

**REPORT TO THE LEGISLATURE**

Staffing Levels Compared to Allotments

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

January 1, 2020

Behavioral Health Administration  
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<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 compared to July through September 2019 Average FTE actuals.

Along with this document please find the Behavioral Health Administration Monthly Financial Report.

## STAFFING MODEL SPENDING LEVELS

The following tables provide the Western State Hospital (WSH) and Eastern State Hospital (ESH) staffing model compared to the third quarter of calendar year 2019 FTE average actuals along with a comparison of the state hospitals' state fiscal year 2019 budgeted staffing by ward to average actuals for the third quarter of calendar year 2019.

- ✓ 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 July through September 2019 and the variance by staffing plan functional category.

Behavioral Health Administration						
Hospital Budget and Planning Application						
Staffing Model FTEs compared to July through September 2019 Average Actual FTEs						
Functional Category	Western State Hospital			Eastern State Hospital		
	Staffing Model - FTEs	July through September 2019 Actuals*	Variance	Staffing Model - FTEs	July through September 2019 Actuals*	Variance
Administration	36	29.2	6.9	22	12.0	10.0
Physical Medicine	82	104.8	(22.9)	42	36.4	6.0
Psychiatry	59	26.1	33.3	22	14.6	7.4
Psychology	97	54.1	42.6	36	8.1	27.7
Social Work	74	78.0	(3.8)	30	31.5	(1.5)
Rehabilitation	133	69.2	63.7	56	46.7	9.4
Non-Direct Care	146	137.2	8.8	42	55.4	(13.4)
Direct Care	1,342	1,369.2	(27.0)	523	434.3	88.3
Treatment Malls	80	89.4	(9.4)	32	15.9	16.1
Ward Managers	-	27.3	(27.3)	-	-	-
Treatment Team Coordinators	30	-	30.0	11	-	11.0
Legal Services**	10	27.1	(17.1)	9	8.1	0.9
Quality Management	67	79.9	(12.9)	35	26.6	8.5
Business Office	10	12.0	(2.0)	6	6.0	(0.0)
Facilities	6	8.6	(2.6)	1	1.0	-
Housekeeping	120	96.9	23.1	45	40.0	5.0
Food Services	141	122.2	18.8	49	50.5	(1.5)
Warehouse & Laundry	12	-	12.0	2	6.0	(4.0)
Security	152	180.5	(28.5)	46	48.9	(2.9)
Staff Training & Development	33	24.0	9.0	16	6.0	10.0
<b>Total</b>	<b>2,630</b>	<b>2,535.7</b>	<b>94.7</b>	<b>1,025</b>	<b>847.9</b>	<b>177.0</b>

\* Source: HRMS Payroll Data

\*\* Forensic Evaluator actuals previously shown in the Legal Services category in SFY19 at WSH/ESH moved in SFY20 to OFMHS

- ✓ Table 2 provides state fiscal year 2019 budget information and state fiscal year 2020 actuals by ward at WSH and ESH comparing state fiscal year 2019 budgeted staffing allotments by ward with average actuals from July through September 2019 and the difference.

Behavioral Health Administration							
Hospital Budget and Planning Application							
2019 Average Budgeted FTEs vs. 1st Quarter 2020 FTE Actuals by WARD							
Western State Hospital				Eastern State Hospital			
Ward	Budgeted*	Actuals**	Difference	Ward	Budgeted*	Actuals**	Difference
Civil				Civil			
C2	46.5	43.1	3.4	1N1	58.0	45.3	12.7
C3	47.3	41.5	5.8	2N1	45.0	37.5	7.5
C4	49.6	44.2	5.4	3N1	42.0	32.0	10.0
C5	41.4	38.2	3.2	B Ward	40.5	35.3	5.2
C6	43.5	36.0	7.5	D Ward	39.0	33.1	6.0
C7	41.4	41.3	0.1	E Ward	37.0	28.2	8.8
C8	45.8	46.9	(1.1)	HMH	35.0	29.1	5.9
S3	45.7	35.2	10.5	Forensic			
S7	42.3	44.4	(2.1)	1S1	55.5	46.8	8.7
S8	44.1	32.1	12.0	2N3	37.5	34.2	3.3
S9	44.2	37.9	6.3	2S1	43.5	41.6	1.9
E2	46.1	39.3	6.9	3S1	44.5	39.3	5.2
E4	47.7	48.1	(0.4)	Float Pool	0.0	32.0	(32.0)
E5	45.1	49.5	(4.4)	TOTAL	477.5	434.3	43.2
E6	46.8	-	46.8				
E7	39.5	53.4	(13.9)				
E8	45.1	52.9	(7.8)				
HMH W1N	31.5	43.5	(12.0)				
HMH W1S	40.8	48.8	(8.0)				
Forensic							
E1	39.7	37.91	1.8				
F1	47.9	43.21	4.7				
F2	50.4	49.06	1.3				
F3	41.8	38.74	3.1				
F4	44.6	35.02	9.6				
F5	51.9	42.58	9.3				
F6	47.2	38.72	8.5				
F7	40.3	35.07	5.2				
F8	41.4	37.60	3.8				
S10	42.8	40.47	2.3				
S5	42.5	33.37	9.1				
Float Pool	22.9	161.0	(138.1)				
TOTAL	1,347.8	1,369.2	(21.4)				

