (SSIF) that covers the State's workers' compensation claims for State agencies to the Department of Administration effective July 1, 2020. The SEHBP is a Division in the Department of Administration. The State Employees' Health Benefits Plan (SEHBP) program administers the State Employee Health Plan (SEHP) on behalf of the Health Care Commission (HCC).

The HCC contracts with an actuarial service to provide guidance in setting rates and insuring the financial stability of the program. The actuarial service establishes estimations of outstanding losses consistent with Governmental Accounting Standards Board (GASB). As required by GASB Statement No. 10 details of estimated outstanding losses are required for self-insured public entities.

The HCC manages the plan on a long-term basis establishing funds in the positive years to help pay for shortages in the negative years and maintain minimal annual rate increases. Employee health plan contributions are adjusted on the Plan Year (PY) basis. The PY is the calendar year. Employer contributions are adjusted on the Fiscal Year (FY) basis. Kansas has seen favorable medical trends the past few years; however, it is likely that these trends could converge closer to national trend levels which will have a large impact on fund balances causing current reserves to be quickly depleted.

Covered members in the SEHP include State employees and their dependents, retired and disabled State employees and their dependents, people on leave without pay, elected officials and blind vending facility operators. Over the years, the number of contracts and the types of eligible groups covered by the SEHP have expanded. In 1999, the Commission established administrative procedures and eligibility requirements (K.A.R. 108-1-3) to allow groups including unified school districts, community colleges, technical colleges, and vocational technical schools into the State plan. Beginning in 2000, the Commission established administrative procedures and eligibility requirements (K.A.R. 108-1-4) to allow for inclusion of cities, counties, townships, libraries, public hospitals, extension councils and certain other public entities. In PY 2022, three employer group have joined the SEHP. As of July 1, 2023, three public employer groups joined. As of July 1, 2023, three public employer groups joined. The cost to administer this portion of the program is reflected in the premiums charged to these groups; therefore, these entities do pay a different composite rate and employee premiums than state agencies. Groups joining the SEHP follow the underwriting guidelines set out in K.S.A. 75-6506.

**Health Plan Enrollment** - Enrollment in the SEHP includes active employees, retirees, employees receiving long-term disability payments, employees on leave without pay, public employer groups, qualified beneficiaries on COBRA and other individuals identified in K.A.R 108- 1-1, K.A.R.

108-1-3 and K.A.R. 108-1-4. As of June 2023, total enrollment in the State Employee Health Plan for medical was 45,299 policies and 79,458 covered lives including retirees and former employees living in 48 states plus District of Columbia and one foreign country. In PY 2022, 89.6 percent of the active State employees and 81.7 percent public employee groups was enrolled in medical, dental or vision. For the active State population, 53.0 percent are enrolled in single coverage and 47.0 percent provide coverage for their dependents.

There are 122 public employers participating in the SEHP. As of June 2023, public employers included 14 school districts; 51 cities, counties, or townships; 16 public hospitals; and 41 miscellaneous local government entities, extension offices, water districts or housing authorities. The number of members in the groups range from 1 to 279. There are four groups who have more than 200 members and 13 groups with between 100 and 200 members.

Total medical enrollment policies as of June 2023 included:

Active State of Kansas employee policies	33,095
Active Non-State Public employee policies	3,617
Direct Bill/Retiree policies	8,332
COBRA policies	255
Total	45,299

### Health Plan Design

*Medical* – All members have a choice of four different preferred provider organizations (PPOs). As of December 31, 2022, 46.7 percent of active State contracts selected Plan A and 43.5 percent selected Plan C – a Qualified High Deductible Health Plan (QHDHP) with a health savings account (HSA)/health reimbursement account (HRA), 1.9 percent selected Plan J and 7.9 percent selected Plan N also a QHDHP with HSA/HRA. About \$287.0 million was spent in PY 2022 on medical claims for self-funded plans.

*Prescription Drugs* – Prescription drugs are administered by a Pharmacy Benefits Manager (PBM). The plan design includes a tiered coinsurance program with a separate copayment for special case medications. Certain prescription drugs are not covered by the Plan but can be purchased at a discount by the employee through the PBM. The generic dispensing rate for SEHP is 82.0%. Claims costs in PY 2022 were \$96.1 million. The average claim cost per member per month for PY 2022 was \$113.01.

*Dental* – Beginning with PY 2023, single dental coverage is provided at no cost to the employee. In PY 2022, \$26.0 million was paid in claims. The average cost per active member per month for PY 2022 was \$26.97.

*Vision* – Two voluntary vision insurance plans are offered. Employees pay 100% of the premiums for the plans selected. For PY 2022, the number of employees enrolled in vision is 29,668 with 8,542 basic and 21,126 enhanced.

*Direct Bill Medicare programs* – Direct Bill members who are Medicare eligible can enroll in one of the five Medicare supplement insurance plan options known as Kansas Senior Plans (C, C select, G, G select or N), or two Medicare Advantage plan options. Direct Bill members paid about \$23.7 million in premiums for the fully insured Medicare health plans. In PY. In PY2022, there were 7,355 members in the Medicare Supplement Plan and 835 in the Medicare Advantage Plans.

Direct Bill members with Medicare may also enroll in fully insured Medicare Part D prescription drug plans through Silverscript. Direct bill members paid \$393 thousand in premiums for the Silverscript Part D prescription drug coverage in PY 2022. For PY 2022, there are 2,060 members enrolled in the Part D prescription drug coverage.

*COBRA Administration* – The health plan uses a third-party administrator for administration of COBRA continuation benefits, record keeping and premium collection. As of December 31, 2022, there were 320 members participating in COBRA through the State Employee Health Plan.

*Voluntary Benefits* – Hartford’s voluntary insurance plans were offered to employees for the first time during open enrollment in PY 2018. Employees pay 100% of the premiums for the plans selected. Voluntary plans offered were Accident insurance, Hospital Indemnity Insurance and Critical Illness Insurance. Enrollment numbers for the PY 2022 are:

Accident Insurance	11,251
Critical Illness Insurance	8,653
Hospital Indemnity Insurance	7,966

### **Health Plan Ancillary Services**

*Flexible Spending Accounts* – The Flexible Spending Account (FSA) are administered through a third-party vendor. A flexible spending account is an account set up under IRS cafeteria plan rules that allow employees to set aside funds from their paycheck on a pre-tax basis to pay for certain eligible expenses. The FSA programs are offered to active State of Kansas employees include a health care FSA for employees enrolled in Plans A and J, a limited purpose FSA for employees enrolled in Plans C or N and a dependent care account. The health care FSA allows employees on Plans A or J to set aside funds to pay for qualified out of pocket expenses for their health, dental and vision care. A limited purpose FSA is available for those employees enrolled in Plan C or N, to pay qualified out of pocket expenses for dental or vision care expenses. A Dependent Care FSA is available for employees to pay for day care expenses for their children under age 13 or for elder care expenses. Beginning in 2021, Non-State Public Employer Groups have the option to allow their employees to enroll in the State’s FSA programs. Currently there are 8,165 active State employees that participate in these programs and 124 non-State employees.

*Premium Billing Administration* – Starting July 1, 2016, the State Employees’ Health Plan provides premium billing services to the Non-State Public Employer Groups and Direct Bill Members.

**Federal Fees**

*Patient Centered Outcomes Research Institute (PCORI) Fee* – is charged based on the enrollment of active employees and pre-65 retirees. The PCORI fee was established under the Affordable Care Act to assist patients, clinicians, purchasers, and policy makers in making informed health decisions by advancing comparative clinical effectiveness research. The PCORI fee was originally \$2 per member but has increased over time. For PY 2023 the fee was \$3.00 per member for a total of \$179,817.

**Health and Wellness**

HealthQuest was instituted in 1988 to provide a wellness program with the goal of improving employee health and reducing health care costs. Over the years a wide variety of programs were added making HealthQuest a comprehensive health and wellness program. Program offerings include an online health assessment, onsite biometric screenings, coaching services, a weight management program, web-based lifestyle programs, online health resources, monthly newsletters and webinars, employee assistance program for counseling, referrals, and other resources. The HealthQuest Program is optional, and employees are not required to participate to be enrolled in the SEHP.

The onsite employee clinic known as the HealthQuest (HQ) Health Center, operated by Marathon Health was opened in May 2019. It is located in the Mills Building at 901 S. Kansas Avenue, Topeka, KS. The HealthQuest Health Center offers both in person telehealth services to address the health needs of employees and their families covered under the State Employee Health Plan medical insurance. Start January 2023, Marathon Health provides administrative services for the HealthQuest wellness program and the onsite

Employees enrolled in the medical portion of the State Employee Health Plan earn credits by participating in wellness activities offered through the wellness programs HealthQuest Reward Program. The HealthQuest Reward Program includes a premium incentive discount and for members enrolled in Plans C, J, and N, employer contributions into their HSA or HRA.

To earn the premium incentive reduction of \$480 for PY 2023, employees have from January 1, 2022, to December 31, 2022, to earn 40 credits through participation in wellness activities. In 2022, there were 15,203 employees who received at least 40 credits and earned the premium discount. Employees on Plans C, J and N each could earn up to \$500 for their HSA or HRA.

**State Self Insurance Fund (State Employees' Workers Compensation)**

The State Self Insurance Fund (SSIF) provides the Workers Compensation coverage for State agencies. SSIF is responsible for providing health care benefits in compliance with state and federal workers compensation laws for State employees injured or killed in the course of their employment. The 20 staff member in the SSIF are responsible for the administration of compliance for the self-insured, self-administered Worker Compensation benefits program. The SSIF was implemented through legislation in 1974. The SSIF is funded by contributions from state agencies. The agency rates are developed by an actuarial service using claims experience, payroll history and caps on expenses. Rates are approved by the Department of Administration and published by the Division of the Budget.

Shown below are the State Self- Insurance Fund’s estimated outstanding losses (the cost of unpaid claims including case reserves, development of known claims, incurred but not reported (IBNR) claims and the direct settlement expenses for specific claims – primarily legal expenses) along with the required reserve fund to support the programs expenditures:

Fiscal Year	Outstanding Claims	Required Fund Balance
• FY 2024	\$ 54,320,000	\$ 4,482,000
• FY 2025	\$ 54,811,000	\$ 4,603,000
• FY 2026	\$ 55,101,000	\$ 4,727,000

The SSIF manages and processes claims for injuries that arise out of and in-the-course of employment. Medical compensation to treat the employee’s injury does not have a cap. Medical payment to health care providers is based on a fee schedule developed by the Workers’ Compensation Division of the Kansas Department of Labor.

Additionally, compensation is paid for loss of time, permanent impairment, or death. A medical review service is utilized to review claims for medical appropriateness, nurse case management on complex cases and pricing. On average, 184 accident reports are received monthly. In FY 2023, SSIF spent about \$12.0 million on claims with about 61.4 percent for medical services and 38.6 percent for indemnity.

**PERFORMANCE MEASURES**

Performance measures for State Employee Health Benefits Program are recorded on a calendar year (CY) basis, in alignment with each PY’s timeframe. This has no implications for the budget.

**OBJECTIVE #1** – State Employee Health Plan

Manage the fund balance to be 10%-13% of Plan Expenses over the preceding three years (HB 2218)

**Strategy for Objective #1:**

- Identify opportunities to minimize increases to employee contributions or cost sharing requirements.

**Performance Measures for Objective #1**

	Actual PY 2022	Actual PY 2023	Projected PY 2024	Projected PY 2025
Fund Balance 10-13% of plan expenses	15.5%	13.0%	9.4%	9.3%
Plan Expenses	\$494,951,771	\$520,001,237	\$541,760,930	\$564,547,613

**OBJECTIVE #2** – State Employee Health Plan  
Improve the health of members of the plan

**Strategies for Objective #2:**

1. Increase engagement in the wellness plan by increased communications.
2. Increase number of members who get preventive dental cleanings, mammograms, colonoscopies, wellness visits by 2% a year

**Performance Measures for Objective #2**

	Actual PY 2022	Actual PY 2023	Projected PY 2024	Projected PY 2025
Number of preventive dental cleanings	93,190	95,054	96,955	98,894
Number of members who get mammograms	10,009	10,209	10,413	10,621
Number of members who get colonoscopies	2,261	7,500	7,650	7,803
Numbers of members who get wellness visits	61,305	62,531	63,782	65,058

**OBJECTIVE #3** – State Self Insurance Fund Integrate the Nurse Triage Program to reduce claim expense

**Strategies for Objective #3:**

1. Increase the number of calls / contacts to nurse triage
2. Reduce the number of first loss calls

**Performance Measures for Objective #3**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percent of calls to nurse triage - Self-Care	22.6%	28%	40%	40%
Percent of calls to nurse triage – OCC Med/UCC	54.2%	66%	72%	75%
Percent of calls to nurse triage – ER Now	2.7%	6.0%	8.0%	8.0%
Percent of calls to nurse triage – Dentist	0%	0%	2%	2%
Percent of calls to nurse triage for First Notice of Loss – Self Care	1.6%	1.8%	1.4%	1.4%
Percent of calls to nurse triage for First Notice of Loss – OCC Med/ UCC Now	8.9%	6.7%	6.0%	6.0%
Percent of calls to nurse triage for First Notice of Loss – ER Now	9.9%	6.6%	6.0%	6.0%

**EXPENDITURE JUSTIFICATION – The Division of State Employee Health Benefits Program (SEHBP)****Total Current Year FY 2024 - \$643,279,152****Total Budget Year FY 2025 - \$667,918,788**

The State Employee Health Benefits Program (SEHBP) administers the State Employee Health Plan (SEHP) for State employees, retirees, and group members. It also administers the State’s self-funded Workers’ Compensation program – State Self Insurance Fund (SSIF). The budget request includes funding for the staff and administrative activities required to administer contracts with health insurance carriers, managed care companies, pharmacy benefits manager and other administrative service contractors. SSIF program processes claims for State workers injured on the job and helps manage the utilization of services needed to rehabilitate or remediate the injuries of workers.

**Object Code 100: Salaries and Wages**

The Division of State Employee Health Benefits Program has a staff of 45 permanent FTEs and 6 seasonal non-FTEs.

**Current Year FY 2024 - \$3,597,372****Budget Year FY 2025 - \$3,596,019****Object Codes 200-290: Contractual Services**

The contractual services budget includes operating costs including communications, printing, and rental costs. The primary expenditure is for contracts to support the management of the State Employee Health Benefits Programs. These contracts include actuarial services, imaging equipment maintenance, billing and case maintenance for retirees, administrative services for health and dependent care flexible spending and providing materials for employees and state agencies.

**Current Year FY 2024 - \$18,488,300****Budget Year FY 2025 - \$18,471,300****Object Codes 300-390 Commodities**

Funds are requested to support maintenance costs such as fuel and office supplies, along with professional materials and supplies.

**Current Year FY 2024 - \$25,750****Budget Year FY 2025 - \$25,750**



**Object Codes 400-490: Capital Outlay**

This category includes capital outlay expenditures for software in the current and the budget year.

**Current Year FY 2024 - \$70,900**

**Budget Year FY 2025- \$64,400**

**Object Codes 500-590: Other Assistance, Grants and Benefits**

Other assistance provided through the SEHBP are payments made to pay claims of injured workers through the Workers' Compensation program and are based on actuarial estimates.

**Current Year FY 2024 - \$13,583,430**

**Budget Year FY 2025 - \$13,950,183**

**Object Code 920: Non-Expense**

Employee healthcare premium payroll deductions pay for claims.

