

REPORT TO THE LEGISLATURE

Staffing Levels Compared to Allotments

ESHB 1109, Section 202, subsection (1)(k)

April 1, 2021

Behavioral Health Administration PO Box 45010 Olympia, WA 98504 https://www.dshs.wa.gov/bha



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EXECUTIVE SUMMARY

Pursuant to ESHB 1109, Section 202, subsection (1)(k)(iii):

The department must submit calendar quarterly reports to the office of financial management and the appropriate committees of the legislature that include monitoring of monthly spending, staffing levels, overtime and use of locums compared to allotments and to the recommended state hospital staffing model. The format for these reports must be developed in consultation with staff from the office of financial management and the appropriate committees of the legislature. The reports must include an update from the hospital staffing committees.

Staffing Model FTEs and Budgeted FTEs compared to October through December 2020 Average FTE actuals are provided below.

Along with these worksheets attached are the Behavioral Health Administration Monthly Financial Report and there are no updates from the Western State Hospital (WSH) and Eastern State Hospital (ESH) staffing committees for this quarter.

STAFFING MODEL SPENDING LEVELS

The following tables provide the WSH and ESH staffing model compared to the fourth quarter of calendar year 2020 FTE average actuals along with a comparison of the state hospitals' state fiscal year 2019 budgeted staffing by ward to average ward actuals for the fourth quarter of calendar year 2020.

✓ Table 1 provides the resulting WSH and ESH Staffing Model developed after review of all positions and functions at Oregon State Hospital, WSH and ESH with a comparison to actual staffing expenditures from October through December 2020 and the variance by staffing plan functional category.

Behavioral Health Administration Hospital Budget and Planning Application Staffing Model FTEs compared to October through December 2020 Average Actual FTEs

Functional Category
Administration
Physical Medicine
Psychiatry
Psychology
Social Work
Rehabilitation
Non-Direct Care
Direct Care
Treatment Malls
Ward Managers
Treatment Team Coordinators
Legal Services
Quality Management
Business Office
Facilities
Housekeeping
Food Services
Warehouse & Laundry
Security
Staff Training & Development
1N3/3N3 Ancillary ESH
Total

Western State Hospital													
Staffing Model - FTEs	October through December 2020 Actuals*	Variance											
36	34.1	1.9											
82	106.1	(24.2)											
59	27.9	31.5											
97	64.0	32.8											
74	70.8	3.4											
133	64.0	68.8											
146	141.0	5.0											
1,342	1,399.6	(57.4)											
80	84.5	(4.5)											
	14.8	(14.8)											
30	•	30.0											
10	26.7	(16.7)											
67	91.0	(24.0)											
10	10.7	(0.7)											
6	8.1	(2.1)											
120	101.8	18.2											
141	120.1	20.9											
12	-	12.0											
152	212.1	(60.1)											
33	33.9	(0.9)											
2,630	2,611.4	19.1											

Eastern State Hospital													
Staffing Model - FTEs	October through December 2020 Actuals*	Variance											
22	12.2	9.9											
42	36.3	6.1											
22	18.3	3.7											
36	12.1	23.7											
30	37.4	(7.4)											
56	45.6	10.6											
42	54.5	(12.5)											
523	465.5	57.1											
32	13.8	18.2											
	-	•											
11	-	11.0											
9	7.3	1.7											
35	26.5	8.5											
6	9.5	(3.5)											
1	1.0	0.0											
45	40.2	4.8											
49	51.6	(2.6)											
2	5.9	(3.9)											
46	44.9	1.1											
16	4.3	11.7											
	13.5												
1,025	900.2	138.2											

✓ Table 2 provides a comparison of state fiscal year 2019 budget information and calendar year 2020 fourth quarter actuals by ward at WSH and ESH and the difference. Note that the basis for the budgeted numbers is all staff charged to specific wards in the official accounting records and the actuals from the HBPA Direct Care category are limited to nursing staff.

