ATTACHMENT I – COO-23-001

STATE OF IOWA

DEPARTMENT OF HUMAN SERVICES

COST ALLOCATION PLAN

July 1, 2022

Public Assistance Cost Allocation Plan

CERTIFICATION

I certify that:

(1) The information contained in this cost allocation plan is prepared in conformance with 2 CFR Part 200 - Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards.

(2) The costs are accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances.

(3) An adequate accounting and statistical system exists to support claims that will be made under the cost allocation plan; and

(4) The information provided in support of the proposed cost allocation plan is accurate.

Iowa Department of Human Services
Government Unit

Signature

Jean Slaybaugh
Name of Official

Chief Operating Officer
Title

06/30/2022
Date

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IOWA DEPARTMENT OF HUMAN SERVICES
INTRODUCTION

Objectives of the Cost Allocation Plan
The primary purpose of the Cost Allocation Plan is to fully allocate, on a consistent and reasonable basis in accordance with applicable federal regulations, the administrative costs of the Department. Actual costs incurred are allocated at the close of each quarter of the state's fiscal year. The Plan is intended to provide accurate cost data in a format that will support both external reporting requirements and internal management needs.

The Cost Allocation Plan for the Iowa Department of Human Services consists of narrative descriptions of the methods and procedures that are used in identifying, measuring, and allocating administrative costs incurred in support of all programs administered by the Department. The term "administrative costs" includes all costs incurred by the Department except expenditures for financial assistance, medical vendor payments and payments to third parties in compensation for services and goods provided directly to program recipients. It includes both direct and indirect costs as defined in the Glossary of Terms in Appendix D of this plan.

Activities of the Department of Human Services
The Department of Human Services administers state and federal public assistance programs, institutional programs for juvenile offenders, and institutional and community service programs for the mentally ill, mentally retarded, and developmentally disabled. The Department's programs are administered by employees in the central administrative offices. The Director is the chief administrative officer. The activities of each division and office are described within the appropriate schedules of the Plan.

All administrative costs of the Department of Human Services are covered under this single Cost Allocation Plan. Accordingly, all costs of the Department are allocated on a current basis each quarter. The standard administrative FFP percent is 50% unless an APD or another FFP percent is indicated in the narrative.

Organization of the Cost Allocation Plan
This Cost Allocation Plan allocates costs along organizational lines of responsibility. The sources of administrative costs in the plan, documented by schedule in Appendix F, are as follows:

1) The Department's expenditures which are recorded in the Integrated Information for Iowa (I3) system, the State of Iowa accounting system. Refer to Appendix G for a detailed definition of the expense categories within I3.

    a) The Department has separate state appropriations and maintains separate accountability for expenses of (1) departmental general administration, (2) Child Support, and (3) Field Operations. In addition, separate accountability is maintained for costs of Local Administrative Expenses, the costs of the Bureau of Refugee Services, and Miscellaneous Administrative Program Expenses.
    b) Due to the need for separate accountability in these areas, the Cost Allocation Plan has been structured to keep the corresponding cost allocations separate. Accordingly, indirect costs applicable to Child Support and Field Operations cost centers have not been allocated directly to those cost centers for subsequent reallocation. Instead, residual indirect cost pools have been created for each of the Child Support and Field Operations cost centers to maintain the required separation of costs.

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INTRODUCTION

2) Costs of services provided to the Department by other state agencies. Costs of the state central services are documented through a Statewide Cost Allocation Plan which is prepared by the Iowa Department of Administrative Services (DAS). The Statewide Plan is approved annually by the cognizant federal negotiation agency, the U.S. Department of Health and Human Services, and encompasses both Section I and Section II costs. Section I costs are those which are allocated through the Statewide Plan. Section II costs are those which are direct billed by other state agencies.

   In addition, the Department of Human Services maintains cooperative agreements with other state agencies, such as the Department of Inspections and Appeals, for the provision of services which are not considered state central services. These services are also direct billed to the Department and are also subject to approval of billing methodology by the cognizant federal negotiation agency.

   Wherever costs are claimed for services provided by a governmental agency outside the State agency, they are supported by a written agreement that includes, at a minimum (i) the specific service(s) being purchased, (ii) the basis upon which the billing will be made by the provider agency (e.g. time reports, number of homes inspected, etc.) and (iii) a stipulation that the billing will be based on the actual cost incurred, as required by 45 CFR Part 95.507 (b)(6).

3) Costs of services provided to the Department by county governments. Iowa counties are required by state law to provide resources such as office space, utilities, equipment, and supplies for use by the local offices of the Department. This category includes direct costs as well as indirect costs which are documented annually through the preparation of county-wide cost allocation plans.

4) Program Administrative costs documented for the Centers for Medicare and Medicaid Services (CMS) are not included in the general administrative cost allocation. Refer to Appendix F for a list of the schedules that contain program administrative costs.

IOWA DEPARTMENT OF HUMAN SERVICES
INTRODUCTION

The Department's Cost Allocation Plan consists of an introduction and a narrative section for each organizational unit (cost center) or other cost pool which is allocated in the Plan. Following the introduction and narrative sections are several appendices which provide additional supporting documentation. The appendices are:

Appendix B Listing of Program Pools.

Appendix C Description of Programs Administered by the Department.

Appendix D Glossary of Terms.

Appendix E Organizational Chart

Appendix F Sources of Administrative Expense by Schedule and Organization (cost center).

Appendix G Documentation of Object Classes and Object Codes, I3 State of Iowa Accounting System

Appendix H Documentation of Accounting Procedures and Policies Including Fringe Benefits

Appendix I Documentation of time studies

a. Methodology for Income Maintenance Random Moment Sampling and Social Services Random Moment Sampling systems.
b. Methodology for Project Online system.
c. Sample of Time Studies.
d. RMTS Programs, Activities and Allocation Bases (Appendix I.1 – Appendix I.8)

Appendix J Summary of Method of Allocation, by Organization (Cost Center) for Organizations with Payroll Expenditures

Appendix K Attachments

IOWA DEPARTMENT OF HUMAN SERVICES
INTRODUCTION

Cost Allocation Plan Methodology
The detailed Plan narratives for each cost center describe the specific services provided and the procedures used for allocating the costs. Each cost center allocated in the Plan may be allocated in part or in whole to other cost centers or to program pools. Other cost centers consist of other organizational units for which a formal account exists in the I3 system or residual (intermediate) cost pools which have been created for cost allocation purposes. Program pools are listed in Appendix B. The final objective of the Plan is to allocate all administrative costs to specific program pools.

The Cost Allocation Plan is implemented through a proprietary computer software program which allocates actual administrative costs of the Department at the close of each quarter of the state's fiscal year. Accordingly, any allocated cost center may be allocated to any other cost center or program pool, regardless of its sequence in the allocation process. The software processes the plan using a two step down process.

The schedule numbers in the upper right hand corner of each Plan narrative correspond to the schedule numbers in the computer run of the Cost Allocation Plan. Schedule A, near the beginning of the computer run of the Plan, is a complete summary of allocated costs to each program pool.

In a number of instances, the allocation base used in the Cost Allocation Plan is the number of employees by organizational unit. The number of employees for any given cost center is determined by taking a count of the number of staff paid for that cost center during a single biweekly pay period during each quarter. The count of employees does not attempt to assign a weighting to other than full-time employees.

In addition to the various public assistance programs, the Department also administers miscellaneous recurring and nonrecurring federal grant programs. These grant programs are assigned equitable shares of departmental administrative expenses in the same manner as the public assistance programs. In some instances, the grant programs are discretely identified as individual program pools. In other instances, the Department has no need to know the exact amounts of administrative expenses allocated to the specific grants, and, for that reason, they have been combined within the "All Other Programs" program pool. From time to time, the Department expects to be awarded additional miscellaneous grants. These will be handled in the future in the same manner as grants which currently exist. The Department does not anticipate that a Cost Plan amendment will need to be submitted for federal approval each time a grant is added or deleted since the overall Plan methodology will apply to the specific circumstance.

SCHEDULE 0.1
Effective 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH AND HUMAN SERVICES REALIGNMENT

Statutory Authority

Pursuant to Iowa House File 2578 Relating to Appropriations for Health and Human Services and Veterans and including other related provisions and appropriations, providing penalties, and including effective date and retroactive and other applicability date provisions:

DIVISION XI
HEALTH AND HUMAN SERVICES REALIGNMENT

Sec. 51. TRANSITION OF DEPARTMENT OF HUMAN SERVICES AND DEPARTMENT OF PUBLIC HEALTH INTO DEPARTMENT OF HEALTH AND HUMAN SERVICES.
1. Definitions. For the purposes of this section:
a. "Department of health and human services" or "department" means the department of health and human services created under this section.
b. "Transition department" means the department of human services or the department of public health.
c. "Transition departments" means the department of human services and the department of public health.
d. "Transition period" means the period beginning July 1, 2022 and ending June 30, 2023.
2. Creation of department of health and human services —— transition period —— powers and duties. Notwithstanding any conflicting provision of law to the contrary, there is created a department of health and human services. During the transition period, the department of health and human services shall have and may exercise all of the policymaking functions, regulatory and enforcement powers, rights, duties, and responsibilities of the department of human services and the department of public health as prescribed by law or rule in effect on July 1, 2022…

As part of the state legislative mandate HF 2578, the Iowa Department of Human Services and the Iowa Department of Public Health will begin a transition period in which leadership of the two agencies will not only exert effort toward realignment activities but will also begin oversight of staff from both agencies. The expenses requiring a new allocation methodology are as follows:

1. Expense allocation of senior management for DHS
2. Expense allocation of select division administrators of DHS and IDPH

The expense allocation methodologies and federal funds claiming contained within the Iowa Department of Human Service Public Assistance Cost Allocation Plan and the Indirect Cost Proposal filed by the Iowa Department of Public Health will not change. Rather, select expenses of senior management and division administrators will be allocated between the two agencies and then claimed using currently approved methodologies.

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH AND HUMAN SERVICES REALIGNMENT

Transitional Cost Allocation Amendments:

As both agencies begin the realignment process, the process of aligning employees and management will begin in state fiscal year 2023 (July 1, 2022 to June 30, 2023). The agencies will still operate under their existing cost structures and appropriations from the state but intend to allocate expenses between the two agencies for certain positions that will be exerting effort to guide and support both agencies during the transition.

Listing of impacted schedules for DHS:

- 100.1 Office of the Director (0100)
- 100.5 Division of Strategic Communications (0105)
- 113.0 Division of Fiscal Management (2200)
- 114.1 Fiscal Management (2210 and 2250)
- 188.1 Chief Operating Officer (5000)
- 270.1 Division of Mental Health and Disability Services (MHDS) – Community (5700)

The following provides an explanation of the proposed expense allocation methodology for each schedule:

100.1 Office of the Director (0100)

The Office of the Director schedule includes the director who is an employee of the Iowa Department of Human Services. Wages and fringe benefits of this FTE will first be allocated proportionally between the Iowa Department of Human Services and the Iowa Department of Public Health based on the respective number of agencies overseen. It is expected that the director's effort will be evenly split between the two agencies. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 100.1 Office of the Director (0100).

100.5 Division of Strategic Communications (0105)

The Division of Strategic Communications schedule includes FTEs who are employed by both agencies. Wages and fringe benefits of the division manager and support staff who are employed by the Iowa Department of Human Services will first be allocated proportionally between the Iowa Department of Human Services and the Iowa Department of Public Health based on the respective number of FTEs within each agency. The position for Equity Achievement will be allocated between the two agencies based on a 100%-time study. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining staff will continue to be charged to the respective agency based on their current payroll position in the State of Iowa administrative branch. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 100.5 Division of Strategic Communications (0105)

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH AND HUMAN SERVICES REALIGNMENT

113.0 Division of Fiscal Management (2200)

The Division of Fiscal Management schedule currently includes FTEs who are employed by both agencies. Wages and fringe benefits of the division manager will be allocated between the two agencies based on the number of FTEs reporting to the position. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining division staff will continue to be charged to the respective agency based on their current payroll position in the State of Iowa administrative branch. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 113.0 Division of Fiscal Management (2200).

114.1 Fiscal Management (2210, 2211, 2215, 2220, 2213, and 2250)

Bureau of Purchasing, Receipts and Payments (2210)

The Division of Fiscal Management Schedule 114.1 Unit 2210 currently includes FTEs who are employed by both agencies. Wages and fringe benefits of the bureau chief will be allocated between the two agencies based on the number of FTEs reporting to the position. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining division staff will continue to be charged to the respective agency based on their current payroll position in the State of Iowa administrative branch. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 114.1 Fiscal Management (2210, 2211, 2215, 2220, 2213, and 2250).

Bureau of Contracting Support (2250)

The Division of Fiscal Management Schedule 114.1 Unit 2250 currently includes FTEs who are employed by both agencies. Wages and fringe benefits of the bureau chief will be allocated between the two agencies based on the number of FTEs reporting to the position. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining division staff will continue to be charged to the respective agency based on their current payroll position in the State of Iowa administrative branch. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 114.1 Fiscal Management (2210, 2211, 2215, 2220, 2213, and 2250).

188.1 Chief Operating Officer (5000)

The Chief Operating Officer schedule currently includes FTEs who are employed by the Iowa Department of Human Services. Wages and fringe benefits of these three FTEs will be first be allocated proportionally between the Iowa Department of Human Services and the Iowa Department of Public Health based on the respective number of FTEs within each agency. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in Schedule 188.1 Chief Operating Officer.

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH AND HUMAN SERVICES REALIGNMENT

270.1 Division of Mental Health and Disability Services (MHDS) – Community (5700)

The Division of Mental Health and Disability Services (MHDS) community includes FTEs employed by both agencies. Wages and fringe benefits of the division manager will be allocated between the two agencies based on the number of FTEs reporting to the position. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The remaining expenses after the quarterly transfer will be allocated to the ultimate funding source according to the methodology set forth in 270.1 Division of Mental Health and Disability Services (MHDS) – Community (5700).

Iowa Department of Public Health Impact

The Deputy Director of the Iowa Department of Public Health will support the effort to merge the two entities throughout the transition year. Wages and fringe benefits of this FTE will be first be allocated proportionally between the Iowa Department of Human Services and the Iowa Department of Public Health based on the respective number of FTEs within each agency. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The ultimate federal funding source of the allocation to DHS will be based on the methodology for 100.1 Office of the Director.

The State Medical Director of the Iowa Department of Public Health will serve as a subject matter expert for both agencies. Wages and fringe benefits of this FTE will be first be allocated proportionally between the Iowa Department of Human Services and the Iowa Department of Public Health based on the populations served by the position. The IDPH population will be the population of the State of Iowa 2020 census while the DHS population will be the average number of clients served by Title IV-E programs, Title XIX programs, Title XXI programs, and bed count at the applicable facilities. The proportional expense for this schedule will be transferred between the Iowa Department of Human Services and the Iowa Department of Public Health prior to the close of each quarter. The ultimate federal funding source of the allocation to DHS will be based on the methodology for 100.1 Office of the Director.

Indirect and Direct Expenses Determination

For expenses transferred to the Iowa Department of Public health a determination will be made as to the nature of the expense, whether direct or indirect, based on the methodologies of the approved indirect rate plan used by the agency.

SCHEDULE 1.1
Revised 7/1/2012

IOWA DEPARTMENT OF HUMAN SERVICES
STATEWIDE COSTS - SECTION I
ALLOCATED CENTRAL SERVICES
NATURE AND EXTENT OF SERVICES

Statewide indirect costs are incurred by other state agencies in support of the activities of the Iowa Department of Administrative Services (DAS). DAS annually submits a statewide cost allocation plan to the U.S. Department of Health and Human Services which acts as the cognizant federal negotiation agency. A formal negotiation agreement results which serves as the basis for the reporting of statewide expenses by the Department of Human Services.

The various items of statewide central services have been grouped into several categories for the purposes of the Department's cost allocation plan. The categories and the allocation of these costs are as follows:

SW0999 - DAS State Accounting Enterprise
Costs included consist of centralized payroll, preaudit, accounting, and I3 (the State of Iowa accounting system) support. The sum of these statewide allocations is allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SW1999 - Support Services
The Department of Cultural Affairs provides records storage. The sum of these statewide allocations is allocated to the Department's organizational units which are located in the capital complex based on the number of employees.

SW2999 - Finance
Costs included in the statewide cost allocation plan related to finance consist of the State Treasurer and the Department of Management centralized budget costs. These costs are allocated directly to the Fiscal Management Division for subsequent reallocation.

SW3999 - Building Space Costs
Costs included in the statewide cost allocation plan relate only to the space used by the Department in the capital complex. Costs included are utilities, security, and building use cost/depreciation. These costs are allocated to the Department's organizational units which are located in the capital complex based on the number of employees.

SCHEDULE 6.1
Revised 7/1/2012

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS - SECTION II
UNEMPLOYMENT (SAX4)
NATURE AND EXTENT OF SERVICES

Quarterly billings are received from the Iowa Department of Administrative Services (DAS) for Department employees who have received benefits.

SA04- The amount applicable to Central Office employees is allocated to Central Office organizational units based on the number of employees.

SA14- Costs for the Bureau of Collections are allocated directly to the CSRU Central Operations and Regions indirect cost pool for subsequent reallocation.

SA24- Costs for Field Operations employees are allocated directly to the Field Operations - Administrative Support indirect cost pool for subsequent reallocation.

SCHEDULE 7.1
Amended 01/01/19
Submitted 12/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS - SECTION II
DEPARTMENT OF INSPECTIONS AND APPEALS
(SA05, SA06, SA07, SA08, SA10, and SA15)
NATURE AND EXTENT OF SERVICES

Under a cooperative agreement with the Department of Human Services, periodic billings are received from the Department of Inspections and Appeals for services including:

SA05- Audits of Care Facilities
SA06- Overpayment Recovery Collections
SA07- Administrative Law Hearings
SA08- Fraud Investigations, Front-End Investigations, and Divestiture Investigations
SA10- Audits of DHS Local Offices
SA15- Children's Services Entities Inspections and Investigations

The billings are allocated directly to benefited programs based on DIA's approved cost allocation methodology.

SA05 Audits of Care Facilities are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP.

SA06 Overpayment Recovery Collections are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, FIP (PP12) Capped, Refugee Resettlement Program (PP20) 100% FFP, Food Assistance Fraud (PP23) 50% FFP, CCDF Block Grant (Matching Fund) (PP27) Current FMAP, and Promise Jobs TANF (PP45) Capped.

SA07 Administrative Law Hearings are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, Family Investment Program (FIP) TANF (PP12) Capped, Child Support and Foster Care Recovery Title IV-D (PP16) 66% FFP, Food Assistance Fraud (PP23) 50% FFP, and Food Assistance (PP25) 50% FFP.

SA08 Fraud Investigations, Front-End Investigations, and Divestiture Investigations are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, Family Investment Program (FIP) TANF (PP12) Capped, Food Assistance Fraud (PP23) 50% FFP, CCDF Block Grant (Matching Fund) (PP27) Current FMAP, and Promise Jobs TANF (PP45) Capped.

SA10 Local office audit billings are allocated directly to the Field Operations - Administrative Support indirect cost pool for subsequent reallocation based on the RMS time study for Income Maintenance and Social Workers.

SA15 Children's Services Entities Inspections and Investigations costs are allocated to Foster Care Administration Title IV-E (PP17) 50% FFP based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report first month (rerun 30 days after the end of the first month) of the quarter and to Adoption Assistance Title IV-E (PP24) 50% FFP based on the percent of adoption cases which are Title IV-E eligible. Percentages are calculated from client eligibility counts documented in the FACS system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month). See Attachment F Foster Care and Adoption Program Definitions.

SCHEDULE 8.1

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS - SECTION II
NUTRITION OUTREACH
NATURE AND EXTENT OF SERVICES

Billings received from Iowa State University Extension Services and local community non-profit entities for Nutrition Outreach are allocated directly to the Family Outreach Program, program pool (PP36).

SCHEDULE 9.1
Updated 10/1/16

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS - SECTION II
DIA - FOSTER CARE ADMINISTRATIVE REVIEW BOARDS (SA16)
NATURE AND EXTENT OF SERVICES

The Department of Human Services (DHS) receives a quarterly billing from the Department of Inspections and Appeals (DIA) for state and local foster care reviews performed on IV-E eligible cases. Costs of this unit are allocated based on client count from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report first month (rerun 30 days after the end of the first month) of the quarter with costs allocated to Foster Care IV-E program pool (PP17). See Attachment F Foster Care and Adoption Program Definitions.

Costs charged by the Department of Inspection Appeals include both direct and indirect costs.

SCHEDULE 9.5
Updated 10/1/16

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS – SECTION II
DIA FOSTER CARE ADMINISTRATIVE REVIEW BOARDS TRAINING (SA44)
NATURE AND EXTENT OF SERVICES

The Department of Human Services (DHS) receives a quarterly billing from the Department of Inspections and Appeals (DIA) for training of volunteer citizen reviewers if costs are incurred in accordance with statutory and regulatory provisions. The citizen review volunteers must be volunteers for the State or local agency. Costs of this unit are allocated based on client count from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report first month (rerun 30 days after the end of the first month) of the quarter with costs allocated to Foster Care IV-E Training program pool (PP19). See Attachment F Foster Care and Adoption Program Definitions.

Costs charged by the Department of Inspection Appeals include both direct and indirect costs.

IOWA DEPARTMENT OF HUMAN SERVICES
SUPPORT AGENCY COSTS – SECTION II
COURT APPOINTED SPECIAL ADVOCATE (CASA) TRAINING (SA44)
NATURE AND EXTENT OF SERVICES

The Department of Human Services (DHS) receives a quarterly billing from the Department of Inspections and Appeals (DIA) for the initial and in-service training of Court Appointed Special Advocate (CASA) volunteers for costs incurred. The CASA volunteers must be volunteers for the Iowa Child Advocacy Board. Costs of this unit are allocated based on the IV-E penetration rate from client counts per the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report first month (rerun 30 days after the end of the first month) of the quarter with costs allocated to the Short Term Training for Court Appointed Special Advocates IV-E program pool (PP14). See Attachment F Foster Care and Adoption Program Definitions.

With respect to expenditures described in section 474(a)(3)(B) of the Social Security Act the FFP that shall apply for PP14 is 75% for fiscal year 2013 and after.

Costs charged by the Department of Inspection Appeals include both direct and indirect costs.

SCHEDULE 10.1
Amended 07/01/20 Submitted 06/28/20

IOWA DEPARTMENT OF HUMAN SERVICES
INTER-AGENCY FEDERAL PARTICIPATION ADMINISTRATION

The following cost centers are for state agencies claiming federal matching funds through the Single State Agency (SSA) for state programs not administered by the SSA:

0001-M01-401-2199-01 State Public Defender (SPD) Indigent Parent Defense Funding

The Iowa Department of Human Services (DHS) will facilitate the procurement of appropriate IV-E funding for the following non-DHS administered program:

1. The SPD shall coordinate the provision of representation to all indigent parents and children in juvenile proceedings pursuant to Iowa Code §§ 13B, 815, and 232.
2. The representation provided by the SPD is limited to independent legal representation by an attorney for a child who is a candidate for title IV-E foster care or in foster care and his/her parent to prepare for and participate in all stages of foster care legal proceedings, such as court hearings related to a child's removal from the home. Attorneys for parents and children will provide independent representation of their clients consistent with their ethical obligations.

Billings received from the State Public Defender will be applied to PP17 – Foster Care Administration Title IV-E, 50% FFP, after the application of the current quarter IV-E Population Eligibility Rate (PER) for the statewide foster family population. See Appendix F.2. The SSA will pass-through the federal funding for the SPD program per the terms of a fully executed Memorandum of Understanding (MOU).

IOWA DEPARTMENT OF HUMAN SERVICES
INTER-AGENCY FEDERAL PARTICIPATION ADMINISTRATION

0001-M01-401-2199-02 State Court Administration (SCA) Funding {07/01/21}

1. The State of Iowa, Department of Human Services (DHS), established under Iowa Code chapter 217, is the IV-E Single State Agency. DHS is responsible for child protection and foster care programs. DHS is the Medicaid Agency for the state of Iowa.

2. The State of Iowa, State Court Administration (SCA) plans for statewide court system needs, develops and promotes statewide administrative practices and procedures, oversees the operation of statewide court programs and strategic initiatives, serves as a liaison with legislative and executive branches of government, and responds to media requests.

3. The State of Iowa, Juvenile Court Services (JCS) provides oversight and contracted services for children adjudicated delinquent by the Iowa juvenile courts or individuals at risk of entering the juvenile justice system in Iowa. Delinquency cases involve acts that would be criminal acts if committed by an adult. JCS may provide or contract for community services to divert a child from the court system, assist in the child's re-entry to pro-social community life, or to protect public safety.

4. JCS agrees to provide each child under its responsibility for placement and care with the protections found in Section 422 of Title IV-B for children placed in foster care settings, Section 472 of Title IV-E of the Social Security Act and Iowa's Title IV-E Plan.

Administrative Expenses

Billings for expenses related to the administration of IV-E eligible activities received from the State Court Administration (SCA) for services provided by JCS will be applied to PP17 – Foster Care Administration Title IV-E, 50% FFP, after the application of the current quarter IV-E Population Eligibility Rate (PER) for the statewide foster family population. See Appendix F.2. The SSA will pass-through the federal funding for the SCA program per the terms of a fully executed Memorandum of Understanding (MOU).

{8/31/21} Billings for expenses related to the administration of Prevention Services activities received from the State Court Administration (SCA) for services provided by JCS will be applied to PP40 – Family First Prevention Services, 50% FFP. The SSA will pass-through the federal funding for the SCA program per the terms of a fully executed Memorandum of Understanding (MOU).

Training Expenses

Billings for administrative expenses related to training of IV-E eligible activities from the State Court Administration (SCA) for services provided by JCS will be applied to PP19 – Foster Care Training Title IV-E, 75% FFP, after the application of the current quarter IV-E Population Eligibility Rate (PER) for the statewide foster family population. See Appendix F.2. The SSA will pass-through the federal funding for the SCA program per the terms of a fully executed Memorandum of Understanding (MOU).

Billings for administrative expenses related to training for Prevention Services activities from the State Court Administration (SCA) for services provided by JCS will be applied to PP40 – Family First Prevention Services, 50% FFP. The SSA will pass-through the federal funding for the SCA program per the terms of a fully executed Memorandum of Understanding (MOU).

SCHEDULE 90.1

IOWA DEPARTMENT OF HUMAN SERVICES
INDIRECT COST RATE FOR MENTAL HEALTH AND MENTAL RETARDATION RESOURCE FACILITIES
NATURE AND EXTENT OF SERVICES

An indirect cost rate is developed for each of the four mental health facilities and two mental retardation resource centers. The indirect cost rate proposal is sent to the Department of Health and Human Services Division of Cost Allocation for approval, on a pre-determined time frame.

Mental Health Facilities:

Appropriation:	Facility:
M30	CHEROKEE MENTAL HEALTH INSTITUTE (MHI)
M32	CLARINDA MHI
M34	INDEPENDENCE MHI
M36	MT PLEASANT MHI

Mental Health Resource Facilities:

Appropriation:	Facility:
M40	GLENWOOD RESOURCE CENTER
M42	WOODWARD RESOURCE CENTER

General administrative costs are allocated to the institutions through the Department of Human Services central cost allocation system and accumulated in the following Program Pools (see Appendix B):

75	State Resource Centers – 100% State (Glenwood and Woodward)
76	Mental Health Institutions – 100% State (Cherokee, Clarinda, Independence, Mt Pleasant)

General administrative costs are allocated to these program pools and reported as 100% State funds through the cost allocation system. The costs allocated to Program Pools 75 and 76 are identified by point of origin (cost centers) and summarized in the indirect rate proposal. The methodology for allocation to the institutions is identified in the Cost Allocation Plan by cost center.

The institutions provide reports, which break their total salary expense into administration, support, and direct salary expense categories. The costs that are accumulated in Program pools 75 and 76 are then allocated to the institutions based on the percentage of direct salaries. This information is provided in the indirect rate proposal.

IOWA DEPARTMENT OF HUMAN SERVICES
OFFICE OF THE DIRECTOR (0100)
NATURE AND EXTENT OF SERVICES

The Department Director is the chief administrative officer for all activities of the Department of Human Services (DHS). The Director is appointed by the Governor, with Iowa Senate confirmation.

{04/01/21~~This office is also responsible for the internal audit functions of the department. Internal Audit reports to management on the adequacy and effectiveness of the organization's systems of internal control regarding the reliability and integrity of financial and operational information, the effectiveness and efficiency of operations, the safeguarding of assets, and compliance with laws, regulations, and contracts.~~}

{4/1/21 Direct and indirect ~~C~~costs} of the Office of the Director are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

{04/01/21 Delete}{~~07/01/19 Add~~} ~~*The Office of Communication & Intergovernmental Cooperation (0100-01)*~~

~~*Includes staff who create and distribute information about the Department, its programs, and its policies. Through brochures, videotapes, pamphlets and other materials the Department educates clients about the services available to them. The general public learns about DHS through public service announcements, newsletters, posters, and presentations. The Office also serves as a contact point for the media, distributing media releases, feature stories, and public meeting announcements. In addition, staff within the Office serve as the department's liaison with the Governor's office, the Iowa legislature, and the Federal government covering all DHS programs, and are responsible for addressing client/constituent concerns on a case by case basis as assigned by the Director.*~~

~~*Costs of the unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent (5%) has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.*~~

SCHEDULE 100.5
Added 04/01/21
Submitted 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF STRATEGIC COMMUNICATIONS (0105)
NATURE AND EXTENT OF SERVICES

~~*The Office of Communication & Intergovernmental Cooperation (0100-01)*~~ **Division of Strategic Communications (0105)**

Includes management and staff who create and distribute information about the Department, its programs, and its policies. Through a variety of communication mediums, including print and digital, the Department educates clients and stakeholders. The general public learns about DHS through public service announcements, newsletters, digital content, and presentations. The Office also serves as a contact point for the media, distributing media releases, feature stories, and public meeting announcements. In addition, staff within the Office serve as the department's liaison with the Governor's office, the Iowa legislature, and the Federal government covering all DHS programs, and are responsible for addressing client/constituent concerns on a case by case basis as assigned by the Director.

The bureaus in the division include:

Legislative Affairs The legislative affairs team develops and maintains relationships and constant contact with legislators and their caucus staff. They provide timely and accurate information, which is coordinated with the press team

Cross-Division Coordination The cross division coordination team establishes long-range program requirements and objectives and continuously evaluates organizational performance in meeting those objectives. The team identifies and structures the direction programs should take to provide necessary outcomes. This team carries out key activities including development of project plans, policy changes, training and technical assistance, internal surveys, etc., related to improving internal and external agency operations

Press Office The Press office oversees the administration of Open Records policies and processes to ensure consistent and timely responses to Open Records demands. The press team is the primary contact for media inquiries, approving and aligning agency responses and coordinates varying public relations.

Operational Communications This team is responsible for the development and deployment of operational communications and outreach, including printed materials, the agency website and social media. The operational communications team develops content that is coordinated across platforms and mediums, with other state agencies and are aligned with legislative and media relations.

Director's Office Administrative Support

Costs of the unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent (5%) has been assigned to mental health institutions, state hospital schools, the juvenile institution~~s~~, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SCHEDULE 101.1
Revised 4/1/13

IOWA DEPARTMENT OF HUMAN SERVICES
DONATIONS (0110)
NATURE AND EXTENT OF SERVICES

The Donations to the Department of Human Services cost center is established to track the receipt and, as determined by the Office of the Director, the expenditure of donations made to the Department of Human Services. 100% State Only.

SCHEDULE 102.1
Revised 7/1/2012

IOWA DEPARTMENT OF HUMAN SERVICES
COUNCIL ON HUMAN SERVICES (0300)
NATURE AND EXTENT OF SERVICES

The Council on Human Services is a policy and advisory group that meets at least monthly. The Council approves the Department's budget and policy changes and serves as the citizen input to operations.

Costs of the Council are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SCHEDULE 103.1
Revised 7/1/2012

IOWA DEPARTMENT OF HUMAN SERVICES
TERMINAL LEAVE AND SLIP (1100)
NATURE AND EXTENT OF SERVICES

State employees who leave state service in good standing are eligible for benefits based upon accumulated balances of unpaid leave. All such employees are eligible to receive payment for their accumulated vacation leave balance. SLIP (Sick Leave Incentive Match) pays for medical insurance payments for staff retiring from state government and who have accumulated more than $ 2,000 in sick leave pay. The state will continue to pay the employee share of medical insurance for staff until the accrued sick leave dollars are zero or the staff reach the age of 65.

The sum of these costs is allocated to all organizational units of the Department based on number of employees rather than the particular fund/center from which the employee is being paid at the time the employee leaves service. These costs will then be a part of the agency's indirect cost, which is a general administrative expense that is allocated to all activities of the governmental unit. For cost allocation purposes, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

This procedure recognizes that the accumulated leave may have been earned when working in other positions and funded from sources other than the program in which the employee is paid at the time of termination.