**Current Year FY 2024 - \$607,513,400**

**Budget Year FY 2025 - \$631,811,136**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Accounts & Reports**OFFICE OF ACCOUNTS AND REPORTS**

The Office of Accounts and Reports (OAR) provides the following centralized services critical to the state including:

- Maintenance of the Statewide Human Resources and Payroll system (SHARP) and the Statewide Management, Accounting and Reporting Tool (SMART)
- Processing of payroll accounting/calculations/distributions and processing of statewide daily accounting transactions
- Procurement and management of statewide external audit services
- Remittance of all payroll tax withholdings, employer contributions, and employee deductions
- Development, adoption, and maintenance of statewide accounting policy manual
- Daily and annual audits of state agency transactions, assets, and other financial activity to ensure compliance with statutes, regulations, policies, and accepted accounting principles
- Accounting and reporting services for the Kansas Public Water Supply Loan Fund and the Kansas Water Pollution Control Revolving Fund, also known as the State Revolving Funds (SRF)
- Assistance in preparing, analyzing, and reviewing financial data for bond issuance, bond refunding, and annual bond disclosures
- Development and maintenance of KanView, the State's taxpayer transparency website
- Administration of the Setoff program which includes, the Kansas Debt Recovery System (KDRS) and the Kansas Treasury Offset Program (KTOP)
- Providing information to local governments on the Budget Law, Cash Basis Law, Municipal Audit Law, and related budget form

In addition to oversight of the reports and services listed above, the Director of OAR holds the following official responsibilities:

- Member of the Department of Administration Contract Audit Committee
- A member of the Department of Administration Bond Disclosure Committee
- State Social Security Administrator

OAR delivers the following external reports:

- State of Kansas Annual Comprehensive Financial Report (ACFR)
- Schedule of Expenditures of Federal Awards (SEFA) and related federal Single Audit
- Cash Management Improvement Act of 1990 (CMIA) Annual Report of excess interest earning on federal funds
- Quarterly and annual reports to the United States Census Bureau and filing of federal 990T and Kansas K120 tax returns
- Issuance of annual W-2, 1099 and 1042-S forms

### **Statewide Consolidated Reporting**

OAR is responsible for procuring and managing audit services for the ACFR financial audit, the federal single audit, audits of the Kansas Department of Transportation (KDOT) ACFR, the Kansas Department of Health and Environment (KDHE) SRF financial reports, and the biennial reviews of the State Treasurer's Office (STO) and Pooled Money Investment Board (PMIB). OAR acts as the liaison between the independent auditors and agencies and is key in coordinating the statewide audit contracts and related communications.

OAR is responsible for all aspects of the State of Kansas' official ACFR which by statute is required to be presented to the Governor on or before December 31 following the close of the fiscal year. The ACFR is a main resource for individuals and firms considering the purchase of State of Kansas bonds issued to finance state government projects and any other persons interested in the State's audited financial statements.

Responsibilities include:

- Requesting various agency financial disclosures and confirmations
- Data reconciliations and preparation of the ACFR in accordance with generally accepted accounting principles for government
- Coordination of independent auditors who render an opinion as to the fair representation of the State's financial position

OAR is responsible for all aspects of the SEFA which is used by the independent auditors to determine which federal programs will be audited for the federal Single Audit. The federal Single Audit is performed to evaluate compliance with federal laws, regulations, contracts, and other requirements; evaluate agencies' internal controls over compliance; and identify any questioned costs associated with non-compliance. The federal Single Audit is transmitted to the Office of Management and Budget's Federal Audit Clearinghouse by March 31 each year. Related responsibilities include:

- Offer educational opportunities to assist state agencies in compliance with provisions of the new Uniform Grant Guidance.
- Provide assistance and guidance to state agencies regarding the timing of drawdowns of federal funds and the required interest calculations in accordance with the Treasury State Agreement under the CMIA and K.S.A. 75-3083.

Other federal reporting and filing responsibilities include:

- Acting as the liaison between local units of government, the Social Security Administration (SSA) and Internal Revenue Service (IRS) regarding the Section 218 Agreement in accordance with Social Security Regulation 404.1204 and K.S.A. 40-2302.
- Providing quarterly and annual reports to the United States Census Bureau and aggregating unrelated business income information to ensure annual federal 990T and Kansas K120 tax returns are filed timely. The US Census Bureau requests participation with the Quarterly Survey of State Government Tax Collections with the Annual Survey of the State Government Finances.

### **Statewide Payroll and Accounting Systems**

OAR is responsible for the maintenance of the Statewide Human Resources and Payroll system (SHARP) and the accurate and timely processing of payroll accounting, calculations, distributions, and analysis as required by K.S.A. 75-5501 et seq. In addition to SHARP, a web-based Oracle/PeopleSoft Human Capital Management System, each regent institution maintains an HR/Payroll system which interfaces gross-to-net payroll to the centrally maintained SHARP system. The SHARP System pays 54,000 employees bi-weekly and issued 68,323 W-2s for CY2022 for an annual payroll totaling \$2.5 billion.

OAR is responsible for the maintenance of the Statewide Management, Accounting and Reporting Tool (SMART) and the accurate and timely processing of statewide daily accounting transactions as required by K.S.A. 75-3728 et seq. SMART, a web-based Oracle/PeopleSoft System, generally upgrades one time per year and is currently on version 9.2.036. The functions within this system provide accounts payable, travel and expense, accounts receivable, billing, purchasing, project costing, asset management and general ledger in a centralized manner for all state agencies. There are approximately 4,200 active users of the statewide accounting system. There were 75,097 payment vouchers processed in the month of June 2023 totaling \$3.3 billion paid to State of Kansas suppliers.

Additional responsibilities include:

- Monitoring, interpreting, assessing impacts, and implementing changes to the SHARP and SMART systems required by
  - Contractual changes with third party systems responsible for employee benefits and/or voluntary payroll deductions as authorized by statute.
  - Federal and state laws and legislation
  - Business practices and regulations
- Communicating with, training, and assisting all levels of SHARP and SMART users in
  - Preparation, submission, and processing of accounting documents
  - Accurate processing, reporting and record keeping, in accordance with established standards and controls
  - Interpretation and application of rules, regulations, policies and procedures, federal and state law, and GAAP compliance
- Establishment and maintenance of budgetary appropriations in SMART
- Review and execution of daily pay-cycle to authorize agency business payments, approval and maintenance of statewide vendors, maintenance, and re-issuance of ACH returns
- Issuance of annual W-2, 1099 and 1042-S forms
- Reconciliation and timely and accurate remittance, of all employer contributions, employee deductions, and payroll tax withholdings using a PeopleSoft-integrated MasterTax software

**Statewide Internal Audit, Controls and Compliance**

OAR oversees development, adoption, and maintenance of the Statewide Accounting Policy Manual under (1) the statutory authorities of K.S.A 75-3728 through 75-3731, (2) supporting administrative regulations and (3) generally accepted accounting principles, audit standards and accounting practices and procedures. The Policy Manual, Informational Circulars, and standardized accounting forms assist agencies with developing their agency-specific accounting policies in accordance with these same statewide guidelines.

OAR administers the Delegated Audit Program under the statutory provisions of K.S.A. 75-3728 through 75-3731. Annual audits are designed to perform review of agency expenditures, local funds, assets, accounts receivable, examination of bills, claims, refunds, and other financial activity. Transactions above the delegated audit threshold(based according to agency materiality and risk) are audited prior to processing to ensure compliance with statutes, regulations, policies, and accepted accounting principles. Agency transactions below the delegated audit threshold are sampled annually to identify additional compliance gaps.

Additional risk and compliance programs are in development to identify, assess and mitigate financial reporting risks at the agency and central operating levels. Annual summaries of identified risks will be issued to each agency with findings accumulated from the following information sources:

- System controls for monitoring compliance
- Reconciliation controls analyzing the financial processing areas that affect cash through SMART
- Patterns identified within the Delegated Audit Program or Procurement's P-Card audits
- Repeat or un-remediated findings or comments from external audits (both ACFR and SEFA)

With a central control and compliance program in place, OAR will formalize a Statewide Internal Controls Framework. The new Internal Controls Framework, based on the US Government Accountability Office Standards for Internal Control in the Federal Government (the Green Book), will ultimately guide internal control policies across the state. The team will work with state agencies to ensure they understand and implement provisions of the Framework.

**Inter-Agency Financial Reporting Service Agreements**

OAR provides accounting and reporting services for the Kansas Public Water Supply Loan Fund and the Kansas Water Pollution Control Revolving Fund. These SRF programs are under the authority of KDHE and provide the funding necessary for low interest loans for qualifying water projects of local units of Kansas government. These services are part of a tri-party interagency agreement financed by KDHE, with other services provided by the Kansas Development Finance Authority (KDFA).

### **Financial Services Extended Beyond State Agencies**

OAR is responsible for the development and maintenance of KanView per K.S.A. 74-72,122 et seq. KanView contains data related to state revenues, expenses, indebtedness, and employee compensation allowing citizens the ability to view and download financial information at no cost to the public.

OAR administers the KDRS, governed by K.S.A. 75-6201 et seq. allowing the Department of Administration (DofA) to set off moneys the State of Kansas owes vendors and individuals against debts those debtor entities owe to the State of Kansas, municipalities and district courts and state-owned casinos (creditor agencies). State payments in process, that are matched by computer and set off against debtor files, include: state payroll, individual income tax refunds, homestead tax refunds, miscellaneous state payments (includes lottery payments), unclaimed property, Kansas public employee retirement payments and casino prize payments requiring the issuance of IRS W-2G forms. The Setoff Program retains a percentage of the amount collected, to cover program administration costs and transfers the net collection to the Creditor Agency. The Setoff program enables the Kansas Department of Revenue (KDOR) and the State of Missouri to participate in a reciprocal setoff program for tax debts setoff against tax refunds. OAR manages the Missouri tax debts and collections in the KDRS, but KDOR executes the reciprocal processes of Kansas tax debts directly with Missouri.

OAR administers the KTOP, governed by K.S.A. 75-6216 allowing the DofA to enter into a reciprocal agreement with the U.S. Department of the Treasury, Bureau of the Fiscal Service (BFS). The State Reciprocal Program (SRP) provides for the State of Kansas, as a creditor agency, collection of unpaid state debt by offset of federal non-tax payments. The State of Kansas, as a payment agency, is responsible for the withholding of state miscellaneous payments to satisfy federal non-tax debts and transfer collections to the Treasury Offset Program (TOP). The Reciprocal Offset Agreement also allows KDOR tax debts to be collected from federal non-tax payments. Collections for KDOR tax debts are remitted from TOP directly to KDOR.

OAR provides information and guidance to local governments related to the Budget Law (K.S.A. 79-2925 et seq.), Cash Basis Law (K.S.A. 10-1101 et seq.) and Municipal Audit Law (K.S.A. 75-1117 et seq.). Under the Budget Law, OAR must develop and prescribe the budget forms to be used by all taxing subdivisions (excluding school districts) and must receive such adopted budgets electronically. The Municipal Audit Law requires all audit reports to be filed electronically with OAR within one year of the end of the municipality's fiscal year. Additionally, through partnership with the Kansas Municipal Auditing and Accounting Guide Board of Editors and the Kansas Society of Certified Public Accountants, OAR develops and prescribes a municipal audit guide to be followed by certified public accountants that engage in municipal audits. OAR hosts budget workshops annually for the benefit of local government officials, staff and their auditors.

OAR assists in preparing, analyzing, and reviewing financial data for bond issuances, bond refundings, and bond Annual Continuing Disclosures (ACDs). In accordance with the federal Securities Exchange Commission Rule 15c2-12, OAR assists with the following requirements:

- Prepare and submit various prescribed financial schedules, outstanding obligations, and other information integral to bond issuance Official Statements disclosing an accurate representation of the state's financial condition for potential bond investors.

- The Municipal Securities Rulemaking Board, in collaboration with the Securities Exchange Commission share the objective to expand municipal market knowledge and oversight capability in establishing and maintaining the Electronic Municipal Market Access (EMMA) website as the official repository for bond disclosure documents. OAR prepares the ACD updating the state’s financial condition from original offering statements and/or previous ACDs. The ACD and the state’s ACFR are submitted to EMMA within 190 days following the close of the fiscal year.
- Report certain material disclosure events on a case-by-case basis relating to the incurrence of financial obligations.
- Preparation of Annual Bond-Financed Post Issuance Compliance Questionnaire for each outstanding bond issuance for which the source of debt service payments is the state general fund.

**PERFORMANCE MEASURES**

**OBJECTIVE #1** – Office of Accounts and Reports

To identify and implement solutions that support transparency to taxpayers and other interested groups.

**Strategies for Objective #1:**

1. Maintain the KanView taxpayer transparency website to ensure relevant and valuable information is available in a timely and complete manner.
2. Maintain outreach efforts and data collection mechanisms to encourage timely and complete availability of municipality budget and audit filings.

**Performance Measures for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Date when all local government budgets are posted online for the current fiscal year	2/15/22	2/22/23	2/15/24	2/15/25
Overall Satisfaction Score for Municipal Workshops (Good 3, Very good 4, Excellent 5)	4.35	4.66	4.5	4.5

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percent of Municipal Audit Reports posted to the Municipal Services website	100%	100%	100%	100%
Number of statewide Municipal workshops conducted	7 In Person, 3 Virtual	7 In Person, 3 Virtual	7 In Person, 3 Virtual	7 In Person, 3 Virtual

Number of statewide Municipal workshop attendees	466	437	450	450
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**OBJECTIVE #2** – Office of Accounts and Reports

To provide appropriate guidance and support for minimized findings on external audits while ensuring compliance with statutory deadlines

**Strategies for Objective #2:**

1. Communicate deadlines, coordinate questions and track compliance with all due dates.
2. Provide team members with appropriate accounting and disclosure training regarding ACFR-related subjects.
3. Provide training opportunities for state agency staff regarding appropriate and compliance accounting practices.
4. Monitor corrective action plans and collaborate with state agencies regarding audit finding resolutions.
5. Timely and complete preparation of financial tables and disclosures required for new and outstanding bonds.

**Performance Measures for Objective #2:**

	Actual FY 2022 (FY 21 Reports)	Actual FY 2023 (FY 22 Reports)	Projected FY 2024 (FY 23 Reports)	Projected FY 2025 (FY 24 Reports)
<b>Financial Audit:</b>				
Number of audit findings	2	1	4	4
Number of repeat audit findings	0	0	0	0
<b>SEFA Audit:</b>				
Number of audit findings	19	15	10	10
Number of repeat audit findings	0	3	2	2
<b>SRF Audit:</b>				
Number of audit findings	0	0	0	0
Number of repeat audit findings	0	0	0	0
<b>Compliance Checklist:</b>				
ACFR completed by due date	Yes	Yes	Yes	Yes
SEFA completed by due date	Yes	Yes	Yes	Yes
SRF Audit Filed by due date	Yes	Yes	Yes	Yes
Annual Bond Continuing Disclosure Deadline	Yes	Yes	Yes	Yes



	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percent of total Uniform Guidance Roundtable Workshop Satisfaction Surveys with ratings of satisfied or higher	100%	100%	5%	95%

<b>Output Measures</b>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Uniform Guidance Roundtable Attendees	79	118	158	158
Uniform Guidance Roundtable Workshop Satisfaction Surveys Returned	16	23	35	35

**OBJECTIVE #3** – Office of Accounts and Reports

Provide quality customer service to agencies, taxpayers and others served and supported through the KDRS/KTOP programs with the goal of maximizing collection of outstanding debt accounts for the State of Kansas, municipalities, and foreign state agencies.

**Strategies for Objective #3:**

1. Maximize the economies available from the Kansas Debt Recovery System (KDRS) and the Kansas Treasury Offset Program (KTOP) by continuing to market participation in the programs as a debt recovery solution for qualified entities through presentations and outreach via conferences, meetings, professional organizations, etc.
2. Provide annual training to current and potential creditor agencies of the Setoff and KTOP Programs.

**Performance Measures for Objective #3:**

**OUTCOME MEASURES:** \*Actuals for FY 21 were impacted by COVID resulting in lower-than-average submission of new debts by creditor agencies; during FY 21, FY 22, and FY 23 all regularly scheduled trainings sessions were suspended; individual one-on-one training was provided on an as requested basis.