\* Source: AFRS FTEs for SFY19 - SFY20 FTE allotments by ward under review for submittal to AFRS

\*\* Source: HRMS Payroll Data

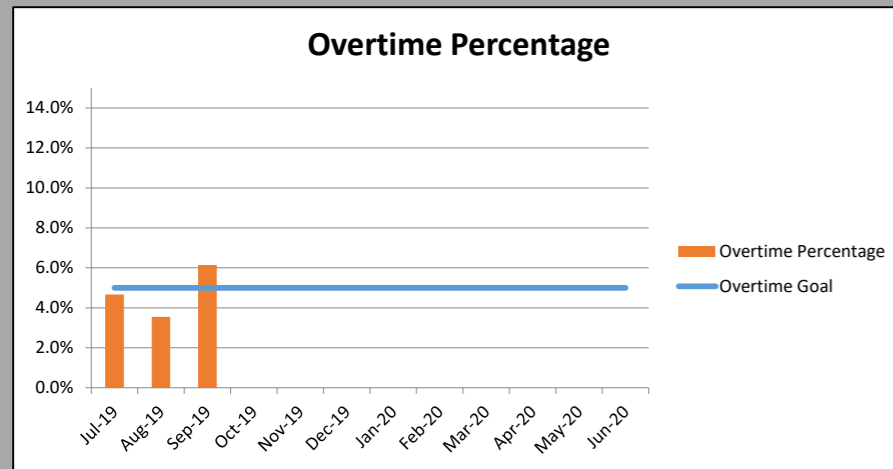
Statements under review and will be updated for SFY20 - For SFY19 WSH budgeted numbers were based on estimated need and informed by prior year expenditures by ward. For SFY19 ESH budgeted numbers were based on estimated need when reviewing prior year expenditures by ward and adjusted for available funding with the shortfall prorated across the hospital.