Behavioral Health Administration Hospital Budget and Planning Application SFY19 Average Budgeted FTEs vs. 4th Quarter CY20 FTE Actuals by WARD

W	estern State Hos	pital	
Ward	Budgeted•	Actuals**	Difference
Civil			
C2	46.5	65.4	(18.9)
C3	47.3	55.3	(8.0)
C4	49.6	-	49.6
C5	41.4	32.9	8.5
C6	43.5	34.2	9.3
C7	41.4	47.2	(5.8)
C8	45.8	76.2	(30.4)
S3	45.7	53.7	(8.0)
S7	42.3	37.3	5.0
S8	44.1	30.5	13.6
S9	44.2	24.3	19.9
E2	46.1	36.8	9.3
E4	47.7	80.4	(32.7)
E5	45.1	42.2	2.9
E6	46.8	-	46.8
E7	39.5	2.6	36.9
E8	45.1	3.4	41.7
HMH W1N	31.5	30.8	0.7
HMH W1S	40.8	65.4	(24.6)
Forensic			
E1	39.7	17.7	22.0
F1	47.9	83.3	(35.4)
F2	50.4	75.9	(25.5)
F3	41.8	34.4	7.4
F4	44.6	73.4	(28.8)
F5	51.9	31.8	20.1
F6	47.2	25.3	21.9
F7	40.3	53.1	(12.8)
F8	41.4	31.6	9.8
S10	42.8	54.4	(11.6)
S5	42.5	26.3	16.2
STAR Ward	-	37.1	
STEP-UP Ward	-	17.5	
Float Pool	22.9	119.2	(96.3)
TOTAL	1,347.8	1,399.6	2.8

Eastern S			
Ward	Budgeted•	Actuals**	Difference
Civil			
1N1	58.0	36.5	21.5
2N1	45.0	29.3	15.7
3N1	42.0	30.6	11.4
B Ward	40.5	30.7	9.9
D Ward	39.0	29.7	9.4
E Ward	37.0	-	37.0
HMH	35.0	26.8	8.2
Forensic			
151	55.5	42.0	13.5
2N3	37.5	33.8	3.7
2S1	43.5	41.0	2.5
3S1	44.5	35.8	8.8
1N3	-	39.0	
3N3	-	35.1	
Float Pool	0.0	55.3	(55.3)
TOTAL	477.5	465.5	86.1

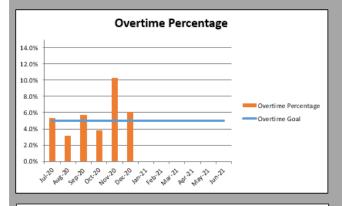
SPT19 WSH budgeted numbers were based on estimated need and informed by prior year expenditures by ward. SPT19 ESH budgeted numbers were based on estimated need when reviewing prior year expenditures by ward and adjusted for available is full only with the shortfall proreated across the hospital.

^{*} Source: AFRS FTEs for SFY19 / SFY21 FTE allotments by ward under development for submittal to AFRS