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
New Debts Entered into Kansas Debt Recovery System	439,582	372,756	400,000	400,000
New Debts Researched/Validated by KDRS Staff for Entry into KDRS	4,476	4,181	4,200	4,200
Average Rating of Overall Satisfaction with KDRS Training Course (scale of 1-10)	-	-	9.4	9.4

**OBJECTIVE #4 – Office of Accounts and Reports**

The Office of Accounts and Reports will reduce the cost of printing and mailing by encouraging employees to opt for electronic W-2s and encouraging suppliers to receive payments by ACH.

**Strategies for Objective #4:**

1. Encourage employees to consent to receive electronic rather than paper W-2s.
2. Develop outreach strategies to better communicate availability of electronic W-2s to all State of Kansas employees, (including Regent/Student employees).
3. Work with OPC to provide eSupplier and ACH information to new suppliers as they are on-boarded.
4. Identify existing high-volume suppliers and complete outreach to encourage suppliers to authorize a transition to ACH.

**Performance Measures for Objective #4:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percentage of Electronic W-2 Employee Consents				
Statewide Total	48.1%	47.8%	49.0%	50.0%
Percentage of SMART Accounting payments to suppliers paid by ACH	51.3%	52.4%	53.0%	54.0%

**OBJECTIVE #5 – Office of Accounts and Reports**

Ensure statutory, regulatory, and accounting compliance for employment taxes through accurate, timely withholding and remittance for all required tax jurisdictions.

**Strategies for Objective #5:**

1. Utilize available professional resources to identify impacts of existing and new regulations for Federal, State, and Local employment tax processing.
2. Ensure compliance with all tax withholding requirements by working collaboratively to develop required businesses processes and train agencies to identify and implement accurate tax withholding data for all employees.

**Performance Measure for Objective #5:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Number of Federal, State and Local tax withholding jurisdictions	94	108	115	120
Number of unemployment jurisdictions	36	36	38	38

**EXPENDITURE JUSTIFICATION** – Office of Accounts and Reports

**Total Current Year FY 2024 - \$10,871,735**

**Total Budget Year FY 2025 - \$11,070,818**

**Object Code 100: Salaries and Wages**

The Office of Accounts and Reports has a total of 61 FTEs.

**Current Year FY 2024 - \$5,672,655**

**Budget Year FY 2025- \$5,659,967**

**Object Codes 200-290: Contractual Services**

The main expenditure in contractual services is statewide audit. The other significant expenditures in this category are for maintaining the website for KanView, rent, communications, limited travel, memberships in organizations and printing.

**Current Year FY 2024 - \$5,086,215**

**Budget Year FY 2025- \$5,249,766**

**Object Codes 300-390: Commodities**

The main expense is stationery, office supplies and other materials.

**Current Year FY 2024 - \$5,650**

**Budget Year FY 2025- \$5,520**

**Object Codes 400-490: Capital Outlay**

This is for office equipment, computer equipment, chairs etc. as needed throughout the fiscal year.

**Current Year FY 2024 - \$31,000**

**Budget Year FY 2025- \$18,350**

**Object Codes 500-590: Grants and Payments**

The budgeted amounts below are for the Federal Cash Management Act payments.

**Current Year FY 2024 - \$69,000**

**Budget Year FY 2025- \$130,000**

**Object Codes 920: Non-Expense**

This is for indirect cost derived from the Statewide Cost Allocation Plan (SWCAP).

**Current Year FY 2024 - \$7,215**

**Budget Year FY 2025- \$7,215**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Debt Service**DEBT SERVICE**

The Department of Administration budgets and pays the debt service on many bonds issued for a variety of reasons. Since 2001, the Department has been paying the debt service on bonds issued to assist Kansas public television stations to switch from analog to digital formats. Also beginning in 2001, the Department began paying debt service on bonds issued for renovation of the Kansas Statehouse. There were 16 subsequent bond issuances for the Statehouse renovation, and the debt service on these are paid by the Department.

In 2004, the Department began paying the debt service on \$500,000,000 worth of bonds issued for KPERS. In 2010, the Department began making debt service payments on bonds issued for the National Bio and Agro-Defense Facility (NBAF).

In 2015, the Department became responsible for three additional bond issuances. The first was 2015A which was for a total of \$230,475,000. This issuance refunded 2006A, originally issued as Comprehensive Transportation system, and 2005H, 2006L, 2007K all of which were originally issued for the statehouse renovation. In addition, 2015A funded new projects at the KU Medical Education building and John Redmond Reservoir. The second bond issuance is 2015G which was for a total of \$203,585,000. It was issued for the National Bio and Agro-Defense Facility (NBAF) in Manhattan. The third is 2015H which was for a total of \$1,005,180,000. It was issued to provide additional funding for the Kansas Public Employees Retirement System (KPERS).

In 2016, the Department became responsible for 2016H, which refunded several previous bonds issuances.

In 2019, the Department became responsible for 2019F/G, which refunded 2009A, 2009M-1, 2009M-2, and 2009N.

In 2020, bonds issued to finance the National Bio and Agro-Defense Facility and the Statehouse Renovation were refunded into 2020R and 2020S. Also, debt for the Curtis State Office Building and the Myriad building was refunded into 2020K.

In August 2021 bond issuance 2013A was refunded by 2021P. This included bonds for NBAF, Statehouse Renovation, Kansas State Fair and Wildlife and Parks.

In FY 2022 bond issuances 2015A and 2015G were paid off. The total payoff amount was \$325,495,416.21.

The following tables show debt service in FY 2024 and FY 2025.

**ON-BUDGET DEBT SERVICE**

<b>KPERS Debt Service</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF Interest</b>	51,426,994	50,471,844
<b>ELARF Interest</b>	15,979,324	14,898,142
<b>SGF Principal</b>	36,755,000	37,715,000
<b>ELARF Principal</b>	20,130,000	21,205,000
<b>TOTAL</b>	<b>\$124,291,318</b>	<b>\$124,289,986</b>

<b>2020R</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF - Interest</b>	2,284,200	1,979,075
<b>SGF - Principal</b>	5,950,000	6,255,000
<b>TOTAL</b>	<b>\$8,234,200</b>	<b>\$8,234,075</b>

<b>2020S</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF - Interest</b>	201,500	178,000
<b>SGF - Principal</b>	575,000	600,000
<b>TOTAL</b>	<b>\$776,500</b>	<b>\$778,000</b>

<b>2021P</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF - Interest</b>	1,306,750	1,084,500
<b>SGF - Principal</b>	4,445,000	2,340,000
<b>TOTAL</b>	<b>\$5,751,750</b>	<b>\$3,424,500</b>

<b>2019F/G</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF - Interest</b>	1,935,759	1,723,939
<b>SGF - Principal</b>	4,642,422	4,846,881
<b>TOTAL</b>	<b>\$6,578,182</b>	<b>\$6,570,820</b>

<b>Debt Service Refunding (2016 H)</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>SGF Interest</b>	833,500	553,375
<b>SGF Principal</b>	5,465,000	5,740,000
<b>TOTAL</b>	<b>\$6,298,500</b>	<b>\$6,293,375</b>

<b>Grand Total On-Budget Principal and Interest</b>	<b>FY 2024</b>	<b>FY 2025</b>
<b>Grand Total On-Budget Interest</b>	73,968,027	70,888,875
<b>Grand Total On-Budget Principal</b>	77,962,422	78,701,881
<b>GRAND TOTAL</b>	<b>\$151,930,449</b>	<b>\$149,590,756</b>

**OFF-BUDGET DEBT SERVICE**

<b>Eisenhower State Office Building (2019F/G)</b>	<b>FY 2024</b>	<b>FY 2025</b>
Fund 6148-4610(SBOF) - Interest	478,508	426,147
Fund 6148-4610(SBOF) - Principal	1,147,578	1,198,119
<b>TOTAL</b>	<b>\$1,626,086</b>	<b>\$1,624,266</b>

<b>Curtis State Office Building (2020K)</b>	<b>FY 2024</b>	<b>FY 2025</b>
Fund 6148-4400(SBOF) - Interest	524,381	453,765
Fund 6148-4400(SBOF) - Principal	3,152,497	3,299,613
<b>TOTAL</b>	<b>\$3,676,878</b>	<b>\$3,753,378</b>

<b>Myriad Building (2020K)</b>	<b>FY 2024</b>	<b>FY 2025</b>
Fund 6148-4100(SBOF) - Interest	75,716	62,672
Fund 6148-4100(SBOF) - Principal	582,321	597,365
<b>TOTAL</b>	<b>\$658,037</b>	<b>\$660,037</b>

<b>TOTAL OFF-BUDGET DEBT SERVICE</b>	<b>FY 2024</b>	<b>FY 2025</b>
Total Off-Budget - Interest	1,078,605	942,584
Total Off-Budget - Principal	4,882,396	5,095,097
<b>TOTAL OFF-BUDGET DEBT SERVICE</b>	<b>\$5,961,001</b>	<b>\$6,037,681</b>



**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Capital Improvements**CAPITAL IMPROVEMENTS**

Every year, the Department of Administration requests money from the State General Fund for projects it deems important for the upkeep of the buildings within its control. In FY 2024 the total amount requested for the Docking State Office Building Renovation from SGF is \$5,068,015. The DSOB renovation is a multi-year project and the \$5,068,015 is a reappropriation from FY 2023.

Also budgeted in capital improvements are rehabilitation and repair funds for buildings in the Capitol Complex area. The amounts requested are \$5,002,287 (FY24) and in \$5,000,000 (FY25) from the State General Fund.

<b>Project Description</b>	<b>FY 2024</b>	<b>FY 2025</b>
Docking State Office Building Renovation	5,068,015	0
Capitol Complex Rehabilitation and Repair	5,002,287	5,000,000
<b>Total</b>	<b>\$10,070,302</b>	<b>\$5,000,000</b>

**Explanation of Receipt Estimates—DA 405**

Division of the Budget

Agency \_\_\_\_\_ Department of Administration

State of Kansas

**2001 - Federal Cash Management Fund**

**Statutory History:** K.S.A. 75-3083 requires periodic transfers from the State General Fund and from Special Revenue Funds of interest earned on federal grant fund balances in the amount necessary to make interest payments to the federal government as required by the Federal Cash Management Act of 1990 (PL 101-453). These interest payments became effective for the fiscal year ending June 30, 1994, and continue for each fiscal year thereafter.

As provided for in the CMIA Agreement between the State of Kansas and the Secretary of the Treasury, an Estimated Clearance funding technique is the methodology that the State of Kansas began to follow on July 1, 2011. This funding technique is interest neutral. The Recovery of Prior Year Expenditures represents the release of monies encumbered in prior years to pay possible interest payments to the federal government.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Recovery of Prior Year Expenditures	160,000	65,000	65,000	65,000
<b>TOTAL</b>	<b>\$160,000</b>	<b>\$65,000</b>	<b>\$65,000</b>	<b>\$65,000</b>

**2010 - Curtis State Office Building Maintenance Reserve Fund**

**History:** This fund is set up as a reserve fund for maintenance projects for the Curtis State Office Building. Under Article 11 Section 1 of the lease between the Topeka Public Building Commission and the State of Kansas – Department of Administration it stated that an annual amount of \$0.75 per net rentable square foot must be transferred into this fund. That amount adds up to an annual transfer of approximately \$225,830.00. This article further states that money from this fund may be used to help keep machinery and equipment in good mechanical and working order. The money may also be used to pay any basic or additional rent. Starting in FY 2021 the lease between the Topeka Public Building Commission and the State of Kansas – Department of Administration was replaced with K DFA bond issuance 2020K. This bond issuance transferred ownership of the Curtis State Office Building from the Topeka Public Building Commission to the State of Kansas – Department of Administration therefore negating the lease mentioned above. However, OFPM has made the decision to continue this transfer of \$0.75 per net rentable square foot into Fund 2010 to use as a reserve fund for large or unexpected maintenance issues that arise.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Average Daily Balance Interest	1,490	28,227	20,000	20,000
Operating Transfers (In and Out)	0	0	225,830	225,830
<b>TOTAL</b>	<b>\$1,490</b>	<b>\$28,227</b>	<b>\$245,830</b>	<b>\$245,830</b>

**2017 - Purchasing Fees Fund**

**History:** Procurement and Contracts Informational Circular No. 601 dated April 4, 2000, allows Procurement and Contracts to collect an additional administrative fee on all sales involving statewide contracts. This fee is in addition to the bid price and was instituted to cover the expenses incurred by Procurement and Contracts to administer the contract. Provided further, Procurement and Contracts is hereby authorized to fix, charge, and collect fees for operating expenditures incurred to reproduce and disseminate purchasing information, administer vendor applications, administer state contracts and conduct training seminars, including official hospitality. And provided further, that such fees shall be fixed in order to recover all or part of such operating expenses. In FY 2011, the administration of the procurement card program through UMB Bank was transferred to Procurement and Contracts.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Recovery of Prior Year Expenditures	148,243	0	0	0
Other Reimbursements and Refunds	1,592,736	1,903,890	1,900,000	1,900,000
Operating Transfers (In and Out)	0	570,650	0	0
<b>TOTAL</b>	<b>\$1,740,979</b>	<b>\$2,474,540</b>	<b>\$1,900,000</b>	<b>\$1,900,000</b>

**2028 - Buildings and Grounds Fund**

**History:** K.S.A. 75-3768. Any rents or charges for the use of any parking facilities owned by the State shall be remitted by the Secretary of Administration to the State Treasurer in accordance with the provisions of K.S.A. 75-4215 and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury to the credit of the Buildings and Grounds fund created by K.S.A. 75-3765 and amendments thereto. K.S.A. 75-3765 states that revenue from the leasing of space in buildings operated by the Department of Administration can be deposited in the Buildings and Grounds fund at the discretion of the Secretary of Administration.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	355	0	0	0
Other Rents and Royalties	149,118	155,391	150,000	150,000
<b>TOTAL</b>	<b>\$149,473</b>	<b>\$155,391</b>	<b>\$150,000</b>	<b>\$150,000</b>

**2033 - Municipal Accounting & Training Services Recovery Fund**

**History:** Senate Substitute for House Bill No. 2002, Sec. 64, Paragraph (c) of the 2017 Legislative Session gives the Department of Administration authority to fix, charge and collect fees for various accounting services provided to municipalities. Such fees are to be fixed at a rate to recover all or part of the operating expense incurred in providing such services.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Financial Reports Services	169,475	141,950	260,000	260,000
Budget Assistance Workshops	34,425	33,725	28,000	28,000
<b>TOTAL</b>	<b>\$176,025</b>	<b>\$175,675</b>	<b>\$288,000</b>	<b>\$288,000</b>

**2038 - State Revolving Fund Services Fee Fund**

**History:** The original contract, dated March 1, 1999, was enacted between the Department of Health and Environment, the Kansas Development Finance Authority, and the Department of Administration. As part of this contract, the Department of Administration will jointly administer certain portions of the State Revolving Fund programs, in exchange for a service fee. There were two contracts: one for the Kansas Water Pollution Control Revolving Fund (K.S.A. 65-3321 et seq.) and one for the Kansas Public Water Supply Loan Fund (K.S.A. 65-163d et seq.).

In August 2009, a new contract was adopted among the parties to continue to jointly administer portions of the State Revolving Fund programs. In the current agreement, the separate contracts for each program were merged into one document, with the Department being compensated \$308,000 per year, aggregate, for both programs. In addition, the new contract calls for the service fee to be reviewed every three years. At this point, no adjustment in the fee is being sought.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Administration Fees	308,000	308,000	308,000	308,000
<b>TOTAL</b>	<b>\$308,000</b>	<b>\$308,000</b>	<b>\$308,000</b>	<b>\$308,000</b>

**2197 - General Fees Fund**

The revenues and expenditures are from a variety of on-budget sources within the Department of Administration Offices of Personnel Services and Office of Chief Counsel.

**Legal Services-** Legal Seminars: The Office of Chief Counsel hosts various legal seminars throughout the year. Attorneys from outside of state government may attend for a fee. Fees are applied to facility rental, speaker fees and informational materials. Open Records: Revenues from Open Records requests are placed in this fund.