After cost allocation is processed and the federal share is calculated, a transfer for the State Share is made to: Child Support (Cost Center 4018) which is paid from the Child Support Appropriation, State Only PP57 and Field (Cost Center 6980) which is paid from the Field Appropriation, State Only PP57 based on applicable quarterly charges.

SCHEDULE 104.1
Revised 7/1/2012

IOWA DEPARTMENT OF HUMAN SERVICES
LEGAL SERVICES (1200)
NATURE AND EXTENT OF SERVICES

The costs of this unit include amounts reimbursed to the State Attorney General for attorneys' services and for legal support staff expense.

Department of Human Services Attorney General Costs (1200) – Costs are allocated to all organizational units of the Department based on the number of employees, excluding the Targeted Case Management Unit. For cost allocation purposes, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

Department of Human Services Attorney General Child Care Costs (1200-01) – Costs of this unit include amounts reimbursed to the State Attorney General for dedicated attorney services for child care programs. Costs of this unit are allocated directly to the Child Care Development Fund – Matching program pool (PP27).

Department of Human Services Attorney General Child Welfare Costs (1200-02) – Costs of this unit include amounts reimbursed to the State Attorney General for dedicated attorney services for child welfare programs. Costs of this unit are allocated based on the quarterly results of the social worker random moment time study with adult protective and childcare hits removed.

Department of Human Services Attorney General Medicaid Costs (1200-03) – Costs of this unit include amounts reimbursed to the State Attorney General for dedicated attorney services for Medicaid programs. Costs of this unit are allocated directly to Medical Assistance (PP03).

Department of Human Services Attorney General Child Abuse Costs (1200-57) – Costs of this unit include amounts reimbursed to the State Attorney General for dedicated attorney services for Child Abuse programs. Costs of this unit are allocated directly to State Only (PP57).

SCHEDULE 106.1
Revised 01/01/19
Submitted 12/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
DEVELOPMENTAL DISABILITIES COUNCIL (1300)
NATURE AND EXTENT OF SERVICES

The Developmental Disabilities Council is established through Federal legislation. The primary responsibility of the Council is advocating on behalf of persons with developmental disabilities for change in the current system of supports and community integration in order to empower all people with disabilities to participate fully as independent, productive, and integrated members of their community. The Council is also responsible for the development, monitoring, implementation, and evaluation of the State Plan for Developmental Disabilities. The Developmental Disabilities Council does not fund services for individuals with developmental disabilities; it advocates for changes to the systems that affect their lives.

1300 Developmental Disabilities Council Current Grant Award Year - This cost center accumulates the allowable expenses attributable to activities relating to the current federal fiscal year Developmental Disability Grant based on the approved rate filed by the Disabilities Council. The costs are allocated directly to the Developmental Disabilities Federal Program Pool (PP83) with 100% federal participation not to exceed the current grant award.

The State of Iowa Department of Human Services contributes state funds in the amount of $35,000 in the first quarter of the new fiscal year grant (second quarter state fiscal year). This $35,000 contribution is allocated to the Developmental Disabilities State program pool (PP84) for the current year grant award with 0% federal participation.

1300-01 Developmental Disabilities Council Prior Grant Award Year -This cost center sub unit accumulates the allowable expenses attributable to activities relating to open prior federal fiscal year Developmental Disability Grants based on the approved rate filed by the Disabilities Council. The costs are allocated directly to the Developmental Disabilities Federal Program Pool (PP83) with 100% federal participation not to exceed the prior year grant award.

1300-02 Developmental Disabilities Council Indirect Costs -This cost center sub unit accumulates the allowable indirect expenses attributable to administrative activities and direct expenses not claimable with 100% federal participation. The costs are allocated directly to the Developmental Disabilities Indirect Federal Program Pool (PP82) with 50% federal participation not to exceed amount of the current year grant award.

1300-03 Developmental Disabilities Council Conference Sponsorships -This cost center sub unit accumulates the allowable expenses attributable to activities relating to open prior federal fiscal year Developmental Disability Grants based on the approved rate filed by the Disabilities Council. The costs are allocated directly to the Developmental Disabilities Federal Program Pool (PP83) with 100% federal participation not to exceed the prior year grant award.

SCHEDULE 108.1

IOWA DEPARTMENT OF HUMAN SERVICES
DISABILITIES PREVENTION COUNCIL (1400)
NATURE AND EXTENT OF SERVICES

The Disabilities Prevention Council is primarily responsible for overseeing the development and operation of a coordinated prevention of disabilities system that optimizes the state's prevention efforts and fulfills the overall mission--to prevent the occurrence or lessen the effects of disabilities in Iowans. No indirect costs are allocated to this cost pool because the Disabilities Prevention Council functions independently from the Department's operations and receives minimal support from the Department's administrative staff.

The costs of this cost pool are allocated directly to the Prevention of Disabilities State program pool (PP85).

SCHEDULE 109.1
Added 04/01/21 filed 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
RENT REIMBURSEMENT (2190)
NATURE AND EXTENT OF SERVICES

Rent Reimbursement (2190)

The Disabled and Senior Citizens Property Tax Credit and Rent Reimbursement Program provides low-income citizens with property tax assistance.

This unit includes direct and indirect costs to transition the program from the Iowa Department of Revenue to the Iowa Department of Human Services.

The costs of the unit will be allocated to State Only Funded Programs (PP57).

SCHEDULE 109.2
Added 04/01/21 filed 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
IDPH/DHS REALIGNMENT (2191)
NATURE AND EXTENT OF SERVICES

IDPH/DHS Realignment (2191)

This unit captures administrative expenses relating to the realignment of the Iowa Department of Public Health and the Iowa Department of Human Services. Expenses will be allocated to each agency based on the number of full-time FTEs in each organization.

The costs for DHS are then allocated to all organizational units of the Department, based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, the juvenile institution, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SCHEDULE 109.5
Added 07/01/19 Filed 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICES
WORKDAY CONVERSION (2195)
NATURE AND EXTENT OF SERVICES

This unit will capture expenses associated with the agency's portion of statewide share of costs relating to the conversion of current human resources and accounting systems to the Workday platform.

The costs in this cost unit are allocated to all organizational units of the Department, based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SCHEDULE 109.6
Added 07/01/22 filed 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
CYBER STRATEGIC FRAMEWORK PROGRAM (2196)
NATURE AND EXTENT OF SERVICES

Cyber Strategic Framework Program (2196)

This unit captures expenses related to the State of Iowa's Office of the Chief Information Officer's (OCIO) "Cyber Strategic Framework" program.

Administrative expenses pertaining to the following activities will be charged to this unit.

- Documentation
- Planning
- Policy and procedures
- Implementation
- Regulatory/Compliance
- Operational support

Direct and indirect costs of this unit will be allocated based on FTEs to the following Division of Information Technology Division (DoIT) schedules: 132.1, 134.1, 136.1, 139.5, 140.0, 140.1, 142.1, and 142.8.

SCHEDULE 110.1

IOWA DEPARTMENT OF HUMAN SERVICES
STATE CENTRALIZED DATA PROCESSING (2198)
NATURE AND EXTENT OF SERVICES

The Department of Human Services has an agreement with the Iowa Department of Administrative Services (DAS) which is updated annually. A monthly billing (PACE billing) is prepared by DAS, Information Services Division for costs of the Centralized Data Processing Center it operates. Charges are calculated for each job stream operating through the system. Items such as hours of core processing, central processor hours, tape rental, microfiche, and on-line storage are billed. The cost of each job application is allocated directly to the benefited program pool or cost pool.

SCHEDULE 113.0
Revised 4/1/16

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF FISCAL MANAGEMENT (2200)
NATURE AND EXTENT OF SERVICES

The Division of Fiscal Management performs financial management functions for the Department including: budgeting, fiscal analysis, cash management, accounting, cost allocation, federal reporting, payroll and benefits, claims processing ,state and federal audit responses, and corrective action coordination. The Division is composed of the Bureaus of Purchasing, Payments and Receipts, Budget Services, Accounting Services, Service Contracting Support, and Collection Services.

Division administrative expenses are allocated to the administered bureaus based on the number of employees.

The following schedule reports to this unit: Schedule 114.1.

SCHEDULE 114.1
Revised 4/1/16

IOWA DEPARTMENT OF HUMAN SERVICES
FISCAL MANAGEMENT (2210, 2211, 2215, 2220, 2213, and 2250)
NATURE AND EXTENT OF SERVICES

BUREAU OF PURCHASING, PAYMENTS & RECEIPTS (2210)
The Bureau of Purchasing, Payments & Receipts is responsible for claims processing, payroll, purchasing, and receivables; delivery and distribution of mail; ordering, receiving, and distribution of supply orders. Institutions have their own business offices which are responsible for these functions for their programs and staff, under general guidance from the Bureau.

Costs are allocated to all organizational units of the Department based on total administrative expenditures (in 000's). For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

PAYROLL AND BENEFITS PROCESSING (2211)
This unit processes new employees and handles all payroll and employee benefits.

Costs of this unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

BUREAU OF ACCOUNTING SERVICES (2215)
The Bureau of Accounting Services is responsible for reporting of the agency's appropriations. The Bureau is responsible for receipt and expenditures of State, Federal, and other funds for these accounts.

Costs are allocated to all organizational units of the Department based on total administrative expenditures (in 000's). For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

BUREAU OF BUDGET SERVICES (2220)
The Bureau of Budget Services is responsible for developing and monitoring of the agency's appropriations. The Bureau is responsible for preparation of state and federal reports.

Costs are allocated to all organizational units of the Department based on total administrative expenditures (in 000's). For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

IOWA DEPARTMENT OF HUMAN SERVICES
FISCAL MANAGEMENT (2210, 2211, 2215, 2220, 2213, and 2250)
NATURE AND EXTENT OF SERVICES

HUMAN RESOURCES-WORKERS COMPENSATION ADMINISTRATION (2213-01)
The Department of Administrative Services-Human Resources Enterprise (DAS-HRE) manages the financial and administrative aspects of the state employee worker compensation benefits. Annually, DAS-HRE invoices the Department of Human Services for premiums using a rating formula based on actual service.

Costs of this unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

BUREAU OF SERVICE CONTRACTING SUPPORT (2250)
The Bureau of Service Contracting Support provides oversight of and support for the procurement of services not provided directly by the Department. The emphasis of the Bureau is on technical assistance and monitoring.

Costs are allocated to all organizational units of the Department based on total administrative expenditures (in 000's). For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

MEDICAID CLAIMS REVIEW (2250-01)
This unit conducts audits to assure appropriate payment of claims for services under the Medicaid Program. Costs of this unit are allocated to Medical Assistance-Other Staff Title XIX program pool (PP03).

SCHEDULE 116.1

IOWA DEPARTMENT OF HUMAN SERVICES
STATE AUDIT EXPENSES (2212)
NATURE AND EXTENT OF SERVICES

The Auditor of State performs annual audits of the Department of Human Services which involve both financial and Federal departmental operations.

Expense is allocated based on Schedule 113.0, Division of Fiscal Management.

IOWA DEPARTMENT OF HUMAN SERVICES
GENERAL SUPPORT SERVICES (2273)
NATURE AND EXTENT OF SERVICES

This cost pool consists of support expenses.

2273-01 Local Support Expenses – These expenses are incurred as a function of office space and employees residing in the State of Iowa Capital Complex. Costs are allocated by the number of FTEs residing in the Hoover Building on the State of Iowa Capital Complex.

2273-02 Communication Expenses – These communication expenses are incurred by administrative positions within the organization. Costs are redistributed to the appropriate cost center based on actual charges incurred by each administrative staff member. Balances in this subunit will be allocated to State Only Funded Programs (PP57), 0% FFP.

2273-03 Enterprise Expenses – These expenses are incurred for services utilized by the entire organization including, courier services, intra-agency postage, and fees from the Department of Administrative Services. Costs are allocated to all organizational units based on FTEs. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

2273-04 Workspace – Expenses for the rental of space to accommodate additional staffing needs. The expenses are allocated based on square footage and the anticipated federal program funding for the projects.

SCHEDULE 129.1

IOWA DEPARTMENT OF HUMAN SERVICES
GENERAL ADMINISTRATION – STATE ONLY (2280)
NATURE AND EXTENT OF SERVICES

Costs for the org are General Administrative expenses that are state only costs.

Costs are directly charged to the State Only program pool (PP57).

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF INFORMATION TECHNOLOGY (DOIT) (2600)
NATURE AND EXTENT OF SERVICES

The Division of Information Technology (DoIT) plans for, develops, and operates the automated systems that collect and process information to generate client and vendor payments, track cases and caseloads, monitor and control agency business applications, and schedule and access social programs.

The division additionally provides a wide range of technical support, such as personal computer assistance, network and WAN administration, office automation support, program and operational research and analysis, forecasting of program expenditures and utilization, ~~and~~ report development and preparation~~,~~ data analytics, business intelligence, data strategy, enterprise architecture, and project management. {04/01/21}

(04/01/21} This unit contains the administrative group for the DoIT division.

{04/01/21} ~~The direct and indirect costs of this cost center are allocated to the administered units based on the number of employees.~~

{04/01/21} Direct and indirect costs of this unit will be allocated based on FTEs to the following administered unit schedules: 132.1, 134.1, 136.1, 139.5, 140.0, 140.1, 142.1, and 142.8.

Office of Security and Privacy Systems (2600-01) This Division is also responsible for all security/privacy system functions and leading teams in completing Department IT security/privacy projects, initiatives and enforcement. This office is charged with ensuring compliance with federal and statutory security mandates, including all IT requirements set forth in the Federal Health Insurance and Accountability Act (HIPAA) and IRS IT system regulations. This office is responsible for the development and implementation of policies and procedures for system security and privacy. The office also conducts IT system risk assessments, IT risk analysis, vulnerability tests and audits that will allow the Department to maintain a high level of security and prevent and detect any security breaches.

The direct and indirect costs are allocated based on the results of Project Online.

{04/01/21}~~**Homeland Security Contracted Services (2600-57)** Contracted services to be reimbursed by Homeland Security. The costs of this unit are allocated to State Only (PP57).~~

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD WELFARE INFORMATION SYSTEM (CWIS) (2601)
NATURE AND EXTENT OF SERVICES

The costs in this cost pool include the salary and support of staff overseeing the operations of the Family and Children Services (FACS) and the child abuse assessment tracking systems. The FACS system was established to provide a uniform system for accurately collecting and retrieving information about children as they pass through the Department's various programs. The child abuse assessment tracking system was developed to create a database of abuse assessment information for staff.

The **direct costs** of this unit are allocated to the appropriate program pools, based on the results of Project Online, a project management system in which staff assigned to this unit participate. As part of Project Online, allocations for all foster care and adoption administration are charged to Title IV-E in accordance with 45 CFR 1356.60.

Indirect costs allocated to this unit are allocated to the appropriate program pools based on the results of Project Online.

Starting 1/1/2014, Iowa will be claiming FACS as non-SACWIS. Foster care and adoption administration costs will be allocated and bear the same ratio as the foster care and adoption population bears to the total population in the system using the IV-E participation rate from client counts per the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 first month (rerun 30 days after the end of the month) of the quarter. See Attachment F Foster Care and Adoption Program Definitions.

2601-03 – This cost center isolates expenses associated with the approved planning APD for the State's planning activities for a CCWIS system.

The costs of this subunit are allocated to Foster Care IV-E program pool (PP17) and the Adoption Assistance Program Pool (PP24) without the application of the eligible IV-E population percentage.

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD WELFARE INFORMATION SYSTEM (CWIS) (2601)
NATURE AND EXTENT OF SERVICES

2601-04 FACS Replacement Project – Shared Functionality M&O

Starting 10/01/2018, Iowa has approval to receive CCWIS funding for maintenance and operations expenses for a portion of a specific module within the overall child welfare system while still in the planning APD phase of the project.

On a quarterly basis, the maintenance and operations hours devoted to the module within the overall child welfare system will be recorded in Project Online, a project management time tracking application.

The percentage of applicable CCWIS approved functionality for this unit will be calculated by dividing the approved functionality M&O hours recorded to this subunit in Project Online by total M&O hours recorded to this subunit in Project Online for the specific module during the quarter.

The portion of costs in this subunit determined to be eligible for CCWIS approved functionality funding will be allocated to Foster Care IV-E (PP17) without the application of the eligible IV-E population percentage (penetration rate).

The remaining percentage of costs in this subunit not eligible for CCWIS approved functionality funding will be allocated to Foster Care IV-E (PP17), the Adoption Assistance IV-E (PP24), the TANF (PP39) and the State Only (PP57).

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD WELFARE INFORMATION SYSTEM (CWIS) (2601)
NATURE AND EXTENT OF SERVICES

2601-06 Child Welfare Non IV-E Maintenance and Operations

Child welfare reporting system maintenance and operation costs relating to FACS functions that are not eligible for CCWIS or Non-CCWIS methodologies.

The costs are allocated directly to the Social Services Block Grant (SSBG) program pool (PP07). The FFP is 0%.

2601-07 Non-CCWIS Project Maintenance and Operations

Child welfare reporting system maintenance and operation costs relating to FACS functions eligible for non-CCWIS funding are accumulated in this subunit.

The costs are allocated to Social Service Block Grant program pool (PP07), 0% FFP, Foster Care IV-E program pool (PP17), 50% FFP, Adoption Assistance Program Pool (PP24), FFP 50%, and the TANF - Child Protective Services program pool (PP39) 0% FFP based on the approved non-CCWIS funding methodology.

2601-08 Reporting Child Welfare System

Child welfare reporting related costs including work benefitting system wide populations in FACS, the child abuse assessment tracking system (STAR), and FACS Help Desk, appropriately benefit only child welfare programs.

The costs are allocated to Foster Care IV-E program pool (PP17), 50% FFP, Adoption Assistance Program Pool (PP24), 50% FFP,TANF - Child Protective Services program pool (PP39), 0% FFP, and State Only program pool (PP57), 0% FFP, based on modified quarterly SSRMS results (which include the application of the IV-E participation rate to IV-E allocable foster care and adoption activities) The modified SSRMS results remove 1) adult services hits, 2) child care hits.

IOWA DEPARTMENT OF HUMAN SERVICES
DATA WAREHOUSING (2602)
NATURE AND EXTENT OF SERVICES

The DHS data warehouse incorporates data from various existing systems into a database used to perform statistical and trend analysis, query, reporting, and other data analysis functions.

Currently, the Department maintains data warehouse databases that are used to meet Federal TANF reporting requirements, Medicaid Decision Support and to perform program analysis for Medicaid, FIP, Food Assistance, and other Income Maintenance programs along with data analysis supporting the achievement of federally mandated child welfare program outcomes.

Costs of this unit will be based on Project Online, a project management system in which staff assigned to this unit participate.

DATAWAREHOUSE PRODUCTION (2602-PD)

This subunit accumulates costs for state staff and contractors who perform maintenance and operations functions relating to the data warehousing system in addition to other ad hoc projects for the enterprise. The costs of this unit will be allocated to the appropriate federal program based on the results of Project Online, a project management system in which staff assigned to this unit participate. The portion of costs not assigned to a specific project will be allocated based on the current storage space of each database within the data warehouse.

SCHEDULE 136.1
Revised 04/01/19 (Normal Redline)
Submitted 04/01/19

IOWA DEPARTMENT OF HUMAN SERVICES
INFORMATION TECHNOLOGY PROJECT MANAGEMENT (2604)
NATURE AND EXTENT OF SERVICES

Information Technology Project Management, assigned to the Division of Information Technology (DoIT), leads, supports, and enables the organization's projects, programs and structured IT work activities.

Costs of this unit will be allocated based on Project Online, a project management system in which staff assigned to this unit participate.

2604-01 Information Technology Project Management

This unit records technology project management costs to support and enable the organization's enterprise projects, programs and structured IT work activities.

The costs of this unit are allocated to all organizational units of the Department based on the number of employees assigned to each. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

2604-02 Information Technology Project Management (Non-Facility)

This unit records technology project management costs to support and enable the organization's enterprise projects, programs and structured IT work activities for projects impacting the entire organization outside of the facilities.

The costs of this unit are allocated to organizational units, excluding facilities, of the Department based on the number of employees assigned to each.

SCHEDULE 139.5
Revised 07/01/18
Revised 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICE
ELIGIBILITY/PURCHASED SERVICES (2607)
NATURE AND EXTENT OF SERVICES

The Eligibility/Purchased Services area is assigned to the Division of Data Management. This Area is responsible for providing computer programming development and maintenance for a number of systems whose main functions are to determine eligibility and pay for services for child care as well as Medicaid, non-Medicaid, mental health, adult, and adoptive services.

Costs of this unit are allocated to the administered units based on number of employees.

The following schedules report to this unit: Schedule 132.1, Schedule 142.1, ~~*Schedule 141.7*~~ {Remove 07/01/21} and Schedule 142.8.

IOWA DEPARTMENT OF HUMAN SERVICES
MEDICAL AND ENTERPRISE DATA WAREHOUSINGSYSTEMS & PROGRAMMNG (2609)
NATURE AND EXTENT OF SERVICES

Bureau of Medical Systems and Enterprise Data Warehouse is composed of two different areas within the Division of Information Technology - Medicaid system support and overall Enterprise Data Warehousing requests and needs. The unit is responsible for the supervision, general administration, oversight, day to day operations, coordination and quality control for the staff in these offices. Additionally, this unit is responsible for priority setting and customer service and serves as the liaison between these units and customer groups throughout the agency.

Costs of this unit are allocated to the administered units based on number of employees.

The following schedules report to this unit: Schedule 134.1, ~~and Schedule 142.8.~~ {07/01/21}

SCHEDULE 140.1
Revised 01/01/19 Submitted 12/28/18
Updated 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE INFRASTRUCTURE SERVICES (2610)
NATURE AND EXTENT OF SERVICES

SYSTEM OPERATIONS (2610)

The Bureau of IT Supports is composed of three sections: System Operations, Quality Assurance, and Role Based System Security Support.

Systems operations staff are responsible for monitoring and managing DHS's applications batch networks. Operators work with application teams to create and implement batch networks, submit networks, monitor the running of the batch cycles, and execute application handling instructions for any batch problems (e.g. job abend). Additionally, they provide error reports to application teams for any anomalies that occurred and where handled during the batch cycle and distribute systems reports to business and applications teams.

Quality Assurance assists staff and providers to solve problems with the delivery of economic assistance and social services to the Department's clients.

The Systems Security staff are responsible for controlling access to Departmental systems and data. The staff accept security access requests from all Divisions of the Department for all major computer systems and network functions the Department operates and directly or indirectly assure appropriate access.

Costs of this unit not directly charged to sub-organization accounts (see below) are allocated to the appropriate program pools, cost pools, and residual pools based on the billing for mainframe and computer based services. The services billing is prepared by the Iowa Department of Administrative Services, Information Technology Enterprise (ITE) for costs of the Data Center it operates. The billed directly to the following cost centers: 2198, 2601, and 4017 and 2861-02. The basis for the allocation will be derived from the four billing amounts. When using the ITE billing as an allocation base, items receiving enhanced funding will be moved to corresponding program areas receiving the non-enhanced administrative FFP.

The following report to this Schedule: Schedule 141.5 and Schedule 141.7. Allocation of the bureau chief position embedded in this unit will be based on headcount and associated funding of Schedules 140.1, 141.5, and 141.7.

INFRASTRUCTURE SERVICES (2610-01)

Infrastructure Services provides services that allow connectivity between all Departmental systems and locations across the state to support all core business processes.

Technical Help Desk provides support across the enterprise for all users and personal computers. This includes solutions to hardware and software problems that may be encountered by Departmental staff as well as installation and maintenance of personal computing equipment.

The costs of this unit are allocated to all organizational units of the Department based on the number of employees assigned to each. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE INFRASTRUCTURE SERVICES (2610)
NATURE AND EXTENT OF SERVICES

FIELD OFFICE ROUTER CHARGES (2610-20) - Router charges for various county offices. These costs are allocated to Schedule 356.1 Field Operations Residual Pool and the Schedule 358.1 Field Operations Social Services Residual Pool based on the FTE count of each class of field employee.

STATE ONLY DATA PROCESSING (2610-57) – These costs are allocate to PP57 State Only.

SCHEDULE 141.1
~~Added 04/01/19 Submitted 04/01/19~~
Updated 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE ARCHITECTURE (2612)
NATURE AND EXTENT OF SERVICES

The unit works to ensure that current system environments meet the DHS Enterprise architecture and application needs. Reviews existing environmental tools, settings and configuration, continuously evaluates new products and enhancements, designs integration requirements and produces "how to" material to ensure Bureau staff know what capabilities are available and how to use/integrate them within applications.

Costs of this unit are allocated to the appropriate federal programs based on the results of project online for contractors reporting to this unit.

This unit reports to Schedule 130.1.

SCHEDULE 141.2
Added 07/01/19 (Italic Redline)
Submitted 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICES
APPLICATION DEVELOPMENT (2614)
NATURE AND EXTENT OF SERVICES

The applications development manager plans, assigns and directs computer applications program design, development and implementation for the major project initiatives within the organization.

Costs of this unit are allocated to the appropriate federal programs based on the results of project online a project management system in which staff assigned to this unit participate.

This unit reports to Schedule 130.1.

SCHEDULE 141.5
Added 07/01/19
Submitted 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICE
REMOTE IT STAFF FIELD, FACILITIES AND TCM (2616)
NATURE AND EXTENT OF SERVICES

REMOTE IT STAFF FIELD, FACILITIES AND TCM (2616)

This unit is responsible for the IT services provided to remote Facility, Field, and Targeted Case Management locations across the organization.

Payroll and expenses for this unit will be moved to Facilities, Field and Targeted Case Management within the payroll system.

This unit reports to Schedule 140.1.

SCHEDULE 141.7
Amended 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICE
REMOTE IT STAFF FACILITIES (2617)
NATURE AND EXTENT OF SERVICES

REMOTE IT STAFF FACILITIES (2617)

This unit is responsible for the IT services provided to remote facility locations across the organization.

The direct costs of this unit will be allocated to the appropriate program pool based on the results of Project online, a project management system in which staff assigned to this unit participate. Remaining state share costs will be moved to the appropriate units within the organization in following quarter following the completion of the cost allocation process.

This unit reports to Schedule ~~139.5.~~140.1 {07/01/21}

IOWA DEPARTMENT OF HUMAN SERVICES
DATA SYSTEMS AND PROGRAMMING (2620)
NATURE AND EXTENT OF SERVICES

DATA SYSTEMS AND PROGRAMMING (2620)

This unit is responsible for the research, development, documentation, maintenance and production monitoring of selected data processing systems. Bureaus in this Division utilize services provided by the Iowa Department of Administrative Services, Information Technology Enterprise (ITE), which may include, but are not limited to main frame technology.

The **direct costs** of this unit are allocated to the appropriate program pools, costs pools, and residual pools based on the results of Project Online, a project management system in which staff assigned to this unit participate. **Indirect costs** allocated to this unit are allocated to the appropriate program pools based on the results of Project Online, with time reported to the MMIS (PP06) being allocated to the Medical Assistance program pool (PP03).

DATA SYSTEMS AND PROGRAMMING NEEDS-BASED TECHNOLOGY ASSISTANCE STAFF (2620-01

This unit is mainly responsible for the research, development, documentation, maintenance and production monitoring of Needs-Based Information Technology data processing systems.

The **direct costs** of this unit are allocated to the appropriate program pools, costs pools, and residual pools based on the results of Project Online, a project management system in which staff assigned to this unit participate. **Indirect costs** allocated to this unit are allocated to the appropriate program pools based on the results of Project Online, with time reported to the MMIS (PP06) being allocated to the Medical Assistance program pool (PP03).

The state share of this subunit is moved to the Needs-Based Technology appropriation quarterly based on results of Project Online.

IOWA DEPARTMENT OF HUMAN SERVICES
MEDICAL SYSTEMS AND PROGRAMMING (2622)
NATURE AND EXTENT OF SERVICES

2622 MEDICAL SYSTEMS AND PROGRAMMING
This unit is responsible for the research, development, documentation, maintenance and production monitoring of medical data processing systems.

The **direct costs** of this unit are allocated to the appropriate program pools, costs pools, and residual pools based on the results of Project Online, a project management system in which staff assigned to this unit participate. **Indirect costs** allocated to this unit are allocated to the appropriate program pools~~, costs pools, and residual pools~~ based on the results of Project Online, with time reported to the MMIS (PP06) being allocated to the Medical Assistance program pool (PP03).

This unit reports to Schedule 139.5. {07/01/21}

2622-03 MEDICARE PART D COSTS
The direct costs are allocated to the appropriate program pools, cost pools, and residual pools based on the results of the costs charged by DHS contractors for work on the Part D system/process and the applicable systems charges. Contractor Costs are based on actual time worked on Part D verified by the time reported on the invoice. Additional expense charged to this cost center includes an allocation for the single Medicare interface system that supports Medicare Parts A, B, and D. Costs attributed to XIX for Medicare Parts A, B and C are at 75% FFP. Systems costs are split 50% to Medicare Parts A&B and 50% to Medicare Part D. No state staff are directly paid from this sub-org. Costs are applied directly to Medical Assistance - Other Staff Medicare Part D (PP42). The FFP is 75%.

SCHEDULE 150.0
Effective 01/01/22
Filed 12/22/21

IOWA DEPARTMENT OF HUMAN SERVICES
CCWIS IAPD (2635)
NATURE AND EXTENT OF SERVICES

This cost center isolates expenses associated with the approved implementation APD for Iowa's new Comprehensive Child Welfare Information System (CCWIS).

The state intends to build a custom CCWIS utilizing an agile development approach on a Microsoft platform. The system will be operational by 2025.

The costs of this unit are allocated to Foster Care IV-E program pool (PP17) without the application of the IV-E penetration rate.

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE NETWORK (2655)
NATURE AND EXTENT OF SERVICES

This cost pool has been established to provide for necessary and essential improvements to the Department's enterprise network which was installed for use by all of the Department's organizational units, excluding the Case Management Unit.

The costs in this cost pool represent computer hardware and software purchases and/or vendor support purchases, and are allocated to all organizational units of the Department, except for the Case Management Unit, based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

2655-01 Corporate Technology Divisional Allocation

This subunit accumulates expenses for department level projects that are then moved via JV1 to other divisions within the department prior to the end of the quarter. Any expenses remaining in this subunit will be allocated to State Only Funded program pool (PP57). The FFP is 0%.

2655-02 Corporate Technology Agency User Allocation

This subunit accumulates agency expenses most appropriately allocated based on the number of full-time state employees and contract staff. A 5% for weighting is assigned to state employee FTE counts at the mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO) to avoid a significant distortion in the allocation base. The contractor portion of the allocation will be based on the quarterly results of Project Online, the Division of Information Technology time tracking system.

Remaining state share costs will be moved to the appropriate units within the organization in the quarter following the completion of the cost allocation process.

2655-03 Corporate Technology Agency Device Allocation

This subunit accumulates agency expenses most appropriately allocated based on the number of devices assigned to all FTEs and contractors. The contractor portion of the allocation will be based on the quarterly results of Project Online, the Division of Information Technology time tracking system.

Remaining state share costs will be moved to the appropriate units within the organization in the quarter following the completion of the cost allocation process.

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE NETWORK (2655)
NATURE AND EXTENT OF SERVICES

2655-04 Corporate Technology System Usage Allocation

This subunit accumulates agency expenses most appropriately allocated based on system usage. Quarterly, the expenses are allocated across the organization based on system utilization as determined by the system architecture and utilization software.

Remaining state share costs will be moved to the appropriate units within the organization in the quarter following the completion of the cost allocation process.

2655-05 Corporate Technology Unit Allocation

This subunit accumulates agency expenses most appropriately allocated based on the actual expenses. Quarterly, the expenses are allocated to the appropriate unit based on the actual cost attributable to the unit.

Remaining state share costs will be moved to the appropriate units within the organization in the quarter following the completion of the cost allocation process.

SCHEDULE 160.5
Revised 04/01/19
Submitted 04/01/19

IOWA DEPARTMENT OF HUMAN SERVICES
INTANGIBLE EXPENSE – COMPUTER SOFTWARE PROJECTS (2670)
NATURE AND EXTENT OF SERVICES

In order to comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to computer software projects at or above $500,000 will be transferred to the cost centers indicated below. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $ 500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated. Accordingly, cost centers that use Project Online for allocation (2601, 2602, 2604, 2607, 2620, 2622, and 5369) will have the following project salary and benefit costs transferred on I3 ledger. Contractor costs for computer software projects will be charged directly to the following projects:

SCHEDULE 170.0
Added 07/01/20
Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
ENTERPRISE TECHNOLOGY PROJECTS (2680)
NATURE AND EXTENT OF SERVICES

This unit captures technology projects that impact the entire Department of Human Services enterprise.