**UPDATE FROM HOSPITAL STAFFING COMMITTEE:** There is no update from the hospital staffing committee for this quarter.

OFM - State Hospital Status Report  
Reporting Unit: Eastern State Hospital

	01	02	03	04	05	06	07	08	09	10	11	12	FYTD 2020	TOTAL - FY 2020
All Departments	July	August	September	October	November	December	January	February	March	April	May	June		
<b>Allotted</b>	\$ 8,128,700	\$ 8,128,800	\$ 8,147,700	\$ 8,128,900	\$ 8,128,800	\$ 8,128,700	\$ 8,168,900	\$ 8,909,900	\$ 9,708,000	\$ 9,910,700	\$ 9,910,700	\$ 10,007,200	\$ 24,405,200	\$ 105,407,000
Salaries	\$ 5,148,100	\$ 5,148,100	\$ 5,148,200	\$ 5,148,200	\$ 5,148,200	\$ 5,148,200	\$ 5,171,800	\$ 5,608,900	\$ 6,076,900	\$ 6,195,600	\$ 6,195,500	\$ 6,196,100	\$ 15,444,400	\$ 66,333,800
Benefits	\$ 2,098,500	\$ 2,098,700	\$ 2,098,500	\$ 2,098,700	\$ 2,098,700	\$ 2,098,600	\$ 2,109,600	\$ 2,309,700	\$ 2,523,500	\$ 2,578,000	\$ 2,578,200	\$ 2,577,399	\$ 6,295,700	\$ 27,268,099
Contracts	\$ 5,000	\$ 5,000	\$ 24,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 34,000	\$ 79,000
Goods and Services	\$ 594,500	\$ 594,400	\$ 594,400	\$ 594,400	\$ 594,400	\$ 594,400	\$ 599,600	\$ 695,900	\$ 804,000	\$ 831,500	\$ 831,500	\$ 923,312	\$ 1,783,300	\$ 8,252,312
Travel	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,800	\$ 2,800	\$ 2,900	\$ 4,900	\$ 7,200	\$ 7,700	\$ 7,800	\$ 7,300	\$ 8,700	\$ 55,000
All Other	\$ 279,700	\$ 279,700	\$ 279,700	\$ 279,700	\$ 279,700	\$ 279,700	\$ 280,000	\$ 285,500	\$ 291,400	\$ 292,900	\$ 292,700	\$ 298,089	\$ 839,100	\$ 3,418,789
<b>Expenditures</b>	\$ 9,355,704	\$ 7,762,538	\$ 8,142,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,260,901	
Salaries	\$ 6,148,779	\$ 4,829,385	\$ 5,077,853										\$ 16,056,017	
Benefits	\$ 2,281,746	\$ 2,090,816	\$ 2,143,663										\$ 6,516,224	
Contracts	\$ 74,040	\$ 2,232	\$ 121,008										\$ 197,280	
Goods and Services	\$ 523,649	\$ 523,996	\$ 556,007										\$ 1,603,652	
Travel	\$ 5,770	\$ 6,929	\$ 6,513										\$ 19,212	
All Other	\$ 321,721	\$ 309,181	\$ 237,615										\$ 868,516	
<b>Variance</b>	\$ (1,227,004)	\$ 366,262	\$ 5,042	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (855,701)	
Salaries	\$ (1,000,679.02)	\$ 318,714.55	\$ 70,347.36										\$ (611,617)	
Benefits	\$ (183,246)	\$ 7,884	\$ (45,163)										\$ (220,524)	
Contracts	\$ (69,040)	\$ 2,768	\$ (97,008)										\$ (163,280)	
Goods and Services	\$ 70,851	\$ 70,404	\$ 38,393										\$ 179,648	
Travel	\$ (2,870)	\$ (4,029)	\$ (3,613)										\$ (10,512)	
All Other	\$ (42,021)	\$ (29,481)	\$ 42,085										\$ (29,416)	

Expenditure Details - Dash Board



	Nurses	Psychiatrists	Admin/Other	Total Locums
July	\$ 15,393	\$ 178,344	\$ 74,040	\$ 267,777
August	\$ 13,132	\$ 135,909	\$ 2,232	\$ 151,273
September	\$ 6,432	\$ 141,224	\$ 121,008	\$ 268,664
October				\$ -
November				\$ -
December				\$ -
January				\$ -
February				\$ -
March				\$ -
April				\$ -
May				\$ -
June				\$ -
<b>Total YTD Locum Expenditures</b>				<b>\$ 687,714</b>

Current Filled positions	
Psychiatrist	14
Physicians	5
Physician Assistant Certified	5
Current Vacancies	
Psychiatrist	1
Physicians	1
Physician Assistant Certified	-

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

Explanation of unusual expenditures :  
One-time payout in July affecting objects A & B

	Current Month	Total YTD
Physicians' Extra-Duty	\$136,392	\$398,259

**Behavioral Health Administration  
Overtime Report for Eastern State Hospital  
Fiscal Year 2020**

**Eastern State Hospital - Fiscal Year 2020**

Salary Type	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
FTE - State Classified (AA)	848.6	838.2	747.4										811.4
	5,792,379	4,622,574	4,723,000										\$ 15,137,953
FTE - OT and Call-back (AU)	38.0	23.3	40.6										34.0
	270,465	164,102	290,364										\$ 724,931
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%										4.8%