**Human Resources-** Temporary Services Contract: Contractors pay a 2% administrative fee for all services provided.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Legal	2,730	4,320	5,000	5,000
Human Resources	84,954	66,666	66,000	66,000
<b>TOTAL</b>	<b>\$87,684</b>	<b>\$70,986</b>	<b>\$70,000</b>	<b>\$70,000</b>



**2323 - Federal & State Surplus Property Fund**

**History:** K.S.A. 75-3707f transferred control of the Federal and State Surplus programs from the Department of Corrections to the Department of Administration. This is the on-budget fund for Federal and State Surplus Property. This serves as the fund in which money from sales to agencies and individuals outside the state system is deposited. Federal Surplus Property has a budget unit of 2301, State Surplus has a budget unit of 2302, and the Law Enforcement Support Program (LESO) has a budget unit of 2303. All money from sales to state agencies is deposited into the off-budget fund 6150.

<b>Revenue Source: Federal Surplus Property – (2301)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	123,444	123,444	100,000	150,000
<b>TOTAL</b>	<b>\$123,444</b>	<b>\$123,444</b>	<b>\$100,000</b>	<b>\$150,000</b>

<b>Revenue Source: State Surplus Property – (2302)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	505,638	1,362,477	1,200,000	1,300,000
<b>TOTAL</b>	<b>\$505,638</b>	<b>\$1,364,996</b>	<b>\$1,200,000</b>	<b>\$1,300,000</b>

<b>Revenue Source: LESO – (2303)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	10,000	75	0	0
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$75</b>	<b>0</b>	<b>0</b>

<b>Revenue Source: Grand Total Fund – (2323)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	639,082	1,488,515	1,300,000	1,450,000
<b>TOTAL</b>	<b>\$639,082</b>	<b>\$1,485,995</b>	<b>\$1,300,000</b>	<b>\$1,450,000</b>

**2435 - Conversion of Materials and Equipment – Recycling Program**

**History:** House Substitute for Senate Bill 112, Section 80, Paragraph (c) of the Legislative Session of 2015 authorizes deposits to this fund from the sale of salvage and recyclable material by the Office of Facilities and Property Management. In recent years, expenditures have been made from this fund to pay trash compactor rental fees for several of the state office buildings.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Salvage, Scrap, Obsolete & Condemned Materials	25,269	9,270	10,000	10,000
<b>TOTAL</b>	<b>\$25,269</b>	<b>\$9,270</b>	<b>\$10,000</b>	<b>\$10,000</b>

**2556 - Preventative Health Care Program Fund**

**History:** This fund is used for preventative health programs for state employees and non-state group members. These programs include HealthQuest and other workplace wellness initiatives. Income for the fund comes from an employer assessment of \$0.69 per State Employees Health Benefit Plan member for 24 pay periods and \$1.80 per month for non-State members.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Preventative Health Care	568,118	690,901	705,000	705,000
<b>TOTAL</b>	<b>\$568,118</b>	<b>\$690,901</b>	<b>\$705,000</b>	<b>\$705,000</b>

**3024 - Flood Control Emergency – Federal Fund**

**History:** Pursuant to federal law and regulation, the Corps of Engineers distributes to the states 75% of the lease moneys derived from the lease for agricultural purposes of federally owned land adjacent to federal reservoirs. K.S.A. 27-117 provides for the subsequent payment of such moneys to counties, townships, and certain school districts in accordance with a distribution list provided by the Corps of Engineers.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Federal Grant	335,487	297,603	527,444	520,000
<b>TOTAL</b>	<b>\$335,487</b>	<b>\$297,603</b>	<b>\$527,444</b>	<b>\$520,000</b>

**6103 - Human Resource Information Systems Recovery Fund**

The revenues and expenditures are from a variety of off-budget sources within the Department of Administration Offices of Personnel Services and Office of Chief Counsel.

**Legal Services-** The Office of Chief Counsel hosts various legal seminars throughout the year. Many agencies pay a fee for each participant. In addition, attorneys from outside of State Government may also attend for a fee. Fees are applied to facility rental, speaker fees and informational materials.

**Personnel Services-** The Office of Personnel Services provides several services including Retirement Seminar Coordination for state employees and Advertising Coordination, Human Resource Conferences and Career Fair Coordination for State Agencies. They also provide Human Resource services for smaller State Agencies that do not have Human Resource staff.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Legal	18,540	18,720	18,000	18,000
<b>TOTAL</b>	<b>\$18,540</b>	<b>\$18,720</b>	<b>\$18,000</b>	<b>\$18,000</b>

**3756 - American Rescue Plan State Relief Fund (ARPA)**

**History:** The American Rescue Plan Act (ARPA) Fund 3756 is used for transfer of funds from the Office of Recovery to the Department of Administration for projects that have been approved through the Strengthening People and Revitalizing Kansas (SPARK) Executive Committee and the Kansas Legislature. Transfers into the fund and expenditures are governed by the memorandum of agreement that has been signed by the agency and the Office of Recovery. Ultimately, all expenditures are governed by rules set by the US Treasury. The Office of Recovery assists state agencies with reporting requirements and any potential federal audits.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
A0007	60,000,000	0	0	0
A0112	0	4,500,000	0	0
A0113	0	6,000,000	0	0
A0210	0	0	6,500,000	0
<b>TOTAL</b>	<b>\$60,000,000</b>	<b>\$10,500,000</b>	<b>\$6,500,000</b>	<b>0</b>

## **6105 - Accounting Services Recovery Fund**

**History:** House Substitute for Senate Bill No. 112, Sec. 80, Paragraph (c) of the 2015 Legislative Session provides for the Secretary of Administration to fix, charge, and collect fees for services or sales provided by the Department of Administration that are not specifically authorized by other statute and provides that all fees received for such services shall be credited to this fund.

K.S.A. 75-6201 et seq. prescribes the policies and procedures for identifying debtors who owe money to the State and for deducting any such amounts from moneys due such debtors by the State or its agencies. The Department and the Secretary of Revenue are authorized to enter into reciprocal agreements with foreign state agencies for purposes of debt setoff. The setoff of debts owed to municipalities and district courts within the state is also authorized. K.S.A. 75-6210(b) authorizes the Department to retain a reasonable collection assistance fee.

K.S.A. 75-5501 authorizes the Department to deduct from the salary or wages an amount equal to regular membership dues for state employees who are members of any qualifying employee organization and who have completed a written authorization. The Director shall remit all moneys deducted each payroll period to the employee organization less the amount of actual direct expenses incurred relative to such deduction.

K.S.A. 2008 Supp. 75-5533 was amended to change from the State General Fund to the Accounting Services Recovery Fund regarding the deposit of administrative fees for the voluntary payroll deduction program for charitable contributions. Also included is the authority to add Community Health Charities as an eligible charity for state employees to choose, in addition to the existing authority for United Way.

In FY 2012, a new interagency service agreement was entered into between the Department of Administration and the Kansas Department of Health and Environment to continue services related to the State Employee Benefits unit. These services will be provided on a fee-for-service basis.

Beginning in FY 2013, the fund received the revenue from the Accounting, Payroll and Budget (APB) fee, formerly the Enterprise Application Rate. The revenue was shifted from the Information Technology Fund along with the responsibility of funding the operation of the statewide accounting (SMART), human resources/payroll (SHARP) and budget (IBARS) systems.

Beginning in FY 2015, the Accounting, Payroll and Budget (APB) fee is based on the volume of transactions and the volume of accounting lines to reflect actual usage of system resources more accurately.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Recovery of Prior Year Expenditures	180	0	0	0
Other Service Charges	102,535	101,615	100,000	100,000
Clerical Services	334	144	1,000	1,000
Accounts Receivable Setoff Collection Fees	5,031,872	5,649,708	5,700,000	5,700,000
Accounting, Payroll, Budget Fees	4,745,183	4,842,700	5,800,000	6,400,000
Technical and Skilled Services	3,444	3,294	5,000	5,000
State Agencies Accounts Receivable Bad Debts Recoveries	272,528	282,015	250,000	250,000
Operating Transfers Out – To OITS	(577,250)	(77,250)	(75,000)	(75,000)
Operating Transfer In	899,175	1,283,504	1,300,000	1,300,000
<b>TOTAL</b>	<b>\$10,478,001</b>	<b>\$12,085,730</b>	<b>\$13,081,000</b>	<b>\$13,681,000</b>



**6109 - Motor Pool Service Fund**

**History:** K.S.A. 75-4607 establishes the Motor Pool Service fund in the state treasury. This fund is used for the deposit of money collected from the van pool program. The van pool program allows employees to commute to work together in vans sponsored by the State of Kansas. Each individual van pool recovers its costs and governs itself within broad parameters set by the Department of Administration. The van pool program charges individual van pools a mileage cost ranging from \$0.43 to \$0.86 per mile. This charge offsets the costs associated with the operation of each van pool and with administering the program.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	25,018	40,172	40,000	40,000
Usable Condemned Equipment	70,006	3,362	3,000	3,000
Recovery of Prior Fiscal Year Expenditures	0	17	0	0
<b>TOTAL</b>	<b>\$95,024</b>	<b>\$43,551</b>	<b>\$43,000</b>	<b>\$43,000</b>

**6148 - State Buildings Operating Fund**

**History:** K.S.A. 75-3654 establishes the state buildings operating fund in the state treasury. All expenditures from such fund shall be made in accordance with appropriation acts upon warrants of the Department of Administration issued pursuant to vouchers approved by the secretary of administration or by a person designated by the secretary. The main revenue source in the state buildings operating fund is rent revenue. Rent was figured on net square footage in FY 2023 at a rate of \$20. per square foot for office space. The monumental building surcharge is another significant revenue source for this fund. This revenue is used for the support of the State Capitol, Judicial Center, Cedar Crest and the capitol complex parking lots. The rate for FY 2023 and 2024 was \$3.00 per square foot.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Sale of Useable Condemned Equipment	0	1,600	5,000	5,000
Charges for Technical & Skilled Services Other than Inspections	106,882	106,297	100,000	110,000
Other Service Charges	5,747,504	5,483,120	5,500,000	5,750,000
Sale of Usable Condemned Materials	0	31	50	0
Departmental or Agency Sales	476,111	351,165	495,000	520,000
Other Nonrevenue Receipts	0	887	0	0
Capitol Complex Building Rental Fees	17,732,661	17,694,305	17,800,000	19,300,000
Other Rents & Royalties	23,328	19,640	25,000	30,000
Sale of Land, Buildings and Other Real Estate	89,553	162,860	90,000	100,000
Other Reimbursements and Refunds	0	4,964	0	0
Operating Transfers Out	0	(638,355)	(675,830)	(675,830)
<b>TOTAL</b>	<b>\$24,173,342</b>	<b>\$23,186,514</b>	<b>\$23,339,220</b>	<b>\$25,139,170</b>

**6149 - State Buildings Depreciation Fund**

**History:** K.S.A. 75-3655 establishes the State Buildings Depreciation Fund in the state treasury. Moneys sufficient to provide for the replacement of depreciable machinery and equipment and for maintenance and capital improvements, for state-owned building at Forbes and for the Docking State Office Building, the Landon State Office Building and Memorial Hall shall be transferred from the State Buildings Operating Fund (Fund 6148). Transfers shall not be less than five percent of amounts collected for rental charges for state-owned office space at the former Forbes air force base, for the Docking State Office Building and the Landon State Office Building.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Operating Transfers In	0	250,000	250,000	250,000
<b>TOTAL</b>	<b>0</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>

**6150 - Federal & State Surplus Property Fund**

**History:** K.S.A. 75-3707f transferred control of the Federal and State Surplus programs from the Department of Corrections to the Department of Administration. This is the off-budget fund for Federal and State Surplus Property. This serves as the fund in which sales to other state agencies are deposited. Federal Surplus Property has a budget unit of 6151, State Surplus has a budget unit of 6152 and the Law Enforcement Support Program (LESO) has a budget unit of 6153. All sales made to non-state agencies are deposited into the on-budget fund 2323.

<b>Revenue Source: Federal Surplus Property – (6151)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	12,525	22,453	25,000	25,000
<b>TOTAL</b>	<b>\$12,525</b>	<b>\$22,453</b>	<b>\$25,000</b>	<b>\$25,000</b>

<b>Revenue Source: State Surplus Property – (6152)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	32,273	57,191	70,000	70,000
<b>TOTAL</b>	<b>\$32,273</b>	<b>\$57,191</b>	<b>\$70,000</b>	<b>\$70,000</b>

<b>Revenue Source: LESO – (6153)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Revenue Source: Total Fund – (6150)</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Other Service Charges	44,798	79,644	95,000	95,000
<b>TOTAL</b>	<b>\$44,798</b>	<b>\$79,644</b>	<b>\$95,000</b>	<b>\$95,000</b>

**6151 - Architectural Services Recovery Fund**

**History:** House Substitute for Senate Bill 112, Section 80, Paragraph (c) of the Legislative Session of 2015 allows that expenditures may be made from the Architectural Services Recovery Fund for operating expenditures for the Office of Facilities and Property Management. It provides further, that the director of the Office of Facilities and Property Management is hereby authorized to charge and collect fees for services provided to other state agencies not directly related to the construction of a capital improvement project. And it provides further, that all fees received for all such services shall be deposited in the state treasury and shall be credited to the Architectural Services Recovery Fund.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Charges for Inspections, Supervisions, Examinations & Audits	1,213,427	1,240,376	1,400,000	1,400,000
Charges for Technical and Skilled Services Other than Inspections	247,839	289,403	700,000	700,000
Usable Condemned Equipment	0	9,160	0	0
<b>TOTAL</b>	<b>\$1,461,266</b>	<b>\$1,538,939</b>	<b>\$2,100,000</b>	<b>\$2,100,000</b>

**6165 - Intragovernmental Printing Service Operating Fund**

**History:** K.S.A. 75-1022 directs the Department to maintain a cost system in accordance with generally accepted accounting principles. Billings shall include direct and indirect costs of production and shall be based on generally accepted cost accounting practices. All receipts for sales of goods and services and recoveries from the sale of surplus supplies and materials or of other expenditures shall be deposited in the Intragovernmental Printing Service Fund.

Revenue Source: <b>9800-Printing</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
License Personal Services	0	3,092	0	0
Manufactured Products	0	902	0	0
Manufactured Products Surcharge	3,915,941	5,049,566	6,100,000	6,200,000
Sale of Materials	2,475	2,475	0	0
State Publications	1,320	1,320	0	0
Individual Tax Withholdings	3	3	0	0
Operating Transfers In	0	1,570,000	0	0
Operating Transfers Out	(169,762)	(24,252)	(144,000)	(144,000)
<b>TOTAL</b>	<b>\$3,749,977</b>	<b>\$6,600,017</b>	<b>\$5,956,000</b>	<b>\$6,056,000</b>

Revenue Source: <b>9801-Central Mail</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Central Mail Operating	4,982,209	5,957,584	6,000,000	6,100,000
Operating Transfer In	500,000	0	0	0
<b>TOTAL</b>	<b>\$5,482,209</b>	<b>\$5,957,584</b>	<b>\$6,000,000</b>	<b>\$6,100,000</b>

Revenue Source: <b>Total Fund - 6165</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>GRAND TOTAL</b>	<b>\$9,232,186</b>	<b>\$12,557,601</b>	<b>\$11,956,000</b>	<b>\$12,156,000</b>

**6167 - Intragovernmental Printing Service Depreciation Reserve Fund**

**History:** K.S.A. 75-1004b establishes the Intragovernmental Printing Service Depreciation Reserve Fund in the state treasury. Transfers to the Intragovernmental Printing Service Depreciation Reserve Fund shall be made from the Intragovernmental Printing Service Fund on a monthly basis, the amounts thereof to be determined by the Director of Printing as charges for depreciation and obsolescence of state printing plant equipment and programs according to generally accepted accounting principles prescribed by the Director of Accounts and Reports. All recoveries from the sale of surplus, obsolete or unused equipment, linotype metal or of other expenditures from this fund may be deposited in the Intragovernmental Printing Service Depreciation Reserve Fund. (Depreciation is figured on a straight-line basis over the life of the item being depreciated.)