2680 Enterprise Information Technology Initiatives

The subunits within this schedule capture technology-related expenses that benefit the entire organization. Expenses will be allocated throughout the organization based on full time equivalent state staff and contract positions.

SCHEDULE 188.1
Revised 04/01/21 Submitted 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
{04/01/21}~~DEPUTY DIRECTOR~~CHIEF OPERATING OFFICER (5000)
NATURE AND EXTENT OF SERVICES

The Chief Operating Officer ~~Deputy Director manages policy development, the delivery of the financial, medical assistance, child support recovery, child care and social services programs, and the nine 24/7 facilities operated by the Department. The Deputy Director also~~ manages the business support functions of the Department of Human Services (DHS) divisions to advance the agency's mission and vision. Principal responsibilities include~~:~~ development and oversight of program and operational budgets; accounting and administrative control of appropriation expenditures; ~~design, development,~~ monitoring and processing of payments; human resource management;~~and~~ design, development, maintenance of information management and data processing systems; and policy coordination and appeals.~~ and monitoring and processing of payments~~. {04/01/21~~The administrators of the Division of Iowa Medicaid Enterprise (IME), The Division of Mental Health and Disability Services (MHDS), and the Division of Information Technology (DoIT)Division of Information Technology (DoIT) report directly to the Deputy Director. Additionally, the Bureau of Policy Coordination reports to the Deputy Director.~~ The following divisions and units report to the Chief Operating Officer:

Schedule 113.0 Division of Fiscal Management (2200)
Schedule 130.1 Division of Information Technology (2600)
Schedule 188.5 Bureau of Human Resources (5005)
Schedule 191.1 Bureau of Policy Coordination (5200)

Costs of the ~~Deputy Director~~Chief Operating Officer are allocated to ~~all organizational~~ reporting units ~~of the Department~~ based on the number of employees. ~~For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.~~

{04/01/21 DELETE} ~~Enterprise Project Management (5000-01)~~ ~~provides leadership and oversight of large-scale, high-level, complex-immediate and long-term mission critical agency projects. Costs of this subunit will be allocated based on a 100% time study.~~

{04/01/21 MOVE TO 188.5}{07/01/19 ADD}~~OFFICE OF HUMAN RESOURCES (2213)~~
~~This unit is responsible for oversight of personnel related matters including: safety and worker compensation, affirmative action, position and classification changes, and grievance and discipline.~~

~~Costs of this unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.~~

SCHEDULE 188.5
Added 04/01/21
Filed 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF HUMAN RESOURCES (5005)
NATURE AND EXTENT OF SERVICES

{04/01/21} BUREAU OF HUMAN RESOURCES (5005)

This bureau is responsible for oversight of personnel-related matters including: safety and worker compensation, affirmative action, position and classification changes, and grievance and discipline. This Bureau includes Central Office Human Resources and Facilities HR Staff.

Costs of this unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent has been assigned to mental health institutions, state hospitals and schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.

SCHEDULE 191.1
Revised ~~7/01/12~~04/01/20
Submitted 03/31/20
Revised 04/01/21
Submitted 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF POLICY COORDINATION (5200)
NATURE AND EXTENT OF SERVICES

The Bureau of Policy Coordination is responsible for processing the following:

- Administrative Rules
- ~~Employee and Provider Manuals~~ {04/01/20}
- ~~Department Forms~~ {04/01/20}
- Requests for Exceptions to Policy
- Appeals of Department Actions
- ~~Request for Information~~ {04/01/20}
- ~~Bill Reviews~~ {04/01/20}
- ~~Constituent Communications~~ {04/01/20}

Costs for the Bureau are allocated to administered organizational units based on the number of employees.

The following schedules report to this bureau: {04/01/21~~Schedule 192.1 and }Schedule~~ 194.1 Appeals Unit (5220).}

SCHEDULE 192.1- {Deleted 04/01/20}
~~Revised 7/01/12~~04/01/20
Submitted 03/31/20

~~**IOWA DEPARTMENT OF HUMAN SERVICES**~~
~~**POLICY ANALYSIS (5210)**~~
~~**NATURE AND EXTENT OF SERVICES**~~

~~The Office of Policy Analysis provides leadership and direction agency wide to assure integrated policy development. The unit is responsible for administrative rules, employees' manuals and word processing for all divisions. Key to the work done in this unit is insuring lawful operation under the agency's statutory base, allowing for uniform applications of policy and procedures to all DHS customers statewide.~~

~~Costs of the Policy Analysis unit are allocated to all organizational units of the Department based on the number of employees. For this purpose, a weighting of five percent (5%) has been assigned to mental health institutions, state hospital schools, juvenile institutions, and the Civil Commitment Unit for Sexual Offenders (CCUSO). This weighting is made to avoid a significant distortion in the allocation base.~~

SCHEDULE 194.1
Updated 04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
APPEALS UNIT (5220)
NATURE AND EXTENT OF SERVICES

The Appeals Section is responsible for processing the appeals and requests for exceptions to policy for all of the Department's programs. ~~The Appeals Section is also responsible for coordinating and issuing the Department's forms.~~ Key to the work done on this team is insuring lawful operation under the agency's statutory base, allowing for uniform applications of policy and procedures to all DHS customers statewide.

Costs of this section are allocated to programs based on the number of cases for the middle month of each quarter disposed of by case category.

Appeals Process Automation (5220-01)

This cost center is used to isolate contract staff costs to automate the Appeals Process.

Costs of this sub-org are allocated to programs based on the number of cases for ~~the middle month of~~ each quarter disposed of by case category.

SCHEDULE 194.4

IOWA DEPARTMENT OF HUMAN SERVICES
FORMS TRANSLATION (5230)
NATURE AND EXTENT OF SERVICES

The Appeals Section is responsible for processing the appeals and requests for exceptions to policy for all of the Department's programs. The Appeals Section is also responsible for coordinating and issuing all of the Department's forms. This cost center includes one position that is responsible for managing electronic forms and coordinating translation services for all Department programs. The costs of translation services will also be charged to this cost center.

Costs will be allocated based on forms and translations completed for each program area and submitted monthly.

SCHEDULE 231.1
Revised ~~04/01/18~~07/01/21 Submitted 06/30/21
Revised 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL SERVICES (IOWA MEDICAID ENTERPRISE) (5300)
NATURE AND EXTENT OF SERVICES

The Division of Medical Services, also known as the Iowa Medicaid Enterprise (IME), administers the Iowa Medicaid Program and the CHIP Program and coordinates the activities of its bureaus: Managed Care Organization (MCO) Oversight and Supports, Medical and Long Term Services and Support (LTSS) Policy and the IME Support and Operations team. All activities associated with national Health Care Reform as it applies to the Medicaid program, except policy related to expanded eligibility, are also administered out of this Division. Support of the Medical Assistance Advisory Council (MAAC) is also provided.

The division directs, coordinates, and oversees the IME operations, Managed Care Organization (MCO) oversight, quality assurance, and cost containment activities in order to ensure effective program administration and adherence to laws, rules, regulations, and established policies. The IME operations include claims processing, member support and services, provider support and services, medical services, pharmacy medical and pharmacy point of sale services, provider cost audit, revenue collections, program integrity, and data warehouse.

The costs of this division are allocated to the administered organizational units based on the number of employees.

The following schedules report to this division: Schedule 231.2, 231.3, ~~and~~ 231.6, 231.8, 232.1, 232.3, and 382.3 Section 43 at the Medicaid administrative claiming rate of 50% FFP. ~~{~~07/01/21~~}~~

~~**PROGRAM INTEGRITY (5300-01)**~~ **Move 07/01/22**
~~This unit is responsible for all activities necessary to ensure the integrity of the Medicaid program and oversight of managed care and the transportation broker. Program integrity encompasses activities associated with initiating sanctions for excluded providers and oversight of the timeliness and accuracy of claims filed by Medicaid providers for both Fee for Service (FFS) and MCO members.~~

~~The costs of this division are allocated to the administered organizational units based on the number of employees~~

~~This team supports the following schedules: Schedule 231.2, 231.3, and 231.6 and 382.3 Section 43 at the Medicaid administrative claiming rate of 50% FFP. {07/01/21}~~

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF MEDICAL SERVICES (IOWA MEDICAID ENTERPRISE) (5300)
NATURE AND EXTENT OF SERVICES

~~**PHARMACIST (5300-05)**~~ **Move 07/01/22**

~~This unit serves as the Pharmacy Consultant and Program Manager for the prescribed drug program within the Iowa Medicaid program and the advisor on medical science and healthcare policy. The unit is responsible for planning, developing, and implementing all work activities related to the Medicaid drug program; including developing and interpreting federal regulations and federal and state laws to ensure accuracy of program policies and procedures, supervising the functions and activities of the Medicaid DUR, pharmacy budget development, writing rules, manuals, acting as a liaison for the Iowa Department of Human Services regarding pharmacy issues, and other pharmacy duties.~~

~~The costs of this unit are allocated to Medical Assistance – Professional Staff (PP02).~~

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF MEDICAID ADMINISTRATION
NATURE AND EXTENT OF SERVICES

MEDICAID ADMINISTRATIVE CONTRACT OVERSIGHT UNIT (5301)

This unit is responsible for management, oversight, and performance monitoring of the Iowa Medicaid Enterprise (IME) operational contracts to ensure contractual compliance. Staff recognized in this cost center also approve and facilitate system changes to the Iowa Medicaid Management Information System (MMIS) necessitated by program policy change including HIPAA, ACA, Medicaid Modernization, and for other changes requested to enhance the system. Other responsibilities include: oversight of Medicare buy-in, oversight of day to day activities of IME components, HIPAA compliance, and production of the MMIS related Advanced Planning Documents and requests for proposals.

The costs of this unit are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44) and State Only (PP57) program pools based on the amount of claims processed during the quarter, for each program (in 000's)

MEDICAID ADMISTRATIVE CONTRACT OVERSIGHT UNIT Time Study (5301-01)

This subset of the Medicaid administrative contract oversight unit perform similar functions of the base unit with more defined parameters. The costs of this unit are allocated based on a 100% time study.

~~**MEDICAID HEALTH CARE DELIVERY (5302)**~~ **{Remove 07/01/22}**

~~This unit is responsible for those activities necessary for oversight of healthcare delivery system and data. Administration includes researching, planning, developing policy, and implementing the above. This unit will advise on healthcare policy and cost containment strategies. The unit will interpret federal regulations and federal and state laws to ensure accuracy of program policies and procedures, manage information and data from IME systems and the Medicaid program, research and analyze opportunities for the Medicaid program to improve quality and cost effectiveness, and ensure integration across all areas.~~

~~This unit will also develop and oversee policy for special projects including the State Innovation Models (SIM) grant and Health Information Technology (HIT), and explore options for the other types of payment reform activities.~~

~~The costs of this unit are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44) and State Only (PP57) program pools based on the amount of claims processed during the quarter, for each program (in 000's)~~

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF MEDICAID ADMINISTRATION
NATURE AND EXTENT OF SERVICES

~~**MEDICAID HEALTH CARE DELIVERY Time Study (5302-01)**~~ **{Remove 07/01/22}**

~~This subset of the Medicaid Health Care Delivery unit perform similar functions of the base unit with more defined parameters. The costs of this unit are allocated based on a 100% time study.~~

~~Remaining costs outside the time study are allocated to the Medical Assistance (PP03), 50% FFP, Iowa Health and Wellness Plan (PP11A), *50% FFP*, Refugees (PP20), *100% FFP*, Medicaid Expansion (PP31), Current FMAP, *Med Exp Title XXI Hawki (PP32), Current FMAP,* State Funded Family Planning Program (PP44) and State Only (PP57), *0% FFP* based on the amount of claims processed during the quarter, for each program (in 000's).~~

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF MANAGED CARE (5325)
NATURE AND EXTENT OF SERVICES

BUREAU OF MANAGED CARE (5325)
Staff in this bureau have responsibility for policy development, ~~monitoring contractual compliance~~ and performance, and oversight of quality improvement and outcomes, encounter data, member attribution and provider networks, and actuarial rate setting for the State's Managed Care program, Iowa Health Link. Iowa Health Link is a comprehensive plan including physical health, behavioral care providers, nursing and ICF/ID facilities, and home and community based service providers. Staff provide oversight to monitor performance of each managed care organization to promote alignment, ensure efficiencies, maximize quality and outcomes, and comply with state and federal mandates.

The costs of this bureau are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Medicaid Expansion (PP31), Hawk-i (PP32), and State Only (PP57) program pools based on the amount of claims processed during the quarter for each program.

SCHEDULE 231.6
Revised 07/01/18
Revised 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF ~~MEDICAL POLICY AND~~ LONG TERM SERVICES & SUPPORT (LTSS) (5330)
NATURE AND EXTENT OF SERVICES

BUREAU OF ~~MEDICAL POLICY AND~~ LTSS (5330)
The staff of this bureau provides supervision and support for Medical and Long Term Services and Support (LTSS) policy unit, the Hawk-i program, and the Health Insurance Premium Payment (HIPP) unit.

The costs of this bureau are allocated to administered organizational units based on the number of employees supported

~~The following schedule(s) report to this bureau: Schedule 231.8 and Schedule 380.2.~~

~~MEDICAL AND~~ LTSS POLICY SERVICES UNIT (5330-01)
The staff of this bureau have responsibility for policy development and quality oversight for ~~the Iowa Health and Wellness Plan and hospitals, clinics, individual practitioner services,~~ the State's Skilled Nursing Facilities (SNF), Intermediate Care Facilities (ICF), ICF-Intellectual Disabilities (ICF-ID), Home Health agencies, Rehabilitative Services, and waiver programs ~~including the State Funded Family Planning Program. The bureau staff also has responsibility for policy development and ongoing administration of the Department's Children's Health Insurance Program (CHIP) which is known in Iowa as the Healthy and Well Kids in Iowa (hawk-i) program.~~

The costs of this bureau are allocated to the Medical Assistance (PP03), ~~Iowa Health and Wellness Plan (PP11A),~~ Refugees (PP20), ~~Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44),~~ and State Only (PP57) program pools based on the amount of claims processed during the quarter, for each program (in 000's).

TRAINING AND TECHNICAL ASSISTANCE (5330-02)
Provide technical assistance, support, and consultation to providers of habilitation services and home and community-based waiver services for adults with disabilities under the medical assistance program. Also provides nationally accredited and recognized internet-based training. This contract provides training to providers in the areas of rules and regulations, audits and compliance, quality assurance, and transitioning consumers to community settings. These expenditures are for training and technical assistance including training programs, and technical assistance provided both in-person and by email, as well as oversight and coordination through a statewide provider association.

Costs are allocated to PP03 Medical Assistance. The FFP rate is 50%.

SCHEDULE 231.8
~~*Added 07/01/18*~~
Revised 07/01/19 (Italic Redline) *Submitted 06/28/19*
Revised 04/01/20 (Bold Redline) **Submitted 03/31/20**
Revised 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
MEDICAL ASSISTANCE ELIGIBILITY UNIT (5314)
NATURE AND EXTENT OF SERVICES

The Medical Assistance Eligibility Unit is responsible for eligibility policy development and ongoing administration for the Medical Assistance program. This includes the development of operating instructions used by local offices when determining recipient eligibility and benefit levels. Staff in this unit also provides interpretation of existing policies and procedures related to the Medicaid program to local offices, the public, and other interested persons, and act as liaison to other state agencies having responsibilities in the medical and health areas.

{04/01/20 Amendment Changes}
Costs are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Med**~~icaid~~** **~~Expansion~~** **Exp Title XXI CHIP** (PP31), **Med Exp Title XXI Hawk-I (PP32),** State Funded Family Planning Program (PP44), and State Only (PP57) programs pools based on the number of claims processed by the State's Medicaid fiscal agent during the quarter for each program (in 000's).

The following schedule reports to this unit: Schedule 380.2 {7/1/22 Change}

Medical Assistance Eligibility Unit – Time Study (Projects) 5314-01

Costs are allocated based on a 100% time study. The percentage of salary and benefit costs associated with building the new eligibility system (ELIAS) will be transferred in the I3 ledger to the appropriate ELIAS cost center. Remaining expenses will be allocated in the same manner as the base unit.

Health Insurance Premium Payment (HIPP) Eligibility Unit (5314-02)

The Health Insurance Premium Payment (HIPP) Program Eligibility unit is responsible the oversight of cost effective enrollment of eligible Medicaid recipients in employer-related group health insurance plans.

Costs are allocated to Medical Assistance-Other Staff Title XIX (PP03), 50% FFP.

SCHEDULE 231.9
Added 07/01/18
Amended 07/01/20
Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE PRINTING AND POSTAGE (5350)
NATURE AND EXTENT OF SERVICES

Eligibility Integrated Application Solution [ELIAS] (5350)

Costs for printing the "Notice of Action" generated by this integrated eligibility system are accumulated in this sub-organization code.

Postage costs for mailing the "Notice of Action" generated by this integrated eligibility system are accumulated in this sub-organization code.

Notice Printing and Postage costs are allocated to Medical Assistance (PP03), Medicaid Expansion – Title XXI – CHIP (PP31), HAWK-I – Title XXI – CHIP (PP32), State Funded Family Planning Program (PP44) and State Only (PP57) based on the case counts active in the ELIAS system during the quarter.

SCHEDULE 232.1
Added 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
QUALITY AND INNOVATION AND REIMBURSEMENT BUREAU (5355)
NATURE AND EXTENT OF SERVICES

Quality and Innovation and Bureau (5355)

The unit is responsible for overseeing all quality improvement and innovation activities in the IME, additionally the unit will oversee and administer the supplemental payment programs and the Ground Emergency Medical Transport (GEMT) program. The unit will be integrated into Internal and external quality improvement and reporting initiatives and programmatic and policy innovations.

The costs of this bureau are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44), and State Only (PP57) program pools based on the amount of claims processed during the quarter, for each program (in 000's).

Medical Policy Services Unit (5355-01)

The staff of this bureau have responsibility for policy development and quality oversight for the Iowa Health and Wellness Plan and hospitals, clinics, individual practitioner services including the State Funded Family Planning Program. The bureau staff also has responsibility for policy development and ongoing administration of the Department's Children's Health Insurance Program (CHIP) which is known in Iowa as the Healthy and Well Kids in Iowa (hawk-i) program.

The costs of this bureau are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44), and State Only (PP57) program pools based on the amount of claims processed during the quarter, for each program (in 000's).

PHARMACIST (5300-05) (5355-02)
This unit serves as the Pharmacy Consultant and Program Manager for the prescribed drug program within the Iowa Medicaid program and the advisor on medical science and healthcare policy. The unit is responsible for planning, developing, and implementing all work activities related to the Medicaid drug program; including developing and interpreting federal regulations and federal and state laws to ensure accuracy of program policies and procedures, supervising the functions and activities of the Medicaid DUR, pharmacy budget development, writing rules, manuals, acting as a liaison for the Iowa Department of Human Services regarding pharmacy issues, and other pharmacy duties.

The costs of this unit are allocated to Medical Assistance – Professional Staff (PP02).

SCHEDULE 232.3
Added 07/01/22 Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
PROGRAM INTEGRITY AND COMPLIANCE (5361)
NATURE AND EXTENT OF SERVICES

Program Integrity and Compliance (5361)

~~**PROGRAM INTEGRITY (5300-01)**~~
This unit is responsible for all activities necessary to ensure the integrity of the Medicaid program and oversight of managed care and the transportation broker. Program integrity encompasses activities associated with initiating sanctions for excluded providers and oversight of the timeliness and accuracy of claims filed by Medicaid providers for both Fee for Service (FFS) and MCO members.

The costs of this division are allocated to the administered organizational units based on the number of employees

This team supports the following schedules: Schedule 231.2, 231.3, and 231.6 and 382.3 Section 43 at the Medicaid administrative claiming rate of 50% FFP. {07/01/21}

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF ADULT, CHILDREN AND FAMILY SERVICES (5400)
NATURE AND EXTENT OF SERVICES

The Division of Adult, Children and Family Services provides and develops policy, programs and budget for services and financial supports for adults, children and families.

Bureaus within this Division include:

The Bureau of Financial, Food and Work Supports
The Bureau of Quality Control
The Bureau of Child Welfare and Community Services
The Bureau of Child Care

Costs are allocated to the following administered schedules based on the number of employees: Schedule 245.0, Schedule 250.0, Schedule 255.0 and Schedule 260.0.

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF ADULT, CHILDREN AND FAMILY SERVICES (5400)
NATURE AND EXTENT OF SERVICES

5400-01 This Unit performs ACFS administrative duties and is also responsible as a Subject Matter Expert for ELIAS to provide contract support. Costs are allocated based on a 100% time study.

ACFS Administrative duties include budget, cost allocation, and annual TANF reporting. The percentage of salary and benefit costs associated with ACFS administrative duties will be allocated as described above.

Remaining salary and benefit costs associated with ELIAS job activities are moved to the ELIAS APD cost center (413{04/01/21}-~~167N~~-0001-N01-0166-XX) 90% FFP.

5400-57 ACFS State Only Expenses - The costs of this subunit are allocated to the State Only (PP57) program pool.

SCHEDULE 245.0
~~Revised 04/01/19 (Bold Redline)~~
~~Submitted 04/01/19~~
Revised 01/01/21 Submitted 12/31/20
Revised 04/01/21 Submitted 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF FINANCIAL, FOOD AND WORK SUPPORTS (5410)
NATURE AND EXTENT OF SERVICES

The Bureau of Financial, Food and Work Supports develops and writes policy and implements programs and services that support via food, cash, work, and training opportunities~~provide financial, and work support.~~ {01/01/21}

Specific programs in this Bureau include the following: Food Assistance, Food Assistance Employment and Training, Food Assistance Outreach, Nutrition Education, Commodities, Electronic Benefit Transfer (EBT), Wireless EBT Program, Family Investment Program (FIP), PROMISE JOBS (FIP self-sufficiency program), and Refugee Cash Assistance. In addition, the Bureau coordinates with the Department of Human Rights who administers the Family Development and Self Sufficiency (FaDSS) program, to more effectively serve families participating in both FIP and FaDSS.

Costs of Bureau administration are allocated to the administered organizational units based on the number of employees.

The following schedules report to this Bureau: ~~Schedules~~ 245.1 – 247.4, {04/01/21} 374.1, 376.1 and 380.1.

Financial, Food and Work Supports (5410-01)

This unit provides leadership to staff responsible for management of the following programs: Food Assistance, Commodities, Family Investment Program (FIP), and PROMISE JOBS.

This unit is also responsible for Food Assistance program policies, procedures and training related to: Electronic Benefit Transfer for Food Assistance (EBT), EBT-related fraud, Food Assistance program integrity, Food Assistance corrective action, Food Assistance State Plan, Disaster Food Assistance and general Food Assistance eligibility.
Costs of this unit include salary, benefits and miscellaneous expenses.

5410-01 costs are allocated based on a 100% time study. Time associated with Food Assistance activities is allocated to Food Assistance program pool (PP25). Time as a team leader is allocated to the administered organizational units based on the number of employees. This cost center supports the following schedules: ~~Schedules 245.1, 245.4 and 247.0~~. {04/01/21} 245.1 – 247.4, 374.1, 376.1 and 380.1.

IOWA DEPARTMENT OF HUMAN SERVICES
FOOD ASSISTANCE UNIT (5411)
NATURE AND EXTENT OF SERVICES

The Food Assistance Unit is responsible for writing policy and implementing the Food Assistance program. Staff in this Unit provides interpretation of existing policies and procedures to local offices, the public, other interested persons, and acts as liaison to other state agencies.

Costs of this Unit are allocated directly to the Food Assistance program pool (PP25).

Food Assistance Program – Time Study 5411-02

5411-02 Subject Matter Experts working to provide support to multiple programs within the Food Assistance Unit. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefit costs associated with providing assistance on the commodities programs will be transferred on I3 ledger to the cost center 401-0001-M01-5412-01 (TEFAP) or 401-001-M01-5412-02 (CSFP), or 401-0001-M01-5453-01 under Schedule 245.4 and 247.4, respectively. The percentage of salary and benefit costs associated with regular job activities will be allocated according to the methodology of cost center 5411.

SCHEDULE 245.4
Revised 07/01/2015

IOWA DEPARTMENT OF HUMAN SERVICES
COMMODITIES (5412)
NATURE AND EXTENT OF SERVICES

The Food Distribution Unit administers the USDA commodity programs. Costs are allocated to food distribution grant programs and other supported areas based on the number of direct worker hours expended on each as determined by an on-going time study maintained by the unit.

Emergency Food Assistance (TEFAP) 5412-01

The Food Distribution Unit administers the USDA commodity programs. Costs to administer the program, such as direct salaries as a result of employee time studies, conference expenses, and travel expenses to perform site visits of food banks and agency sites are allocated directly to The Emergency Food Assistance Program (TEFAP) (PP106)

Commodity Supplemental Feeding Program (CSFP) 5412-02

The Food Distribution Unit administers the USDA commodity programs. Costs to administer the program, such as direct salaries as a result of employee time studies, conference expenses, and travel expenses to perform site visits of sites responsible for administering CSFP are allocated directly to the Commodity Supplemental Feeding Program (PP105)

SCHEDULE 247.0
Revised 04/01/17

IOWA DEPARTMENT OF HUMAN SERVICES
FAMILY INVESTMENT PROGRAM UNIT (5417)
NATURE AND EXTENT OF SERVICES

The Family Investment Program Unit is responsible for writing policy and administering programs related to TANF cash assistance, including FIP. Staff in this Unit also provides interpretation of existing policies and procedures to local offices, the public, and other interested persons, and act as liaison to other state agencies.

The costs of this Unit are allocated directly to the FIP program pool (PP12).

SCHEDULE 247.1
Revised 07/01/18

IOWA DEPARTMENT OF HUMAN SERVICES
NOTICE PRINTING AND POSTAGE (5450)
NATURE AND EXTENT OF SERVICES

Costs for printing of the "Notice of Decision", "Notice of Cancellation", and the “Medicaid Review” documents are accumulated in this organization code.

Postage costs for mailing the "Notice of Decision," "Notice of Cancellation,” and the “Medicaid Review” documents are accumulated in this organization code.

These costs are allocated based on the allocation percentage results from the Income Maintenance Random Moment Time Study.

SCHEDULE 247.2
Revised ~~01/01/19~~01/01/21
Filed ~~12/28/18~~12/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
FOOD ASSISTANCE EMPLOYMENT & TRAINING (5451)
NATURE AND EXTENT OF SERVICES

This is a federally funded Food Assistance work and employment training program.

Costs of this unit are allocated directly to Food Assistance-Work Reg/Job search (PP35) 100% FFP.

Administrative and Tuition Costs in Excess of 100% federally funded costs. Employment & Training Federal Pass through (5451-01).

The Department of Human Services (DHS) receives billings from ~~the community colleges~~E&T Service Providers for administrative and tuition costs in excess of the 100% federally funded costs; i.e. in excess of the cap for 100% federally funded E&T. Costs are associated with students currently eligible under Food Assistance E&T rules. The ~~state~~ required match is provided by the ~~community colleges~~E&T service provider {01/01/21}. The federal costs are allocated to Food Assistance – Employment and Training (PP37) 50% FFP.

SCHEDULE 247.3
Revised 10/01/18 (Regular Redline)
Submitted 09/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
FOOD ASSISTANCE STATE EXCHANGE (5452)
NATURE AND EXTENT OF SERVICES

The State Exchange Fund facilitates the exchange of information related to the Food Assistance program among States.

Costs incurred by the Department related to the Food Assistance State Exchange program are recorded in this cost pool.

Direct costs of the State Exchange program are allocated to the Food Assistance - State Exchange Fund program pool (PP34). Indirect costs of the State Exchange program are allocated to the Food Assistance program pool (P25).

Food Assistance – State Exchange EBT Fund (5452-77):

Direct costs of the State Exchange EBT program are allocated to the Food Assistance - State Exchange EBT Fund program pool (PP34.5). Indirect costs of the State Exchange program are allocated to the Food Assistance program pool (P25).

Food Assistance – State Exchange Program Access E&T (5452-78):

Direct costs of the State Exchange EBT program are allocated to the Food Assistance - State Exchange EBT Fund program pool (PP34.6). Indirect costs of the State Exchange program are allocated to the Food Assistance program pool (PP25).

SCHEDULE 247.4
Revised 10/01/17

IOWA DEPARTMENT OF HUMAN SERVICES
NUTRITION EDUCATION (5453)
NATURE AND EXTENT OF SERVICES

Billings received from Iowa State University and Iowa Department of Public Health for Supplemental Nutrition Assistance Program Education (SNAP-Ed) are allocated directly to the Family Nutrition Program, program pool (PP38).

SNAP- ED Administration Costs 5453-01

This cost center accumulates the results of the Food Assistance Program – Time Study 5411-02 from Schedule 245.1. Costs are allocated according to the methodology of cost center 5453.

SCHEDULE 247.5
Added 04/01/21

IOWA DEPARTMENT OF HUMAN SERVICES
PANDEMIC EBT (5418)
NATURE AND EXTENT OF SERVICES

This unit will capture expenses pertaining to vendor contracts, agency SNAP staff, Iowa Department of Education administrative expenses and agency technology staff to implement and administer the State of Iowa P-EBT plan.

Administrative costs for the development and execution of State P-EBT plans during federal fiscal year 2021.

Direct and indirect costs will be allocated to P-EBT (PP48), 100% FFP.

SCHEDULE 247.7
Added 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
SNAP SAE (ARPA) (5419)
NATURE AND EXTENT OF SERVICES

This unit will capture expenses pertaining to the state plan for the American Rescue Plan Act of 2021. It will include vendor contracts, agency SNAP staff, and agency technology staff to implement administrative improvements for the delivery of SNAP benefits as approved in the State Plan.

Direct and indirect costs will be allocated to SNAP SAE (ARPA) (PP49), 100% FFP.

SCHEDULE 250.0
Revised 04/01/20 (Bold Redline) Submitted 03/31/20
Revised 10/01/20 Submitted 09/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF QUALITY CONTROL (5420)
NATURE AND EXTENT OF SERVICES

The Bureau of Quality Control is assigned to the Division of Adult, Children and Family Services. The Bureau is responsible for the following: developing and maintaining a full array of quality control activities supporting ~~all~~ **Income Maintenance** {Added 04/01/20}program areas of the Department, and addressing and meeting all federally mandated Quality Control requirements for DHS programs. The Bureau is responsible for the management of ongoing review requirements for the Payment Error Rate Measurement (PERM) program for medical assistance, Child Care Error Rate Reviews, the Food Assistance Program, Hawk-i, the Family Investment Program (FIP), CHIP and Medicaid Eligibility Quality Control (MEQC).

Deleted 10/01/20}
~~Specific programs in this Bureau include: the Medical Assistance Payment Error Rate Measurement (PERM) program, the Child Care Error Rate, the Food Assistance Quality Control program, the Medicaid Eligibility Quality Control (MEQC) requirements, and the Family Investment Program (FIP).~~

Costs of Bureau administration are allocated to the administered organizational units based on the number of employees.

The following schedules report to this Bureau: Schedules 250.1 and 250.3

SCHEDULE 250.1
Revised 01/01/19
Submitted 12/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
QUALITY CONTROL FIRST LEVEL REVIEW UNIT (5421)
NATURE AND EXTENT OF SERVICES

Quality control costs are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, Family Investment Program (FIP) TANF (PP12) Capped, Food Assistance (PP25) 50% FFP, and CCDF Block Grant (Matching Fund) (PP27) FMAP, Med Exp Title XXI - CHIP (PP31) Enhanced FMAP and Med Exp Title XXI *hawk-i* (PP32) Enhanced FMAP based on the time studies from first level reviewers that are obtained from the Quality Control Unit for the quarter.

SCHEDULE 250.3
Revised 01/01/19
Submitted 12/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
QUALITY CONTROL SECOND LEVEL REVIEW UNIT (5422)
NATURE AND EXTENT OF SERVICES

Medical Assistance, *hawk-i*, FIP, and Food Assistance (5422)

Quality Control costs are allocated to Medical Assistance (PP03), Family Investment Program (PP12), Food Assistance (PP25) 50% FFP, Med Exp Title XXI - CHIP (PP31) FMAP and Med Exp Title XXI *hawk-i* (PP32) FMAP based on the results of the time studies by the Quality Control Unit (Cost Center 5421 Schedule 250.1).