^{**} Source: HRMS Payroll Data

OFM - State Hospital Status Report Reporting Unit: Eastern State Hospital 13 14 15 16 17 18 19 20 21 22 23 24 All Departments July August September October November December January February March April Мач June FYTD 2020 TOTAL - FY 2020 9,759,600 \$ 9.529.339 \$ 10,599,185 \$ 9,837,753 \$ 10,959,389 \$ 9,765,683 \$ 9,765,583 \$ 9,770,683 \$ 9.765.683 \$ 9,766,083 \$ 9.778.783 9.889.646 \$ 60.450.949 Allotted l s 119,187,410 6,356,056 \$ 6.092.056 \$ 6,711,731 \$ 6.132.048 \$ 6.132.048 6.132.048 \$ 6,132,348 \$ 6,132,448 \$ Salaries \$ 6.123,900 \$ 5.946,672 \$ 6.132.248 \$ 6,146,814 \$ 37.362.463 \$ 74,170,417 2,501,900 \$ 2,464,169 \$ 2,609,710 \$ 2,497,010 \$ 2,757,173 \$ 2,505,286 \$ 2,505,186 2,505,286 \$ 2,505,086 \$ 2,505,286 \$ 2,505,286 \$ 2,505,182 \$ 15,335,248 30,366,560 Benefits \$ \$ Contracts \$ 4,200 \$ 4,200 \$ 23,200 \$ 4,200 \$ 4,200 \$ 4,200 \$ 4,200 4,200 \$ 4,200 \$ 4,200 \$ 4,200 \$ 3,800 \$ 44,200 69,000 Goods and Services \$ 779,300 \$ 779,200 \$ 1,007,445 \$ 902,113 \$ 1,130,218 \$ 783,200 \$ 783,200 783,200 \$ 783,200 \$ 783,200 \$ 791,200 \$ 888,011 5,381,476 10,193,487 Travel \$ 6,900 \$ 6,900 \$ 7,300 \$ 7,300 \$ 7,200 \$ 7,100 \$ 7,100 7,100 \$ 7,200 \$ 7,300 \$ 7,400 \$ 7,748 \$ 42,700 86,548 335,074 \$ 333,849 333,849 338,849 338,449 All Other 343,400 328,198 \$ 595,474 \$ 348,867 \$ 333,649 \$ 333,649 338,091 2,284,862 4,301,398 \$ 8,613,483 \$ 8,663,523 \$ 8,947,108 \$ 8,869,424 \$ 9,043,941 \$ 8,985,744 \$ 53,123,223 Expenditures Salaries \$ 5,404,458 \$ 5,405,779 \$ 5,411,611 \$ 5,388,729 \$ 5,858,959 \$ 5,603,695 33,073,231 2,366,645 \$ Benefits \$ 2,364,548 \$ 2,373,307 \$ 2,347,876 \$ 2,465,106 \$ 2,411,817 14,329,299 39,920 \$ 93,134 \$ 1,500 \$ Contracts 23,375 \$ 49,819 \$ 3,913 211,660 Goods and Services \$ 469,428 428,901 \$ 799,442 \$ 722,877 \$ 358,160 \$ 513,465 3,292,273 Travel 12,751 3,768 \$ (8,492) \$ 398 727 (4,137)5,014 All Other 320,282 367,393 \$ 347,865 \$ 359,724 359,488 456,992 2,211,745 **Variance** \$ 1,146,117 865,816 1,652,077 968,329 1,915,448 \$ 779,939 * 7,327,726 Salaries 719,442 540.893 944,445 703,327 852,772 \$ 528,353 4.289,232 Benefits 135,255 99,621 236,403 149,134 292,067 93,469 1,005,949 \$ \$ \$ \$ \$ (35,72) (88,934 (175 (45,619) 2,700 288 (167,460 Contracts Goods and Services 309,872 350,299 208,003 179,236 772,058 269,735 2,089,203 \$ \$ \$ Travel (5,851 3,132 15,792 6,902 6,473 11,237 37,686 \$ \$ All Other 23,118 (39,195 247,609 (24,650 (10,621 (123,143 73,117

Expenditure Details - Dash Board



Explanation of unusual expenditures:

Accruals in December for Locums were impacted by the power outage that prevented access to documents. January's figures will absorb the variance in estimates to actuals for December.

Locum Expenditures													
	Nurs	ies	Psych	niatrists	Admir	n/Other	Tota	al Locums					
July	\$	180,890	5	-	\$	38,420	5	219,310					
August	\$	154,184	5	37,477	\$	(1,638)	5	190,023					
September	\$	138,037	5	99,024	\$	-	5	237,061					
October	\$	94,109	\$	133,878	\$	-	\$	227,987					
November	\$	94,529	\$	96,150	\$	-	5	190,679					
December	\$	98,167	\$	218,176	\$	-	5	316,343					
January							5	-					
February							\$	-					
March							\$	-					
April							5	-					
May							\$	-					
June							\$	-					
Total YTD Locui	n Expendit	tures					5	1,381,401					