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Operating Transfers In	169,762	24,252	144,000	144,000
<b>TOTAL</b>	<b>\$169,762</b>	<b>\$24,252</b>	<b>\$144,000</b>	<b>\$144,000</b>

**6170 - Workers Compensation Fund**

**History:** K.S.A. 44-575 established the fund for the collection of an assessment from state agencies for the purpose of administering the State Workers Compensation Self-Insurance Program. The amounts charged are determined by the Department of Administration.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Workers Compensation	15,939,323	15,932,441	16,000,000	16,000,000
<b>TOTAL</b>	<b>\$15,939,323</b>	<b>\$15,932,441</b>	<b>\$16,000,000</b>	<b>\$16,000,000</b>



**7350 - Health Insurance Premium Reserve Fund**

**History:** K.S.A. 75-4210(a) allows this Health Insurance Fund to accumulate interest on the balance. FY2022 included a transfer in of 2.5 million.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Health Insurance Premium	2,627,122	1,045,060	2,000,000	2,250,000
<b>TOTAL</b>	<b>\$2,627,122</b>	<b>\$1,045,060</b>	<b>\$2,000,000</b>	<b>\$2,250,000</b>

**7707 - Non-State Employer Group Benefit Fund**

**History:** K.S.A. 75-6506 establishes the health care benefits program for state and local governments and certain not-for-profit entities. The monies in this fund are used to help cover administrative expense associated with the management of the non-state groups. FY 2020 included a one-time transfer of \$1.0 million.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Non-State Employer Group	173,921	188,826	220,000	230,000
<b>TOTAL</b>	<b>\$173,921</b>	<b>\$188,826</b>	<b>\$220,000</b>	<b>\$230,000</b>

**7720 - Cafeteria Benefits Fund**

**History:** K.S.A. 75-6513 established the Cafeteria Benefits Fund which replaced the health care benefits program fund and receives the charges assessed to the employer required to cover the administration expenses on health benefit contracts, plus or minus any surplus or deficit in the employer contribution rate.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Cafeteria Benefits Fund	2,622,142	2,690,431	2,600,000	2,500,000
<b>TOTAL</b>	<b>\$2,622,142</b>	<b>\$2,690,431</b>	<b>\$2,600,000</b>	<b>\$2,500,000</b>

**7740 - Dependent Care Assistance Program Fund**

**History:** K.S.A. 75-6520 established the State Employee Dependent Care Assistance Program and deposits monies into the Flexible Spending Program Fund that allows a pre-tax savings resulting from employee participation in the flexible spending plan. The amount of revenue depends on the number of employees participating in the flexible spending program.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Dependent Care Assistance	12,351,542	12,179,356	12,800,000	12,800,000
<b>TOTAL</b>	<b>\$12,351,542</b>	<b>\$12,179,136</b>	<b>\$12,800,000</b>	<b>\$12,800,000</b>

**7746 - HBA Clearing Fund – Remit to Admin Service Organization**

**History:** This fund receives the premiums collected for the State Employee Health Benefits Plan and then pays claims and third-party administrators.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
HBA Clearing Fund-Remit to Admin Service Organization	454,560,626	470,525,457	485,000,000	500,000,000
<b>TOTAL</b>	<b>\$454,560,626</b>	<b>\$470,525,457</b>	<b>\$485,000,000</b>	<b>\$500,000,000</b>

**8701 - Equipment Lease Purchase Program Administration Clearing Fund**

**History:** Senate Substitute for House Bill No. 2002, Sec.65, Paragraph (c) of the 2018 Legislative Session, authorizes the Equipment Lease Purchase Program Administration Clearing Fund. Subject to the approval of the Secretary of Administration, K.S.A. 75-3799 authorizes a Financial Services Negotiating Committee to obtain financial services relating to installment purchase, lease, or lease-purchase of equipment or to other financial related services needed by the requesting state agency. Financing for equipment is completed through master lease purchase agreements.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
Operating Transfers In	201,486	0	90,000	90,000
Interest Earned on Reserve	133	2,269	0	0
<b>TOTAL</b>	<b>\$201,619</b>	<b>\$2,269</b>	<b>\$90,000</b>	<b>\$90,000</b>

# State of Kansas Division of the Budget

## Revised FY 2024 & FY 2025 Budget Request



**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of Administration

Program Budget Analysis

**PROGRAM TITLE: BUDGET ANALYSIS**

**DIVISION OF THE BUDGET MISSION:**

Promote the responsible use of state resources to achieve efficient and effective state government consistent with gubernatorial priorities.

**DIVISION OF THE BUDGET PHILOSOPHY:**

The Division of the Budget is committed to excellence, professional conduct, and service. These values are reflected in the management and analysis of the state budget and other resources which are provided to the Governor, the Legislature, state agencies, and the citizens of Kansas.

**PROGRAM EXPLANATION:**

The Division of the Budget has central responsibility for the state budget process, including related policy issues, and for providing management services to state agencies. Because of its central role in budget formulation, the Division serves as a source of explanation to the Legislature and to legislative staff and committees while the Governor’s proposals are being considered for adoption. The Division performs a series of duties related to budget execution and financial administration. The staff monitors cash flow and takes appropriate steps to assure State General Fund solvency throughout the year. The Division interprets appropriations language and advises agency managers when questions arise about legislative intent and the management of state government. It verifies and distributes the census data that determine how state aid to local governments is to be apportioned. Staff within the Division is more recently serving a role in assistance with disclosure of the state’s financial status when state agencies seek to issue bonds for capital projects backed with state appropriations for debt service. In addition, the Division makes recommendations on agency requests for State Finance Council action and executive directives.

The Division issues instructions and directives that determine how agencies propose and justify requests for expenditure authority. Requests submitted according to those instructions are analyzed by Division staff. Findings and conclusions arising from that analysis are submitted to the Governor and become the basis for the Governor’s recommendations to the Legislature. The budget process requires agencies to submit alternative spending proposals. Agency budget requests are guided by expected revenues that will support a base budget with limited adjustments for such statewide costs as group health, KPERS rates, etc. In some years, agencies must also submit a reduced resource package, using estimates provided by the Division, based on the assumption that revenues might decline enough to make a base budget unsupportable. In addition, if agencies are proposing a new program or expansion of an existing program, a request for funds and/or positions related to such an enhancement is



submitted as a discrete package. These requests are taken together as an array that demonstrates alternative budget outcomes and thus expands the information available to the Governor and the Legislature as decisions are made.

The fundamental budgeting unit is the *program*, an integrated set of activities designed to accomplish a set of objectives. Agency budgets are the aggregate of spending proposals developed at the program level. During the budget process agencies must submit operating plans for each program, and these plans supply a major portion of the data that underlie analysis by Division of the Budget staff.

### **STATUTORY HISTORY**

The Kansas budget system was created by the 1917 Legislature. Major revisions of the original statutes occurred in 1925, 1953, 1972, 1978, and 1980. Current provisions are found in K.S.A. 75-3714a et seq. The following statutes relate to the responsibilities of the Division of the Budget:

K.S.A. 75-3715	delineates the powers and duties of the Director of the Budget;
K.S.A. 75-3715a	requires the Division of the Budget to furnish fiscal notes to the Legislature for all bills which alter the revenues and/or fiscal liability of the state or local governments;
K.S.A. 75-3721	details the timing and content of the Governor's budget submission to the Legislature;
K.S.A. 75-3722 et seq.	establishes an allotment system and prescribes certain duties for the Director of the Budget when the resources of the State General Fund are likely to be insufficient to cover the appropriations made against the fund;
K.S.A. 75-4802 et seq.	incorporate the functions of statewide planning and research into the Division of the Budget;
K.S.A. 11-201	requires the Division of the Budget to certify and distribute census bureau population estimates for the state;
K.S.A. 75-6701	directs the Director to prepare a joint estimate of revenue to the state general fund for the current fiscal year and the ensuing fiscal year with the Director of the Legislative Research Department;
K.S.A. 75-6704 et seq.	delineate the Director's responsibilities when it is projected that the unencumbered ending balance in the State General Fund is projected to be less than \$100.0 million in the current fiscal year;
K.S.A. 75-137	requires the Governor to include \$150,000 in the Division's budget in election years for gubernatorial transition expenses;
K.S.A. 77-416, 420	Outlines the responsibilities of the Director of the Budget to review and approve (or deny) certain proposed state agency rules and regulations, including the economic impact statement provided by the agency.

## **LONG TERM TRENDS:**

### **Performance-Based Budgeting (PBB)**

Currently, the Kansas Legislative Research Department (KLRD) coordinates with state agencies the reporting process of PBB to the Legislature and the Division of the Budget. State agencies fill out a form with various PBB reporting requirements that are outlined by KLRD. These reports are submitted in conjunction with the agency's budget submission by September 15 of each year.

### **Administrative Rules and Regulations Review**

The 2022 Legislature enacted HB 2087, which removed the requirement that the Director make an independent determination of implementation and compliance costs, removed provisions requiring the Director to approve all rules and regulations, and specified that the Director is not required to review or approve rules and regulations if the submitting agency determines such rules and regulations would not result in costs of more than \$1.0 million over two years from the effective date of the bill through June 30, 2024, or more than \$3.0 million over two years on and after July 1, 2024. Agencies continue to be required to provide the Director with a copy of the economic impact statement for every rule and regulation submitted for approval.

The law requires the Director to approve a proposed rule and regulation with determined costs that exceed \$1.0 million from the effective date of the bill through June 30, 2024, or exceed \$3.0 million on and after July 1, 2024, over any two-year period if: (1) the agency has held a public hearing; (2) the agency found the costs of the proposed rule and regulation are accurately determined and are necessary for legislative intent; and (3) the Director concurs with the agency's findings and approves the economic impact statement after an independent analysis.

The law also specifies that the implementation and compliance costs are those costs reasonably expected to be incurred and are separately identified for the affected businesses, local government units, and members of the public. The law further specifies that in its determination of costs, the agency should not account for any actual or estimated cost savings realized by those entities. The law further states, if a state agency is proposing a rule and regulation because of a federal mandate, the state agency continues to be required to provide an economic impact statement, but the Director is not required to review or approve the proposed rule and regulation, regardless of estimated implementation and compliance costs. The law specifies, for rules and regulations proposed due to a federal mandate, compliance costs are calculated from the effective date of the rule and regulation.

The law requires the Director to submit a report to the Legislature or the Joint Committee on Administrative Rules and Regulations (JCARR) upon approval of a rule or regulation with costs determined to be greater than \$1.0 million from the effective date of the bill through June 30, 2024, or greater than \$3.0 million on and after July 1, 2024, over any two-year period.

Previous law required proposed rules and regulations be submitted to the Director before being submitted to the Secretary of Administration and Attorney General. The 2022 Legislature made changes to the order of submission to require state agencies to send proposed rules and regulations directly to the Secretary of Administration and Attorney General before submission to the Director.

The Division of the Budget has implemented internal policies and procedures for reviewing each required regulation, as well as the accompanying economic impact statement.

### **BUDGET ANALYSIS PROGRAM**

**GOAL 1:** Perform comprehensive policy, management, and fiscal analysis.

**OBJECTIVE 1** – Division of the Budget

Develop sophisticated research and analytical capabilities.

#### **Strategies:**

1. Manage an employee selection process that assures hiring analysts with a solid research and analytical base.
2. Provide formal, in-house training of analysts related to research and analysis expectations, including an effective mentor program.
3. Provide a variety of continuing education and training programs to develop the basic skills of employees.

	<u>Actual</u> <u>FY 2021</u>	<u>Actual</u> <u>FY 2022</u>	<u>Actual</u> <u>FY 2023</u>	<u>Current</u> <u>Year</u> <u>FY 2024</u>	<u>Budget</u> <u>Year</u> <u>FY 2025</u>
<u>Outcome Measures:</u>					
Percentage of analysts rating formal, in-house training or continuing education as “good” or “excellent”	100.0	100.0	100.0	100.0	100.0
Percentage of analysts rating the in-house mentor program as “good” or “excellent”	100.0	100.0	100.0	100.0	100.0
<u>Output Measures:</u>					
Number of continuing education opportunities attended by staff	8	12	8	8	8

**OBJECTIVE 2** – Division of the Budget

Develop and maintain an increasing scope of knowledge related to agency functions, programs, and policy options.

**Strategies:**

1. Review the most recent budget resources and background materials related to assigned agencies.
2. Develop an understanding of agency activities through on-site visits, continuous dialogue, and policy research.

	<u>Actual</u> <u>FY 2021</u>	<u>Actual</u> <u>FY 2022</u>	<u>Actual</u> <u>FY 2023</u>	<u>Current</u> <u>Year</u> <u>FY 2024</u>	<u>Budget</u> <u>Year</u> <u>FY 2025</u>
<u>Outcome Measure:</u>					
Percentage of state agencies visited in the fiscal year	3.1	69.4	43.9	88.8	88.8
<u>Output Measure:</u>					
Number of agencies visited	3	68	43	87	87

**GOAL 2:** Produce an accurate budget reflecting the Governor’s priorities.

**Strategies:**

1. Communicate the Governor’s priorities through agency training, comprehensive budget instructions, and other contacts.
2. Manage a comprehensive budget review process, which includes utilization of tracking mechanisms and reconciliation processes.
3. Review and revise, as necessary, DOB recommendations with the Governor.

**GOAL 3:** Balance state receipts and expenditures.

**OBJECTIVE 1** – Division of the Budget

Provide cash management for the State General Fund.

**Strategies:**

1. Develop a cash flow model of the State General Fund that has at least 95.0 percent of expenditures identified in specific categories and no more than 5.0 percent categorized as “other” State General Fund expenditures.
2. Monitor the current year status of receipts and expenditures on a daily basis.
3. Take corrective measures, either through the use of administrative tools, executive branch actions, legislative actions, or State Finance Council actions, as needed.
4. Develop reliable techniques for estimating expenditures and revenues resulting from changes in state and federal law or administrative practices.

	Actual FY 2021	Actual FY 2022	Actual FY 2023	Current Year FY 2024	Budget Year FY 2025
<u>Outcome Measures:</u>					
Percentage of expenditures identified as “other” State General Fund expenditures in the cashflow	2.5	5.3	4.4	4.7	4.2
Average percentage deviation of the actual average monthly balance and the balance projected by the	235.1	178.8	136.5	100	100
<u>Output Measures:</u>					
Number of times administrative tools are used to ensure positive cashflow	2	0	0	0	0

**OBJECTIVE 2** – Division of the Budget

Assist agencies in maintaining the solvency of special revenue funds.

**Strategies:**

1. Maintain cash flow models on major funds. For this purpose, major funds are defined as any fund that finances either a variety of state agencies or a single agency, which, if exhausted, would require the agency to revise its strategic plan significantly or would require an additional appropriation of dollars to allow the agency to maintain the base budget level.
2. Monitor the current year status of receipts and expenditures, as necessary.
3. Work with agencies to develop alternatives to meet obligations of a fund that has a cash flow problem.

	<u>Actual</u> <u>FY 2021</u>	<u>Actual</u> <u>FY 2022</u>	<u>Actual</u> <u>FY 2023</u>	<u>Current</u> <u>Year</u> <u>FY 2024</u>	<u>Budget</u> <u>Year</u> <u>FY 2025</u>
<u>Outcome Measures:</u>					
Percentage of agencies the Division of the Budget contacts with concerns about cashflow management	16.1	11.8	10.8	10.8	9.7
Number of problems identified	15	11	10	10	9
<u>Output Measure:</u>					
Number of cashflow models developed and maintained	54	51	51	51	51

**GOAL 4:** To provide accurate budget and policy information in a timely manner.

**OBJECTIVE 1** – Division of the Budget

To respond to inquiries from the Division’s publics: the Governor’s Office, legislators, the public, the media, and representatives from other local governments in a timely and professional manner.