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

Food Assistance and Child Care Assistance (5422-01)
Quality Control costs are allocated to Food Assistance (PP25), and Child Care Assistance Payment Error Reviews (PP27) based on the time studies for the Quality Control First Level Review Unit (Cost Center 5421 Schedule 250.1)

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

SCHEDULE 255.0
~~Revised 10/01/18 (Regular Redline)~~
~~Submitted 09/28/18~~Revised 04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILD WELFARE AND COMMUNITY SERVICES (5430)
NATURE AND EXTENT OF SERVICES

The Bureau provides policy, programs and budget oversight for services and supports for children and families who come to the attention of the child welfare system through an array of individualized options to strengthen families, protect children from abuse and neglect, and improve child well-being. This Bureau is responsible for policy related to abuse and neglect of children, and dependent adults. Also included is support for children and families as a part of the array of services provided by DHS including safety and permanency services, ~~group care~~Qualified Residential Treatment Programs {04/01/20}, administration of Title IV-E, administration of CBCAP, and coordination of CFSR and IV-B State Plan.

Specific programs and services in this Bureau include: Adult Protective Services, Child Protective Services, Children's Justice Act, IV-E State Plan and Policy, IV-E Waivers, Child and Family Service Review, In-Home Healthcare, Child Abuse Prevention, Community Based Child Abuse Prevention Grant, Child Abuse Prevention and Treatment Act, Child Protection Council, Community Partnerships for Protecting Children, Citizen Review Panel, Child Protection Centers, National Child Abuse and Neglect Data System, Child Welfare Training, Permanency Services, Decategorization, Shelter, Qualified Residential Treatment Programs {04/01/20}~~Group Care~~, Detention, Foster Care Facilities, Child-Placing Agencies and Certified Adoption Investigators, Adoption and Foster Care Analysis Reporting System, Adoption, Interstate Compact for Adoption Medical Assistance, Family Foster Care, Licensing for all Resource Families, Community-Based Juvenile Justice Services, Community Care, Teen Pregnancy Prevention and Safe Haven Program, Preparation for Adult Living, Chaffee Foster Care Independence Act, Supervised Apartment Living, Transition Services for Youth Aging Out of Foster Care and IV-B State Plan.

Costs of Bureau administration are allocated to the administered organizational units based on the number of employees.

The following schedules report to this Bureau: Schedules 255.1 – 255.7

SCHEDULE 255.1
Amended 07/01/18

IOWA DEPARTMENT OF HUMAN SERVICES
PROTECTIVE SERVICES (5431)
NATURE AND EXTENT OF SERVICES

This unit includes the costs of staff who work on policy and program initiatives related to protective services for dependent adults.

Costs of this unit are allocated to Social Service Block Grant program pool (PP07)

System Costs (5431-02)

This cost center includes systems costs for policy and program initiatives related to protective services for dependent adults.

Costs of this unit are allocated to Social Service Block Grant program pool (PP07)

SCHEDULE 255.3
Amended ~~7/1/14~~04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
~~GROUP~~ QUALIFIED RESIDENTIAL TREATMENT PROGRAM ~~FOSTER CARE~~ UNIT (5433)
NATURE AND EXTENT OF SERVICES

This unit includes the costs of staff who work on policy and practice related to Qualified Residential Treatment Programs {04/01/20}~~Group Foster Care~~ and Shelter Care.

Costs of this unit are allocated based on Qualified Residential Treatment Programs {04/01/20}~~Group Care~~ and Shelter Care client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter. Costs will be allocated to Social Service Block Grant program pool (PP07), Foster Care IV-E program pool (PP17), and TANF program pool (PP39). See Attachment F Foster Care and Adoption Program Definitions.

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

SCHEDULE 255.4
Amended 7/1/14
Amended 07/01/20
Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD WELFARE IN-HOME SERVICES UNIT (5434)
NATURE AND EXTENT OF SERVICES

This unit includes the costs of staff who work on Ff~~f~~amily Cc~~c~~entered Ss~~s~~ervices for intact families and children in foster care, as well as case planning and child well-being (i.e., education, physical and mental health) for intact families and children in foster care.

~~This unit also includes the cost of staff responsible for policy and program development for the Community Care program. Community Care~~Family Centered Services provides child and family focused services and support to families referred from the Department. Services are provided to keep the children safe and the family intact, preventing the need for further and future intervention by the Department. Services also build on-going linkages for the family to community-based resources.

Cost of this unit are allocated based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter, with costs allocated to Social Service Block Grant program pool (PP07) and Foster Care IV-E program pool (PP17) and costs of this unit are allocated on client count from the FACS Family Centered Report N053-F report for the first month (rerun 30 days after the end of the first month) with costs allocated for the “at risk candidates” Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07). See Attachment F Foster Care and Adoption Program Definitions.

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

SCHEDULE 255.5
Amended 7/1/14

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD WELFARE STATE PLANS (5436)
NATURE AND EXTENT OF SERVICES

This unit provides policy and program guidance related to Title IV-B and Title IV-E, including development of the IV-B and IV-E Plans, and coordination of the Child and Family Service Review Process. Staff in this unit are also responsible for coordinating Iowa's AFCARS and NCANDS reporting and SACWIS compliance.

Costs are allocated based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 report for the first month (rerun 30 days after the end of the first month) of the quarter, with costs allocated to Social Service Block Grant program pool (PP07), Foster Care IV-E program pool (PP17), and from the FACS Family Centered Report N053-F report for the first month (rerun 30 days after the end of the first month) with costs for the "at risk candidates" Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07). See Attachment F Foster Care and Adoption Program Definitions.

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

IOWA DEPARTMENT OF HUMAN SERVICES
FOSTER CARE TRANSITION (5446)
NATURE AND EXTENT OF SERVICES

Staff is responsible for policy and program development for children transitioning from Foster Care to adulthood, and for youth that are foster care alumni. Staff also provide training and guidance to DHS field transition specialists, prepare federal and state reports on foster care transitioning including the Chafee federal report contained in the Annual Performance and Services Report.~~Preparation for Adult Living Services (PALS) report.~~ {01/01/21}

Staff is also responsible for policy and program development for youth adjudicated delinquent or who are at risk of delinquency adjudication. Programs include juvenile court services directed programs including court-ordered services and three graduated sanction programs: community based interventions; school-based supervision; and supportive enhancements. {01/01/21}~~Adolescent Tracking and Monitoring, Supervised Community Treatment, Life Skills and School Based Supervision~~.

Costs of this unit include salaries, benefits, and other miscellaneous expenses.

The costs of this unit will be allocated to the Social Services Block Grant program pool (PP07) and the Independent Living Grant Title IV-E (PP104) based on a 100% time study.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

IOWA DEPARTMENT OF HUMAN SERVICES
FOSTER CARE and ADOPTION UNIT (5443)
NATURE AND EXTENT OF SERVICES

This unit includes the costs of staff who work on policy and practice related to foster care, kinship care and adoption. Unit staff also manage the interstate compact for adoption medical assistance.

This unit also manages contracts for statewide family foster care and adoption recruitment., ~~and the Iowa Foster and Adoptive Parents Association.~~{07/01/20 Delete}

Salaries, benefits and other administrative expenses of this unit are allocated to the Social Services Block Grant program pool (PP07), Foster Care IV-E program pool (PP17), and Adoption Assistance program pool (PP24) based on the client counts for the first month of the quarter.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

CASE MANAGEMENT POLICY (5443-01). This subunit includes the costs of staff who work on case management policy and practice related to foster care, kinship care and adoption.

Salaries, benefits and other administrative expenses of this subunit are allocated to the Social Services Block Grant program pool (PP07), Foster Care IV-E program pool (PP17), and Adoption Assistance program pool (PP24) based on the client counts for the first month of the quarter.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

FOSTER CARE (5443-02) This subunit includes the costs of staff who work on policy and practice related to foster care and kinship care.

Salaries, benefits and other administrative expenses of this subunit are allocated to Social Services Block Grant program pool (PP07) and Foster Care IV-E program pool (PP17) based on the client counts for the first month of the quarter.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

ADOPTION & GUARDIAN ASSISTANCE UNIT (5443-03) **{04/01/20}** This subunit includes the costs of staff who work on policy and practice related to adoption **and the Guardian Assistance Program (GAP). {Added 04/01/20}**.

Salaries, benefits and other administrative expenses of this subunit are allocated based to the Social Services Block Grant program pool (PP07), **{Guardian Assistance Program (GAP) (PP21) {4/01/20}** and Adoption Assistance program pool (PP24) based on the client counts for the first month of the quarter.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

SCHEDULE 260.0
Revised 04/01/19 (Regular Redline)
Submitted 04/01/19

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILD CARE (5440)
NATURE AND EXTENT OF SERVICES

This Bureau develops policy and programs for services and supports for child care assistance and child care assistance eligibility. This Unit includes the costs of staff who work exclusively on programs under the auspices of the Child Care Development Fund. Staff are responsible for policy regarding child care assistance, child care assistance eligibility. Also included are activities related to Early Access and Family Support Programs.

Specific programs and services in this Bureau include: Grants and regulatory oversight in Childcare such as Child Care Resource and Referral and Wrap Around, Child Care Development Block Grant State (CCDBG) Plan, Child Care Assistance Eligibility, Early Access and Family Support Programs.

Costs of this Bureau are allocated to the organizational units assigned to the Bureau based on the number of employees.

The following schedules report to this Bureau: Schedules 260.4

SCHEDULE 260.4
Revised 04/01/17

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD CARE POLICY UNIT (5444)
NATURE AND EXTENT OF SERVICES

This Unit includes the costs of staff who work exclusively on programs under the auspices of the Child Care Development Fund. Staff are responsible for policy regarding child care assistance, child care assistance eligibility, licensing, and registration, as well as child care quality initiatives and the state's child care quality rating system.

Costs of this Unit are allocated to the Child Care Development Fund – Discretionary Fund program pool (PP28).

SCHEDULE ~~276.1~~270.1
Revised ~~01/01/18~~04/01/20
Submitted 03/31/20

IOWA DEPARMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND DISABILITY SERVICES (MHDS) - COMMUNITY (5700)
NATURE AND EXTENT OF SERVICES

The Division of Mental Health and Disability Services - Community (MHDS-C) guides, sets, and implements policy for the department's mental health and disability services; administers the federal Mental Health Block Grant and other discretionary grants; managers contracts related to MHDS for the department; coordinates with and assists Iowa Medicaid Enterprise with policy, procedure, practice, and standards related to MHDS; provides oversight, guidance, and technical assistance to the MHDS regions; supports and advises the MHDS Commission; and manages and administers the department's targeted case management bureau~~; and is responsible for the departments treatment and care facilities. ~~.

Administrative costs are allocated to administered units including the Bureau of Community Services and Planning, ~~Office of Facility Support~~, and Bureau of Targeted Case Management, ~~Mental Health and Mental Health Resource Facilities, and the Civil Commitment Unit for Sex Offenders (CCUSO)~~ based on the number of employees residing in the following schedules: 270.1, 270.2, 270.3, 270.5, 270.7, 270.9 ~~. For purposes of allocating these costs, a weighting of five percent has been assigned to Mental Health and Mental Health Resource Facilities and the CCUSO~~. A weighting of 50% has been assigned to the Targeted Case Management Unit. This weighting is made to avoid a significant distortion in the allocation base.

5700-57 MHDS State Only ~~(5700-57)~~
This sub unit captures expenses incurred by the Division of Mental Health and Disability Services that are paid with state funds. These costs are allocated to the State Only Funded program pool (PP57).

SCHEDULE ~~276.2~~270.2
Revised ~~07/01/17~~
04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
MENTAL HEALTH AND DISABILITY SERVICES COMMISSION (MHDS) (5701)
NATURE AND EXTENT OF SERVICES

The MHDS Commission advises the Division of MHDS regarding policies related to services, programs, and other activities of the Division, assists the Division in establishing accreditation standards of providers of mental health and disability services, and is responsible for assisting the Division with state planning and developing recommendations for improvements of the state mental health and disability service system. Commission members are reimbursed for travel expenses associated with participation in Commission meetings.

Costs of this Bureau are allocated to the supported organizational units based on the number of employees.

This Commission supports schedules: 27~~6.55~~0.5 and 27~~6.6~~0.9,

SCHEDULE ~~276.5~~270.3
Revised 04/01/20 Submitted 03/31/20
Revised 07/01/21 Submitted 06/30/21

IOWA DEPARMENT OF HUMAN SERVICES
BUREAU OF COMMUNITY SERVICES & PLANNING (5702)
NATURE AND EXTENT OF SERVICES

This Bureau advises and sets policy for mental health and disability services, administers the federal Mental Health Block Grant and other discretionary grants, manages contracts related to mental health and disability services, manages state funding for mental health and disability services, supports, directs, aligns and coordinates services with the Iowa Medicaid Enterprise on mental health and disability services funded through the Medicaid program, provides technical assistance, guidance, and consultation to the Mental Health and Disability Service (MHDS) regions, and guides and supports the MHDS Commission and Mental Health Planning Council. Additionally, the Bureau administers accreditation of community mental health services, supported community living, intensive psychiatric services and crisis mental health services that are a required part of the provider accreditation process as defined in the Iowa Administrative Code, Part 441, and Chapter 24.21.

Costs of this Bureau are allocated to the administered organizational units, including the Community Mental Health Block Grant, based on the number of employees.

The following schedules report to this bureau: 270.5, 270.9 and 382.3~~1~~ Section 20 (Unit 2842-02) {07/01/21}

COMMUNITY SERVICES AND PLANNING – NON-CMHBG 5702-03
This subunit supports the Bureau Chief's office for the supervision, direction, and oversight of the entire Bureau and all of its functions, including those that related to support, direction, alignment and coordination of services funded by Medicaid and coordination with the Iowa Medicaid Enterprise.

Costs of this subunit are allocated to the supported organizational units, excluding the Community Mental Health Block Grant, based on the number of employees.

SCHEDULE ~~276.55~~270.5
Revised~~07/01/17~~ 04/01/20
Submitted 03/31/20

IOWA DEPARMENT OF HUMAN SERVICES
BUREAU OF COMMUNITY SERVICES & PLANNING ID/DD AND MH SERVICES (5702)
NATURE AND EXTENT OF SERVICES

COMMUNITY SERVICES AND PLANNING – INTELLECTUAL DISABILITY AND DEVELOPMENTAL DISABILITY SERVICES (ID/DD) 5702-01

Establishes policy and provides oversight and technical assistance for services to individuals with an ID/DD covered under Medicaid and provided by the MHDS regions. Works closely and collaboratively with the Iowa Medicaid Enterprise to ensure adequacy and alignment of services for individuals with an ID/DD.

The costs of this subunit are allocated based on the number of recipients served by the Medicaid Intellectual Disability (ID) waiver as a percentage of total ID/DD recipients served by both Medicaid ID waiver and the MHDS regions.

The costs of this subunit will be allocated to the Medical Assistance program pool (PP03) and to the Mental Health State Only program pool (PP79). The FFP will be 50% and 0%, respectively.

COMMUNITY SERVICES AND PLANNING – MENTAL HEALTH SERVICES (MH) 5702-02

Establishes policy and provides oversight and technical assistance for services to individuals with a mental illness covered under Medicaid and provided by the state's MHDS regions. Works closely and collaboratively with the Iowa Medicaid Enterprise to ensure adequacy and alignment of services for individuals with a mental illness.

The costs of this subunit are allocated based on the number of Medicaid recipients that receive mental health services as a percentage of total recipients receiving both Medicaid funded mental health services and mental health services funded by the MHDS regions.

The costs of this subunit are allocated to the Medical Assistance program pool (PP03) and to the Mental Health State Only program pool (PP79). The FFP will be 50% and 0%, respectively.

SCHEDULE ~~276.3~~270.7
Amended ~~05/01/17~~04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
CHILDREN'S MENTAL HEALTH CRISIS PLANNING GRANT (5704)
NATURE AND EXTENT OF SERVICES

The Iowa Department of Human Services awarded two mental health crisis planning grants for the development and implementation of children's mental health crisis services. The grant awardees provide a report that includes a plan for developing and implementing children's mental health crisis services in their geographic area and recommendations for statewide requirements and standards for children's mental health crisis services.

These costs are allocated to the State Only Funded program pool (PP57).

IOWA DEPARMENT OF HUMAN SERVICES
COMMUNITY SERVICES & PLANNING (5708)
NATURE AND EXTENT OF SERVICES

COMMUNITY SERVICES & PLANNING (5708)

This unit is responsible for the oversight of the MHDS regions and accreditation of community based services. Costs accumulated in this unit are allocated to its subunits based on the number of employees.

Adult Community Services State Only (5708-03)

Unit staff is responsible for overseeing, guiding, and consulting with the state's MHDS regions related to administration and management of non-Medicaid funded services for individuals with mental illness or intellectual disability.

The costs of this subunit will be allocated to the Mental Health State Only program pool (PP79). The FFP rate is 0%

Adult Community Services Mental Health Services (MH) (5708-04)

Complete surveys and reviews for accreditation of community-based services for individuals with a mental illness or intellectual disability. Services accredited include community mental health services, supported community living (SCL), and intensive psychiatric rehabilitation, and mental health crisis services. Accreditation is required for providers to bill Medicaid for services. Providers may also be paid by MHDS regions for services to individuals that are not eligible for Medicaid.

Expenditures for this bureau are allocated to the Medical Assistance program pool (PP03), and Mental Health State Only program pool (PP79), based on the number of direct worker hours expended on the review and accreditation of Title XIX and non-Title XIX related facilities, as determined by on-going time reporting records maintained by bureau staff. The FFP is 50% and 0%, respectively.

SCHEDULE 275.0
Added 04/01/20 Submitted 03/31/20
Updated 07/01/20 Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND DISABILITY SERVICES (MHDS) - FACILITIES (5800)
NATURE AND EXTENT OF SERVICES

The Division of Mental Health and Disability Services - Facilities (MHDS-F) guides, sets, and implements policy for the department's mental health and disability services for each for the following institutions: the Civil Commitment Unit for Sex Offenders (CCUSO), two Resource Centers, two Mental Health Institutes, and one Juvenile Facility.

Allowable costs are allocated to the Civil Commitment for Sexual Offenders (PP74), 0% FFP, State Resource Centers, (PP75), 0% FFP, Mental Health Institutions (PP76), 0% FFP, and the Juvenile Institution (PP77), 0% FFP, based on the number of ~~**FTEs**~~ **residents {07/01/20}** at each facility.

The following schedules report to this unit: 275.2.

SCHEDULE ~~276.9~~275.2
Revised 04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
OFFICE OF FACILITY SUPPORT (~~57225~~5822)
NATURE AND EXTENT OF SERVICES

This unit provides administrative support for each of the Department's following institutions: the Civil Commitment Unit for Sex Offenders (CCUSO), two Resource Centers, ~~four~~ two Mental Health Institutes, ~~two Resource Centers, two~~ and one Juvenile ~~Facilities~~Facility, and the ~~Civil Commitment Unit for Sex Offenders (CCUSO).~~

~~Costs of the Institutional Support/Accreditation unit are allocated to the State Only program pool (PP57).~~ Allowable costs are allocated to the Civil Commitment for Sexual Offenders (PP74), 0% FFP, State Resource Centers, (PP75), 0% FFP, Mental Health Institutions (PP76), 0%, and the Juvenile Institution (PP77), 0% based on the number of FTEs at each facility.

5822-01 This subunit includes support staff for the Division of Mental Health and Disability Services. Allowable costs are allocated to the appropriate facilities and the community based programs based on a 100% time study of the full time equivalents assigned to this subunit.

5822-02 This subunit includes the policy liaison for the State Resource Centers. Allowable costs are allocated to State Resource Centers, (PP75), 0% FFP.

5822-10 This subunit captures technology project costs related to the state's facilities. The expenses will be allocated to the facilities on a project by project basis as recorded in Project Online the technology division time tracking system. Those projects within the technology division time tracking system impacting multiple facilities will then be ultimately allocated to the appropriate facility based on the FTEs at the impacted facilities.

SCHEDULE 277.0
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
DIVISION OF FIELD OPERATIONS (5900)
NATURE AND EXTENT OF SERVICES

This division provides a variety of training, case consultation, technical assistance help desks, customer services and administrative supports to staff located in offices across the state to facilitate the delivery of services administered in the Service Areas. In addition, the Division operates an Income Maintenance Customer Service Center, licenses child care centers, facilitates the interstate placement of children, oversees the child abuse registry and handles all aspects of policy and eligibility determinations for federal IV-E funding.

The division includes the Child Support Recovery Unit (CSRU) that assists custodial and non-custodial parents in meeting their parental obligations to support their children. These services are provided to families who are currently or have previously received public assistance, as well as to those who request services and pay an application fee. Child Support Services include establishment of paternity as well as the establishment of child support and medical orders

The Bureau of Refugee Services is also part of the division. This bureau acts as a reception and placement agency under contract to the U.S. Department of State. The bureau is the designated state agency to receive funds from the U.S. Department of Health and Human Services to provide employment and social adjustment services to all legally admitted residents in the state who meet program criteria.

The division operates a Bureau of Quality Assurance and Improvement. This bureau helps ensure services are delivered in a quality, appropriate, safe, respectful and cost effective manner with a focus on achieving results.

The division administers DHS Disaster Relief efforts.

Costs of this administrative cost center are allocated to the administered units based on the number of employees. Costs are allocated to administered units including the Bureau of Quality Assurance and Improvement, Bureau of Refugee Services, Child Support Recovery Unit, and Field Operations.

Field Operation costs are initially distributed between Income Maintenance Support Areas and Social Services Support Areas based on the total number of employees. The resultant allocations are then further allocated as follows:

Income Maintenance Support Service Areas costs are allocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Support Service Areas costs are allocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 277.1
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS SUPPORT DIVISION (5901)
NATURE AND EXTENT OF SERVICES

Field Operations Support handles all internal affairs of the Service Areas and any client complaints and inquiries regarding programs administered in the Service Areas across the state.

The costs are initially distributed between Income Maintenance Support Areas and Social Services Support Areas, based on the total number of employees. The resultant allocations are then further allocated as follows:

Income Maintenance Support Service Areas
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Support Service Areas
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 277.2
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF QUALITY ASSURANCE AND IMPROVEMENT (5910)
NATURE AND EXTENT OF SERVICES

This cost center provides supervision and support for the Bureau of Quality Assurance and Improvement.

The purpose of this Bureau is to help ensure that DHS services are delivered in a quality, appropriate, safe, respectful, and cost-effective manner with a focus on achieving results for the children and families served.

Costs of this Bureau are allocated to the administered organizational units based on the number of employees.

The following schedule reports to this bureau: Schedule 277.3.

SCHEDULE 277.3
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
QUALITY ASSURANCE AND IMPROVEMENT (5911)
NATURE AND EXTENT OF SERVICES

This cost pool is responsible for improving customer results and staff efficiency.

Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations. Leadership will also select project focus areas in non-required areas of agency operations as needed as capacity allows. Bureau staff plays pivotal roles in Iowa's successfully attaining performance expectations, assuring quality, and improving operational consistency and efficiency, by supporting federal reviews in areas including but not limited to Medicaid and Hawk-i, Child Care, Child Welfare, Food Assistance, and FIP. Staff will use a variety of quality tools and techniques to assess and communicate performance trends, assess root cause, identify opportunities to improve, design rapid improvement strategies and ensure their successful implementation, and teach and train other staff to recognize opportunities to improve and to act effectively upon those opportunities.

The salary and support costs for staff supporting both Income Maintenance and Social Services Service Areas are initially distributed between Income Maintenance and Social Services staff based on the total number of employees. The resultant allocations are then further allocated as follows:

Income Maintenance
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 277.5

IOWA DEPARTMENT OF HUMAN SERVICE
BUREAU OF SERVICE SUPPORT & TRAINING (5930)
NATURE AND EXTENT OF SERVICES

This cost pool consists of salaries and related support costs for social service workers help desk. The help desk staff provide answers to questions in areas of policy application and the automated systems procedure for social service workers in field offices. The help desk provides support for all programs administered by social workers

Costs are allocated to specific program pools based on the results of the Social Service Random Moment time study.

SCHEDULE 277.6
Added 04/01/21
Submitted 03/31/21

IOWA DEPARTMENT OF HUMAN SERVICE
TRAINING COORDINATION UNIT (5935)
NATURE AND EXTENT OF SERVICES

TRAINING COORDINATION UNIT (5935)

This unit coordinates the training function for child welfare staff across the field division of the organization.

Direct and indirect costs associated with this unit are allocated to the appropriate federal funding source based on the content and utilization of the training materials developed and maintained by the staff within this unit.

This unit reports to Schedule 277.5 Bureau of Service Support and Training.

IOWA DEPARTMENT OF HUMAN SERVICE
BUREAU OF I.M. SUPPORT & TRAINING (5940)
NATURE AND EXTENT OF SERVICES

This cost pools consist of salaries and related support costs for income maintenance workers help desk. The help desk provides answers to questions in areas of policy application and the automated systems procedure for Income Maintenance workers in field offices. The help desk provides support for all programs administered by income maintenance workers.

Costs are allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

5940-01 Time study

Subject Matter Experts for the eligibility system will charge costs to cost center 5940-01. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center {04/01/20} ~~415-0943-67N-167N~~413-0001-0166-XX, Schedule ~~381.1~~375.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 5940

SCHEDULE 277.8

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD ABUSE SERVICES (5951)
NATURE AND EXTENT OF SERVICES

This unit is responsible for the operation of the child abuse registry and child abuse registry reviews and appeals.

Costs of this unit are allocated to Social Service Block Grant program pool (PP07).

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

SCHEDULE 277.9
Amended 7/1/14

IOWA DEPARTMENT OF HUMAN SERVICES
RECORD CHECK EVALUATION UNIT (5955)
NATURE AND EXTENT OF SERVICES

This unit includes the cost of staff who work on record check evaluations for nursing homes and home health care providers, as well as for child welfare providers.

Costs of this unit are allocated based on client count for the Nursing Facilities Report with costs allocated to state only program pool (PP57) and Medical Assistance program pool (PP03) and also client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 first month (rerun 30 days after the end of the first month) of the quarter with costs allocated to Social Service Block Grant program pool (PP07) and Foster Care IV-E program pool (PP17). See Attachment F Foster Care and Adoption Program Definitions.

SCHEDULE 278.1
Amended 7/1/14

IOWA DEPARTMENT OF HUMAN SERVICES
ICPC UNIT (5965)
NATURE AND EXTENT OF SERVICES

This unit includes the costs of staff who work on the interstate compacts for Foster Care, Adoptions and Juvenile Runaways.

Costs of this unit are allocated based on client counts from the Family and Children Services (FACS) Key Performance Indicator (KPI) N302 for the first month (rerun 30 days after the end of the first month) of the quarter, Costs will be allocated to Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07), See Attachment F Foster Care and Adoption Program Definitions.

Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to Child Welfare Title IV-B program pool (PP15), up to that capped federal grant award.

SCHEDULE 278.3
Revised 07/01/19
Submitted 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICES
DISASTER RELIEF - ADMINISTRATION (5903)
NATURE AND EXTENT OF SERVICES

When a disaster is declared for an area of the state, the Department directs the provision of disaster services to victims. The costs of Disaster Administration include salaries, travel, and contracts for temporary staff.

The direct and indirect costs of this unit are allocated to the State Only Funded (PP57) 0 % FFP.

SCHEDULE 280.1

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF REFUGEE PROGRAMS - INDIRECT COSTS
(FUNDS 225 AND 226)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to the Bureau of Refugee programs.

The indirect costs are reallocated directly to the Refugee Resettlement program pool (PP20).

SCHEDULE 282.1

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILD SUPPORT-FISCAL - INDIRECT COSTS (4015)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to the Child Support-Fiscal cost center. The indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 284.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU CENTRAL COLLECTION RECOVERY UNITAND REGIONS - INDIRECT COSTS (4016-4111, 4211, 4311, 4411)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to the CSRU Central Collection Recovery Unit and Regions.

Incoming costs allocated to this cost pool are distributed between the Central Collection and Recovery Unit and Regions 1 through 3 based on ratios of total personal service expenditures. The resulting allocations are then further allocated as follows:

Central Collection Recovery Unit (4016)
Indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

Regions 1 through 4 (4111-4411)
Indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 285.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU TERMINAL LEAVE AND SLIP STATE SHARE - INDIRECT COSTS (4018)
NATURE AND EXTENT OF SERVICES

This residual pool consists solely of indirect costs allocated to the CSRU Terminal Leave and SLIP Program State Share. Indirect costs are reallocated directly to the State Only Funded program pool (PP57).

SCHEDULE 286.1
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU ADMINISTRATION - INDIRECT COSTS (4017)
CSRU – FIDM (4041)
CSRU DEPARTMENT OF REVENUE AND FINANCE (DRF) CONTRACT – INDIRECT COSTS (4042)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to CSRU Administration.

CSRU ADMINISTRATION and TRAINING AND TECHNOLOGY INDIRECT COSTS (4017)
Indirect costs associated with CSRU Administration are reallocated to other CSRU residual cost pools based on the number of employees for each corresponding primary CSRU cost pool in the following schedules: 282.1, 284.1, 288.1, 310.1, 294.1, and 290.1.

CSRU FIDM - INDIRECT COSTS (4041)
Indirect costs associated with the CSRU FIDM are accumulated in this cost pool and are reallocated directly to the Child Support Recovery program pool (PP16).

CSRU DEPARTMENT OF REVENUE AND FINANCE (DRF) CONTRACT – INDIRECT COSTS (4042)
Indirect costs associated with the CSRU DRF Contract are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 288.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - ICER UNIT INDIRECT COSTS (4017-08)
CSRU - PATERNITY AFFIDAVIT INDIRECT COSTS (4017-09)
CSRU - EMPLOYER SERVICE CENTER (4037)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs associated with the ICER Unit, the Paternity Affidavit program, and the CSRU Employer Service Center. These indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 290.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - OTHER PROGRAMS - INDIRECT COSTS (4020)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to CSRU - Other Programs (Foster Care).

Foster Care (4020)
Indirect Costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 294.1

IOWA DEPARTMENT OF HUMAN SERVICES
CENTRAL COLLECTION AND DISTRIBUTION - INDIRECT COSTS (4023)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to the Central Collection and Distribution.

The indirect costs are reallocated to the Child Support Recovery program pool (PP16), the State Only program pool (PP57), and the Child Support – SDU program pool (PP91) based on the percentages of IV-D, non-IV-D, and non-IV-D clerk of court related cases served by the Central Collection and Distribution unit.

SCHEDULE 296.1

IOWA DEPARTMENT OF HUMAN SERVICES
ATTORNEY GENERAL/CSRU PROMOTIONAL CAMPAIGN - INDIRECT COSTS (4024)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to the Attorney General/Child Support Recovery Unit Promotional Campaign. All indirect costs are reallocated to the Child Support and Foster Care Recovery program pool (PP16).

SCHEDULE 300.1

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD SUPPORT STATE - INDIRECT COSTS (4026)
NATURE AND EXTENT OF SERVICES

This residual pool consists solely of indirect costs allocated to the Child Support State cost center. Indirect costs are reallocated directly to the State Only Funded program pool (PP57).

SCHEDULE 310.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - ICAR SYSTEMS MAINTENANCE - INDIRECT COSTS (4022)
NATURE AND EXTENT OF SERVICES

This residual pool consists solely of indirect costs allocated to the to ICAR systems maintenance. Indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 320.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - CUSTOMER SERVICE CENTER - INDIRECT COSTS (4031)
NATURE AND EXTENT OF SERVICES

This residual pool consists of indirect costs allocated to the CSRU Customer Service Center. Indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - ISU TASK ORDERS FOR POLICY AND ICAR TRAINING - INDIRECT COSTS (4118)
NATURE AND EXTENT OF SERVICES

This residual pool consists solely of indirect costs allocated to Child Support - ISU Task Orders for Policy and ICAR Training. Indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 350.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU COUNTY FEDERAL PASS THROUGH - INDIRECT COSTS (4916)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to CSRU County Contracts (Federal Pass Through).

The indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

SCHEDULE 352.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU/DPH & SCA CONTRACT FEDERAL PASS THROUGH - INDIRECT COSTS (4917)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to CSRU/DPH and State Court Administrator Contract Federal Pass Through.

The indirect costs are reallocated directly to the Child Support Recovery program pool (PP16).

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - ADMINISTRATIVE SUPPORT - INDIRECT COSTS (DP0000)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to Field Operations - Administrative Support.

The indirect costs are initially distributed between Income Maintenance Support and Social Services Support based on the total number of employees in Income Maintenance and Social Services at the county and regional offices. The resultant allocations are then further allocated as follows:

Income Maintenance Support
Indirect costs are reallocated to program pools based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Support
Indirect costs are reallocated to program pools based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 356.1
Revised 10/1/2013

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - INCOME MAINTENANCE - INDIRECT COSTS (RP0200)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to Field Operations - Income Maintenance.

The indirect costs are reallocated to program pools based on the results of the Income Maintenance Random Moment Sample time study, modified to replace PP10 Eligibility Medicaid 75% FFP with PP03 Medicaid 50% FFP. Direct eligibility worker expense is eligible for Medicaid enhanced match. However, indirect general administrative costs will be allocated to Medicaid 50% FFP.