Current Month Total YTE Physicians' Extra-Duty \$113,327 \$744,172

Medical Staff - Shift Incentive/Additional Compensation

Psychiatrist and Physician Staffing Vacancy information

Current Filled positions

Psychiatrist 14

Physicians 6

Physician Assistant Certified 5

Current Vacancies

Psychiatrist 0

Physicians 2

Physician Assistant Certified -

Behavioral Health Administration Overtime Report for Eastern State Hospital Fiscal Year 2021

Eastern State Hospital - Fiscal Year 2021

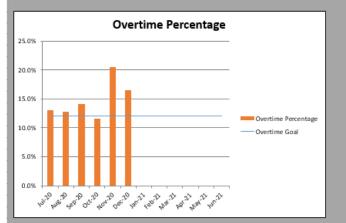
Salary Type	Jul-20	Aug-20		Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	F	eb-21	Mar-21	Apr-21	May-21	Jun-21		TOTAL
FTE - State Classified (AA)	821.1	840.9		839.5	840.6	857.5	851.3									841.8
	\$ 5,065,693	\$ 5,187,445	\$	5,068,058	\$ 5,146,630	\$ 5,251,080	\$ 5,231,783								\$	30,950,690
FTE - OT and Call-back (AU)	36.2	21.4		39.5	26.2	70.2	41.4									39.1
	\$ 270,210	\$ 161,744	\$	288,127	\$ 194,637	\$ 538,137	\$ 320,821								\$	1,773,676
Goal	5.0%	5.0%	ó	5.0%	5.0%	5.0%	5.0%	5.09	%	5.0%	5.0%	5.0%	5.0	0% 5.09	6	5.0%
Overtime Percentage (\$)	5.3%	3.1%	6	5.7%	3.8%	10.2%	6.1%									5.7%

Eastern State Hospital - Fiscal Year 2020

Salary Type	July	August	Se	eptember	October	November	December	Jan	nuary	February	М	larch	April		May		June	TOTAL
FTE - State Classified (AA)	848.6	838.2		747.4	792.7	823.9	825.66		823.27	818.7		829.0	824.	5	852.3		846.2	822.5
	\$ 5,792,379	\$ 4,622,574	\$	4,723,000	\$ 4,711,238	\$ 4,801,375	\$ 4,840,777	\$ 4,7	760,040	\$ 4,788,137	\$ 4,8	821,427	\$ 4,816,49	\$ 0	5,005,455	\$ 4	,921,801	\$ 58,604,692
FTE - OT and Call-back (AU)	38.0	23.3		40.6	24.5	75.3	40.08		51.35	39.47	•	31.16	24.	9	37.2		21.9	37.3
	\$ 270,465	\$ 164,102	\$	290,364	\$ 172,272	\$ 537,280	\$ 283,734	\$ 4	409,101	\$ 287,662	\$:	212,747	\$ 168,68	4 \$	270,320	\$	153,236	\$ 3,219,967
Goal	5.0%	5.0%		5.0%	5.0%	5.0%	5.0%		5.0%	5.0%		5.0%	5.0	%	5.0%		5.0%	5.0%
Overtime Percentage (\$)	4.7%	3.6%		6.1%	3.7%	11.2%	5.9%		8.6%	6.0%		4.4%	3.5	%	5.4%		3.1%	5.5%

July 2019 overtime percentage is understated because AA is overstated for one-time payroll adjustments.