**Eastern State Hospital - Fiscal Year 2019**

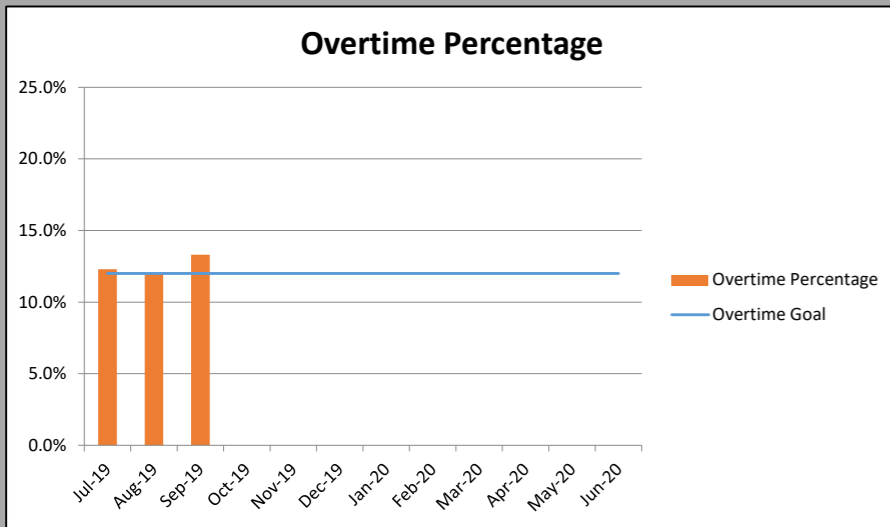
Salary Type	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL
FTE - State Classified (AA)	806.3	800.1	795.3	785.9	788.5	800.7	796.68	793.8	805.7	805.3	817.7	836.6	802.7
	\$ 4,450,558	\$ 4,453,895	\$ 4,417,072	\$ 4,351,272	\$ 4,361,613	\$ 4,422,908	\$ 4,512,964	\$ 4,817,835	\$ 4,542,326	\$ 4,578,931	\$ 4,571,309	\$ 4,705,122	\$ 54,185,804
FTE - OT and Call-back (AU)	30.4	21.7	42.2	24.5	79.9	34.89	45.76	45.93	22.28	21.5	36.9	25.9	36.0
	\$ 206,839	\$ 143,799	\$ 292,244	\$ 164,745	\$ 559,827	\$ 243,246	\$ 322,268	\$ 318,457	\$ 149,274	\$ 142,198	\$ 254,865	\$ 182,841	\$ 2,980,603
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 (\$)	4.6%	3.2%	6.6%	3.8%	12.8%	5.5%	7.1%	6.6%	3.3%	3.1%	5.6%	3.9%	5.5%

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

OFM - State Hospital Status Report  
Reporting Unit: Western State Hospital

	01	02	03	04	05	06	07	08	09	10	11	12	FYTD 2020	TOTAL - FY 2020
All Departments	July	August	September	October	November	December	January	February	March	April	May	June		
<b>Allotted</b>	\$ 24,765,000	\$ 24,764,800	\$ 24,765,200	\$ 24,764,900	\$ 24,764,900	\$ 24,765,200	\$ 24,764,900	\$ 24,764,800	\$ 24,765,500	\$ 24,764,900	\$ 24,764,600	\$ 24,760,200	\$ 74,295,000	\$ 297,174,900
Salaries	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,200	\$ 15,038,100	\$ 15,038,100	\$ 15,038,100	\$ 15,038,712	\$ 45,114,600	\$ 180,458,612
Benefits	\$ 6,266,800	\$ 6,266,800	\$ 6,267,000	\$ 6,266,900	\$ 6,266,900	\$ 6,267,000	\$ 6,266,900	\$ 6,266,900	\$ 6,267,400	\$ 6,267,100	\$ 6,267,000	\$ 6,262,179	\$ 18,800,600	\$ 75,198,879
Contracts	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 378,800	\$ 379,200	\$ 1,136,400	\$ 4,546,000
Goods and Services	\$ 1,799,100	\$ 1,799,100	\$ 1,799,300	\$ 1,799,100	\$ 1,799,100	\$ 1,799,300	\$ 1,799,100	\$ 1,799,100	\$ 1,799,300	\$ 1,799,100	\$ 1,799,200	\$ 1,798,280	\$ 5,397,500	\$ 21,589,080
Travel	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,700	\$ 12,600	\$ 12,700	\$ 12,600	\$ 12,600	\$ 12,421	\$ 38,100	\$ 151,821
All Other	\$ 1,269,400	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,269,200	\$ 1,268,900	\$ 1,269,408	\$ 3,807,800	\$ 15,230,508
<b>Expenditures</b>	\$ 26,843,707	\$ 24,271,105	\$ 25,115,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,230,704	
Salaries	\$ 17,134,907	\$ 14,854,753	\$ 15,223,286										\$ 47,212,945	
Benefits	\$ 6,466,640	\$ 6,139,158	\$ 6,210,078										\$ 18,815,875	
Contracts	\$ 382,775	\$ 350,210	\$ 285,807										\$ 1,018,791	
Goods and Services	\$ 1,449,148	\$ 1,461,172	\$ 1,892,696										\$ 4,803,016	
Travel	\$ 1,300	\$ 2,932	\$ 11,773										\$ 16,005	
All Other	\$ 1,408,938	\$ 1,462,881	\$ 1,492,253										\$ 4,364,072	
<b>Variance</b>	\$ (2,078,707)	\$ 493,695	\$ (350,692)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,935,704)	
Salaries	\$ (2,096,707)	\$ 183,447	\$ (185,086)										\$ (2,098,345)	
Benefits	\$ (199,840)	\$ 127,642	\$ 56,922										\$ (15,275)	
Contracts	\$ (3,975)	\$ 28,590	\$ 92,993										\$ 117,609	
Goods and Services	\$ 349,952	\$ 337,928	\$ (93,396)										\$ 594,484	
Travel	\$ 11,400	\$ 9,768	\$ 927										\$ 22,095	
All Other	\$ (139,538)	\$ (193,681)	\$ (223,053)										\$ (556,272)	