SCHEDULE 358.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - SOCIAL SERVICES - INDIRECT COSTS (RP0300)
NATURE AND EXTENT OF SERVICES

This residual cost pool consists solely of indirect costs allocated to Field Operations - Social Services.

The indirect costs are reallocated to program pools based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 362.1
Revised 01/01/19
Submitted 12/28/18

IOWA DEPARTMENT OF HUMAN SERVICES
AUTOMATED BENEFIT CALCULATION RESIDUAL (RP0600)
NATURE AND EXTENT OF SERVICES

Costs related to the Automated Benefit Calculation System are accumulated in the ABC Residual cost pool. Percentages of time for Eligibility Medicaid Eligibility Title XIX (PP10) 75% FFP, Family Investment Program (FIP) TANF (PP12) Capped, Foster Care Administration Title IV-E (PP17) 50% FFP, Refugee Resettlement Program (PP20) 100% FFP, Adoption Assistance Title IV-E (PP24) 50% FFP, Food Assistance (PP25) 50% FFP, and State Only Funded Programs (PP57) 0% FFP for the State Supplemental Assistance Program as determined by the Income Maintenance Random Moment Sample time study, are converted to 100% and are used to reallocate costs of the ABC Residual cost pool to the benefited programs.

SCHEDULE 363.1
Revised ~~07/01/17~~07/01/21
Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
~~MMIS~~ INCOME MAINTENANCE **SYSTEM RESIDUAL POOL (~~RP2642~~RP0163)**
NATURE AND EXTENT OF SERVICES

~~Costs related to the MMIS System are accumulated in the RP2642 MMIS cost pool on TRAK. Direct costs of this function and indirect costs are allocated to MMIS Operations Title XIX (PP06), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), State Funded Family Planning Program (PP44), and State Only (PP57), program pools based on the number of claims processed by the State's Medicaid fiscal agent during the quarter for each program (in 000's).~~

This residual cost pool is used to accumulate General Administration costs associated with Income Maintenance Business Systems (375.5 IM BUS SYSTEM M&O 0163).

These residual pool costs are allocated *to Medical Assistance-Other Staff Title XIX* (PP03), 50% FFP, FIP/TANF program (PP12), 0% FFP, Food Assistance (PP25), 50% FFP, and Med Exp Title XXI – CHIP (PP31), Current FMAP, and Med Exp Title XXI *hawk-i* (PP32), Current FMAP**,** based on the average monthly enrollment of each program area for the most recently completed year.

~~Indirect costs allocated to this function from outside the Bureau of Contract Management & Reimbursement are allocated to Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), State Funded Family Planning Program (PP44), and State Only (PP57), program pools based on the number of claims processed by the State's Medicaid fiscal agent during the quarter for each program (in 000's).~~

SCHEDULE 366.1
Revised 07/01/19 (Italic Redline)
Submitted 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY (0001-N01-413) - INDIRECT COSTS (IDNBAPT)
NATURE AND EXTENT OF SERVICES

This residual cost pool is used to accumulate General Administration costs associated with *Needs-Based Assistance Program* related technology costs.

These costs are allocated among Medical Assistance-Other Staff Title XIX (PP03) 50% FFP, Family Investment Program (FIP) TANF (PP12) Capped, Food Assistance (PP25) 50% FFP, Med Exp Title XXI CHIP (PP31) enhanced FMAP, and Med Exp Title XXI *hawk-i* (PP32), enhanced FMAP, based on the average monthly recipients enrolled in each program area for the most recently completed state fiscal year (July through June)

Following the end of each state fiscal year, the data will be used to derive an average monthly enrollment proportion for each program area. This proportion will be used to allocate costs to the program areas for the next state fiscal year.

See Attachment H *Needs-Based Assistance Program* Technology Methodology.

IOWA DEPARTMENT OF HUMAN SERVICES
IOWA'S ELIGIBILITY INTEGRATED APPLICATION SOLUTION (ELIAS) MAINTENANCE AND OPERATIONS RESIDUAL COSTS (RPELIAS)
NATURE AND EXTENT OF SERVICES

Costs related to the ELIAS Eligibility System operations and maintenance are accumulated in the ELIAS Residual cost pool. Costs include Iowa Department of Administrative Services Information Technology Enterprise (DAS/ITE) system hosting charges and support costs. Costs are allocated to Medicaid Eligibility Title XIX (PP10), 75% FFP, Med Exp Title XXI CHIP (PP31), Enhanced FMAP, Title XIX – Hawki (PP32), Enhanced FMAP, and State Supplemental Assistance (PP56), 0% FFP based on the average monthly enrollee count active in ELIAS during the prior state fiscal year.

As required, a Maintenance and Operations APD has been submitted to CMS that identifies the costs to be charged at the 75% FFP level.

Costs not eligible for enhanced funding through the Maintenance and Operations APD are charged to Medical Assistance-Other Staff Title XIX (PP03), 50% FFP.

See Attachment G Eligibility System Procurement Enrollment.

SCHEDULE 368.1

IOWA DEPARTMENT OF HUMAN SERVICES
ELECTRONIC BENEFITS TRANSFER-SYSTEM INDIRECT COSTS (INDEBT)
NATURE AND EXTENT OF SERVICES

This residual cost pool is used to accumulate General Administration costs associated with the Electronic Benefits Transfer system.

Costs are allocated to benefiting programs, currently the FIP (PP12) and Food Assistance (PP26) programs, based on the amounts billed to each program for transactions within the system. The amounts billed to each program include only the electronic transfer fees and not the actual benefits paid for clients for each program.

IOWA DEPARTMENT OF HUMAN SERVICES
MISCELLANEOUS PROGRAM RELATED ACTIVITIES - INDIRECT COSTS (MISCIND)
NATURE AND EXTENT OF SERVICES

This residual cost pool is used to accumulate General Administration costs associated with the Miscellaneous Program Related Activities cost pool, as follows:

ALLOCATED FIP TANF (413-N01-0107) – Indirect Costs
Indirect costs associated with the FIP TANF administrative cost center are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to FIP TANF program pool (PP12), 0% FFP.

ALLOCATED INFORMATION TECHNOLOGY (413-N01-0135) – INDIRECT COSTS
Indirect costs associated with Allocated Information Technology are accumulated in this residual cost pool based on the FTE count of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated based on the results of the 100% time tracking system for the underlying cost pool utilized by the Division of Information Technology of the Iowa Department of Human Services.

CHILD CARE FACILITY FUND (413-000-0987) – INDIRECT COSTS
Indirect costs associated with the Child Care Facility Fund are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to State Only Funded Programs (PP57), 0% FFP.

MEDICAID SAVINGS INITIATIVES (413-N28-2842-02) – INDIRECT COSTS
Indirect costs associated with the Medicaid savings initiatives are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool**.** The costs are allocated to the Medical Assistance-Other Staff Title XIX (PP03) 50% program pool.

IME FACILITIES (413-N28-2888-03) – INDIRECT COSTS
Indirect costs associated with the IME building administrative costs are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool**.** The costs are allocated to the Medical Assistance-Other Staff Title XIX (PP03) 50% program pool.

IME MEME (413-N28-2917-01) – INDIRECT COSTS {07/01/21}
Indirect costs associated with the MEME APD costs are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool**.** The costs are allocated to the Medical Assistance-Other Staff Title XIX (PP03) 50% program pool.

CHILD CARE MANAGEMENT INFORMATION SYSTEMS (413-N56-4065) – INDIRECT COSTS
Indirect costs associated with the child care program management information system are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to the Child Care and Development Fund (CCDF) program pool (PP27), at current FMAP.

IOWA DEPARTMENT OF HUMAN SERVICES
MISCELLANEOUS PROGRAM RELATED ACTIVITIES - INDIRECT COSTS
NATURE AND EXTENT OF SERVICES

COMMUNITY PARTNERSHIP GRANT (413-N71-F908) – INDIRECT COSTS
Indirect costs associated with Community Partnership Grant are accumulated in this residual cost pool based on the FTE count and percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to State Only Funded Programs (PP57), 0% FFP.

CHILD WELFARE QA (413-N71-F963) – INDIRECT COSTS
Indirect costs associated with Child Welfare QA are accumulated in this residual cost pool based on the FTE count and percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to Foster Care - Administration Title IV-E (PP17) 50% FFP.

PSSF (413-N71-FP02) – INDIRECT COSTS
Indirect costs associated with PSSF Grant are accumulated in this residual cost pool based on the FTE count and percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are then allocated to Promoting Safe and Stable Families Grant (PSSF) IV-B (PP18), 75% FFP.

PROMISE JOBS (413-N01-X381) - INDIRECT COSTS
Indirect costs associated with the PROMISE JOBS program are accumulated in this residual cost pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are allocated to Promise Jobs TANF (PP45), Capped.

Supplemental Payment Programs Administration Unit (413-N20-4053) – INDIRECT COSTS {07/01/21}
Indirect costs associated with the Medicaid program are accumulated in this residual pool based on the FTE count and the percentage of total operating costs of the underlying direct cost pool. The accumulated indirect costs for this portion of the residual pool are allocated to Medical Assistance-Professional Staff Title XIX (PP03) 50% FFP.

SCHEDULE 370.2

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH INSURANCE PREMIUM (HIPP) PROGRAM UNIT - INDIRECT COSTS
NATURE AND EXTENT OF SERVICES

HIPP UNIT INDIRECT COSTS

This residual cost pool is used to accumulate General Administration costs associated with the HIPP unit.

Indirect costs associated with the HIPP unit are accumulated in this residual cost pool. These costs are allocated to the Medical Assistance program pool (PP03).

SCHEDULE 372.1

IOWA DEPARTMENT OF HUMAN SERVICES
LOCAL ADMINISTRATIVE EXPENSES (M18 5X25)
NATURE AND EXTENT OF SERVICES

In the State of Iowa, the counties are required by the Code of Iowa to provide adequate office space, supplies, equipment, etc. for the administration of the local offices of Human Services. The county-paid costs are billed to the State quarterly for reimbursement.

These costs are functionalized and allocated as follows:

(1) An initial allocation is made between Income Maintenance and Social Services based on the number of regional and county employees assigned to these areas.

(2) The resultant allocation to Income Maintenance from step 1 above is reallocated based on the results of the Income Maintenance Random Moment Sample time study.

The resultant allocation to Social Services from step 1 above is reallocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 374.0

IOWA DEPARTMENT OF HUMAN SERVICES
FOOD ASSISTANCE OUTREACH (413-001-N01-0134)
NATURE AND EXTENT OF SERVICES

Costs for implementation of the federal Food Assistance Outreach plan to increase the number of eligible persons receiving federal food assistance benefits, are accumulated to this organization code.

Costs are allocated to the Food Assistance program pool (PP25)

SCHEDULE 374.1
Revised 07/01/19 (Italic Redline)
Submitted 06/28/19

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAMS* TECHNOLOGY *(413-0001-N01-0139 through 413-0001-N01-0158)
NATURE AND EXTENT OF SERVICES

Iowa appropriates State funding for *Needs-Based Assistance Programs* technology *maintenance and operations.*

The *Needs-Based Assistance Programs* Technology cost pools consists of the following functions:

***Needs-Based Assistance Programs Technology* - FIP/TANF (413-0001-N01-0139)**
This cost center is used to isolate and record technology costs specific to the Iowa FIP and PROMISE JOBS programs and includes the salary and support of policy and technical staff charged with these responsibilities.

The costs of this function are allocated directly to *Family Investment Program (FIP) TANF* (PP12), *0% FFP.*

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAMS* TECHNOLOGY *(413-0001-N01-0139 through 413-0001-N01-0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs Technology - Food Assistance (413-0001-N01-0146)
This cost center is used to isolate and record technology costs specific to the Food Assistance program and includes the salary and support of policy and technical staff charged with this responsibility.

The costs of this function are allocated directly to Food Assistance (PP25), 50% FFP.

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAMS TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01-0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs – Medicaid Eligibility (413-0001-N01-0147)
This cost center is used to isolate and record technology costs specific to the Medicaid program and includes the salary and support of policy and technical staff charged with this responsibility as part of an approved APD.

The costs of this function are allocated directly to Medicaid Eligibility Title XIX (PP10), 75% FFP.

Needs-Based Assistance Programs –MMIS Operations (413-0001-N01-0147-01) This cost center is used to isolate and record technology costs specific to the MMIS program and includes the salary and support of technical staff charged with this responsibility as part of an approved OAPD.

The costs of this function are allocated to MMIS Operations Title XIX (PP06), 75% FFP, Med Exp – Title XXI – CHIP (PP31), current FMAP, and Med Exp Title XXI Hawk-I (PP32), current FMAP, based on the average monthly enrollees of each program area for the most recently completed state fiscal year (July through June).

See Attachment H Needs-Based Assistance Program Technology Methodology

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAMS TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01-0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs Technology – Medicaid Other than MMIS and Eligibility Systems (413-001-N01-0147-06)

This cost center is used to isolate and record technology costs specific to the Medicaid program and includes the salary and support of policy and technical staff charged with this responsibility for activities that do not qualify for enhanced funding as part of an approved APD or OAPD.

The costs of this function are allocated to the Medical Assistance program (PP03) 50% FFP and Med Exp – Title XXI – CHIP (PP31), current FMAP, and Med Exp Title XXI hawk-I (PP32), current FMAP, based on the average monthly enrollees of each program area for the most recently completed state fiscal year (July through June).

See Attachment H Needs-Based Assistance Program Technology Methodology

Needs-Based Assistance Programs Technology – Medicaid Eligibility CHIP Time Study (413-0001-N01-0147-07)
Costs are allocated based on a 100% time study. The percentage of salary and benefit costs associated with building the new eligibility system (ELIAS) will be transferred in the I3 ledger to the appropriate ELIAS DDI cost center.

Remaining expenses, as part of an approved APD, will be allocated to Medicaid Eligibility (PP10), 75% FFP, and Medicaid Expansion – Title XXI – CHIP (PP31), current FMAP, based on the average monthly enrollees of each program area for the most recently completed state fiscal year (July through June).

See Attachment H Needs-Based Assistance Program Technology Methodology

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01- 0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs Technology **– FIP/TANF and Food Assistance (413-0001-N01-0153)**
This cost center is used to isolate technology costs specifically identifiable to the Iowa FIP/TANF and Food Assistance programs and includes the salary and support costs of the technical staff charged with this responsibility.

These costs are allocated between Family Investment Program (FIP) TANF (PP12), 0% FFP, and Food Assistance (PP25), 50% FFP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June)

See Attachment D Needs-Based Assistance Program Technology Methodology

Needs-Based Assistance Programs Technology **– FIP/TANF and Food Assistance Time Study (413-0001-N01-0153-01)**
Costs are allocated based on a 100% time study. The percentage of salary and benefit costs associated with building a new eligibility system (ELIAS) will be transferred to the appropriate ELIAS DDI cost center as part of an approved APD. The percentage of salary and benefit costs associated with non-ELIAS FIP/TANF, and Food Assistance duties will be allocated in the same manner as the base unit. Remaining salary and benefit costs associated with regular job activities will be allocated according to the results of the 100% time study.

Needs-Based Assistance Programs Technology - Food Assistance and Medicaid Eligibility (413-0001-N01-0154)
This cost center is used to isolate and record technology costs identifiable to the Food Assistance and Medicaid programs and includes the salary and support of the technical staff charged with this responsibility as part of an approved APD.

These costs are allocated between Medicaid Eligibility Title XIX (PP10), 75% FFP and Food Assistance (PP25), 50% FFP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June)
See Attachment D Needs-Based Assistance Program Technology Methodology

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01- 0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs Technology **– FIP/TANF and Medicaid Eligibility (413-0001-N01-0155)**
This cost center is used to isolate and record technology costs specifically identifiable to the Iowa FIP/TANF and Medicaid programs and includes the salary and support of the technical staff charged with this responsibility as part of an approved APD.

These costs are allocated between Medicaid Eligibility Title XIX (PP10), 75% FFP, and Family Investment Program (FIP) TANF (PP12), 0% FFP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

See Attachment D Needs-Based Assistance Program Technology Methodology

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01- 0158)
NATURE AND EXTENT OF SERVICES

Needs-Based Assistance Programs Technology - Shared Costs - Medicaid Eligibility FIP Food Assistance (413-0001-N01-0158)
This cost center is used to isolate and record technology maintenance costs not specifically identifiable to the Iowa FIP/TANF, Food Assistance, or Medicaid program eligibility, and includes the salary and support of the of the technical staff charged with this responsibility as part of an approved APD.
These costs are allocated among the Eligibility Medicaid program (PP10), 75% FFP, Family Investment Program (FIP) TANF (PP12), 0% FFP, and Food Assistance (PP25), 50% FFP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

See Attachment D Needs-Based Assistance Program Technology Methodology

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY (413-0001-N01-0139 through 413-0001-N01- 0158)
NATURE AND EXTENT OF SERVICES

~~**WELFARE REFORM – OPR SHARED COSTS - Maintenance (413-0001-N01-0158-01)**~~
~~This cost center is used to isolate and record systems (technology) maintenance costs that handle for the overpayments and recoveries recovery of overpayments for Food Assistance, FIP, and Medicaid and Medicaid Expansion.~~

~~These costs are allocated among the Medical Assistance-Other Staff Title XIX (PP03), 50% FFP, Family Investment Program (FIP) TANF FIP/TANF program (PP12), 0% FFP, the Food Assistance program (PP25), 50% FFP, the Medicaid assistance program (PP03) 50% FFP and Medicaid Expansion – Title XXI – CHIP Enhanced FMAP (PP31) current FMAP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).~~
~~Enrollment for each program area shall be determined monthly using information from the department's automated eligibility determination systems. The Data Warehouse will identify all enrollees that were active at any time during the report month. Enrollment status of A = approved with application; B = reinstated; and C = approved without an application (such as Food Assistance reinstatements), are considered active.~~
~~Following the end of each state fiscal year, the data will be used to derive an average monthly enrollment proportion for each program area. This proportion will be used to allocate costs to the program areas for the next state fiscal year.~~

~~See Attachment H Needs-Based Assistance Program Technology MethodologyWelfare Reform Technology Methodology.}~~

Revised 04/01/21 Submitted 03/31/21

OPR SHARED COSTS (413-0001-N01-0158-01) (as amended 07/01/19)
This cost center is used to isolate and record administrative and technology costs for the recovery of overpayments for Food Assistance, FIP, Child Care, Medicaid ~~and~~, Medicaid Expansion, Supplemental Security Income, and other state programs.

These costs are allocated among the Medical Assistance-Other Staff Title XIX (PP03), 50% FFP, Family Investment Program (FIP) TANF (PP12), 0% FFP, ~~the~~ Food Assistance (PP25), 50% FFP, CCDF Block Grant (Matching Fund) (PP27), current FMAP, Med Exp – Title XXI – CHIP (PP31), current FMAP, Med Exp Title XXI Hawk-i (PP32) current FMAP, Supplemental Security Income (PP56), 0% and State Only Funded Programs (PP57), 0% based on the amount of benefits recovered quarterly.

~~See Attachment H Needs-Based Assistance Program Technology Methodology}~~

SCHEDULE 374.5
Added 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
NEEDS-BASED ASSISTANCE PROGRAM TECHNOLOGY
SNAP PROJECTS

SNAP REINVESTMENT SHARED COSTS (0001-N01-413-0168)

Shared vendor contract costs relating to Business Process Redesign (BPR) of the SNAP eligibility determination process throughout the organization. While SNAP will be the central focus of the BPR activities, multiple federal programs will benefit from the redesign.

These costs are allocated among the Medical Assistance-Other Staff Title XIX (PP03), 50% FFP, Family Investment Program (FIP) TANF (PP12), 0% FFP, CCDF Block Grant (Matching Fund) (PP27), current FMAP, Med Exp – Title XXI – CHIP (PP31), current FMAP, Med Exp Title XXI Hawk-i (PP32), current FMAP, and SNAP Reinvestment 0% (PP58), 0% FFP, based on the average monthly enrollment of each program area for the most recently completed state fiscal year (July through June).

IOWA DEPARTMENT OF HUMAN SERVICES
IOWA'S ELIGIBILITY INTEGRATED APPLICATION SOLUTION (ELIAS) (413-0001-N01)
NATURE AND EXTENT OF SERVICES

Eligibility System Procurement Allocated Costs (413-0001-N01-0166)

This direct cost pool is used to accumulate costs associated with activities required to procure a replacement eligibility system and conduct the business process re-engineering project.

In order to comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to the Eligibility System Procurement project will be transferred on I3 to cost center 0166. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated. Cost centers that use Project Online for allocation are (2601, 2602, 2604, 2607, 2620, and 2622).

The methodology for distributing costs which are shared among all programs agrees with the {04/01/21} most recently approved APD

See Attachment G Eligibility System Procurement

IOWA DEPARTMENT OF HUMAN SERVICES
IOWA'S ELIGIBILITY INTEGRATED APPLICATION SOLUTION (ELIAS) (413-0001-N01)
NATURE AND EXTENT OF SERVICES

0166-01 Eligibility System Procurement Allocated Costs (Enhanced) – Costs of this unit include charges of the system integrator, staff time, and supporting contracts meeting the rules for both shared services and enhanced Medicaid funding. The costs are allocated to Medicaid Expansion – Title XXI – CHIP (PP31) enhanced FMAP, HAWKI – Title XXI – CHIP (PP32) enhanced FMAP and Eligibility System Procurement (ELIAS) APD (PP64) 90%,

0166-02 Eligibility System Procurement Allocated Costs (MMIS Operations) – Costs of this unit include charges for COTS software licenses & Hardware meeting the rules for 75% Medicaid funding. The costs are allocated to Eligibility Title XIX (PP10) 75%, Medicaid Expansion – Title XXI – CHIP (PP31) enhanced FMAP and HAWKI – Title XXI – CHIP (PP32) enhanced FMAP.

0166-03 Eligibility System Procurement Allocated Costs (50% FFP) – Costs of this unit include charges for staff training meeting the rules for 50% Medicaid funding. The costs are allocated to Medical Assistance-Other Staff Title XIX (PP03) 50%, Medicaid Expansion – Title XXI – CHIP (PP31) enhanced FMAP and HAWKI – Title XXI – CHIP (PP32) enhanced FMAP.

0166-04 Eligibility System Procurement Allocated Costs (TANF/SNAP) – *Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the TANF and SNAP programs. The costs are allocated to Family Investment Program (FIP) TANF (PP12), 0% FFP, and Food Assistance (PP25), 50% FFP.*

0166-05 Eligibility System Procurement TANF Costs – *Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the TANF program. Costs are allocated to Family Investment Program (FIP) TANF (PP12), 0% FFP.*

0166-06 Eligibility System Procurement SNAP Costs – *Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the SNAP program. Costs are allocated to Food Assistance (PP25), 50% FFP.*

0166-09 Eligibility System Procurement Medicaid - Costs of this unit include charges of the system integrator, staff time, and supporting contracts solely benefitting only the Medicaid program. The costs are allocated to Eligibility System Procurement (ELIAS) APD (PP64) 90% *FFP*.

0166-10 Eligibility System Procurement CHIP - Costs of this unit include charges of the system integrator, staff time, and supporting contracts solely benefitting the CHIP program Costs are allocated to Medicaid Expansion – Title XXI – CHIP (PP31) enhanced FMAP and HAWKI – Title XXI – CHIP (PP32), enhanced FMAP.

IOWA DEPARTMENT OF HUMAN SERVICES
IOWA'S ELIGIBILITY INTEGRATED APPLICATION SOLUTION (ELIAS) (413-0001-N01)
NATURE AND EXTENT OF SERVICES

ELIAS - Shared Costs – Maintenance and Operations (413-001-N01-0162)

Costs related to the ELIAS Eligibility System maintenance and operations are accumulated in this cost pool. Costs include system hardware and software maintenance, vendor contracted maintenance and operations charges, and state staffing costs associated with maintenance and operations as part of the approved APD-U.

Costs are allocated to Medicaid Eligibility Title XIX (PP10) 75% FFP, Med Exp Title XXI CHIP (PP31) Enhanced FMAP, and Med Exp Title XXI hawk-I (PP32), current FMAP, based on the average monthly enrollee count active in ELIAS during the prior state fiscal year.

See Attachment G Eligibility System Procurement

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE BUSINESS SUPPORT SYSTEMS (413-0001-N01-0163)
NATURE AND EXTENT OF SERVICES

413-0001-N01-0163 Income Maintenance Business Support Systems - Shared Costs – Maintenance and Operations

This cost center is used to isolate and record technology maintenance costs associated with the web-based application being used to support the income maintenance related systems. Costs, which primarily include staffing costs, are not specifically identifiable to the Iowa FIP/TANF, Food Assistance, Medicaid or Medicaid Expansion programs.

These costs are allocated to Medicaid Eligibility Title XIX (PP10), 75% FFP, FIP/TANF program (PP12), 0% FFP, Food Assistance (PP25), 50% FFP, and Med Exp Title XXI – CHIP (PP31), Current FMAP, and Med Exp Title XXI hawk-i (PP32), Current FMAP**,** based on the average monthly enrollment of each program area for the most recently completed year.

Enrollment for each program area shall be determined monthly using information from the department's automated eligibility determination systems, the Iowa Automated Benefit Calculation or IABC and the Eligibility Integrated Application Solution (ELIAS).

Following the end of each state fiscal year, the data will be used to derive an average monthly enrollment proportion for each program area. This proportion will be used to allocate costs to the program areas for the next state fiscal year.

See Attachment H Needs-Based Assistance Program Technology Methodology

413-0001-N01-0163-01 Income Maintenance Business Support – Training

This subunit is used to isolate salary and benefit costs for state staff charged with the training responsibility for the ABC and ELIAS technology applications that handle the Iowa FIP/TANF, Food Assistance, Medicaid, or Medicaid Expansion programs.

These costs of this subunit are allocated in the same manner as 413-0001-N01-0163.

SCHEDULE 376.1
Revised 10/1/12

IOWA DEPARTMENT OF HUMAN SERVICES
ELECTRONIC BENEFITS TRANSFER SYSTEM (413-001-N01-0144)
NATURE AND EXTENT OF SERVICES

Electronic Benefits Transfer (413-001-N01-0144)
The costs in this cost pool include the fees for services from the Department's provider of electronic transfer services, system support costs, and other miscellaneous systems and programming. This system delivers benefits by electronic fund transfer technology. Electronic Benefit Transfer is used for Food Assistance (PP26).

Electronic Benefits Transfer Department of Inspections and Appeals Billing (413-001-N01-0144-01)
This cost pool is used to isolate the costs for new staff in the Department of Inspections and Appeals (DIA) for time spent providing support for food assistance electronic benefit transfer. This sub-unit is set up for the pass-through of the federal share of costs to DIA, while DIA provides the 50% state share of costs. The cost pool used is Food Assistance Electronic Benefit Transfer (PP26) with an FFP rate of 50%.

Electronic Benefits Transfer – Time Study (Projects) 0144-02
0144-02 Subject Matter Experts for the eligibility system will charge costs to cost center 0144-02. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center 415-0943-67N-167N, Schedule 381.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 0144.

SCHEDULE 376.1
Revised 04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
ELECTRONIC BENEFITS TRANSFER-SYSTEM (413-001-N01-0144)
NATURE AND EXTENT OF SERVICES

Electronic Benefits Transfer (413-001-N01-0144)
The costs in this cost pool include the fees for services from the Department's provider of electronic transfer services, system support costs, and other miscellaneous systems and programming. This system delivers benefits by electronic fund transfer technology. Electronic Benefit Transfer is used for Food Assistance (PP26).

Electronic Benefits Transfer Department of Inspections and Appeals Billing (413-001-N01-0144-01)
This cost pool is used to isolate the costs for new staff in the Department of Inspections and Appeals (DIA) for time spent providing support for food assistance electronic benefit transfer. This sub-unit is set up for the pass-through of the federal share of costs to DIA, while DIA provides the 50% state share of costs. The cost pool used is Food Assistance Electronic Benefit Transfer (PP26) with an FFP rate of 50%.

Electronic Benefits Transfer – Time Study (Projects) 0144-02
0144-02 Subject Matter Experts for the eligibility system will charge costs to cost center 0144-02. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center 413-0001-0166-XX, Schedule 375.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 0144.

SCHEDULE 380.1
Revised 07/01/20
Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
MISCELLANEOUS PROGRAM RELATED ACTIVITIES ~~(413-N01-0109, X381, X389, 413-N20-2038, 413-N20-2080, 413-N01-0107, and 413-N20-2095)~~
NATURE AND EXTENT OF SERVICES

DIVERSION (413-N01-0109)
This cost pool includes the salary and support of staff responsible for directing and coordinating the "Diversion" program, aimed at diverting individuals and families from public assistance. Also included in this cost center are administrative costs from fiscal agents for diversion checking accounts for counties participating in the diversion program.

The costs of this function are allocated to the FIP/TANF program pool (PP12).

PROMISE JOBS (413-N01-X381)
This cost pool includes the salary and support of staff responsible for directing and coordinating the PROMISE JOBS program.

The costs of this function are allocated to the JOBS TANF program pool (PP45).

FSET (413-N01-X389)
Food Stamp Employment and Training (FSET) is a federally funded Food Stamp work and employment training program. This cost pool includes salary and support for directing and coordinating the Food Stamp Employment and Training program.

The costs of this function are allocated directly to the Food Stamp - Work Reg./JOB Search program pool (PP35).

MEDICAL TRANSPORTATION (413-N20-2038)
Transportation services provided to ensure necessary transportation for Medicaid recipients to and from providers as required in 42CFR 431.53. This includes non-emergency transportation services provided by the Transportation Brokerage, not otherwise covered as a State Plan service. This includes transportation for Medicaid recipients funded by both Title XIX and Title XXI.

These costs are allocated between Medical Assistance funded by Title XIX and Medical Assistance funded by Title XXI. The allocation to Title XXI is based on Title XXI program expenditures as a percentage of total program expenditures (both Title XIX and Title XXI).

The FFP rate is 50% for those costs funded by Title XIX. The costs allocated to Title XXI are reimbursed at the enhanced FMAP rate.

Uninsured COVID-19 Testing Group Admin –MMIS Operations (413-0001-N20-2060-01)
This cost center is used to isolate and record technology costs specific to the MMIS program relating to the uninsured individuals COVID-19 testing group for related administrative expenditures as part of the Families First Coronavirus Response Act Section 6004(a)(3). 100% FFP

Uninsured COVID-19 Testing Group Admin – Medicaid Eligibility (413-0001-N20-2060-02)
This cost center is used to isolate and record technology costs specific to eligibility of beneficiaries enrolled in the uninsured individuals COVID-19 testing group for related administrative expenditures as part of the Families First Coronavirus Response Act Section 6004(a)(3). 100% FFP.

IOWA DEPARTMENT OF HUMAN SERVICES
MISCELLANEOUS PROGRAM RELATED ACTIVITIES ~~(413-N01-0109, X381, X389, 413-N20-2038, 413-N20-2080, 413-N20-2080-02, 413-N01-0107, and 413-N20-2095)~~
NATURE AND EXTENT OF SERVICES

ARPA-HCBS (413-N20-2074) {02/01/22}
This cost center is for CMS approved spending plan activities to enhance, expand, or strengthen Home and Community-Based Services (HCBS) under the American Rescue Plan Act of 2021 (ARP) section 9817. Spending plan administrative activities that will be reimbursed in this cost center include the following:

- ~~One Time Recruitment and Retention Provider Payments~~ {STRIKE 05/23/22}
- Behavioral Health, Aging, and Disability Services System Evaluation
- Behavioral Health, Aging, and Disability Services System Realignment Implementation
- Provider Training Platform
- ~~HCBS Employee Training and Scholarship Grant Program~~ {STRIKE 05/23/22}
- ~~Health IT Infrastructure~~ {STRIKE 05/23/22}
- Targeted Case Management (TCM) Assistance with waiver applications
- Development Grant: Community-based Neurobehavioral Rehabilitation Services (CNRS) pilot for children
- Development Grant – Therapeutic foster home pilot
- ~~Expand Remote Support through HCBS Provider Technology grants~~ {STRIKE 05/23/22}
- Expand Direct Care Registry

The costs of this unit are allocated to the Medical Assistance program pool (PP03) and the FFP rate is 50 percent.

MEDICAL ID CARDS AND POSTAGE (413-N20-2080)
Postage costs for the Medical program, except postage for notices, are accumulated in this organization code. Any contract costs associated with the issuance of Medical Assistance Eligibility Cards will also be accumulated in this organizational code.

The costs of this unit are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), and State Only (PP57) program pools based on the average number of individuals eligible each quarter.

MEDICAL ID CARDS AND POSTAGE (413-N20-2080-02)
Postage costs for mailings sent to both the Medical Assistance and CHIP populations are accumulated in this organization code. This does not include postage for notices.