	<u>OFM - State Hospital Status Report</u> Reporting Unit: Western State Hospital																									
		<u>13</u>	<u>14</u>		<u>15</u>		<u>16</u>		<u>17</u>		<u>18</u>		<u>19</u>		<u>20</u>		<u>21</u>		<u>22</u>		<u>23</u>		<u>24</u>			
All Departments		July	August		September		October		November		December		January		February		March		April		May		June	FYTD 2020	TOT	TAL - FY 2020
Allotted	\$	26,854,000	\$ 26,099,	.569	\$ 26,635,537	\$	27,267,937	\$	28,776,609	\$	26,808,920	\$	26,808,720	\$	26,808,620	\$	26,809,320	\$	26,809,020	\$	26,808,520	\$	26,809,514	\$ 162,442,572	\$	323,296,286
Salaries	\$,,		32,464			16,394,816	<u> </u>	16,884,719	\$	16,334,730	\$	16,334,730	<u> </u>	16,334,730	_	16,334,630	_	16,334,630		16,334,630	_	16,338,721	97,964,945		195,977,016
Benefits	\$	6,743,400		15,627			6,780,988	_	7,048,292	\$	6,734,763	\$	6,734,763		6,734,763	_	6,735,263		6,735,263		6,735,163	_	6,733,641	\$ 40,628,758		81,037,614
Contracts	\$	393,600		93,600	\$ 393,600		393,600		393,600	\$	393,600	\$	393,600	<u> </u>	393,600	_	393,600	<u> </u>	393,600		393,600	<u> </u>	393,400	\$ 2,361,600	\$	4,723,000
Goods and Services	\$	2,034,400		33,400	\$ 2,033,600	\$	2,374,100	_	3,104,036	\$	2,033,600	\$	2,033,400	_	2,033,400	_	2,033,600	<u> </u>	2,033,400	_	2,033,500	_	2,033,455	\$ 13,613,136	\$	25,813,891
	\$	12,800		12,800		\$	12,800	_	12,800	\$	12,800	\$	12,800	<u> </u>	12,700	_	12,800	<u> </u>	12,700		12,500		12,767	\$ 76,800	\$	153,067
All Other	\$	1,301,100	\$ 1,2F	61,678	\$ 1,290,333	\$	1,311,633	\$	1,333,162	\$	1,299,427	\$	1,299,427	\$	1,299,427	\$	1,299,427	\$	1,299,427	\$	1,299,127	\$	1,297,530	\$ 7,797,333	\$	15,591,698
										_		_		<u> </u>				_								
Expenditures	\$	27,303,766	\$ 26,118,	.538	\$ 25,804,781	\$	25,115,146	\$	27,179,811	\$	26,359,434	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 157,881,476		
Salaries	\$	15,736,967		91,732		<u> </u>	15,108,283	\$	16,773,561	\$	16,365,702													\$ 94,836,777		
Benefits	\$	6,722,450		38,196	\$ 6,642,035	\$	6,505,163	\$	6,899,626	\$	6,723,072	Ĺ		<u>ٿ</u>				Ĺ						\$ 40,130,543		
Contracts	\$	281,375	_	27,614	\$ 76,703	\$	109,837	\$	204,452	\$	99,881			匸										\$ 999,862		
Goods and Services	\$	1,829,849		30,879	\$ 2,241,493	\$	1,659,296	\$	1,544,990	\$	1,953,076	Ĺ		Ē.				Ĺ		_		匚		\$ 11,009,582		
Travel	\$	623		1,313	· · · · ·	\$	120	·	4,484	\$	38	Ĺ		Ē.				Ĺ				匚		\$ 14,448		
All Other	\$	2,732,503	\$ 1,97	78,804	\$ 1,476,147	\$	1,732,447	\$	1,752,698	\$	1,217,665	_		<u> </u>				Ĺ						\$ 10,890,264		
										_																
Variance	\$	(449,766)	\$ (18	3,969)		\$	2,152,791	\$	1,596,798	\$	449,486	\$		\$	-	\$	-	\$	-	\$	-	\$	-	\$ 4,561,096		
Salaries	\$	631,733	\$ 29	90,732	\$ 838,984	\$	1,286,533	\$	111,158	\$	(30,972)													\$ 3,128,168		
Benefits	\$	20,950	-	22,569)		\$	275,825	\$	148,666	\$	11,691			\equiv				匚						\$ 498,215		
Contracts	\$	112,225		55,986	\$ 316,897	\$	283,763	\$		\$	293,719													\$ 1,361,738		
Goods and Services	\$	204,551		52,521		\$	714,804	\$	4	\$	80,524													\$ 2,603,554		
Travel	\$	12,177	\$	11,487	\$ 4,929	\$	12,680	\$	8,316	\$	12,762													\$ 62,352		
All Other	\$	(1,431,403)	\$ (7	17,126)	\$ (185,814)	\$	(420,814)	\$	(419,536)	\$	81,762													\$ (3,092,931)		
											<u>Expenditu</u>	re l	<u> Details - Dash</u>	Boa	ırd											



Explanation of unusual expenditures:

*October expenditures capture September Psychiatrist costs.