Expenditure Details - Dash Board



Explanation of unusual expenditures :  
One-time payout in July affecting objects A & B

	Nurses	Psychiatrists	Total Locums
July	\$ -	\$ 172,833	\$ 172,833
August	\$ -	\$ 249,851	\$ 249,851
September	\$ -	\$ 694,215	\$ 694,215
October			\$ -
November			\$ -
December			\$ -
January			\$ -
February			\$ -
March			\$ -
April			\$ -
May			\$ -
June			\$ -
<b>Total YTD Locum Expenditures</b>			<b>\$ 1,116,899</b>

	Current Month	Total YTD
Physicians' Extra-Duty	\$116,296	\$609,910
<i>*Used Wage Type</i>		

Psychiatrist and Physician Staffing Vacancy information	
<b>Current Filled positions</b>	
Psychiatrist	24
Physicians	23
Physician Assistant Certified	-
<b>Current Vacancies</b>	
Psychiatrist	21
Physicians	5
Physician Assistant Certified	-
<i>Notes: Efforts continue to fill psychiatric positions. Nationwide shortage apparent.</i>	

Sources: Data Source: AFRS  
Data Gathered: 10/17/2019  
Prepared: 10/17/2019 Prepared By: Raveena Mangat



**Behavioral Health Administration  
Overtime Report for Western State Hospital  
Fiscal Year 2020**

**Western State Hospital - Fiscal Year 2020**

Salary Type	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
FTE - State Classified (AA)	2,406.3	2,411.5	2,040.8										2,286.2
	15,149,394	13,155,465	13,380,662										\$ 41,685,520
FTE - OT and Call-back (AU)	270.7	226.4	253.6										250.3
	1,861,480	1,582,337	1,780,205										\$ 5,224,022
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%										12.5%

**Western State Hospital - Fiscal Year 2019**

Salary Type	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
FTE - State Classified (AA)	2,285.8	2,299.2	2,312.4	2,320.4	2,349.4	2,316.95	2,307.78	2,282.9	2,318.4	2,302.2	2,330.4	2,308.7	2,311.2
	\$ 12,505,123	\$ 12,569,750	\$ 12,668,332	\$ 12,703,731	\$ 12,759,007	\$ 12,772,477	\$ 12,797,697	\$ 12,687,092	\$ 12,879,879	\$ 12,756,124	\$ 12,883,825	\$ 12,722,335	\$ 152,705,372
FTE - OT and Call-back (AU)	290.7	250.5	301.1	258.8	398.6	290.37	337.46	326.2	254.9	217.1	240.5	221.4	282.3
	\$ 1,808,839	\$ 1,564,668	\$ 1,902,324	\$ 1,618,983	\$ 2,572,566	\$ 1,873,617	\$ 2,169,366	\$ 2,125,256	\$ 1,650,270	\$ 1,440,000	\$ 1,611,612	\$ 1,488,523	\$ 21,826,023
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 (\$)	14.5%	12.4%	15.0%	12.7%	20.2%	14.7%	17.0%	16.8%	12.8%	11.3%	12.5%	11.7%	14.3%

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