The costs of this unit are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), and State Only (PP57) program pools based on the average number of individuals eligible each quarter.

FIP~~-~~ TANF PROGRAM ADMINISTRATION (413-N01-0107) {07/01/22}
This cost pool includes salary and support of staff attributable to the Family Investment Program and TANF Block Grant Administration. ~~Also~~ It also includes postage costs for the FIP program (except postage for notices)

These costs are allocated to the FIP TANF program pool (PP12).

IOWA DEPARTMENT OF HUMAN SERVICES
MISCELLANEOUS PROGRAM RELATED ACTIVITIES
NATURE AND EXTENT OF SERVICES

CASE MANAGEMENT SERVICES (413-N20-2095)
Contractual services with the Department of Public Health to provide care coordination services to families of eligible Medicaid children in the EPSDT program and Medicaid eligible pregnant women. The services will meet the mandate of the EPSDT program to make Medicaid eligibles aware of the benefits of the Medicaid program and link Medicaid eligibles with appropriate services. The FFP rate is 50%.

ADMINISTRATIVE CASE MANAGEMENT SERVICES (413-N20-2095-02)
Contractual services with the DHS Targeted Case Management unit to provide assistance to those Medicaid HCBS waiver applicants not enrolled in a MCO with access to HCBS waiver funding slots; and administrative case management services for those Medicaid HCBS waiver members not eligible for Medicaid managed care. The FFP rate is 50%.

Supplemental Payment Programs Administration Unit (413-N20-4053) {07/01/21}

The Supplemental Payment Programs Administration unit is responsible for administrative work associated with the Medicaid supplemental payment programs. The FFP rate is 50%.

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH INSURANCE PREMIUM (HIPP) PROGRAM UNIT (413-N20-2503)
NATURE AND EXTENT OF SERVICES

HEALTH INSURANCE PREMIUM (HIPP) PROGRAM UNIT (413-N20-2503)
The Health Insurance Premium Payment (HIPP) Program unit is responsible for enrolling eligible Medicaid recipients in employer-related group health insurance plans when it is determined cost effective to do so. The activities of this unit result in reduced costs to the Medicaid program by establishing or maintaining a third-party resource as the primary payer of the recipient's medical expenses. Section 4402 of the Omnibus Budget Reconciliation Act (OBRA) permits states to pay for the costs of this unit.

These costs are allocated to Medical Assistance and the FFP rate is 50%.

HEALTH INSURANCE PREMIUM (HIPP) PROGRAM UNIT (413-N20-2503-03)

The HIPP Program Unit is also responsible for enrolling non-Medicaid eligible persons in the 100% state-funded AIDS/HIV HIPP program. Costs for the AIDS/HIV HIPP program are identified and tracked separately from the regular HIPP program through use of a separate sub organization within this cost center. Costs of this unit are allocated based on current quarter caseload information.
These costs are allocated to PP57 State Only.

HEALTH INSURANCE PREMIUM (HIPP) PROGRAM UNIT (413-N20-2503-02)

This subunit of the HIPP program unit is responsible for the execution and integrity of the Health Insurance Premium Payment (HIPP) program and the Healthy and Well Kids in Iowa (***hawk-i***) program. The purpose of this subunit is to continually evaluate data relative to program participation and effectiveness resulting in the development and implementation of program enhancements or correction of contracts.

The costs of this subunit are allocated to the Medical Assistance (PP03), Iowa Health and Wellness Plan (PP11A), Refugees (PP20), Medicaid Expansion (PP31), Hawk-I (PP32), State Funded Family Planning Program (PP44), and State Only (PP57) program pools based on a 100% time study and the amount of claims processed during the quarter, for each program (in 000's).

SCHEDULE 381.1
Revised 9/30/11

IOWA DEPARTMENT OF HUMAN SERVICES
TECHNOLOGY REINVESTMENT FUND (415-0943-67N)
NATURE AND EXTENT OF SERVICES

HIPAA Version 5010 and ICD-10 Implementation (415-0943-67N-067N)

Costs associated with the Federal legislation requiring healthcare plans to update their HIPAA transaction software to version 5010 no later than 1.1.12 followed by conversion to the International Classification of Diseases - 10 no later than 10.01.13

067N-01 All costs associated with a CMS approved advanced planning document (APD) for all phases of the HIPAA 5010/ICD-10 project. **(**90%FFP).
067N-02 All hardware and software costs associated with all phases of the HIPAA 5010/ICD-10 project. (75%FFP).
067N-03 All postage costs associated with all phases of the HIPAA 5010/ICD-10 project. (50%FFP).

IOWA DEPARTMENT OF HUMAN SERVICES
TECHNOLOGY REINVESTMENT FUND (415-0943-67N)
NATURE AND EXTENT OF SERVICES

Eligibility System Procurement (415-0943-67N-167N)

167N Eligibility System Procurement Allocated Costs

This direct cost pool is used to accumulate costs associated with activities required to procure a replacement eligibility system and conduct the business process re-engineering project.

In order to comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on ~~TRAK~~Project Online to the Eligibility System Procurement project will be transferred on I3 to cost center 167N. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $ 500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated. Cost centers that use ~~TRAK~~Project Online for allocation are (2601, 2602, 2604, 2607, 2620, and 2622).

Effective 11/01/2014, these costs are allocated among the Children's Health Insurance Program and the Medicaid program, based on the average projected recipients of each program area during Fiscal year 2016, and the respective funding source of services for each recipient.

Costs specific to development of Food Assistance or TANF eligibility and/or reporting are directly charged to the applicable program(s). In the event of shared eligibility requirements between SNAP and TANF, the costs will be allocated to Food Assistance or TANF based on the projected average monthly caseload of each program area for Fiscal year 2016.

Recipients for each program were projected through the end of FFY2016 using actual data to date, along with the most up to date information available regarding where the programs are headed in the future.

The methodology for distributing costs which are shared amongst all programs is in agreement with the approved APD. The changes in the actual allocation rates to each program as a percentage of the total were included in the APD as needed update submitted on May 15, 2015 and approved September 17, 2015. These rates, per the approved APD are effective for costs of the program as of November 1, 2014.

See Attachment H Eligibility System Procurement

IOWA DEPARTMENT OF HUMAN SERVICES
TECHNOLOGY REINVESTMENT FUND (415-0943-67N)
NATURE AND EXTENT OF SERVICES

167N-01 Eligibility System Procurement Allocated Costs (Enhanced) – Costs of this unit include charges of the system integrator, staff time, and supporting contracts meeting the rules for both shared services and enhanced Medicaid funding (90%). Effective 11/01/2014, costs are allocated among the Eligibility System Procurement-CHIP Enhanced Program and the Medicaid Program 90% APD.

167N-02 Eligibility System Procurement Allocated Costs (75% FFP) – Costs of this unit include charges for COTS software licenses & Hardware meeting the rules for 75% Medicaid funding. Effective 11/01/2014, costs are allocated among the Eligibility System Procurement-CHIP Enhanced Program and the Medicaid Program 75%.

167N-03 Eligibility System Procurement Allocated Costs (50% FFP) – Costs of this unit include charges for staff training meeting the rules for 50% Medicaid funding. Effective 11/01/2014, costs are allocated among the Eligibility System Procurement-CHIP Enhanced Program and the Medicaid Program 50%.

167N-04 Eligibility System Procurement Allocated Costs (TANF/SNAP) – Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the TANF and SNAP programs. Costs are allocated to Food Assistance and TANF based on the caseload of each program area as projected for fiscal year 2016.

167N-05 Eligibility System Procurement TANF Costs – Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the TANF program. Costs are directly charged to the TANF Program.

167N-06 Eligibility System Procurement SNAP Costs – Costs of this unit include charges of the system integrator, supporting contracts, equipment, and training solely benefitting the SNAP program. Costs are directly charged to the SNAP Program.

167N-07 Eligibility System Procurement Allocated Costs (Enhanced) – Costs of this unit include charges of the system integrator, staff time, and supporting contracts meeting the rules for enhanced Medicaid funding (90%), however not meeting the rules of 1311 HBE funding. Costs are allocated among the Eligibility System Procurement-CHIP Enhanced Program and the Medicaid Program 90% APD.

167N-08 Eligibility System Procurement Health Benefit Exchange - Costs of this unit include charges of the system integrator, staff time, and supporting contracts solely benefitting the HBE program. Effective 11/01/2014, costs are allocated as State Only.

167N-09 Eligibility System Procurement Medicaid - Costs of this unit include charges of the system integrator, staff time, and supporting contracts solely benefitting the Medicaid program. Costs are allocated directly to Medicaid at the enhanced rate of 90/10.

167N-10 Eligibility System Procurement CHIP - Costs of this unit include charges of the system integrator, staff time, and supporting contracts solely benefitting the CHIP program. Costs are allocated directly to CHIP at the enhanced FMAP rate.

IOWA DEPARTMENT OF HUMAN SERVICES
TECHNOLOGY REINVESTMENT FUND (415-0943-67N)
NATURE AND EXTENT OF SERVICES

MMIS Replacement Project (0943-415-67N-267N)

The Iowa Medicaid Enterprise is replacing the major software system known as the Medicaid Management Information System (MMIS) and the Pharmacy Point of Sale (POS) system with new, state of the art, software to process, pay claims, and report activities. Additional services will be those services that oversee and validate implementation of the project on time and within budget. Collectively these services make up the MMIS replacement project.

267N –

J1 - Medicare Card Project implementation all expenditures of the implementation vendor(s) and State Staff approved by CMS for enhanced funding. 90% FFP.

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Includes Medical Contracts, which provide support to the Iowa Medicaid program. See the Iowa Plan, Family Planning Waiver, and CHIP section at the end of this schedule for a description of how Medicaid administrative expenditures are allocated to those programs.

TPL and AOR Payments (2010)
The Social Security Administration (SSA) is providing third party liability (TPL) data and obtaining assignment of rights (AOR) to medical benefits for Iowa under the terms of the Section 1634 Agreement. Expenditures from this org are to pay the Centers for Medicare & Medicaid Services (CMS) for the administrative costs incurred by SSA in collecting and providing the data. The FFP rate is 50%.

Nurse Aide Training (2030)
Nurse aide training and competency evaluation programs administered by nursing facilities serving Medicaid-eligible residents, are accumulated in this organization code. The FFP rate is 50%.

Estate Recovery (2046)
Contractual services to perform estate recovery services in order to identify and recover amounts due the Iowa Medicaid program from estates of decedents in connection with patient services paid for Medicaid but for which a decedent's estate is liable. The FFP rate is 50%.

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Translation and Interpreter Services (2090)
These new services will have 2 separate reimbursable codes for the service of "translation and interpretation services". The codes will be separate procedure codes--

- T1013 sign language or oral interpretive services-15 minute unit,
- And a separate local code for telephonic interpretive services-per minute unit.

The providers who will be able to bill for these services include all providers who bill Medicaid on a fee schedule. (The providers reimbursed by cost reports already have the cost of translation and interpretation built into the cost report structure at the current time.) To be covered the services must be provided either by separate units or separate employees performing solely translation activities and it must facilitate access to Medicaid covered services. If the provider is bilingual and also providing the medical service, the codes will not be allowed. Documentation of the service must follow the Medicaid guidelines for documentation.

2090-01 Translation and Interpreter Services for Children. The FFP rate is 75%.
2090-02 Translation and Interpreter Services for Adults. The FFP rate is 50%.

Title XXI expenditures for Translation and Interpreter Services are paid from H001 cost center on Schedule 383.1.

Cost Initiatives (2092)
Contractual service costs associated with the implementation and operation of TXIX programs generally designed to generate cost savings for the program. These contractual costs are offset against the savings generated. These initiatives include:

2092-00: TXIX costs associated with activities to operate and maintain the Integrated Information for Iowa (I/3) system for enterprise accounting, procurement, budget preparation, and human resources payroll and benefits. The FFP rate is 50%.

2092-03: Costs associated with the administration of the Preferred Drug List (PDL) by the Pharmacy Medical Services Contractor. Also includes administrative costs associated with the Medical Assistance Pharmaceutical and Therapeutics Committee. The FFP rate is 50%.

2092-05: Correct Coding Initiative. Administration of the software services and interfaces related to CCI and claims editing. The FFP rate is 75%.

2092-07: IME Medical Services and Member Services Savings Initiatives. Costs associated with operations of the Medical and Member Services contracts or software, hardware, and/or licensing fees that are expected to result in savings for the Medicaid program. In this capacity, the activities the contractors will perform are as follows:

- Conduct tele-health disease management program for Medicaid members with diagnosis of congestive heart failure.
- Develop and implement a maternal health care management program.
- Develop and implement a process for prior authorizations of high-tech imaging (such as MRI, MRA, CT, and PET) for radiology services.

The FFP rate is 75%.

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2092-08: Drug Pricing Litigation Costs. Costs to provide legal representation and other administrative activities for the Department relative to drug pricing litigation. The litigation may include average wholesale price, best price/rebate, off label marketing, and such other theories that may arise. This will include a contingency payment to special counsel in addition to all fees, costs, and expenses of the Litigation, including any appeals. The contingency fee will be calculated as a percentage of the net recovery and will range from 5% to 12% depending upon the size of the recovery.

The FFP rate is 50%.

2092-09: Medicaid Strategic Planning Costs. Costs for assisting the Medicaid agency in the development of a strategic planning partnership. The purpose of this is to actively develop the shared vision for Medicaid and the future. It will encompass identifying key strategic initiatives necessary to programmatically change Medicaid, reduce overall expenditures and create a set of key performance and quality indicators. Prospectively, this will allow the agency to plan and identify key elements that can contribute to enhanced quality of services and outcomes for Medicaid members while ensuring an efficient and appropriate delivery system. This will include the development of a steering committee with stakeholders to identify best practices and the methodology for implementing these and measuring success.
The FFP rate is 50%.

2092-11: TCM ASO Administration Medicaid. Medicaid administrative costs associated with an administrative services organization established by the Iowa Department of Human Services to effectively assess the need for TCM and case management for enrollees receiving Habilitation services, authorize TCM and case management, and pay TCM and case management providers for those services that are properly approved. The FFP rate is 50%.

Title XXI expenditures for these administrative costs are paid from H001 cost center on Schedule 383.1.

2092-12: TCM ASO Administration Wellness Plan. Wellness Plan administrative costs associated with an administrative services organization established by the Iowa Department of Human Services to effectively assess the need for TCM and case management for enrollees receiving Habilitation services, authorize TCM and case management, and pay TCM and case management providers for those services that are properly approved. The FFP rate is 50%.

2092-13: TCM ASO Administration Marketplace Choice Plan. Marketplace Choice Plan administrative costs associated with an administrative services organization established by the Iowa Department of Human Services to effectively assess the need for TCM and case management for enrollees receiving Habilitation services, authorize TCM and case management, and pay TCM and case management providers for those services that are properly approved. The FFP rate is 50%.

2092-14: Asset Verification System. Contractual services to provide implementation and operation services of a Medicaid Asset Verification System in order to identify assets held at various Financial Institutions by Iowa's Medicaid aged, blind and disabled applicants and beneficiaries. The FFP rate is 50%.

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Medicaid Administrative Expenditure Allocations for Family Planning Waiver, the Iowa Plan, and Medicaid Expansion under CHIP:

Medicaid administrative expenditures are allocated to the Family Planning Waiver, the Iowa Plan, and Medicaid Expansion under CHIP. The methodology for each is as follows:

Family Planning Waiver – Medicaid administrative costs are allocated to the Family Planning Waiver based on the total amount of Family Planning Wavier expenditures for the prior FFY as a percentage of total Medicaid expenditures for the prior FFY. This will impact all Medicaid administrative orgs with the exception of IowaCare administrative orgs. This will primarily impact program pools 0002, 0003, 0005, 0006, 0008, 0042, 0046, 0047, and 0102.

FFP Rate: 50%

Iowa Plan – Medicaid administrative costs are allocated to the Iowa Plan based on the total amount of Iowa Plan expenditures for the prior FFY as a percentage of total Medicaid for the prior FFY. This will impact all Medicaid administrative orgs with the exception of IowaCare administrative orgs. This will primarily impact program pools 0002, 0003, 0005, 0006, 0008, 0042, 0046, 0047, and 0102.

FFP Rate: Blended rate of 50, 75, & 90%

Medicaid Expansion under CHIP – The costs associated with the Member Services contractor are allocated based on the number of enrolled Medicaid Expansion under CHIP members at the close of the prior FFY as a percentage of total Medicaid plus Medicaid Expansion under CHIP enrollees at the close of the prior FFY. All other costs related to the IME will be allocated based on the number of Medicaid Expansion under CHIP claims processed as a percentage of the total Medicaid plus Medicaid Expansion under CHIP claims processed during the prior FFY. On Schedule 382.1, the following organizational units are allocated to CHIP: Organization 2861 Fiscal Agent Services.

FFP Rate: Enhanced FMAP

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Section (10) Iowa's Partnership for Community Integration (Money Follows the Person) (2807)
Iowa's Partnership for Community Integration (Money Follows the Person) demonstration project will significantly improve opportunities for individuals diagnosed with MR/DD or related conditions to receive the supports and services needed to sustain them in community settings. The grant funding will be utilized to expand services beyond what is currently offered under the ID waiver, and to provide one-time services to individuals transitioning into the community from ICF/MR. In addition to the overall impact on the long-term care service system in Iowa, the ultimate outcome at the close of the five-year grant period will be the successful, sustained transition of individuals from ICF/MR settings into integrated communities. The administrative FFP rate is based on the requirements of 42CFR433.15 and are charged against the grant.

Iowa Partnership for Community Integration (Money Follows the Person) (2807-02)
Administrative related costs. The costs of this unit are allocated directly to Money Follows the Person Admin (PP68), 50% FFP.

Iowa Partnership for Community Integration (Money Follows the Person) (2807-04)
All activities approved for 100% FFP. The costs of this unit are allocated directly to Money Follows the Person Grant (PP69), 100% FFP.

Money Follows the Person Rebalancing Fund Activities (2807-05)
Contractual services and activities that are intended to help to expand the state's community-based long term care capacity and to help sustain the demonstration participants in community-based care settings after the demonstration period had ended. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (11) Nurse Aide Registry (2808)
DIA also maintains the Nurse Aide Registry and the nurse aide training and testing program as required by the Omnibus Budget Reconciliation Act (OBRA) of 1987. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (12) DCI Background Checks (CDAC Providers) (2811)
This org is used for the costs associated with providing background checks and evaluations for individuals home and community based conducting consumer directed attendant care required by Iowa Law. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX program pool (PP03), 50% FFP.

DCI Background Check Recoupment (2811-01)
This subunit records the recovery of background expenses from DCI. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (13) AG Position (2812)
Funds will be used to pay the salary of an assistant Attorney General. The attorney will assist with SURS appeal cases. The costs of the attorney are allocated to the appropriate program based on the number of claims processed by the State's Medicaid fiscal agent. This org is used for the costs allocated to the T-XIX program during the quarter. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX program pool (PP03), 50% FFP.

Section (14) Client Analysis Interest (2819)
This unit accumulates bank fee expenses. The costs of this subunit are allocated directly to the State Only Funded Programs (PP57), 0% FFP.

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Section (15) State Medicaid Health Information Technology Plan (SMHP) (2822)
Create and implement a State Medicaid HIT Plan (SMHP) for Iowa that serves as the strategic plan for the state.

SMHP (2822-02)
Create a State Medicaid HIT Plan (SMHP) for Iowa that serves as the strategic plan for the state over the next 5 years. The costs of this unit are allocated to the Strategic Medicaid HIT Plan (SMHP) (PP51), 100% FFP.

SMHP (2822-06)
Implement a State Medicaid HIT Plan (SMHP) for Iowa that serves as the strategic plan for the state. over the next 5 years. The costs of this unit are allocated directly to State Medicaid Health Information Technology Plan (SMHP) APD program pool (PP52), 90% FFP.

SMHP (2822-09)
Work to connect the Immunization Registry and Disease Surveillance system to the Iowa Health Information Network. The costs of this unit are allocated directly to State Medicaid Health Information Technology Plan (SMHP) APD (PP52), 90% FFP.

Section (16) University of Iowa, Child Health Specialty Clinics (2823)
Contractual services with the University of Iowa, Child Health Specialty Clinics, for assessment, planning, and care coordination activities related to the recipients of the Early and Periodic Screening, Diagnosis, and Treatment Program (EPSDT) and the Home and Community Based Services Ill and Handicapped (HCBS-IH) waiver. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (17) Disability Determination Services (2833)
Contractual services with the Department of Education, Division of Vocational Rehabilitation Services to make initial disability determinations and continuing disability reviews according to Title II/XVI criteria on SSI-related cases. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (18) Managed Care Evaluation (2834)
Contractual services to assist the Department with an independent evaluation of the Medicaid Managed Health Care Program. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (20) Medicaid Savings Initiatives (2842)
Contractual costs associated with the implementation and operation of TXIX programs generally designed to generate cost savings for the program. These initiatives include:

Smoking Quitline (2842-01)
Quitline Iowa is a tobacco cessation telephone counseling service funded by the Iowa Department of Public Health and operated by the National Jewish Health (Denver, CO). Iowa Medicaid Enterprise (IME) clients may enroll in Quitline Iowa counseling at any time. Beginning May 1, 2019, enrollment in Quitline is no longer required in order to receive tobacco cessation medication. Clients must stay in counseling to receive refills of their medication. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Preadmission Screening and Resident Review (PASRR) (2842-02)
Costs associated with conducting Preadmission Screening and Resident Review (PASRR) Level II decisions, evaluations, and determinations for Iowa residents seeking admission to or currently residing in nursing facilities certified by the Iowa Medicaid program in accordance with all applicable federal and state laws and regulations. The costs of this subunit are allocated directly to PASRR (PP33), 75% FFP.

Home Health Evaluation (2842-03)
The state plan amendment approved by CMS in June of 2012 to implement the Health Home program in Iowa requires the evaluation of the program. To accomplish this the Department has decided to enter a contract with another government entity, the Public Policy Center at the University of Iowa. This independent entity will conduct consumer assessments to determine if the Health Home program is moving toward its goals of integrating all covered services, enhancing care coordination and producing a positive health outcome for enrolled members. The cost includes mailing of surveys, acceptance of same, maintenance of claims data and analysis of the corresponding data. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03) 50% FFP.

Iowa Department of Revenue Collections and Recoveries (2842-04)

Providers that default on a repayment plan or do not respond to demand letters will be transferred to the Program Integrity unit (PI). PI will issue a sanction and transfer the debt to the Iowa Department of Revenue (IDR) to attempt collection of overpayments exceeding $50. The collection contingency fee accumulated in this sub-unit will be offset by the recoveries applied against program payments. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (21) EPSDT Administration (2843)
Contractual services with the Department of Public Health to coordinate administration of the Early Periodic Screening, Diagnosis and Treatment Program, to:

- Develop and maintain local capability for conducting screening examinations required under the EPSDT program.
- Increase program efficiency and effectiveness by assuring that needed services are provided timely and efficiently.
- Develop and maintain local capability for Maternal and Child Health Services and to provide Medicaid information and care coordination to EPSDT clients.
- Develop a cooperative and collaborative relationship at all levels to prevent duplication of services.
- The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03) 50% FFP.

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1st Five Healthy Mental Development Initiative (2843-01)

Contractual services with the Department of Public Health to build partnerships between physician practices and public service providers to enhance high quality well-childcare. 1st Five promotes the use of standardized developmental surveillance and screening tools that support healthily mental development for young children. Use of a standardized tool for all children allow providers to identify those at risk for developmental concerns and link those children and their families with community resources to improve access to appropriate follow-up care.

The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03) 50% FFP.

Section (22) Linked Data Files (2844)
Contractual services with the Department of Public Health to provide for the transfer of funds for the development and implementation of linked data files of vital records and Medicaid claim forms for the purpose of evaluating Medicaid services provided to pregnant women and children. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03) 50% FFP.

Section (23) Medicaid Outreach (2845)
Contractual services with the Department of Public Health to provide outreach services to women and children who are or may be Medicaid eligible. DPH will accomplish this by:

- Maintaining a toll-free number that women and families can receive information from appropriately trained personnel who provide information and referrals for prenatal care, family planning and well child services.
- Assessing the adequacy of the medical care and other services the woman or child is receiving and health information concerning medical services that would meet the woman's or child's individualized needs.
- Conducting selected health education activities that link the target population with available health services.
- Submitting an annual report, which identifies the activities provided in the previous year.
- The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

University of Iowa EPSDT Newsletter (2845-01)
Contractual services with the University of Iowa for developing and sending an EPSDT newsletter three times a year to Medical professionals in the state. This contract also supports working with medical professionals in the systems change work with surveillance and assessment of the mental health of young children. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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University of Iowa – COMPASS Contract (2845-03)
The purpose of this contract is to provide Iowans with disabilities, their families and service providers information about Medicaid and its programs as well as referrals to Medicaid programs. In addition, Iowa COMPASS will provide Iowa Medicaid recipients, their family members and service providers information and referral to appropriate community health and disability services. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (26) Medicaid Audits (2857)
This unit is used to pay for Medicaid Audits by the state. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (27) HCBS and Habilitation Services /QA (2858)

Contractual services to conduct performance and quality of service reviews on providers participating under the Home and Community Based Services Programs (HCBS) and providers performing Habilitation services, to gather and analyze data to engage in discovery and remediation actions that lead to quality improvement in the programs. The activities include:

- The contractor responsible for the activities within this plan is a CMS approved Quality Improvement Organization (QIO) that performs medical and utilization reviews.
- The provision of Quality Assurance and Quality Improvement activities applicable to the Home and Community Based Service Programs and Habilitation services, in compliance with all State and Federal regulations for the purpose of enhancing the quality of services delivered to consumers.
- The provision of Quality Assurance activities involving Incident/Complaint Reporting, analysis, and follow up or remediation as applicable to the Home and Community Based Service Programs for the purpose of enhancing the quality of services delivered to consumers.
- Coordination and collaboration with DHS units and agencies to conduct onsite and desk Quality Assurance reviews of Home and Community Based Waiver and Habilitation providers for the purpose of enhancing the quality of services delivered to consumers.
- Coordination of HCBS, Habilitation, and MFP consumer surveys for the purpose of enhancing the quality of services delivered to consumers.
- Statistical analysis of Quality Assurance activities to ensure that trends are identified and Quality Assurance activities are effective.
- Certification of services identified in Iowa Administrative Code to ensure quality provider enrollment at the front-end.
- The provision of supervisory duties and training to the Quality Assurance staff so that necessary quality assurance activities are completed in a thorough and timely manner.

The costs of this subunit are allocated directly to MMIS Operations Title XIX (PP06), 75% FFP.

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Section (28) Managed Care Actuarial Services (2859)
Contractual services to perform actuarial services for managed care programs. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

(29) Daily Operations (2861)
Costs related to the MMIS mainframe and the Data Warehouse are captured in the following subunits:

Daily Operations and Enhancements (2861-02)
Provision of goods and services by Iowa Technology Enterprise (ITE) related to the daily operations of the mainframe MMIS. The costs of this subunit are allocated directly to MMIS Operations Title XIX (PP06), 75% FFP.

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Section (31) Adult Medicaid Quality Grant (2905)

Funding from this grant will be used for testing and evaluating methods for collection and reporting of the Initial Core Set of Adult Quality Measures in varying delivery care settings; developing staff capacity to report the data, analyze, and use the data for monitoring and improving access and the quality of care in Medicaid; and conducting at least two Medicaid quality improvement projects related to the Initial Core Set Measures. The grant is 100% federally funded. These grants are not funded through Medicaid FFP – CMS 64/37 process.

Maternal and Infant Health in Medicaid and CHIP (2905-02)

This subunit captures expenses relating to improving the health outcomes of Mothers and Infants enrolled in Title XXI and Title XXI.

Costs are allocated to the Improving Maternal and Infant Health (PP 30), 100% Capped.

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Section (34) Autism Support Program (2908)

This unit accumulates expenses to autism support program fund. The fund to be used for support services for children with autism spectrum disorder and their families. The costs of this unit are allocated directly to State Only Funded Programs (PP57), 0% FFP.

Section (35) Iowa Health and Wellness Plan Operations (2909)
Costs associated with operations of the new Iowa Health and Wellness Plan program.

All costs of unit 2909 will be allocated between the Wellness Plan and the Marketplace Choice Plan based on actual ending enrollment for the quarter in which the expenses were paid. The overall FFP for each accounting unit, is based on a spreadsheet filled out by the applicable contractor, on an annual basis coinciding with the FFY that allocates their time spent on 50% vs 75% eligible activities.

Iowa Health and Wellness Plan Operations (2909-02)
Costs associated with operations of the IHAWP in relation to the MMIS, including software, hardware, and/or licensing fees. The costs of this subunit are allocated directly to MMIS Operations Title XIX (PP06), 75% FFP.

Iowa Health and Wellness Plan Operations (2909-03)
Costs associated with policy administration for the IHAWP. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Iowa Health and Wellness Plan State Only Costs (2909-ST)
State only funding associated with specific sections of the Iowa Health and Wellness Plan administration. The costs of this unit are allocated directly to the State Only Funded Programs (PP57), 0% FFP.

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Section (37) Tier 1 Call Center (2911)
Costs associated with an ACD-level Tier 1 consumer assistance call center. Costs will be accumulated in the following subunits:

Tier 1 Call Center Eligibility (2911-02)
Costs associated with operations of the Tier 1 Call Center eligible for enhanced Medicaid funding. Costs of this unit are allocated to Medicaid Eligibility Title XIX (PP10), 75% FFP.

Tier 1 Call Center Other Costs (2911-03)
Costs associated with the tier 1 Call Center. Costs of this unit are allocated to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (38) Standardized Assessment Tools (2912)
Planning and implementing a system of Core Standardized Assessments (CSAs) for assigned HCBS waiver populations, as required by the Balancing Incentive Program (BIP) and Iowa law. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (39) External Quality Review Project (2913)

The following subunits capture expenses related to external quality review organizations:

External Quality Review Project (2913-04)
External Quality Review – Analysis and evaluation by an EQRO, of aggregated information on quality, timeliness, and access to the health care services that an MCO or their contractors furnish to Medicaid beneficiaries. The costs of this subunit are allocated to MMIS Operations Title XIX (PP06), 75% FFP.

External Quality Review Project (2913-05)
External Quality Review – Analysis and evaluation by an EQRO of aggregated information on quality, timeliness, and access to the health care services that a PIHP, PAHP, PCCM, or their contractors furnish to Medicaid beneficiaries. The costs of this unit are allocated to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (40) Long-term Care Ombudsman (2914)

The following subunits capture expenses billed to the Iowa Department of Human Services as the single state agency from the Office of the Long-Term Care Ombudsman.

Long-term Care Ombudsman Services for Medicaid Members (**2914-01**)
Ombudsman services provided by the Office of the State Long-Term Care Ombudsman for Medicaid recipients and potential Medicaid enrollees residing in nursing homes, residential care facilities, board and care homes, assisted living facilities, and similar adult care facilities. Costs are allocated to Medicaid based on the time spent serving Medicaid members as documented through the Office's case management software system. The costs of this unit are allocated to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Managed Care Ombudsman Services for Medicaid Members (**2914-02**)
Ombudsman services provided by the Office of the State Long-Term Care Ombudsman for Medicaid recipients and potential Medicaid enrollees enrolled in one of the seven home and community-based services waivers or recipients receiving care in an institutional facility and similar HCBS settings. All costs are allocated to Medicaid. The costs of this unit are allocated to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

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Section (41) Iowa Health Information Network (IHIN) Participation Costs (2915)
IME and the MCO's plan to use the IHIN for query and direct messaging purposes for prior authorizations. Through the use of the IHIN, Medicaid will be able to streamline processes and cut down on time by using electronic means, which will result in cost reductions for Medicaid. All costs are allocated to Medicaid. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

Section (43) Modernizing the Exchange of information within the Medicaid Enterprise PAPD (MEME) (2917)
Activities related to the modernization of Iowa's Medicaid Management Information System (MMIS).

MEME Advanced Planning Document (APD) (2917-01)
All costs associated with a CMS approved planning advanced planning document (PAPD) of the MEME project. Costs of this unit are billed directly to the Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (PP62), 90% FFP.

MEME Hardware and Software (2917-02)
Hardware and software costs associated with the MEME planning project. The costs of this subunit are allocated directly to MMIS Operations Title XIX (PP06), 75% FFP.

MEME Other Costs (2917-03)
Other costs associated with the MEME planning project not approved for enhanced funding. The costs of this unit are allocated directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

MEME Title XXI (2917-04)
Costs associated with the MEME planning project to support the Hawk-i program. The costs of this subunit are allocated to the Med Exp Title XXI Hawk-i (PP32), Current FMAP.

{04/01/21} 2917-05 Data Governance

Establish the data governance organizational structure and processes, establish a data governance backlog, and initiate the delivery of items from the data governance backlog, aligned with the prioritized Program Integrity business cases.