		Loc	um l	Expenditures										
	Nurses Psychiatrists Total Locums													
July	5	1,296,798	\$	575,000	5	879,513								
August	5	775,941	\$	449,628	5	784,110								
September	5	914,859	\$	238,512	5	1,153,371								
October	5	903,138	\$	382,617	5	1,285,755								
November	\$	841,714	\$	210,610	5	1,052,324								
December	\$	231,072	\$	256,939	5	488,011								
January					5	-								
February					5	-								
March					5	-								
April					5	-								
May					5	-								
June					5	-								
Total YTD Locu	m Expend	itures			5	5,643,084								

Medical Staff - Shift Incentive/Additional Compensation

 Current Month
 Total YTD

 Physicians' Extra-Duty
 \$106,040
 \$988,236

 Screeners
 \$0
 \$1,185,320

Psychiatrist and Physician Staffing Vacancy information

Current Filled positions

Psychiatrist 24

Physicians 21

Physician Assistant Certified
Current Vacancies

Psychiatrist 20

Physicians 4

Physician Assistant Certified
Notes: Efforts continue to fill psychiatric positions. Nationwide shortage apparent.

Western State Hospital - Fiscal Year 2021

Salary Type	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL
FTE - State Classified (AA)	2,282.4	2,310.6	2,254.7	2,264.8	2,316.7		2,284.2							2,285.6
5	\$ 13,808,796	\$ 13,634,814	\$ 13,431,309	\$ 13,470,128	\$ 13,826,565	\$	13,956,981							\$ 82,128,594
FTE - OT and Call-back (AU)	245.5	237.1	258.2	218.5	384.4		318.8							277.1
-	\$ 1,803,357	\$ 1,741,173	\$ 1,893,729	\$ 1,563,945	\$ 2,836,781	\$	2,308,311							\$ 12,147,296
Goal	12.0%	12.0%	12.09	6 12.0%	12.0%	5	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%
Overtime Percentage (\$)	13.1%	12.8%	14.19	11.6%	20.5%	5	16.5%							14.8%

Western State Hospital - Fiscal Year 2020

Salary Type	July	August	S	eptember	October	November	ı	December	January	February	March	April	May	June	TOTAL
FTE - State Classified (AA)	2,406.3	2,411.5		2,040.8	2,306.6	2,326.5		2,331.74	2,355.10	2,347.3	2,378.2	2,393.6	2,418.6	2,398.5	2,342.9
5	\$ 15,149,394 \$	13,155,465	\$	13,380,662	\$ 13,530,823	\$ 13,667,162	\$	13,470,488	\$13,650,888	\$13,766,336	\$13,926,810	\$13,867,238	\$14,003,311	\$13,814,926	\$ 165,383,504
FTE - OT and Call-back (AU)	270.7	226.4		253.6	213.8	357.8		351.27	397.7	351.8	280.8	246.7	243.1	208.3	283.5
-	\$ 1,861,480 \$	1,582,337	\$	1,780,205	\$ 1,482,331	\$ 2,524,682	\$	2,512,055	\$ 2,853,348	\$ 2,551,107	\$ 2,037,620	\$ 1,729,231	\$ 1,764,787	\$ 1,549,100	\$ 24,228,283
Goal	12.0%	12.0%		12.0%	12.0%	12.0%		12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%	12.0%
Overtime Percentage (\$)	12.3%	12.0%		13.3%	11.0%	18.5%		18.6%	20.9%	18.5%	14.6%	12.5%	12.6%	11.2%	14.7%

July 2019 overtime percentage is understated because AA is overstated for one-time payroll adjustments.