**Strategies:**

1. Facilitate the flow of information from the Division to the publics via telephone calls, correspondence, and electronic mail.
2. Ensure administrative staff is aware which analyst should receive inquiries on certain topics.
3. Prepare clear and concise memos, letters, and survey responses that effectively reply to inquiries by the requested deadlines.
4. Ensure all analysts have a general knowledge of the overall state budget and current State General Fund outlook.
5. Prepare fiscal notes on a timely basis to maximize their usefulness to legislative committees, the Governor, and others.

	<u>Actual FY 2021</u>	<u>Actual FY 2022</u>	<u>Actual FY 2023</u>	<u>Current Year FY 2024</u>	<u>Budget Year FY 2025</u>
<u>Outcome Measures:</u>					
Percentage of fiscal notes completed by the hearing date	100.0	100.0	100.0	100.0	100.0
Percentage of corrected fiscal notes	1.1%	0.9%	0.5%	0.0%	0.0%
<u>Output Measures:</u>					
Number of fiscal notes completed	761	528	791	620	620
Number of surveys completed	4	6	4	4	4
Number of corrected fiscal notes	8	5	4	0	0

**GOAL 5:** Provide assistance to state agencies in budget development and execution, including strategic planning and performance measurement.

**OBJECTIVE 1 –** Division of the Budget

Prepare and present clear and concise written and oral budget instructions.

**Strategies:**

1. Complete written budget instructions, including cost indices, and make them available to agencies prior to the formal training sessions in late spring or early summer.
2. Provide introductory training for all agency personnel who have never prepared a budget document.
3. Provide staff and agency training on the Governor’s initiatives, changes, or technical improvements that are expressed in the written instructions.
4. Provide prompt and accurate advice relating to agency inquiries by individual analysts.



**OBJECTIVE 2 – Division of the Budget**

Assure that the information contained in *The Governor’s Budget Report* and in state agency budget submissions reflects strategic planning and performance measurement.

**Strategy:**

- Promote and encourage the use of strategic planning in state government and assist state agencies in the use of strategic planning and performance measurement, when needed.

	<u>Actual</u> <u>FY 2021</u>	<u>Actual</u> <u>FY 2022</u>	<u>Actual</u> <u>FY 2023</u>	<u>Current</u> <u>Year</u> <u>FY 2024</u>	<u>Budget</u> <u>Year</u> <u>FY 2025</u>
<u>Outcome Measure:</u>					
Percentage of agency budget submissions that include at least one outcome measure for each program, except debt service and capital improvements	90.3	90.3	90.3	90.3	90.3
<u>Output Measure:</u>					
Number of state agencies reporting that they use elements of their strategic plan “most of the time” to develop budget issues	84	84	84	84	84

**OVERVIEW OF CURRENT YEAR ESTIMATE AND BUDGET YEAR (FY 2023) INFORMATION—FY 2024****CURRENT YEAR—FY 2024:**

The Division was appropriated \$2,050,660 from the State General Fund for its operations in FY 2024. From underspending in FY 2023, \$281,542 was reappropriated from FY 2023 and was made available in FY 2024; however, of this amount, \$40,670 was planned and \$240,872 was unanticipated. Including the appropriation and reappropriations, a total \$2,332,202 from the State General Fund is legally available in FY 2024 for spending by the Division. In addition, the Division requests a supplemental appropriation totaling \$12,873 from the State General Fund. Because the 2023 Legislature did not appropriate enough funding from the State General Fund for the FY 2024 state employee pay plan, the State Finance Council had to prorate the FY 2024 agency distribution of the available State General Fund pay plan appropriation by approximately 20.0 percent. As a result, the Division of the Budget includes a supplemental State General Fund FY 2024 appropriation of \$12,873 for the amount of the pay plan shortfall that was prorated to the Division.

The Division's revised FY 2024 expenditure request (including the supplemental appropriation change package) totals \$2,145,075, all from the State General Fund. The Division's FY 2024 revised expenditures will allow the Division to function at its approved staffing level of 14.00 FTE positions, including 1.00 Budget Director, 1.00 Deputy Budget Director, 11.00 FTE Budget Analysts, and 1.00 Executive Assistant. Salaries and wages are budgeted with a total of \$1,701,419, all from the State General Fund.

Out-of-state travel has been budgeted for participation at various National Association of State Budget Officers (NASBO) meetings. NASBO is the professional association where the Division's staff receives most of its professional development. In addition, funds have been budgeted for analysts to visit various state agencies during the summer months. Expenditures totaling \$211,135 have been budgeted in contractual services for special projects as needed by the Budget Director or by the Governor. With these available revenue and expenditures budgeted in FY 2024, the Division anticipates a planned reappropriation of \$200,000 into FY 2025.

**BUDGET YEAR Allocated Resources Request—FY 2025**

The Division requests total allocated resources expenditures in FY 2025 totaling \$2,843,406, all from the State General Fund, including \$2,643,406 for its base budget, as well as a planned State General Fund reappropriation from FY 2024 totaling \$200,000. The agency's request will finance 19.00 FTE positions. Out-of-state travel has been budgeted for participation at various National Association of State Budget Officers (NASBO) annual meetings and events. Expenditures totaling \$200,000 have been budgeted in contractual services for special projects as needed by the Budget Director or by the Governor.

**Enhancement Packages—FY 2025**

The Division requests no enhancement packages in FY 2025.

**EXPENDITURE JUSTIFICATION—Division of the Budget****Object Code 5100: Salaries and Wages**

The Division has a limited hierarchy, and all professional staff members are given considerable flexibility in performing assigned work within time constraints. The Deputy Director reports to the Director, plays a significant role in developing office policy and procedures, and coordinates the development of overall budget procedures.

There are four classifications of “budget analyst” within the Division, although the official titles in the state’s personnel system are different. Each represents a progressive level of autonomy, experience, and reliability. These are Budget Analyst I, Budget Analyst II, Senior Budget Analyst, and Principal Budget Analyst positions. Promotion to higher levels is not automatic but based on demonstrated proficiency and attainment of a higher level of responsibility and competence.

Experienced staff members are assigned as “mentors” to new analysts so that new staff may more easily learn the Division’s work policies and procedures. All analysts report directly to the Director of the Budget on budget matters affecting their agencies, are directly responsible to the Director, and, at various times of the year, have contact with the Governor and the Governor’s staff. One professional staff member provides assistance to the office in performing accounting, word processing, and logistical support to the office.

**Current Year FY 2024—\$1,701,419.** The estimate results from a recalculation of salaries based on current staff levels and the level of seniority and benefits eligibility. This request would fund 14.00 FTE positions. The FY 2024 revised request includes a staff of 14.00 FTE positions, including 1.00 Budget Director, 1.00 Deputy Budget Director, 9.00 FTE Budget Analysts, 1.00 Executive Assistant, and 1.0 Governor’s Office Policy Liaison. The Division of the Budget also performs demographic duties that are required by statute and are carried out by existing members of the budget staff.

**Budget Year FY 2025—\$2,291,954.** Funding at this level continues funding for a staff of 19.00 FTE positions. Applicable fringe benefit expenditures have been calculated in accordance with the budget cost indices, as provided by the Division of the Budget, including costs for KPERS and health insurance benefits. No general salary increase for agency staff has been budgeted for FY 2025.

**Object Codes 5200-5290--Contractual Services**

After salaries and wages, the Division's largest expenditure is for rent paid, along with the monumental surcharge, to the Department of Administration for the agency's office space in the Landon State Office Building in room 504-N. Also included in this category are services provided by the Office of Information Technology Services (OITS). Expenditures for the Division's annual dues to the National Association of State Budget Officers (NASBO), subscription costs to periodicals, as well as a shared subscription with the Kansas Legislative Research Department to the Federal Funds Information for States are included in contractual services. In addition, the Division began its lease with Dell Computers for the replacement of 12 notebook computers during FY 2024 at an annual cost of \$5,914 through FY 2026.

**Current Year—FY 2024—\$433,881.** In addition to the above contractual services, out-of-state travel expenditures totaling \$5,000 are budgeted for the Budget Director and other staff members to attend NASBO meetings and events, as well as other training opportunities. Training is important to have an effective workforce. Expenditures totaling \$211,135 has been included in the category of "Other Contractual Services" for special projects that the Governor and the Budget Director deem appropriate.

**Budget Year—FY 2025—\$489,960.** At this level for professional services, the Division will be able to maintain its contractual obligations for its operations. However, expenditures totaling \$200,000 have been budgeted for special projects for the Governor and the Budget Director.

**Object Codes 5300-5390—Commodities:**

The single largest category of expenditures in commodities is for stationery and office supplies. This category includes paper, notebooks, computer supplies, and other miscellaneous office supplies.

**Current Year FY 2024—\$4,775.** The revised estimate of expenditures for the current fiscal year is primarily based on a comparison with prior expenditures.

**Budget Year FY 2025—\$8,167.** Expenditures are budgeted to coincide with the included staffing levels for FY 2025.

**Object Code 5400—Capital Outlay:**

Capital outlay expenditures for the Division in the past have included the purchase of computers, monitors, standing desks, as well as certain software. In addition, expenditures in this category now include the purchase of revisions to the Kansas statutes and session laws, both of which are compiled by the Revisor of Statutes

**Current Year FY 2024—\$5,000.** Expenditures of \$1,000 are budgeted to replace various office equipment, only as needed. In addition, approximately \$4,000 has been budgeted for the annual publication of the *Kansas Statutes Annotated*, as well as the *Session Laws of Kansas*.

**Budget Year—FY 2025—\$53,325.** Expenditures have been budgeted coincide with the included staffing level for FY 2025. Expenditures include a color copier, leasing of notebook computer, docking station, monitors, network equipment, and office furniture.

**Explanation of Receipt Estimates—DA 405**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Budget Analysis

The **Budget Fees Fund (2191)** has been used mostly for one-time purposes, oftentimes expenditures that arise in the course of actual business that could not be anticipated in order to budget for them ahead of time. In the past the fund has been used as a means for paying for school financial audits. The audit work was performed by Standard and Poor's, while the financing was provided by the Ewing M. Kauffman Foundation. The Division of the Budget served as the agent for receiving and disbursing the funds.

The original cost estimate for the audits was \$400,000. Of this amount, \$200,000 was received in FY 2005, but no payments were made during that fiscal year. The remaining \$200,000 was received in FY 2006. During FY 2006, payouts totaling \$300,000 were made. The Kauffman Foundation began making direct payments to S&P during FY 2007. As a result, the final \$100,000 was not used, and the money was returned to the Kauffman Foundation. During FY 2023, the Division purchased teleconferencing equipment for the Conference Room and the Director's Office that had a cost of \$13,244. Of this amount \$6,150 was utilized from the Budget Fees Fund. No further expenditures from this fund have been budgeted; however, the remaining balance of \$10,884 (as of the beginning of FY 2024) can be used for a capital outlay expenditure or other non-recurring type purchase .

The **Budget Equipment Conversion Fund (2434)** has also been used for one-time purposes. On occasion, as the Division sold or "surplused" property, the proceeds were deposited here. For most recent history, \$18,340 was spent from this fund in FY 2009 and \$2,191 was spent in FY 2013, leaving a balance of \$7,094, which remains at the beginning of FY 2023. The Division utilized the remaining balance during FY 2023 for the purchase of teleconferencing equipment in the Conference Room and the Director's Office. As of FY 2024, the fund has no remaining balance.

# Office of Public Advocates

Long Term Care Ombudsman

KanCare Ombudsman

Division of the Child Advocate

**Revised FY 2024**

**&**

**FY 2025**

**Budget Request**



**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram State Long-Term Care Ombudsman**STATE LONG-TERM CARE OMBUDSMAN**

The mission of the State Long-Term Care Ombudsman (LTCO) is to advocate for the well-being, safety, and rights of residents of Kansas long-term care facilities. The Kansas Long-Term Care Ombudsman Program is a resident directed advocacy program. The resident of a long-term care community is the client and locus of control regardless of the source of the complaint or request for service. Ombudsmen identify, investigate, and resolve complaints made by or on behalf of residents; provide information to residents about long term service and supports; are to ensure that residents have regular and timely access to ombudsman services; represent the interests of residents before governmental agencies and seek administrative, legal, and other remedies to protect residents; and analyze, comment on, and recommend changes in laws and regulations pertaining to the health, safety, welfare, and rights of residents. Ombudsmen help residents and their families and friends understand, and exercise rights guaranteed by law, both at the Federal level for nursing homes and Kansas protected rights and protections in board and care, assisted living and similar homes.

**PROGRAM STATUTORY HISTORY:**

The Older Americans Act (42-USC 3001 et seq.) mandates that each state establish and operate an Office of the State Long-Term Care Ombudsman. Federal Law (45 CFR Part 1324 – Subpart A) provides that a State Long Term Care Ombudsman Programs must; “Ensure that residents have regular and timely access to ombudsman services.” K.S.A. 75-5916 through 75-5922, enacted in 1980, establishes the Long-Term Care Ombudsman Program. The Omnibus Reconciliation Act of 1987, and amendments thereto, have further defined the role of the Ombudsman. Public Law 160-175.

The Older Americans Act of 1998 amendments funded the program under Title VII, Section 702(b). Also in 1998, The Kansas legislature amended K.S.A. 75-7301 and attached Office of the State Long-Term Care Ombudsman to the Department of Administration to provide such technical assistance and advice as the Secretary deems reasonable and necessary to assist the State Long-term Care Ombudsman Office to function as an independent state agency. The secretary of administration has no authority over the state long-term care ombudsman, any regional long-term care ombudsman, any other ombudsman, including any volunteer ombudsman, or any other officer, employee, or volunteer of the office of the state long-term care ombudsman with respect to the performance of any power, duty or function of the office or the exercise of any other authority of the office or the state long-term care ombudsman.

The Older Americans Act Reauthorization Act of 2016 authorizes LTCO programs to serve residents transitioning from a LTC facility to a home-care setting, when feasible, and serve all LTC facility residents regardless of their age.



In 2018, the Kansas Legislature amended K.S.A. 75-7301 through 75-7314 to amend the definition of conflict of interest, add additional eligibility requirements for the Ombudsman, and further define the duties of the Ombudsman to comply with the Older American's Act and its regulations. In 2021 E.O. 21-27 established the Office of Public Advocates to include LTCO, with provisions under K.S.A. 75-7301 to be unaffected.

## **PERFORMANCE MEASURES**

### **PROGRAM GOAL:**

Through advocacy, education, and empowerment by the Long-Term Care Ombudsman Program for residents and to the community at large, each resident in a Kansas long-term care facility will have positive control over their own life, be treated with dignity and respect, and will have their rights honored.

### **OBJECTIVE #1**-State Long-Term Care Ombudsman

Provide information about long-term service and supports to empower self-advocacy by residents and their families.

#### **Strategies for Objective #1:**

1. Provide quality information and assistance for individuals to make their own informed choices.
2. Promote, attend, and provide technical support for resident and family councils.
3. Provide training and education on resident rights; person-centered care; abuse, neglect, and exploitation; and other relevant topics.
4. Maintain an up-to-date website and social media presence to provide increased accessibility to information and to an ombudsman.

#### **Performance Measures for Objective #1:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Increase resident council activities by ombudsmen in board and care facilities and similar adult care homes, including assisted living facilities to create awareness of resident rights and empower residents for self-advocacy and informed choice.	11	42	48	60
Increase community education activities to provide for higher quality of life for residents living in adult care homes in Kansas	27	44	50	56
Increase instances of information and assistance provided to individuals to empower their self-advocacy and informed choice	1975	2481	2500	2600

**OBJECTIVE #2**-State Long-Term Care Ombudsman

Identify, investigate, and resolve complaints; made by or on behalf of residents, to the residents' satisfaction.