The Medicaid-applicable expenses will be allocated to the Iowa Health and Wellness Plan (PP11A),75% FFP, Refugees (PP20),100% FFP, Medicaid Expansion (PP31),Enhanced FMAP, Hawk-I (PP32), Enhanced FMAP, State Funded Family Planning Program (PP44),0% FFP, State Only (PP57), 0% FFP, and Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (PP62), 90% FFP program pools based on the amount of claims processed during the quarter, for each program (in 000's).

{04/01/21} Interoperability 2917-06

Planning team established and staffed for moving forward with interoperability and billed directly to the Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME) (PP62), 90% FFP.

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Section (44) MMIS hawk-i Integration into MMIS (2919) Activities related to hawk-i integration implementation into Iowa's Medicaid Management Information System (MMIS).

MMIS hawk-i Integration IAPD (2919-01)
Costs associated with a CMS approved implementation advanced planning document (IAPD) of the hawk-i integration implementation into Iowa's Medicaid Management Information System (MMIS) project. Costs of this unit are billed directly to the MMIS hawk-i Integration IAPD (PP67), 90% FFP.

MMIS hawk-i Integration IAPD Title XIX (2919-02)
Approved information technology expenses associated with a CMS approved implementation advanced planning document (IAPD) of the hawk-i integration implementation into Iowa's Medicaid Management Information System (MMIS) project. Costs of this unit are billed directly to MMIS Operations Title XIX MMIS (PP06), 75% FFP.

MMIS hawk-i Integration Other Costs (2919-03)
Other costs associated with the hawk-i integration implementation into Iowa's Medicaid Management Information System (MMIS) project not approved for enhanced funding. Costs of this unit are billed directly to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP.

MMIS hawk-i Integration Title XXI (2919-04)
Costs associated with the hawk-i integration implementation into Iowa's Medicaid Management Information System (MMIS) project to support exclusively the hawk-i program. The costs of this subunit are allocated to hawk-i - Title XXI - CHIP (PP32), enhanced FMAP.

MMIS hawk-i Integration Blended (2919-06)
Allocated costs associated with the performance of consultant contracts that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the approved proposed IAPD expenses. The costs of this subunit are allocated to MMIS Operations Title XIX MMIS (PP06), 75% FFP, hawk-i - Title XXI - CHIP (PP32), enhanced FMAP.

{04/01/20 Amendment Addition}

***Section (45)* ISIS Modernization (2920)** Activities related to modernizing the ISIS system.

ISIS MODERNIZATION IAPD (2920-01)

Costs associated with the CMS approved (February 20, 2020) implementation advanced planning document (IAPD) to upgrade and enhance Iowa's Individualized Services Information System (ISIS) are allocated to the ISIS Modernization IAPD (PP63), *90% FFP.*

Section (46) ADRC Medicaid Administrative Claiming (MAC) (2921) Activities for the Iowa Department on Aging. {07/01/20}

ADRC Medicaid Administrative Claiming (2921)

Costs associated with a MAC plan for the six Area Agencies on Aging (AAA) as part of a contract with the Iowa Department of Human Services to provide pass-through federal funding for Medicaid administrative services. The costs of this unit are allocated to Medical Assistance - Other Staff Title XIX (PP03), 50% FFP. This was approved by CMS.

IOWA DEPARTMENT OF HUMAN SERVICES
NON-CORE MEDICAL CONTRACTS 20XX-29XX (0001-N28-413)
NATURE AND EXTENT OF SERVICES

Section (47) Cost Sharing IAPD

Cost Sharing (2922-01) {01/1/21}

The State of Iowa has received approval as of October 1, 2020 for an Implementation Advanced Planning Document Update (IAPD) to upgrade Iowa's Medicaid Management Information System (MMIS) and ancillary systems to track incurred copayments and premiums against the cost sharing cap in accordance with 42 CFR 447.56(f)(1),(2),(3) and 42 CFR 457.560. The costs of this subunit are allocated to Cost Sharing PP94 Cost Sharing, 90% FFP.

~~Section (48) **Modernizing the Exchange of information within the Medicaid Enterprise (MEME) - Interoperability (2923) {07/01/21}**~~ **Withdrawn 06/30/22**

~~**MEME Interoperability 2923-01** All costs associated with a CMS approved implementation advanced planning document (IAPD) of the MEME Interoperability project. Costs of this unit are billed directly to MEME IAPD – Interoperability (PP70), 90% FFP. {07/01/21}~~

Section (48) Medicaid Enterprise Modernization Effort (MEME) - Interoperability (2924) {07/01/22}

MEME Interoperability 2924-01 All costs associated with a CMS approved implementation advanced planning document (IAPD) of the MEME Interoperability project. Costs of this unit are billed directly to MEME IAPD – Interoperability (PP70), 90% FFP. {07/01/22}

SCHEDULE 383.1
Revised 4/01/14

IOWA DEPARTMENT OF HUMAN SERVICES
HAWK-I (413-374-H001, H002, H003, H004, H005, H006, H007, H008, H010, H011 -H013, H014, H015)
NATURE AND EXTENT OF SERVICES

The State Children's Health Insurance Program (CHIP) was created via the new Title XXI of the Social Security Act. Title XXI enables states to provide health care coverage assistance to uninsured, targeted low-income children. Targeted low-income children are those who are under 19 years of age, who reside in families with income below 200% of the federal poverty level, are not eligible for Medicaid, nor covered under a group health plan or other health insurance. Iowa's CHIP program consists of Medicaid coverage for children below 133% of the federal poverty level (Medicaid Expansion program) and a non-Medicaid program for children below 200% of the federal poverty level (HAWK-I program).

This set of accounts is for the non-Medicaid program for children from 133% to 200% of the federal poverty level (HAWK-I program).

Non-Outreach Program Administration Expenses (H001) Enhanced CHIP FMAP rate-
Used for courier service charges, payments made to a third party administrator for postage and post office box charges, printing of forms used in administration (surveys, envelopes, letterhead, etc.) and state systems changes related to hawk-I and payments made to the Department of Inspections and Appeals to investigate fraud and pursue recovery of overpayments in the *hawk-I* program. Also includes translation and interpreter services for Title XXI children, TCM ASO administration for Title XXI children, and other miscellaneous Title XXI administrative expenditures.

100% State Expenses (H002) NO FFP - state charges for salaries and support for hawk-I program FTE's and other expenses.

HAWK-I Board Expenses (H003) Enhanced CHIP FMAP rate- expenses incurred by the hawk-I board members: per diem payments, travel reimbursement for board members, meeting room rental costs, copies or printing related to the meetings, misc. supplies for meetings.

Outreach Expenses (H004) Enhanced CHIP FMAP rate- Printing (brochures, posters, training packets) and other outreach materials. Advertising, payment for booth space at fairs, conferences and other outreach events, graphic arts work and grassroots outreach funds that go directly to communities.

Actuarial Expenses (H005) Enhanced CHIP FMAP rate- Costs of actuarial analysis for the establishment of capitation rates and determining benchmark equivalency for health care plans.

Peer review (H006) Enhanced CHIP FMAP rate – Medical chart review and quality review of health plans by a peer review organization.

Client Co-payments (H007) - premium co-payments collected from enrollees.

IOWA DEPARTMENT OF HUMAN SERVICES
HAWK-I (413-374-H001, H002, H003, H004, H005, H006, H007, H008, H010, H011 -H013, H014, H015)
NATURE AND EXTENT OF SERVICES

Interest (H008)- Interest earned on account balance of the hawk-I trust fund.

Functional Assessment / Encounter Data Expenses (H010) Enhanced CHIP FMAP rate- payment to University of Iowa for analysis of survey results and encounter data, and payment to a fiscal agent for their services related to the survey.

Fiscal Agent Services (H011) Enhanced CHIP FMAP rate- Payment of monthly contractual costs, operational expenditures, and change orders for a third party administrator.

Grant expenses (H012) - expenses for miscellaneous non-Title XXI funded grant projects.

Premium Refunds (H013) Enhanced CHIP FMAP rate- State refunds to enrollees when overpayments are made or enrollees are no longer in the program.

Poison Control Center (H014)- Enhanced CHIP FMAP rate- The Iowa Department of Human Services will enter into a Memorandum of Understanding with the Iowa Department of Public Health, in which the Department of Human Services will provide the CHIP enhanced federal matching funds (CFDA # 93767) for a Poison Control Center that the Department of Public Health contracts with. A state plan amendment has been submitted to provide for the authorization of utilizing the CHIP enhanced funding for this purpose, and the state is awaiting approval.

A statement of expenditures, which include both the non-federal share of expenses paid for by the Department of Public Health and the federal share of funds to be passed through the Department of Human Services (DHS), will be submitted to DHS to request reimbursement. The funds will be drawn from PMS and deposited into DHS accounts. These funds will then be transferred internally to the Department of Public Health as a reimbursement of the federal share of expenses.

The statement of expenditures will include only those expenditures that are eligible for federal CHIP H.S.I. match based on the proportion of children served by the Poison Control Center. The Iowa Poison Control Center tracks all calls. Based on 2013 call volume data, 62% of total human exposure calls were for children under 19 years of age. Based on CMS guidance, the assumption is the proportion of children served by poison control centers remains relatively stable over time. Unless something unusual and significant happens, 62% will be used for the life of the program.

Premium payments (H015) Enhanced CHIP FMAP rate- Monthly capitation payments made by the third party administrator to the health plans.

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH CARE TRANSFORMATION ORGS
NATURE AND EXTENT OF SERVICES

Dental Home for Children (H2C0)
Contractual services with the Department of Public Health (IDPH) to coordinate administration for the oral health portion of the Early Periodic Screening, Diagnosis and Treatment Program. The Contractor's duties shall include, but not be limited to the following for oral health:

1. Provide community infrastructure-building, enabling, and population-based services to increase access to care for EPSDT children.
2. Provide evaluation of current agency capacity and future needs for the I-Smile project.
3. Develop protocols, specific to each agency, to accommodate increased EPSDT client volume through I-Smile.
4. Begin enhancements to the Child and Adolescent Recording System (CAReS) to capture additional dental data and develop a tracking system for dental service provided for EPSDT children ages 0 to 12.
5. Provide IDPH data system enhancements to monitor preventive dental care access for Medicaid-enrolled pregnant women, including under age 21.
6. Provide an oral health specific linkage analysis of all state Title V agencies with reports and recommendations for local oral health infrastructure improvements.
7. Provide a linkage analysis within the data link report regarding pre-term low birthweight deliveries and oral health of pregnant women.

The FFP Rate is 50%

H220 - Medical Information Hotline
Per IowaCare legislation, expansion population members have access to a medical information hotline, accessible twenty-four hours per day, seven days per week, to assist them in making appropriate choices about the use of emergency room and other health care services.

These expenditures are for the contractual services provided by the University of Iowa in developing, implementing, and maintaining this statewide toll-free telephone Nurse Helpline that is available 24 hours a day 7 days a week to enrolled IowaCare members with clinically-related ("medical") questions.

The Nurse Helpline provides callers with clinical care options and advice regarding the appropriate level of service necessary. The hotline calls are answered by a registered nurse.

Federal Match Rate 75%

Audits, Performance Evaluations, Studies (H270)
Contractual services with the University of Iowa Public Policy Center to serve as the external evaluator for the IowaCare Demonstration. Evaluation activities include the review of IowaCare Demonstration objectives to:

- Increase access to appropriate health care;
- Incent consumers to engage in responsible health care utilization and personal health care management;
- Increase support for safety net hospitals; and

Rebalance the state's mental health system.
The FFP Rate is 50%

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH CARE TRANSFORMATION ORGS
NATURE AND EXTENT OF SERVICES

Dental Home for Children (M2C0)
Contractual services with the Department of Public Health (IDPH) to coordinate administration for the oral health portion of the Early Periodic Screening, Diagnosis and Treatment Program. The Contractor's duties shall include, but not be limited to the following for oral health:

1. Provide community infrastructure-building, enabling, and population-based services to increase access to care for EPSDT children.
2. Provide evaluation of current agency capacity and future needs for the I-Smile project.
3. Develop protocols, specific to each agency, to accommodate increased EPSDT client volume through I-Smile.
4. Begin enhancements to the Child and Adolescent Recording System (CAReS) to capture additional dental data and develop a tracking system for dental service provided for EPSDT children ages 0 to 12.
5. Provide IDPH data system enhancements to monitor preventive dental care access for Medicaid-enrolled pregnant women, including under age 21.
6. Provide an oral health specific linkage analysis of all state Title V agencies with reports and recommendations for local oral health infrastructure improvements.
7. Provide a linkage analysis within the data link report regarding pre-term low birthweight deliveries and oral health of pregnant women.

The FFP Rate is 50%

M220 - Medical Information Hotline
Per IowaCare legislation, expansion population members have access to a medical information hotline, accessible twenty-four hours per day, seven days per week, to assist them in making appropriate choices about the use of emergency room and other health care services.

These expenditures are for the contractual services provided by the University of Iowa in developing, implementing, and maintaining this statewide toll-free telephone Nurse Helpline that is available 24 hours a day 7 days a week to enrolled IowaCare members with clinically-related ("medical") questions.

The Nurse Helpline provides callers with clinical care options and advice regarding the appropriate level of service necessary. The hotline calls are answered by a registered nurse.

Federal Match Rate 75%

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Contractual services with the University of Iowa Public Policy Center to serve as the external evaluator for the IowaCare Demonstration. Evaluation activities include the review of IowaCare Demonstration objectives to:

- Increase access to appropriate health care;
- Incent consumers to engage in responsible health care utilization and personal health care management;
- Increase support for safety net hospitals; and

Rebalance the state's mental health system.
The FFP Rate is 50%

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

See the Iowa Plan, Family Planning Waiver, and CHIP section at the end of this schedule for a description of how Medicaid administrative expenditures are allocated to those programs.

SOVEREIGN STATES DRUG CONSORTIUM (SSDC) Contract: (2878)
In the fall of 2005, the States of Iowa, Maine, and Vermont announced an initiative to provide lower cost prescription drugs to their citizens by creating a large marketing pool using a unique multi-state collaboration. The consortium will focus on negotiating and acquiring the best pharmaceutical rebates while preserving each state's ability to customize its own Preferred Drug List and Prior Approval programs. Iowa, Maine, and Vermont received approval letters from the Centers for Medicare and Medicaid Services (CMS) for participation in the SSDC in July of 2006.

For calendar year 2008 and after, the SSDC competitively procured services for the sole purpose of providing Medicaid supplemental drug rebate services on behalf of the SSDC. The State of Vermont, Office of Vermont Health Access (OVHA) is designated as the SSDC agent for the contracted services on behalf of the states that are members of the SSDC for the initial contract period of 9/1/07 to 7/31/09. Additional states may join the Consortium upon receiving approval from the CMS. This multi-state consortium negotiates and acquires supplemental rebates for Medicaid. The FFP is 50%

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Facility (2888-01)
Design, development, and implementation costs with the startup of the building.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Facility (2888-02)
Costs associated with operations of the building or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Facility (2888-03)
Costs associated with policy or other administrative functions for the building.

The costs of this subunit are allocated directly to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Facility (2888-04)
Costs associated with purchasing and installing a new phone system.

The costs of this subunit are allocated directly to the {04/01/21 ~~MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.~~PP43 MMIS COVID APD, 90% FFP.}

IME Facility (2888-05)
Costs associated with COVID-19 related expenditures.

The costs of this subunit are allocated directly to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Facility (2888-06)
Allocated costs associated with the performance of the contracts that are not identified to a specific contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IME Facility (2888-07)
Costs related to QIO allocated to the {04/01/21~~MMIS Operations Title XIX program pool (PP06) 75% FFP.~~ PP43 MMIS COVID APD, 90% FFP.

IME FACILITY 2888-08 Costs related to the relocation of State staff and contractors to the State Property on the Capital Complex, PP03, 50% FFP) {04/01/21}

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME CORE MMIS Contract (2889-01)
Design, development, and implementation costs with the startup of the MMIS by the Core MMIS Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME CORE MMIS Contract (2889-02)
Costs associated with operations of the Core MMIS Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME CORE MMIS Contract (2889-03)
Costs associated with policy or other administrative functions for the Core MMIS Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Core MMIS Contract (2889-06)
Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Pharmacy Point of Sale Contract (2891-01)
Design, development, and implementation costs with the start-up of the MMIS by the Pharmacy POS Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Pharmacy Point of Sale Contract (2891-02)
Costs associated with operations of the Pharmacy POS Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Pharmacy Point of Sale Contract (2891-03)
Costs associated with policy or other administrative functions for the Pharmacy POS Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Pharmacy Point of Sale Contract (2891-06)
Allocated costs associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IME Pharmacy Point of Sale Contract State Only (2891-07)

Costs associated with the Pharmacy Contractor POC paid with State Funds.

The costs of this subunit are allocated to the State Only Funded program pool (PP57).

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Pharmacy Medical Services Contract (2892-01)
Design, development, and implementation costs associated with the start-up of the MMIS by the Pharmacy Medical Services Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Pharmacy Medical Services Contract (2892-02)
Costs associated with operations of the Pharmacy Medical Services Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Pharmacy Medical Services Contract (2892-03)
Cost associated with policy administration for the Pharmacy Medical Services Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Pharmacy Medical Services Contract (2892-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Medical Services Contract (2893-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Medical Services Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Medical Services Contract (2893-02)
Costs associated with operations of the Medical Services Contractor or software, hardware, and/or licensing fees. This contractor serves as the Iowa Medicaid program's Quality Improvement Organization (QIO). In this capacity, some of the activities this contractor performs are as follows:

- Conduct preadmission screening and annual resident review (PASRR) of all persons entering nursing facilities (NF) to insure that Medicaid eligible persons are appropriately placed in NFs and that they receive services appropriate to meet their needs.
- Maintain the State of Iowa's central repository for the Automated Minimum Data Set (MDS).
- Conduct reviews of clients on admission to an ICF/MR, within ninety (90) days following admission, and yearly thereafter for appropriateness of placement and ongoing treatment.
- Conduct admission and annual reviews of clients seeking services through the Home and Community Based Services (HCBS) waivers and the Case Management Program for the Frail Elderly (CMPFE).
- Conduct telephonic admission and continued stay review (CSR) for Medicaid eligible clients in specialty hospitals.
- Conduct monthly retrospective reviews of a random sample of specified Medicaid acute care discharges from each Iowa and bordering state hospital.

Conduct retrospective reviews of hospital claims for observation status lasting more than thirty-six (36) hours.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Medical Services Contract (2893-03)
Costs associated with policy administration for the Medical Services Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Medical Services Contract (2893-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Provider Services Contract (2894-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Provider Services Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Provider Services Contract (2894-02)
Costs associated with operations of the Provider Services Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Provider Services Contract (2894-03)
Costs associated with policy administration for the Provider Services Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Provider Services Contract (2894-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IME Provider Services Contract ACA Provider Screening Expenses (2894-07)
Expenses related to the provider screening requirements of the ACA will be captured in this sub unit and will be offset by ACA required provider application fees collected and deposited also to this sub unit. The remaining expenses, after netting against the fees collected, will be claimed at 50% FFP. If the fees collected exceed the expenses for the quarter, the federal portion (50%) of the excess will be returned, by including it on line 9D of the CMS-64 report.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Revenue Collections Contract (2895-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Revenue Collection Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Revenue Collections Contract (2895-02)
Costs associated with operations of the Revenue Collections Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Revenue Collections Contract (2895-03)
Costs associated with policy administration for the Revenue Collections Contractor.

The costs of this subunit are allocated directly to Medical Assistance – Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Revenue Collections Contract (2895-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.
The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Member Services Contract (2896-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Member Services Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Member Services Contract (2896-02)
Costs associated with operations of the Member Services Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Member Services Contract (2896-03)
Costs associated with policy administration for the Member Services Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Member Services Contract (2896-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03) and the MMIS Operations Title XIX program pool (PP06). The FFP rates are 50% and 75%, respectively.

~~**IOWA DEPARTMENT OF HUMAN SERVICES**~~
~~***CORE* IME CONTRACTS 28XX *(0001-N28-413)***~~
~~**NATURE AND EXTENT OF SERVICES**~~

~~**IME Program Integrity Contract (2897-01)**~~
~~Design, development, and implementation costs, approved by an APD, that are associated with the startup of the MMIS by the Program Integrity Contractor~~

~~The costs of this subunit are allocated directly to Medicaid Program Integrity APD (PP66). The FFP rate is 90%.~~

IME Program Integrity Contract (2897-02)
Costs associated with operations of the Program Integrity Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Program Integrity Contract (2897-03)
Costs associated with policy administration for the Program Integrity Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Program Integrity Contract (2897-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Provider Cost Audit and Rate Setting Contractor (2898-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Provider Audits and Rate Setting Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Provider Cost Audit and Rate Setting Contractor (2898-02)
Costs associated with operations of the Provider Audits and Rate Setting Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Provider Cost Audit and Rate Setting Contractor (2898-03)
Costs associated with policy administration for the Provider Audits and Rate Setting.

The costs of this subunit are allocated to Medical Assistance-Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IME Provider Cost Audit and Rate Setting Contractor (2898-06)
Allocated costs, associated with the performance of the contract that are not specifically identified by the contract. These costs are matched to the appropriate funding source based on the current allocation determination.

The costs of this subunit are allocated to the Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

IOWA DEPARTMENT OF HUMAN SERVICES
CORE* IME CONTRACTS 28XX *(0001-N28-413)
NATURE AND EXTENT OF SERVICES

IME Data Warehouse (2899-01)
Design, development, and implementation costs associated with the startup of the MMIS by the Data Warehouse Contractor.

The costs of this subunit are allocated directly to the Medicaid Information Technology Architecture (MITA) APD program pool (PP97). The FFP rate is 90%.

IME Data Warehouse (2899-02)
Costs associated with operations of the Data Warehouse/DDS Contractor or software, hardware, and/or licensing fees.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IME Data Warehouse (2899-03)
Costs associated with policy administration for the Medical Services Contractor.

The costs of this subunit are allocated to Medical Assistance - Other Staff Title XIX program pool (PP03). The FFP rate is 50%.

ISIS Support (2899-04)
For development and support of IME case services programs in the IME's case services management system (ISIS). This includes, but not limited to Remedial Services, Habilitation services, Targeted case management, Consumer Choices Option, along with enhancements to existing programs within ISIS to meet changing business and program requirements.

The costs of this subunit are allocated directly to the MMIS Operations Title XIX program pool (PP06). The FFP rate is 75%.

IOWA DEPARTMENT OF HUMAN SERVICES
HEALTH CARE TRANFORMATION H250, H260
NATURE AND EXTENT OF SERVICES

Electronic Medical Records (H250)
For costs associated with electronic medical records access for medical assistance providers for the IowaCare Act. FFP 50%

Health Partnership Activities (H260)
For costs associated with the health partnership activities of the IowaCare Act. FFP 50%

IOWA DEPARTMENT OF HUMAN SERVICES
CORE IME CONTRACTS 28XX (0001-N28-413)
NATURE AND EXTENT OF SERVICES

Medicaid Administrative Expenditure Allocations for, the Iowa Plan, Medicaid Expansion under CHIP, Refugee, State Only, and State Family Planning Program:

Medicaid administrative expenditures are allocated to the, the Iowa Plan, Medicaid Expansion under CHIP, Refugee, State Only, and State Family Planning Program. The methodology for each is as follows:

Iowa Plan – Medicaid administrative costs are allocated to the Iowa Plan based on the total amount of Iowa Plan expenditures for the prior quarter as a percentage of total Medicaid for the prior quarter. This will impact all Medicaid administrative orgs with the exception of IowaCare administrative orgs. This will primarily impact program pools 0002, 0003, 0005, 0006, 0042, 0047, and 0102.

FFP Rate: Blended rate of 50, 75, & 90%

Medicaid Expansion under CHIP – The costs associated with the Member Services contractor are allocated based on the number of Medicaid Expansion under CHIP claims processed during the quarter as a percentage of total claims processed during the quarter. All other costs related to the IME will be allocated based on the amount of Medicaid Expansion under CHIP claims paid during the quarter as a percentage of the total claims paid during the quarter.

This Medicaid portion of the claim costs will be allocated to the Medicaid Exp – Title XXI – CHIP (PP31). The FFP Rate is the enhanced FMAP.

Medicaid Expansion under Hawki – The costs associated with the Member Services contractor are allocated based on the number of Medicaid Expansion under Hawk-i claims processed during the quarter as a percentage of total claims processed during the quarter. All other costs related to the IME will be allocated based on the amount of Medicaid Expansion under Hawk-i claims paid during the quarter as a percentage of the total claims paid during the quarter.

This costs will be allocated to the Medicaid Exp – Title XXI – Hawk-i (PP32), current FMAP.

Refugee – The costs associated with the Member Services contractor are allocated based on the number of Refugee claims processed during the quarter as a percentage of total claims processed during the quarter. All other costs related to the IME will be allocated based on the amount of Refugee claims paid during the quarter as a percentage of the total claims paid during the quarter.

This Refugee portion of the claim costs will be allocated to the Refugee Resettlement Program (PP20). The FFP Rate is 100%

IOWA DEPARTMENT OF HUMAN SERVICES
IME CONTRACTS 28XX
NATURE AND EXTENT OF SERVICES

State Only – The costs associated with the Member Services contractor are allocated based on the number of State Only claims processed during the quarter as a percentage of total claims processed

during the quarter. All other costs related to the IME will be allocated based on the amount of State Only claims paid during the quarter as a percentage of the total claims paid during the quarter.

This State Only portion of the claim costs will be allocated to the State Only Funded Programs (PP57). The FFP rate is 0%

State Family Planning Program – The costs associated with the Member Services contractor are allocated based on the number of State Only claims processed during the quarter as a percentage of total claims processed during the quarter. All other costs related to the IME will be allocated based on the amount of State Only claims paid during the quarter as a percentage of the total claims paid during the quarter.

This State Family Planning Program portion of the claim costs will be allocated to the State Funded Family Planning Program (PP44). The FFP rate is 0%

SCHEDULE 384.1

IOWA DEPARTMENT OF HUMAN SERVICES
BUREAU OF REFUGEE SERVICES (FUNDS 225 AND 226)
NATURE AND EXTENT OF SERVICES

The Bureau of Refugee Services provides a wide spectrum of social service, resettlement, and employment-related support services to refugee individuals and families, with an emphasis on achieving self-sufficiency. Some of the core services provided include: health services, social adjustment and counseling, immigration services, interpretation, job counseling, and job development.

Agency costs are allocated to the Refugee Resettlement program pool (PP20).

SCHEDULE 400.1

IOWA DEPARTMENT OF HUMAN SERVICES
COLLECTION SERVICES CENTER – ADMINISTRATION (4015)
NATURE AND EXTENT OF SERVICES

This unit is responsible for providing specialized fiscal, accounting, and administrative services for the Bureau of Collections. The costs of the bureau are applied directly to the Child Support Recovery program pool (PP16).

SCHEDULE 402.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU CSC PUBLIC INQUIRY UNIT AND REGIONS (4016, and 4111-4411)
NATURE AND EXTENT OF SERVICES

Costs for the CSC Public Inquiry Unit (4016) and Regions 1 through 4 (4X11) are allocated as follows:

CSC Public Inquiry Unit (4016)
Costs are applied directly to the Child Support Recovery program pool (PP16).

Regions 1 through 4 (4111 through 4411)
Costs are applied directly to the Child Support Recovery program pool (PP16).

Paternity Blood Tests (4111-01 through 4411-01)
Costs of Paternity Blood Tests are applied directly to the Paternity Blood Tests program pool (PP16). No indirect costs are allocated to this cost pool.

SCHEDULE 403.1

IOWA DEPARTMENT OF HUMAN SERVICES
TERMINAL LEAVE AND SLIP (4018)
NATURE AND EXTENT OF SERVICES

Terminal leave payment and SLIP Leave payment amounts paid to employees during the quarter are transferred to Cost Center 1100 (Schedule 103.1) for cost allocation. After cost allocation is processed and the federal share is calculated, a transfer for the State Share is made to Child Support Cost Center 4018 for the Child Support share. Cost Center 4018 is paid from the Child Support Appropriation and is allocated to State Only PP57.

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD SUPPORT RECOVERY UNIT ADMINISTRATION (4017)
NATURE AND EXTENT OF SERVICES

CHILD SUPPORT RECOVERY UNIT - ADMINISTRATION (4017)

The Bureau of Collections Administration has the responsibility for policy and system development and maintenance, customer service management, contract management, and bureau management. Costs of Bureau administration are contained in organization unit 4017. These costs are allocated to the administered units based on the number of employees in the following schedules: Schedules 400.1, 402.1, 406.1, 408.1, 410.1, 412.1.

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - ICER UNIT (4017-08)
CSRU - PATERNITY AFFIDAVITS (4017-09)
CSRU - EMPLOYER SERVICE CENTER (4037)
NATURE AND EXTENT OF SERVICES

ICER UNIT (4017-08)

The Iowa Centralized Employee Registry is an administrative unit of the Child Support Recovery Unit that processes reports of newly hired employees from businesses operating around the State of Iowa. The unit also maintains a database containing relevant information about these employees, which is used by the CSRU to identify the employers of absent parents that owe child support. This data is used to obtain income withholding orders against non-custodial employees. The salary and support costs of ICER Unit staff are recorded in this cost pool.

The costs of the ICER Unit are applied directly to the Child Support Recovery program pool (PP16).

PATERNITY AFFIDAVITS (4017-09)

The paternity affidavit match program was developed cooperatively with the Bureau of Vital Records to proactively match paternity affidavits with Iowa's existing IV-D caseload. Information from paternity affidavits is entered onto a tape, which is matched against the CSRU ICAR database. The salary and support costs of administering the paternity affidavit match program are recorded in this cost pool.

The costs of the Paternity Affidavit program are applied directly to the Child Support Recovery program pool (PP16).

EMPLOYER SERVICE CENTER (4037)

Based on a recommendation received from a task force of the State's employers, the Child Support Recovery Unit created the Employer Service Center. The service center serves as a single point of contact for employers' questions about income withholding orders and about providing medical insurance coverage to the children of non-custodial parents who work for them. The service center will also process all income withholding orders and medical support orders from the Child Support Recovery Unit. In addition, initial review of the cases selected for the License Sanction process is conducted by service center staff, who then send customers initial notices on any cases meeting the qualification of the license sanction process.

The costs of the Employer Service Center are applied directly to the Child Support Recovery program pool (PP16).

SCHEDULE 408.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - OTHER PROGRAMS (4020)
NATURE AND EXTENT OF SERVICES

Costs of all other Child Support Recovery Unit programs are included in this section of the plan and are allocated as follows:

Foster Care (4020)
Costs are applied directly to the Child Support Recovery program pool (PP16).

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU - ICAR SYSTEM MAINTENANCE (4022)
NATURE AND EXTENT OF SERVICES

Child Support Recovery Unit Policy staff are responsible for the management of all CSRU policy and system development supporting materials for program operation in all areas of performance including establishment, enforcement and modification. CSRU's Information Technology staff are responsible for the development and maintenance of the CSRU certified system.

The costs of ICAR (Iowa Collections and Reporting) system maintenance are recorded in this cost pool.

The costs of this cost pool are applied directly to the Child Support Recovery program pool (PP16).

SCHEDULE 412.1

IOWA DEPARTMENT OF HUMAN SERVICES
CENTRAL COLLECTION AND DISTRIBUTION (4023)
NATURE AND EXTENT OF SERVICES

Central Collection Distribution receives and processes payments of child support for all IV-D and Foster Care clients.

Costs are allocated to the Child Support Recovery program pool (PP16), the State Only program pool (PP57), and the Child Support – SDU program pool (PP91) based on the percentages of IV-D, non-IV-D, and non-IV-D clerk of court related cases served by the Central Collection and Distribution unit.

SCHEDULE 414.1

IOWA DEPARTMENT OF HUMAN SERVICES
ATTORNEY GENERAL/CSRU PROMOTIONAL CAMPAIGN (4024)
NATURE AND EXTENT OF SERVICES

Costs associated with an agreement between the Department's Bureau of Collections and the Iowa Attorney General's Office are included in this cost pool. The purpose of this agreement is to conduct a media campaign for the Child Support Recovery program.

The costs of this media campaign are handled in the following manner:

All expenditures of this cost pool are applied directly to the Child Support and Foster Care Recovery program pool (PP16).

SCHEDULE 416.1

IOWA DEPARTMENT OF HUMAN SERVICES
CHILD SUPPORT STATE (4026)
NATURE AND EXTENT OF SERVICES

The costs of this cost pool include items which are funded entirely by state dollars, and are applied directly to the State Only Funded program pool (PP57).

SCHEDULE 424.1

IOWA DEPARTMENT OF HUMAN SERVICES
CUSTOMER SERVICE CENTER (4031)
NATURE AND EXTENT OF SERVICES

This cost pool is used to record the costs associated with the operation of the CSRU's Customer Service Center, including contractual and support costs.