**Strategies for Objective #2:**

1. Investigate and work to resolve complaints using the resident's goal for resolution.
2. Utilize standardized procedures for competent and timely response to resident complaints.
3. Provide initial certification and ongoing training using curricula approved by the State Long-Term Care Ombudsman.

**Performance Measures for Objective #2:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Percentage of complaints partially or fully resolved to the satisfaction of the resident, resident representative or complainant, as appropriate.	80%	73%	75%	75%

**OBJECTIVE #3**-State Long-Term Care Ombudsman

Ensure that residents have regular and timely access to ombudsman services.

**Strategies for Objective #3:**

1. Respond to inquiries utilizing standardized procedures for competent and timely response to resident complaints.
2. Conduct routine visits to nursing facilities, assisted living facilities, and other board and care type homes.
3. Recruit, train, and provide ongoing support and technical assistance to Ombudsman volunteers.
4. Provide information on the ombudsman program, resident rights, and other print materials to long-term care facilities to be readily available to residents, resident representatives, and staff.

**Performance Measures for Objective #3:**

	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Increase the number of visits by ombudsmen to nursing home facilities per fiscal year to provide resident access to ombudsman services	762	1078	1300	1400
Increase the number of visits by ombudsmen to board and care facilities and similar adult care homes, including assisted living facilities per fiscal year to provide resident access to ombudsman services	379	653	800	900
Increase the number of certified volunteers to provide greater in-person access for residents to a long-term care ombudsman	17	11	17	23

**Internal Assessment****Strengths:**

Paid staff and ombudsman volunteers share a genuine commitment for the well-being of older Kansans and a strong motivation to provide services to ensure the quality of life for the residents of long-term care facilities. The program has 11 FTE including nine regional ombudsmen (two vacant-from historic reduced funding), a state ombudsman, and an administrative assistant. Limited time federal grant funding provided for 1.5 temporary staff during program year FY2023. Utilizing limited time federal funding, the program has additional temporary staff in the FY2024 and FY2025, to total 10 FTE, 3 unclassified temporary with benefits and one 999 staff with no benefits.

The distressed and neglected state of long-term care continues to impact the health and well-being of older adults residing in long-term care facilities. Resident conversations often require increased time and attention, case resolution is more complex. More residents and staff express fear of retaliation, building trust to address issues takes longer. While ombudsmen are not therapists, those private conversations, validating and informing the resident of their rights, providing dignity and respect with each interaction, are known to be therapeutic and serve to build back hope and trust with individuals. Due to the small number of paid ombudsman staff, ombudsman volunteers are increasingly valuable in that role.

Ombudsmen volunteers are certified in the Long-Term Care Ombudsman program beginning with thirty hours of training to prepare for their advocacy role. After their initial training, regional ombudsmen support the ombudsman volunteers. Training opportunities are provided regularly throughout the year to allow the volunteers to be knowledgeable and receive the 18 hours of annual training required to remain certified. Providing this necessary training comes at a financial and time cost to the program but is essential to the mission.

**Weaknesses:**

The National Academy of Sciences Institute of Medicine, in 1995, recommended one full-time equivalent (FTE) paid ombudsman per every 2,000 long-term care (LTC) beds. Kansas' paid ombudsman ratio is well over twice that ratio.

There continues to be amplified demands of an increased aging population. The Office of the State Long-Term Care Ombudsman serves all adult care home residents across the state. The aging population continues to increase in number, while the number of Ombudsman to serve them has not.

Significant loss of volunteer base has occurred in our program, due to pandemic conditions and associated environment. The restrictions and conditions of in person visits, additional COVID-19 training, necessary infection control practices while visiting, lack of ability to participate in group meetings in person, increased complexity of the work, increased annual federal training requirements to maintain certification -ALL negatively impacted recruitment and retention. The result is a loss of volunteers from 76 in July 2020 to only 11 as of June 30, 2023.

### **External Assessment**

#### **Strengths:**

The Ombudsman Program can be a most effective and efficient advocate and resource for older adults and people with disabilities who live in nursing homes, assisted living, and other licensed adult care homes. Ombudsmen help residents understand and exercise their rights to good care in an environment that promotes and protects their dignity and quality of life.

Resident directed advocacy empowers Kansas citizens living in adult care homes in making informed choices and having positive control over their own lives. The ombudsman program provides presentations and trainings to educate, inform and empower residents, facility staff and the community at large.

The State Ombudsman and ombudsman staff are active statewide and nationally as collaborators with other stakeholders, multi-disciplinary teams, state agencies and advocacy organizations.

This work cannot be done without some cost. The ombudsman program utilizes the resources available as effectively and efficiently as possible to maximize the positive results for our rapidly rising number of senior citizens in need of some type of long-term care supports.

**EXPENDITURE JUSTIFICATION** – State Long-Term Care Ombudsman

**Total Current Year FY 2024 - \$1,163,809**

**Total Budget Year FY 2025 - \$1,150,042**

**Object Code 100: Salaries and Wages**

The State Long-Term Care Ombudsman office has a total staff of 11 FTEs. The resident of a long-term care community is the client, regardless of the source of the complaint or request for service. The LTCO makes every reasonable effort to assist, represent, and intervene on behalf of the resident. The 11 FTEs included nine regional ombudsmen (two vacant- from historic reduced funding), a state ombudsman, and an administrative assistant.

**Current Year FY 2024 - \$929,501**

**Budget Year 2025 – \$923,301**

**Object Codes 200-299: Contractual Services**

The Office of the Long-Term Care Ombudsman requests the following for contractual services, this would cover normal operations of the Office.

**Current Year FY 2024 - \$150,478**

**Budget Year FY 2025 - \$172,911**

**Object Codes 300-399: Commodities**

The single largest commodities expense for the State Long-Term Care Ombudsman Office is for gasoline and auto repairs for the Program’s vehicles. With regional staff spread out, it is important that the program provides coverage throughout the State.

**Current Year FY 2024 - \$18,830**

**Budget Year FY 2025 - \$18,830**

**Object Code 400: Capital Outlay**

The 2024 amount includes purchasing two vehicles and other associated equipment costs. For 2025 we are asking to purchase one vehicle and other associated equipment costs.

**Current Year FY 2024 - \$65,000**

**Budget Year FY 2025 - \$35,000**

**Narrative Information—DA 400**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram KanCare Ombudsman**KANCARE OMBUDSMAN OFFICE (KOO)**

The mission of the KanCare Ombudsman Office is to support KanCare/Kansas Medicaid members, applicants and those assisting them in resolving problems regarding services, coverage, access and rights.

Kansas Medicaid, known as KanCare, can be hard to understand. The KanCare Ombudsman Office helps with:

- Answers to questions
- Resolving issues
- Understanding letters from KanCare
- Responding when you disagree with a decision or change
- Completing an application or renewal
- Filing a complaint (grievance)
- Filing an appeal or fair hearing
- Learning about in-home services, also called Home and Community Based Services (HCBS)
- Listening and offering ideas, resources and options

**PROGRAM HISTORY:**

KanCare, the State of Kansas Medicaid program, started in 2013. The criteria for the KanCare Ombudsman were noted in the Centers for Medicare and Medicaid Services (CMS) Special Terms and Conditions (STC). Number: 11-W-00283/7. Title: KanCare. Awardee: Kansas Department of Health and Environment. 42. Independent Consumer Supports (Ombudsman). Timeframe: January 2013 to December 2018 (including a one-year extension). Section 42 laid out the Ombudsman organizational structure, accessibility, functions, staffing and training, data collection and reporting, stakeholder involvement, and advocacy and quality oversight (Attachment H). At that time one Ombudsman was hired with no additional staff. Later in 2013 a part time administrative assistant was hired. In 2015, a volunteer coordinator was hired, and a volunteer program was started to assist with calls coming to the KanCare Ombudsman Office. At the same time, the KanCare Ombudsman Office contracted with Wichita State University, Community Engagement Institute to assist with creating and supporting the volunteer program. In 2018, the administrative assistant became full-time.

In 2019, KanCare was renewed with CMS and guidelines for the KanCare Ombudsman Office were updated. Centers for Medicare and Medicaid Services (CMS) Special Terms and Conditions (STC). Number: 11-W-00283/7. Title: KanCare. Awardee: Kansas Department of Health and Environment. 36. Independent Consumer Supports (Ombudsman). Timeframe: January 2019 to December 2023.

In October of 2021, the Kansas Governor, Laura Kelly, did an [Executive Order \(21-27\)](#) that moved the KanCare Ombudsman Office from being housed with the Department for Aging and Disability Services (KDADS) to become an independent small agency attached to the Department of Administration. The transition took the rest of FY 2022 and was completed June 30, 2022. Financials, for the KanCare Ombudsman Office, during FY 2013 to FY 2022 were part of the Kansas Department for Aging and Disability Services (KDADS) financials.

### **PROGRAM GOAL:**

Through advocacy, education, and resources, the KanCare Ombudsman Office assists members, applicants and other stakeholders to navigate and access the application process and covered health care services and supports.

### **INTERNAL ASSESSMENT**

#### **Strengths:**

Paid staff and volunteers, share a genuine commitment for the well-being of low-income Kansans needing health care and a strong motivation to provide services to help them navigate what can be a complex system.

The program has a state ombudsman, a volunteer coordinator (also supervises the Kansas City Metro satellite office), an administrative specialist and contracts with Wichita State University Community Engagement Institute which provides a Volunteer Project Specialist (supervises the Wichita satellite office).

A new position, Project Coordinator, will start in FY 2023. The Project Coordinator will be responsible for managing ongoing projects such as annual updating of resources, managing the KanCare webpages, assist with billing process, the annual KanCare Ombudsman stakeholder survey process, assisting with regular reporting to CMS/KDHE/etc., and be trained on the various systems to assist with complex, time intensive cases. This additional staff position will be accomplished within the existing budget.

KanCare Ombudsmen Volunteer Program increases the capacity of the KanCare Ombudsman Office to answer calls and assist stakeholders with their concerns. The Volunteer Program requires over thirty hours of training for volunteers to prepare for their advocacy role. After their initial training, each volunteer is provided mentoring with the satellite office supervisor on how to take calls and provide assistance. Volunteers are a significant strength in this program and are provided ongoing support and training in person and virtually throughout the year.

**Weaknesses:**

Many of the calls that come to the KanCare Ombudsman Office are becoming much more complex and requiring increasingly more time from the KanCare Ombudsman versus being able to be handled by staff and volunteers.

The pandemic impacted the KanCare Ombudsman volunteer program. Due to the lock down of state offices, several volunteers dropped out of the program. Gradually volunteers have come back to the office and have been providing services and new volunteers have been and are being recruited. We have a cleaning protocol for the office and all contact is being done over the phone. The KanCare Ombudsman Office provided assistance to 4,143 beneficiaries in 2019. The number decreased to 2,544 in 2020 and 2,368 in 2021 (calendar years). There has been a similar decrease in calls to the KanCare Clearinghouse as well.

The software program used to track the calls and issues and provide reporting information is outdated. KDADS technology team did a major update in 2019 to provide additional data, but due to capacity issues, we lost other functionalities (i.e., ability to drill down to get more detailed information, the audit trail for changes to cases was lost). Report functions are also limited. With the move out of KDADS, a 2-year data sharing agreement was made that KDADS will ensure the tracking system will continue to function but will not provide any updates. This MOU ends on 6/30/2024 at which time KDADS will no longer maintain the application and there is the expectation that the KanCare Ombudsman Office will have a new software system in place.

**EXTERNAL ASSESSMENT****Strengths:**

The [Governor's Executive Order 21-27](#), moved the KanCare Ombudsman Office from the Kansas Department of Aging and Disability Services (KDADS) to establishing it as an independent small agency attached to the Department of Administration. Prior to the Executive Order, the KanCare Ombudsman Office was housed in KDADS and there were stakeholder concerns regarding potential for or perception of influence from the agencies that were responsible for KanCare. This move should help to alleviate those stakeholder concerns.

The KanCare Ombudsman program is well respected by members, applicants, family, providers, managed care organizations, state agencies and community-based organizations. The staff are invited to speak at various stakeholder events within the KanCare/Kansas Medicaid community. The KanCare Ombudsman program is involved in many meetings within the state, at the local, regional and state level.

The KanCare Ombudsman Office is prepared to promptly respond when contacted by members, applicants, family, providers, community-based organizations, managed care organizations and state staff who request assistance. The KanCare Ombudsman Office staff participate in numerous conventions and meetings to provide information on the KanCare Ombudsman office and how we assist various stakeholders.



The KanCare Ombudsman Office did a survey of KanCare stakeholders in October of 2021. Results of the survey showed that 70-85% of the respondents agreed that the KanCare Ombudsman Office staff and volunteers were respectful, encouraging, helpful and shared good resources. 80% said they got an answer to their concern.

**Weaknesses:**

We have found that although we continually work to outreach in the communities of Kansas, there are still many people, members and other stakeholders, that are not aware of our office or do not know how to contact us.

The KanCare Ombudsman Office did a survey of KanCare stakeholders in October of 2021. Results showed that of the respondents, 42% had never used the KanCare Ombudsman Office for help or resources. 43% had never heard of the KanCare Ombudsman Office before. 59% did not know how to reach the KanCare Ombudsman Office. With limited funding for outreach, this may continue to be a problem.

**OBJECTIVE #1** – KanCare Ombudsman Office

To receive, investigate and work to resolve concerns and issues of KanCare/Kansas Medicaid members, applicants and other stakeholders.

**Strategies for Objective #1:**

1. Provide assistance to KanCare/Kansas Medicaid stakeholders through multiple entryways (phone, email, office, social media.)
2. Follow standardized procedures for competent and timely response to concerns and issues.
3. Help individuals understand the KanCare/Kansas Medicaid delivery system and resolve problems and concerns that may arise between the individual and an agency, managed care organization, provider/payer.
4. Serve as an access point for KanCare/Kansas Medicaid concerns when the beneficiary is not able to resolve their concern directly with a provider, health plan or state agency.
5. Investigate and work to resolve stakeholder issues and concerns.
6. Help applicants and members understand the state Medicaid grievance, appeal and fair hearing process.
7. Use a protocol for referring unresolvable issues to the State Medicaid Agency, managed care organization, other state agencies, or providers to assist with these concerns.
8. Provide technical assistance and support to staff and volunteers.

Outcome Measures	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Increase first response contact to within 2 days	89%			

**OBJECTIVE #2** – KanCare Ombudsman Office

To provide current and updated KanCare and KanCare related resources for stakeholders.

**Strategies for Objective #2:**

1. Make available resources through various formats including print, the KanCare Ombudsman webpages and other social media.
2. Keep resources provided by the KanCare Ombudsman Office current with Medicaid policies and regulations.
3. Partner with key agencies for review of resources as needed.
4. Update KanCare/Kansas Medicaid resources every 12 months at a minimum.

Outcome Measures	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Number of resources updated within 12 months of last update (out of 30 total)	-			

**OBJECTIVE #3** – KanCare Ombudsman Office

To provide a system of outreach and data collection and reporting to be provided to KanCare Stakeholders.

**Strategies for Objective #3:**

1. Make presentations regarding various aspects of KanCare/Kansas Medicaid eligibility and program processes and the KanCare Ombudsman Office to various KanCare/Kansas Medicaid stakeholders.
2. Provide information on KanCare/Kansas Medicaid and related topics on social media.
3. Provide information on KanCare/Kansas Medicaid resources on the KanCare Ombudsman Office webpages.
4. Contract to implement a new case management system for better assistance to beneficiaries and for better data collection. As part of the MOU with KDADS, they will maintain the current tracker for only two years. Before that end date KOO will have a replacement system in place. This project will be accomplished within the existing budget.
5. Provide quarterly and annual reports with data, information and activities to the Governor, the Kansas Legislature, other government agencies and stakeholders.
6. Send out an annual survey regarding the KanCare Ombudsman Office to get feedback on the program from stakeholders.

Outcome Measures	Actual FY 2022	Actual FY 2023	Projected FY 2024	Projected FY 2025
Outreach to KanCare/Kansas Medicaid Stakeholders	653			

**EXPENDITURE JUSTIFICATION** – KanCare Ombudsman Office

**Total Current Year FY 2024 - \$708,556**

**Total Budget Year FY 2025 - \$685,335**

**Object Code 100: Salaries and Wages**

The KanCare Ombudsman Office has a total of 4 FTE.

**Current Year FY 2024 - \$323,456**

**Budget Year FY 2025 - \$322,235**

**Object Codes 200-290: Contractual Services**

The major object codes in this classification of expenditures are rents, communications, and other service fees.

**Current Year FY 2024 - \$323,500**

**Budget Year FY 2025 - \$355,500**

**Object Codes 300-399: Commodities**

The main commodities expense for the KanCare Ombudsman Office is for office supplies and gasoline for travel which is for outreach, education, and training.

**Current Year FY 2024 - \$5,500**

**Budget Year FY 2025 - \$5,500**

**Object Code 400: Capital Outlay**

For 2024 the amount includes an agency vehicle and relocating the KOO Office, the other expenses are for computer equipment.

**Current Year FY 2024 - \$56,100**

**Budget Year FY 2025 - \$2,100**

**Narrative Information—DA 400**

Division of the Budget

Agency Department of Administration

State of Kansas

Program Kansas Division of the Child Advocate**KANSAS DIVISION OF THE CHILD ADVOCATE**

The mission of the Division of the Child Advocate (KDCA) is to safeguard the right that all Kansas children have the right to be cherished, the opportunity to thrive, and are safe from abuse, neglect, and harm by providing independent oversight and increased accountability of our State child welfare services, improving delivery and deepening confidence in the child welfare system.

KDCA completes an impartial, independent review of Kansas child welfare policies, procedures, and practices, including an independent investigation and evaluation of concerns voiced by children, families, and other individuals.

**PROGRAM STATUTORY HISTORY:**

Kansas Governor issued Executive Orders 21-27 and 21-28 in October 2021 establishing the Office of Public Advocates and the Division of the Child Advocate. KDCA's purpose is to ensure that Kansas children and families receive adequate coordination of child welfare services, prevention, protection and care through services offered by the Department for Children and Families, Department for Aging and Disability Services, Department of Corrections, Department of Health and Environment, and the juvenile courts by addressing complaints made by or on behalf of a child in the custody of the Secretary of Department for Children and Families or alleged to be a child in need of care.

A number of directives have culminated in the area of child and family wellbeing. In 2017, House Sub. for SB 126 (2017) directed the Secretary for Children and Families to establish a Child Welfare System Task Force (Task Force) to study the Kansas child welfare system. The Task Force convened working groups, tasked with submitting a preliminary report in 2018, focusing on the following areas: the general administration of child welfare by DCF; protective services; family preservation; reintegration; foster care; and permanency placement. A final report was issued in January 2019 that included recommendations, organized by priority into three tiers. Additionally, the Kansas Legislature has comprised a Joint Committee on Child Welfare System Oversight tasked with reviewing data on child maltreatment and demographic trends impacting the child welfare system. This includes reviewing the duties, responsibilities and contributions of the Kansas Department for Children and Families (DCF), the Kansas Department for Aging and Disability Services (KDADS), the Kansas Department of Health and Environment (KDHE), the Department of Corrections, law enforcement, and the judicial branch that comprise the child welfare system; as well as reviewing programs, services, and benefits offered directly or through grants or contracts by DCF, KDADS, KDHE, and the judicial branch that impact children and families at risk of becoming involved or who are involved in the child welfare system.

In November 2018, a class action lawsuit was filed against the state on behalf of foster youth alleging that they had been deprived of critical mental health assessments and services and experienced extreme placement instability. A settlement agreement was entered and approved by the Court in January 2021, including the monitoring of outcomes over three or four, one-year periods with an emphasis on accountability reporting, practice improvements, and outcomes.

KDCA is a critical component in providing an independent, neutral mechanism, giving process solutions and voice to address the concerns of our Kansas children and families.

**Current Year:**

As a newer Division, less than two years in existence, KDCA is working diligently to develop a solid foundation, including infrastructure and practices. KDCA remains fully staffed, having filled all five FTE positions. KDCA maintains a website (<https://childadvocate.ks.gov>), which includes an online complaint form submission, information and resources. KDCA is presently working with the Office of Information Technology Services (OITS) to transition over this next year to a new updated website platform. KDCA secured a case management system, specifically structured for Government based ombudsman and child advocate programs and is now working closely with the application customer service team to troubleshoot and improve workflow processes to maximize efficiency. KDCA is working open case complaints, issuing final findings reports, with summary and analysis, including recommendations. KDCA issued its 2022 Annual Report in January 2023, as well as the Former Foster Parent Survey Report released June 2023.

In accordance with the Division of the Budget instructions, Division of the Child Advocate has submitted a budget within the amounts approved for FY 2024 by the 2023 Legislature.

\*\*Fiscal Year 2023 was the first budget submission for KDCA. As KDCA has developed, lessons learned, and continued evolution occurs, KDCA has revised its objectives, strategies, and measurements for better clarification and effective tracking.

**PROGRAM GOAL:** Independently and without bias investigate and strive to resolve, whenever possible, the complaints made by or on behalf of children in the custody of the Secretary for the Department for Children and Families (DCF) or alleged to be a child in need of care.

**OBJECTIVE #1:** - Kansas Division of the Child Advocate  
Kansans are aware of the role, work, and value of KDCA.

**Strategies for Objective #1:**

1. Provide outreach brochures, posters, and other print material to child welfare service providers and other key child and family wellbeing stakeholders.
2. Host information and outreach booths.
3. Provide informational presentations to child welfare service providers, child and family wellbeing stakeholders, and other public forum groups.
4. Provide on-site outreach in at least one rural community annually.
5. Provide updates on website and other online forums.
6. Maintain social media presence.
7. Partner and collaborate with other ombudsman offices, including those within the Office of Public Advocates, to share outreach efforts and expand reach of communications tools.

**Performance Measures for Objective #1:**

	Actual FY 2023	Projected FY 2024	Projected FY 2025
Kansas stakeholders, including organizations, entities, and individual representatives receiving information about KDCA through outreach efforts, attending or participating in a meeting at least 1x per quarter.	100%	*Improve by 10%	*Improve by 10%
Contacts from Kansans seeking information and assistance.	*	240*	240*
Maintain public website & social media presence with at least 1x month minimum new post on social media (FB, Twitter).	92%	100%*	100%*

**OBJECTIVE #2:** - Kansas Division of the Child Advocate  
 KDCA investigations are conducted and reported in a timely fashion.

**Strategies for Objective #2:**

1. Utilize case management system that supports efficient investigative processes and management workflow.
2. Maximize use of office technologies to increase efficiency of processes.
3. Utilize reporting methods designed to communicate clearly and succinctly.
4. Ensure KDCA team attends and participates in local, state, and national level trainings in line with a professional development plan.

**Performance Measures for Objective #2:**

	Actual FY 2023	Projected FY 2024	Projected FY 2025
At least 85% of initial contacts processed, will receive first contact within 2 business days.	89%	85%*	100%*
Complaints resolved (brief service or complex investigations).	-	-	-
Investigations closed per fiscal year.	103	110*	110*
At least 50% of written summary letters will be issued within 160 days from initial contact.	124%	100%*	100%*
Training hours attended by KDCA staff.	100%--12 hours	20*	20*
Returned post case closure survey	34%	50%*	60%*

**OBJECTIVE #3:** - Kansas Division of the Child Advocate

KDCA recommendations are tracked for implementation and evaluated for effectiveness.

**Strategies for Objective #3:**

1. Implement process to track agency responses.
2. Implement a timeline and procedure to track implementation of recommendations accepted by the agency.
3. Provide support to agencies within KDCA capacity to implement accepted recommendations.
4. Implement evaluation process in partnership with agencies to monitor impact of adopted recommendations over a designated period of time.
5. Meet collaboratively with agencies and stakeholders' leadership regarding systemic issues identified within KDCA complaints.
6. Meet collaboratively with agencies and stakeholders during the course of an investigation to identify and implement possible remedies to resolve the reported concern, prior to the completion of the investigation and/or formal recommendations issued.
7. Identify and articulate the needs of families and children as needs relate to family preservation and reunification, child protection, wellbeing, and permanency.
8. Analyze effect of laws, policies, and practices having an adverse impact on family preservation and reunification, child protection, wellbeing, and permanency.
9. Advocate for change to laws, policies, and practices having an adverse impact on family preservation and reunification, child protection, wellbeing, and permanency.
  - a. Participate in multidisciplinary teams, statewide taskforce and panels focused on accountability, transparency, and systems transformation.
  - b. Monitor proposed legislation, laws, and policies impacting children and families impacted by child and family wellbeing systems.
  - c. Provide testimony and advocacy as appropriate on proposed laws and regulations.
10. Publish an annual report with information and recommendations to the Governor, Legislature, and Judiciary.

**Performance Measures for Objective #3:**

	Actual FY 2023	Projected FY 2024	Projected FY 2025
Collaborative agency and stakeholder meetings, once per quarter.	*	*75%	*100%
Agency responses received to recommendations.	29	*Increase by 10%	*Increase by 10%
Agency responses to KDCA recommendations that include implementation plans within one year.	-	*25%	*Increase by 10%

**EXPENDITURE JUSTIFICATION** – Division of the Child Advocate**Total Current Year FY 2024 - \$529,710****Total Budget Year FY 2025 - \$561,259****Object Code 100: Salaries & Wages**

The Division of the Child Advocate has a total staff of five FTE, which includes the Child Advocate, Office Administrator, and three Case Investigative Analysts.

**Current Year FY 2024 - \$433,877****Budget Year FY 2025 - \$433,426****Object Codes 200-299: Contractual Services**

The Division of the Child Advocate requests the following for contractual services. Expenditures for contractual services primarily include communications, printing costs, professional services, and rent. The contractual service for a case management system is the most significant contractual expenditure.

**Current Year FY 2024 - \$93,833****Budget Year FY 2025 - \$125,833****Object Codes 300-399: Commodities**

The Division of the Child Advocate requests the following for commodities. Expenditures in this area primarily consist of office and data supplies.

**Current Year FY 2024 - \$2,000****Budget Year FY 2025 - \$2,000**



**Explanation of Receipt Estimates—DA 405**

Division of the Budget

State of Kansas

Agency Department of AdministrationProgram Office of Public Advocates**3287 - AGING TITLE IIIB - OLDER AMERICANS ACT-LTCO**

The Older Americans Act (42-USC 3001 et seq.) mandates that a state agency serve as the advocate on issues affecting older persons. The State Long-Term Care Ombudsman assists in the development of services and programs for the benefit of nursing home residents. K.S.A. 75-5916 through 75-5922, enacted in 1980, establishes the Long-Term Care Ombudsman Program. The Omnibus reconciliation Act of 1987, and amendments thereto, have further defined the role of the Ombudsman. Public Law 160-175, the 1987 Amendments of the Older American Act, authorized Title III grants to states to prevent abuse, neglect, and exploitation of older individuals. The 1987 amendments also provide that adequate legal counsel is available to the Ombudsman office and that legal representation is provided to representatives of the office to ensure that the Ombudsman can pursue administrative, legal and other appropriate remedies on behalf of facility residents.

In FY 1998, the Kansas legislature amended K.S.A. 75-7301 and moved the State Long-Term Care Ombudsman to the Department of Administration as an independent state sub-agency.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>Title IIIB (3287 &amp; 3603)</b>	149,312	152,850	154,296	156,864
<b>Total</b>	<b>\$149,312</b>	<b>\$152,850</b>	<b>\$154,296</b>	<b>\$156,864</b>

**3358 - Aging Title VII - Older Americans Act -LTCO**

The Older Americans Act (42-USC 3001 et seq.) mandates that a state agency serve as the advocate on issues affecting older persons. The State Long- Term Care Ombudsman assists in the development of services and programs for the benefit of nursing home residents. K.S.A. 75-5916 through 75- 5922, enacted in 1980, establishes the Long-Term Care Ombudsman Program. The Omnibus reconciliation Act of 1987, and amendments thereto, have further defined the role of the Ombudsman. Public Law 160-175, the 1987 Amendments of the Older American Act, authorized Title III Part G grants to states to prevent abuse, neglect, and exploitation of older individuals. The 1987 amendments also provide that adequate legal counsel is available to the Ombudsman office and that legal representation is provided to representatives of the office to ensure that the Ombudsman has the ability to pursue administrative, legal and other appropriate remedies on behalf of facility residents. The Older Americans Act of 1998 Amendments funded the program under Title VII, Section 702(b).

In FY 1998, the Kansas legislature amended K.S.A. 75-7301 and moved the State Long-Term Care Ombudsman to the Department of Administration as an independent state sub-agency.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>Title VII (3140 &amp; 7603)</b>	167,320	182,198	192,759	192,759
<b>Title VII ARP (3160)</b>	0	84,176	0	0
<b>Total</b>	<b>\$167,320</b>	<b>\$266,374</b>	<b>\$192,759</b>	<b>\$192,759</b>

**3414 - Medical Assistance Program Fund-LTCO**

Medicaid funding is made available for certain administrative costs related to activities performed by state Long-Term Care Ombudsman Programs that benefit the state's Medicaid program. In this budget SGF are available and used to match federal Medicaid projected funding.

Through interagency agreement some examples of long-term care ombudsman activities eligible for federal Medicaid administrative funding are: education and consultation to potential enrollees on Medicaid, identifying and referring individuals who may be eligible for and in need of Medicaid services, tracking individuals requests for assistance with obtaining medical/dental/mental/long-term care (including home and community based) services that are covered by Medicaid, identifying Medicaid-eligible residents who want to transition out of nursing home facilities and then connecting them with the appropriate local contact agency or other services to assist them in returning to the community, identifying and reporting suspected instances of Medicaid fraud to federal and state agencies for investigation and action.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>Medicaid (3415)</b>	177,849	183,397	239,539	315,408
<b>Total</b>	<b>\$177,849</b>	<b>\$183,397</b>	<b>\$239,539</b>	<b>\$315,408</b>

**3414 - Medical Assistance Program Fund-KOO**

Medicaid funding is made available for certain administrative costs related to activities performed by state KanCare Care Ombudsman programs that benefit the state's Medicaid program. In this budget SGF is available and used to match federal Medicaid projected funding.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>Medicaid (3416)</b>	0	97,762	240,935	240,935
<b>Volunteer Program (3421)</b>	0	92,272	215,125	215,125
<b>Total</b>	<b>0</b>	<b>\$190,034</b>	<b>\$456,060</b>	<b>\$456,060</b>

**3680 - Title XX Fund-LTCO**

Funds used for publications, training and education activities provided at no cost for long-term care staff, residents, family, other state agency staff and the community at large. These activities increase understanding of person-centered thinking, planning and practice that builds a culture of prevention and identification of abuse neglect and exploitation. Residents of nursing homes are to be provided person-centered care. Person-centered care defined in nursing homes regulation, states “to focus on the resident as the locus of control and support the resident in making their own choices and having control over their daily lives.” In FY 22, our program hired a certified mentor trainer for person-centered practices. Ombudsman staff and four volunteers completed a series of virtual and in-person trainings to provide a foundation for their work in the field. Virtual training events began in FY22, and will continue to be offered, as funding allows, for adult care home staff, residents, family, other state agency staff and the community at large.

<b>Revenue Source</b>	<b>Actual FY 2022</b>	<b>Actual FY 2023</b>	<b>Projected FY 2024</b>	<b>Projected FY 2025</b>
<b>CRRSA (3085)</b>	33,840	0	0	0
<b>ARP (3088)</b>	0	0	0	141,390
<b>Total</b>	<b>\$33,840</b>	<b>0</b>	<b>0</b>	<b>141,390</b>