The costs of this cost pool are applied directly to the Child Support Recovery program pool (PP16).

SCHEDULE 428.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU FINANCIAL INSTITUTION DATA MATCH (4041)
NATURE AND EXTENT OF SERVICES

The Personal Responsibility and Work Opportunities Reconciliation Act (PRWORA) of 1996 required States to develop and administer the Federal Institution Data Match (FIDM) program. This program will identify bank account holders that are delinquent in their child support obligations, and will allow for the Department to collect a portion of the delinquent non-custodial parents' account.

This cost pool is used to reimburse financial institutions for the costs of running the program to provide account holder information. Account holder information is provided to the State's Child Support Recovery Unit on a quarterly basis.

The costs of this cost pool are applied to the Child Support Recovery program pool (PP16).

SCHEDULE 430.1

IOWA DEPARTMET OF HUMAN SERVICES
CSRU DEPARTMENT OF REVENUE & FINANCE (DRF) CONTRACT (4042)
NATURE AND EXTENT OF SERVICES

CSRU has entered into an agreement with the Department of Revenue and Finance to provide enforcement services on select cases.

The costs of this cost pool are applied to the Child Support Recovery program pool (PP16).

SCHEDULE 431.1

IOWA DEPARTMENT OF HUMAN SERVICES
FATHERHOOD IMPROVEMENT AND SUPPORT (4044)
NATURE AND EXTENT OF SERVICES

The Fatherhood Project designed to build partnerships with community groups that provide work programs and support services to noncustodial parents. This is to promote noncustodial parents participation in these programs.

The costs of this cost pool are applied to the Child Support Recovery program pool (PP16).

SCHEDULE 432.1

IOWA DEPARTMENT OF HUMAN SERVICES
ISU TASK ORDERS FOR POLICY TRAINING AND FOR ICAR TRAINING (4118)
NATURE AND EXTENT OF SERVICES

ISU Task Order for Policy Training/Bureau of Collections (4118)
Costs of the contract with ISU for short-term training of IV-D agency staff on implementation of policy and program requirements are applied directly to the Child Support Recovery program pool (PP16). No indirect costs will be allocated to this cost pool. See "Note" below.

ISU Task Orders for Policy and ICAR Training - Travel/Bureau of Collections (4118-03)
Travel costs associated with the contract between DHS and ISU for short term Policy and ICAR training of IV-D agency staff are recorded in this organizational unit. These costs are applied directly to the Child Support Recovery program pool (PP16). The expenditures in this cost pool represent 100% of the costs incurred. No indirect costs will be allocated to this cost pool.

Note: Costs from I3 for these cost centers represent the federal share of expenses only. Accordingly, these expenses are converted to 100 percent prior to cost allocation. The costs of 4118 and 4118-03 are divided by 66 percent for this conversion.

SCHEDULE 434.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU FOR COUNTY CONTRACTS (4916)
NATURE AND EXTENT OF SERVICES

Contracts are maintained with counties in the state for services provided the department in the establishment and enforcement of child support recovery actions. Costs of Child Support Recovery Unit County Contracts (4916) are functionalized and allocated as follows:

Federal Pass through (4916)
Reimbursement to counties for contracted child support services. Costs are applied directly to the Child Support Recovery program pool (PP16).

Paternity Blood Tests (4916-01)
Costs of Paternity Blood Tests are applied directly to the Paternity Blood Tests program pool (PP16). No indirect costs are allocated to this cost pool.

SCHEDULE 436.1

IOWA DEPARTMENT OF HUMAN SERVICES
CSRU/DPH & SCA CONTRACT FEDERAL PASS THROUGH (4917)
NATURE AND EXTENT OF SERVICES

A contract is maintained with the Department of Public Health to obtain an electronic file to match names and social security numbers of parents and children to those on the CSRU ICAR system for children born after November 1, 1990. A contract is maintained with the State Court Administrator to record information originated by the CSRU in a court file as well as providing customer service for child support customers. The Department uses this information solely for the purpose of locating absent parents, and establishing paternity and child support orders and enforcement of support orders for Title IV-D cases.

Costs are applied directly to the Child Support Recovery program pool (PP16).

Note: Costs from I3 for this cost center represent the federal share of expenses only. Accordingly, the expenses are converted to 100 percent prior to cost allocation. The costs of 4917 are divided by 66 percent for this conversion.

SCHEDULE 500.1
Revised 07/01/18

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - STATEWIDE ADMINISTRATIVE (6099)
NATURE AND EXTENT OF SERVICES

This cost pool is used to record various administrative and support costs incurred during field operations, such as communications charges, office supplies, equipment purchases, etc. which are not Service Area specific, as recorded in the State's financial accounting system I-3.

The remaining costs are initially distributed between Income Maintenance Service Areas and Social Services Service Areas based on the total number of employees in Income Maintenance and Social Services staff at the county offices. The resultant allocations to Income Maintenance Service Areas and Social Services Service Areas are then further allocated as follows:

Income Maintenance Service Areas
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Service Areas
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 502.1
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - ADMINISTRATIVE SUPPORT SERVICE AREAS (6X10)
NATURE AND EXTENT OF SERVICES

This cost pool consists of salaries and related support costs for Service Area Administrative Support personnel. These personnel provide management, supervision, and administrative/clerical support services for Income Maintenance and Social Service workers in the 99+ County offices of the Department.

The costs are initially distributed between Income Maintenance Support Service Areas and Social Services Support Service Areas based on the total number of employees in Income Maintenance and Social Services at the county offices. The resultant allocations are then further allocated as follows:

Income Maintenance Support Service Areas
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services Support Service Areas
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 504.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - SOCIAL SERVICES SERVICE AREAS (6X12, 6X13)
NATURE AND EXTENT OF SERVICES

This cost pool consists of salaries and related support costs for Social Service workers assigned to the County offices of the Department.

Costs of the Field Operations - Social Services Service Areas cost pool is allocated to specific program pools based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 506.1
Revised ~~07/01/18~~04/01/2020
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - INCOME MAINTENANCE SERVICE AREAS (6X16)
NATURE AND EXTENT OF SERVICES

This cost pool consists of salaries and related support costs for Income Maintenance workers assigned to the County offices of the Department.

Costs of the Field Operations - Income Maintenance Service Areas cost pool are allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

FIELD OPERATIONS – Medicaid Eligibility Unit (6516-MX)
This cost pool consists of salaries and related support costs for DHS Income Maintenance and support staff located at Maximus for the purposes of determining Medicaid eligibility for clients determined to be ineligible for *hawk-i*.

The costs of this function are allocated directly to the Eligibility Medicaid (PP10) 75% FFP.

Field Operations – Income Maintenance Service Area – Time Study (Projects) 6X16-01

6X16-01 Subject Matter Experts for the eligibility system will charge costs to cost center 6X16-01. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center ~~415-0943-67N-167N~~413-0001-0166-XX, Schedule ~~381.1~~375.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 6X16.

~~**ELIAS Operations – Federal HUB – Income Maintenance Staff (6X16)-MH**~~
~~Income Maintenance workers who have been temporarily assigned to the ELIAS development project and ELIAS contractors will spend part of their time processing HUB application data. Workers will complete 100% time studies to indicate the % of time spent processing HUB applications. The percentage of salary and benefits costs associated with those HUB application activities will be transferred from 415-0943-67N-167N to this cost center. The contractor will bill this cost center for the ELIAS contractor's time spent processing the HUB applications.~~

~~A report will be provided by ELIAS detailing the types of applications processed each quarter. The costs of this function are allocated to Eligibility Medicaid (PP10) 75% FFP and hawk-I program pool (PP32) based on the applications processed each quarter.~~

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CENTRALIZED SUPPORT UNIT
NATURE AND EXTENT OF SERVICES

Field Operations - Centralized Service Area Administration (6910)

This cost pool consists of salaries and related support costs for Centralized Service Area Administrative Support personnel. These personnel provide management, supervision, and administrative/clerical support services for Income Maintenance and Social Service workers in Specialized Units.

The salary and support costs for staff supporting both Income Maintenance and Social Services are initially distributed between Income Maintenance and Social Services staff based on the total number of employees in Income Maintenance, and Social Services staff. The resultant allocations are then further allocated as follows:

Income Maintenance
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

The following Schedules report to this Service Area: 508.1, 508.3, 508.4, 508.5, 511.1, 513.1, 520.1, 520.5, 522.6, 522.7, 522.8 and 375.1 at the Medicaid administrative rate, 50% FFP {07/01/21}.

Salary and support costs for staff dedicated to support for either Income Maintenance or Social Service will be isolated in the below sub-orgns and reallocated on the following basis:

Field Operations – Income Maintenance Centralized Management (6910-IM)
This cost pool consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers. Costs will be reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Field Operations – Social Service Centralized Management (6910-SS)
This cost pool consists of salaries and related support costs for staff dedicated to supporting Social Service Workers. Costs will be reallocated based on the results of the Social Service Random Moment Sample time study.

SCHEDULE 508.3

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CHILD WELFARE INTAKE UNIT (6911)
NATURE AND EXTENT OF SERVICES

Iowa Code mandates DHS's responsibilities for receiving and responding to child and dependent adult abuse referrals. This is a twenty-four (24) hour, seven (7) day a week requirement. DHS has implemented a statewide centralized child and dependent adult abuse unit to achieve efficiencies and to assure that standardized practices and best approaches are achieved.

This cost pool is allocated to specific program pools based on the results of the Social Services Random Moment Sample time study.

SCHEDULE 508.4

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CHILD CARE ELIGIBILITY UNIT (6912)
NATURE AND EXTENT OF SERVICES

DHS transitioned to one unit to handle all child care functions. This approach provides the necessary environment to streamline and standardize processes. All staff receive uniform training and consistent policy/procedure clarifications. In addition, the supervisory team work together to ensure best practices are developed and implemented. The focus on both best practices and standardization will result in improvements and efficiencies for this program and the customers it serves.

This cost pool is allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

SCHEDULE 508.5

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – MEDICAID ELIGIBILITY UNIT (6913)
NATURE AND EXTENT OF SERVICES

The consolidated Medicaid Only Intake (MIO) unit will process all Medicaid applications and ongoing actions associated with residents in Medical Institutions, specifically, ICF, ICF-MR, ICF-MI, PMI, hospital only, and Medical Rehabilitation Centers. This unit will (a) determine SSI-related and/or FMAP related eligibility of residents residing in these institutions, as needed and (b) process other Medicaid coverage groups of residents of Medical Institutions, as appropriate.

This cost pool is allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

SCHEDULE 508.6
Revised ~~10/1/12~~04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – BUREAU OF QUALITY ASSURANCE AND IMPROVEMENT (6914)
NATURE AND EXTENT OF SERVICES

This cost pool is responsible for improving customer results and staff efficiency.

Quality projects will be established by leadership and will focus primarily on state and federally required activities and performance expectations. Leadership will also select project focus areas in non-required areas of agency operations as needed as capacity allows. Bureau staff play pivotal roles in Iowa's successfully attaining performance expectations, assuring quality, and improving operational consistency and efficiency, by supporting federal reviews in areas including but not limited to Medicaid and Hawk-i, Child Care, Child Welfare, Food Assistance, and FIP. Staff will use a variety of quality tools and techniques to assess and communicate performance trends, assess root cause, identify opportunities to improve, design rapid improvement strategies and ensure their successful implementation, and teach and train other staff to recognize opportunities to improve and to act effectively upon those opportunities.

The salary and support costs for staff supporting both Income Maintenance and Social Services Service are initially distributed between Income Maintenance and Social Services staff based on the total number of employees in Income Maintenance and Social Services staff. The resultant allocations are then further allocated as follows:

Income Maintenance
Costs are reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Social Services
Costs are reallocated based on the results of the Social Services Random Moment Sample time study.

Field Operations – Bureau of Quality Assurance and Improvement – Time Study (Projects) 6914-01

6914-01 Subject Matter Experts for the eligibility system will charge costs to cost center 6914-01. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center ~~415-0943-67N-167N~~413-0001-0166-XX, Schedule ~~381.1~~375.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 6914.

SCHEDULE 510.1
Revised ~~4/01/14~~04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CENTRALIZED CUSTOMER SERVICE UNIT
NATURE AND EXTENT OF SERVICES

Field Operations - Customer Service (6915)
This cost pool consists of salaries and related support costs for staff supporting both Income Maintenance and Social Services Service Areas addressing client complaints and questions, legislative RFI's and Fiscal Notes, as well as assisting in budget development and cost allocation issues.

Costs of the Field Operations Customer Service cost pool are initially distributed between Income Maintenance and Social Services Service Areas based on the number of employees. Costs are then reallocated based on the results of their respective Income Maintenance and Social Service Random Moment Sample time study.

Salary and related support costs for staff dedicated to support for either Income Maintenance or Social Service will be isolated in the below sub-orgns and allocated on the following basis:

Field Operations Customer Service for Income Maintenance (6915-IM)
This cost pool consists of salaries and related support costs for staff dedicated to supporting Income Maintenance Workers. Costs will be reallocated based on the results of the Income Maintenance Random Moment Sample time study.

Field Operations Customer Service for Social Services (6915-SS)
This cost pool consists of salaries and related support costs for staff dedicated to supporting Social Service Workers. Costs will be reallocated based on the results of the Social Service Random Moment Sample time study.

Field Operations – Customer Service - Time Study (Projects) 6915-01

6915-01 Subject Matter Experts for the eligibility system will charge costs to cost center 6915-01. Costs for these individuals are allocated based on a 100% time study. The percentage of salary and benefits costs associated with building the new eligibility system (ELIAS) will be transferred on I3 ledger to the cost center ~~415-0943-67N-167N~~413-0001-0166-XX, Schedule ~~381.1~~375.1. The percentage of salary and benefits costs associated with regular job activities will be allocated according to the methodology of cost center 6915.

SCHEDULE 511.1
Amended 07/01/20
Submitted 06/30/20

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CONTINUOUS CASE IMPROVEMENT (CCI) UNIT (6924)
NATURE AND EXTENT OF SERVICES

The Continuous Case Improvement Unit's intended purpose is to review Iowa's Supplemental Nutrition Assistance Program (SNAP) case eligibility determinations for accuracy and compliance with State and Federal policies. The unit will review SNAP cases for compliance with initial and ongoing eligibility determinations as well as to assess gaps in training or local practice and recommend action to improve performance. Data collected during the reviews will identify errors in a quantitative and reportable manner that will inform future performance improvement as well as inform standards of practice across the state.

Costs of the unit are allocated to PP58 – SNAP Reinvestment, 0% FFP to the extent of the amount approved in the current federal fiscal year by the United States Department of Agriculture (USDA). Expenses in excess of the USDA-approved SNAP reinvestment amount for the current federal fiscal year will be allocated to PP25 Food Assistance, 50% FFP.

This schedule reports to Schedule 508.1.

SCHEDULE 513.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – INCOME MAINTENANCE CUSTOMER CALL CENTER (6926)
NATURE AND EXTENT OF SERVICES

The costs consist of salaries and related support costs for DHS Income Maintenance, management, and support staff located in the Income Maintenance Customer Call Center for the purposes of answering questions, assisting people in completing applications, and acting on reported changes that are related to the Medicaid, Food Assistance, Child Care, IowaCare, and Family Investment Programs.

Costs of the Income Maintenance Customer Call Center are allocated based on the results of the Income Maintenance Random Moment Sample (RMS) time study.

SCHEDULE 513.5
Revised 7/1/13

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CLAIMS INTEGRITY UNIT (6928)
NATURE AND EXTENT OF SERVICES

The Claims Integrity Unit is a centralized unit that will specialize in assuring financial and medical benefit integrity. The unit will focus on individuals who are inappropriately receiving benefits in more than one state and supporting the timely establishment of claims initiated within the State. When it is determined that benefits were paid inappropriately, the unit will work to recoup the funds.

There are Federal requirements for this effort, under the Public Assistance Reporting Information System (PARIS) program that became mandatory for all states in 2009. The Department's establishment and ongoing support of the unit is intended to meet three goals; 1.) Improve the accuracy of benefit payments and recoup fraudulent payments and 2.) Prepare for and comply with the Center for Medicaid Services (CMS) policies and the corresponding audits and 3.) Comply with the rules and regulations that support the accurate claiming of federal matching Medicaid administrative funds.

This unit will also be responsible for the timely entry of sanctions imposed by Child Support Recovery Unit so that Federal guidelines are met as well as removing the sanction when it is necessary. The Claims Integrity Unit will handle any appeals resulting from these situations.

Costs of the Claims Integrity Unit will be allocated on the results of the Income Maintenance Random Moment Sample (RMS) time study.

6928-01 Claims Integrity Unit Department of Inspections and Appeals (DIA) expense. DHS contracts with DIA to provide investigation resources to determine if an overpayment of public funds exists. The DIA investigator serves subpoenas for information, makes inquiries with other states, holds interviews with recipients of these public funds, as well as other tasks as necessary to determine the answers to questions of appropriate receiving of benefits.

Costs of the Claims Integrity Unit DIA expense are allocated to Medical Assistance (PP03), Family Investment Program TANF (PP12), and Food Assistance (PP25) based on the number of reviews by type, from the quarterly PARIS match list.

SCHEDULE 513.6

~~Updated 10/1/16~~Updated 10/01/21 Submitted 09/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – Employment and Training (6929)
NATURE AND EXTENT OF SERVICES

The Employment and Training (E&T) Unit is a centralized unit that will serve the food assistance E&T program by determining initial and ongoing eligibility for E&T, tracking able-bodied adults without dependents (ABAWD) eligibility, determining and tracking allowable 15% exemptions, initially reviewing E&T participant billings, attending committee meetings, completing eligibility changes based on E&T enrollment, and completing DHS referrals to E&T.

Costs of the E&T Unit will be allocated to E&T 100% (PP35) and SNAP ADMIN (PP25), FFP 50%, based on a 100% time study.

SCHEDULE 515.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – BUREAU OF IM SUPPORT AND TRAINING (6945)
NATURE AND EXTENT OF SERVICES

This cost center provides supervision and support for the Bureau of IM Support and training.

The purpose of this Bureau is to help ensure that DHS services delivered by DHS staff across the state are appropriately supported and accurate, timely information is available to workers as needed. This bureau consists of two parts, the Income Maintenance Training Academy and the Income Maintenance Workers Help Desk.

Costs of this Bureau are allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

The following schedules report to this Bureau: 516.1 and 517.1.

SCHEDULE 516.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS- INCOME MAINTENANCE TRAINING ACADEMY (6936)
NATURE AND EXTENT OF SERVICES

This cost pool consists of salaries and related support costs for Income Maintenance training personnel to conduct training for Income Maintenance workers. Training at the Income Maintenance Training Academy is defined as training in the skills, procedural content, and computer system content integrated with the policy content for the Income Maintenance programs of Food Assistance, Family Investment Program, FMAP-related Medicaid, SSI-related Medicaid, and Child Care Assistance.

Costs incurred in this cost pool will be distributed amongst programs based on the results from the Income Maintenance Random Moment Sampling time study.

SCHEDULE 517.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS- INCOME MAINTENANCE HELP DESK (6946)
NATURE AND EXTENT OF SERVICES

This cost pools consists of salaries and related support costs for Income Maintenance Workers help desk. The Income Maintenance help desk provides answers to questions in areas of policy application, case specific consultation and the automated systems procedure for Income Maintenance workers from the field offices. The Income Maintenance help desk provides support for all programs administered by Income Maintenance staff.

Costs of the Field Operations – Bureau of IM Support and Training Unit cost pool are allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study

SCHEDULE 519.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – BUREAU OF SERVICE SUPPORT AND TRAINING (6942)
NATURE AND EXTENT OF SERVICES

Field Operations - Bureau of Service Support and Training Unit (6942)
This cost pools consists of salaries and related support costs of the Social Service help desk The help desk provides answers to questions in areas of policy application, case specific consultation and the automated systems procedure for Service workers from the field offices. The help desk provides support for all programs administered by Service staff. The help desk also provides out-of-state visits to children under the Iowa Department of Human Service's guardianship or custody. Staff evaluates the facilities and services these clients are receiving. The information is shared with other DHS staff for future placements of children with special needs. Staff also visit adult clients placed in out of state facilities.

Costs of the Field Operations - Bureau of Service Support and Training Unit cost pool are allocated to specific program pools based on the results of the Social Service Random Moment Sample time study.

Field Operations - FACS/STAR Helpdesk (6942-FH)
This cost pool consists of salaries and related support costs for the Social Service help desk (FACS/STAR). The FACS/STAR unit provides answers to questions in areas of policy application, case specific consultation and the automated systems of FACS and STAR for Service workers from the field offices. The FACS/STAR unit provides support for all programs administered by Service staff.

Costs of the Field Operations – FACS/STAR Unit cost pool are allocated to specific program pools based on the results of the Social Service Random Moment Sample time study.

SCHEDULE 520.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – CHILD CARE REGULATORY UNIT
NATURE AND EXTENT OF SERVICES

Field Operations - Child Care Regulatory Unit (6950)
This cost pool consists of the salary and support costs related to the licensing of child care facilities. The staff performs child care regulatory functions across the state.

Costs are allocated to Child Care and Development Fund Block Grant (CCDF) program pool (PP27).

SCHEDULE 522.1
Updated 07/01/21 Submitted 06/30/21

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – PROVIDER PERFORMANCE MANAGERS UNIT
NATURE AND EXTENT OF SERVICES

Field Operations - Bureau of Service Contract Support (6960)
This cost pool consists of salary and support related to negotiating and monitoring the Purchase of Service agreements with private providers to enable Social Service to purchase services for families.

Costs of this unit are allocated to SSBG (PP07), Refugee (PP20), Adoption Assistance IV-E (PP24), TANF (PP39), Family First Prevention Services (PP40) {07/01/21} and State Only (PP57) program pools based on the total number of claims paid for each during the middle month of the quarter.

SCHEDULE 522.6
Revised 7/01/12

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD CENTRALIZED IV-E AND ELIGIBILITY LEADERSHIP UNIT (6970)
NATURE AND EXTENT OF SERVICES

Field Centralized IV-E and Eligibility Leadership Unit (6970)
This unit consists of salary and support costs related to IV-E and Medicaid eligibility determinations/redeterminations for children in foster care and subsidized adoption. This unit supervises the IV-E Policy Unit and Foster Care and Adoption Subsidy Medicaid Eligibility Unit.

Costs of this unit are allocated to the administered units based on the number of employees.

The following schedules report to this unit: Schedules 522.7 and 522.8

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD IV-E POLICY UNIT (6975)
NATURE AND EXTENT OF SERVICES

Field IV-E Policy Unit (6975)
This unit consists of salary and support costs related to IV-E Compliance, Policy, and Performance Improvement Team. The staff ensures compliance with Federal regulations, State Plan requirements related to IV-E eligibility and claiming, Administrative rules and Employee's Manual. Initial and ongoing staff training, Help Desk-technical assistance, eligibility determination, case reading, accuracy improvement activities, routine performance reports, and system improvements.

Costs are allocated to program pool (PP17).

SCHEDULE 522.8

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD FOSTER CARE, ADOPTION, AND MEDICAID ELIGIBILITY UNIT (6976)
NATURE AND EXTENT OF SERVICES

Field Foster Care and Medicaid Eligibility Unit (6976)
This unit consists of salary and support related to the overall operation of the Unit/performance monitoring, IV-E and Medicaid eligibility accuracy, IV-E and Medicaid determination/redetermination for Foster Care and Adoption Subsidy.

Costs of this unit are allocated to specific program pools based on the results of the Income Maintenance Random Moment Sample time study.

SCHEDULE 523.1
Updated 04/01/20
Submitted 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
TERMINAL & SLIP LEAVE (6980)
NATURE AND EXTENT OF SERVICES

Terminal leave payment and SLIP Leave payment amounts paid to employees during the quarter are transferred to Cost Center 1100 (Schedule 103.1) for cost allocation. After cost allocation is processed and the federal share is calculated, a transfer for the State Share is made to Field Cost Center 6980 for the ~~Child Support share~~Field appropriation share. Cost Center 6980 is paid from the Field Appropriation and is allocated to State Only PP57.

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS – OUTSTATIONING
NATURE AND EXTENT OF SERVICES

FIELD OPERATIONS - OUTSTATIONING NON-DHS STAFF (6996)
Per OBRA 90 of the Social Security Act, the Department is required to provide for receipt and initial processing of applications of individuals for medical assistance at locations other than those used for the receipt of applications for the Family Investment Program. These locations include public facilities defined as disproportionate share hospitals and federally qualified health centers.

This cost pool includes the costs of staff employed by the hospital or health center providing this service. DHS receives billings from the public facility, based on the facility's 100% time reports, for the total appropriate cost associated with providing outstationing at that facility. DHS pays the facility, incurring an expense to this cost pool. DHS collects the federal share from the benefiting federal program and the non-federal share of costs are "donated" by the public facility to DHS.

The costs collected in this cost pool are allocated to Eligibility Medicaid (PP10) 75% FFP.).

COMMUNITY HEALTH CENTER OUTSTATIONING MAGI-RELATED (6X16-OS)
This cost pool is used to isolate the support costs of regional staff outstationed at Community Health Centers related to expanding the Department’s “Outstationing” efforts to new provider locations.

The costs collected in this function are allocated to Eligibility Medicaid (PP10) 75% FFP.

SCHEDULE 526.1

IOWA DEPARTMENT OF HUMAN SERVICES
FIELD OPERATIONS - STATE ONLY (6999)
NATURE AND EXTENT OF SERVICES

STATE ONLY (6999)

This cost pool is used to accumulate various statewide salary and support costs related to the Department's Field Operations that are not eligible for Federal Financial Participation (FFP).

The costs of the Field - State Only cost pool will be allocated to the State Only program pool (PP57).

SCHEDULE 705.1
Effective 04/01/20
Filed 03/31/20

IOWA DEPARTMENT OF HUMAN SERVICES
FAMILY CENTERED SERVICES ADMINISTRATION (0001-N71-413)
NATURE AND EXTENT OF SERVICES

Family First Administrative Services

This schedule groups units within the state general ledger system that are associated with the administration of the Family First Prevention Services Act of 2018 (FFPSA).

Family Centered Services Administration (0001-N71-413-FCSA-01)

This cost center is used for administrative and implementation expenditures incurred during the implementation of our Family Centered Services under the Family First Act. The costs will be allocated to Family First Prevention Services IV-E (PP40), 50% FFP.

Expenses incurred in any quarter prior to the approval of applicable state plan amendments required for this funding will be charged to State Only (PP57), 0% FFP.

Family Centered Services Transition Funding (0001-N71-413-FCSA-02)

This cost center is used to capture Family Centered Services Transition Funding for expenses eligible for transition funding. The costs will be allocated to Family First Transition Grant (PP41), 100% FFP.

IOWA DEPARTMENT OF HUMAN SERVICES
LISTING OF PROGRAM POOLS
APPENDIX B

Updated 07/01/21 Submitted 06/30/21

APPENDIX B

Pool #	CFDA	Pool Name	FFP	
00	State	All Other Programs	0%	
01	State	Homelessness	0%	
02	93.778	Medical Assistance-Professional Staff Title XIX	75%	
03	93.778	Medical Assistance-Other Staff Title XIX	50%	
04		Open Funding Source		
05		Open Funding Source		
06	93.778	MMIS Operations Title XIX	75%	
07	93.667	Social Services Block Grant (SSBG)	100%	Capped
08	93.778	Title XIX for Medicare Part D	50%	
09		Open Funding Source		
10	93.778	Medicaid Eligibility Title XIX	75%	
11A	93.778	Iowa Health and Wellness Plan (I-HAWP)	50%	
11B	93.778	Iowa Health and Wellness Plan (I-HAWP)	75%	
12	93.558	Family Investment Program (FIP) TANF	100%	Capped
13	State	Family Investment Program (FIP) Two Parent Families	0%	
14	93.658	Training for Court Appointed Special Advocates Title IV-E- graduated FFP to 75%	75%	
15	93.645	Child Welfare Title IV-B / SSBG	75%	Capped
16	93.563	Child Support and Foster Care Recovery Title IV-D	66%	
17	93.658	Foster Care Administration Title IV-E	50%	
18	93.556	PSSF Grant IV-B	75%	
19	93.658 93.659	Foster Care Training Title IV-E	75%	
20	93.566	Refugee Resettlement Program	100%	
21	93.090	Guardianship Assistance Program (GAP) IV-E	50%	
22	93.558	TANF Food Assistance -FIP Households	100%	Capped
23	10.561	Food Assistance Fraud	50%	
24	93.659	Adoption Assistance Title IV-E	50%	
25	10.561	Food Assistance	50%	
26	10.561	Food Assistance EBT	50%	
27	93.596	CCDF Block Grant (Matching Fund)	FMAP	Capped
28	93.575	CCDF Block Grant (Discretionary Fund)	100%	Capped
29	93.596	CCDF Block Grant (Mandatory Fund)	100%	Capped
30		Open Funding Source		
31	93.767	Med Exp Title XXI - CHIP	Enhanced FMAP	
32	93.767	Med Exp Title XXI *Hawk-i*	Enhanced FMAP	
33	*93.778*	*PASRR*	75%	
34	10.561	Food Assistance - State Exchange Fund	100%	Capped
34.5	10.551	Food Assistance – State Exchange EBT Fund	100%	Capped
34.6	10.537	Food Assistance – State Exchange Access E&T Fund	100%	Capped
35	10.561	Food Assistance - Work Reg/Job Search	100%	
36	10.561	Food Assistance - Family Outreach Program	50%	
37	10.561	Food Assistance - Employment and Training	50%	
38	10.561	Food Assistance - Family Nutrition Program	100%	
39	93.558	TANF - Child Protective (Services)	100%	Capped
40	93.472	FF Prev Svcs IV-E	50%	
41	93.556	FF Transition Grant	100%	Capped
42	93.778	Medicare Part D MMIS	75%	
43	93.778	MMIS COVID19 APD{10/01/20}	90%	
44	State	State Funded Family Planning Program	0%	
45	93.558	Promise Jobs TANF	100%	Capped
46	State	State Supplemental Funding {10/01/20}	0%	
47	10.561	SNAP SAE {04/01/21}	100%	Capped
48	10.551	P-EBT{04/01/21}	100%	Capped
49	10.561	~~Open Funding Source~~SNAP SAE (ARPA) {07/01/21}	100%	Capped
50	21.019	~~Open Funding Source~~COVID-19 Funding {07/01/21}	100%	Capped
51	93.778	STRATEGIC MEDICAID HIT PLAN (SMHP) 100%	100%	
52	93.778	State Medicaid Health Information Technology Plan (SMHP) APD	90%	
53	93.778	SAVE - Medical Title XIX	100%	
54	93.558	SAVE - FIP TANF	100%	Capped
55	10.561	SAVE - Food Assistance	50%	
56	State	Supplemental Security Income	0%	
57	State	State Only Funded Programs	0%	

IOWA DEPARTMENT OF HUMAN SERVICES
LISTING OF PROGRAM POOLS
APPENDIX B

Updated 07/01/21 Submitted 06/30/21

Pool #	CFDA	Pool Name	FFP	
58	State	SNAP Reinvestment 0% {07/01/20}	0%	
59		Open Funding Source		
60		Open Funding Source		
61		Open Funding Source		
62	93.778	Modernizing the Exchange of Information within the Medicaid Enterprise PAPD (MEME)	90%	
63	93.778	ISIS Modernization IAPD	90%	
64	93.778	Eligibility System Procurement APD (ELIAS)	90%	
65	State`	Social Security Administration Reimbursements	0%	
66	~~93.778~~	~~Medicaid Program Integrity APD~~ Open Funding Source	~~90%~~	
67	93.778	MMIS HAWK-I INTEGRATION IAPD	90%	
68	93.791	MONEY FOLLOWS THE PERSON ADMIN	50%	
69	93.791	MONEY FOLLOWS THE PERSON GRANT	100%	
70	93.778	~~Open Funding Source~~MEME IAPD – Interoperability {0701/21}	90%	
71	93.778	Open Funding Source MEME IAPD – Program Integrity {10/01/21}	90%	
72		Open Funding Source		
73		Open Funding Source		
74	State	Civil Commitment Unit for Sexual Offenders	0%	
75	State	State Resource Centers	0%	
76	State	Mental Health Institutions	0%	
77	State	Juvenile Institution	0%	
78		Open Funding Source		
79	State	MH/MR/DD	0%	
		Open Funding Source		
81		Open Funding Source		
82	93.630	Developmental Disabilities Indirect	50%	Capped
83	93.630	Developmental Disabilities Federal	100%	Capped
84	State	Developmental Disabilities State	0%	
85	State	Prevention of Disabilities State	0%	
86		Open Funding Source		
87		Open Funding Source		
88		Open Funding Source		
89	93.558	Operational FAMIS TANF	100%	Capped
90		Open Funding Source		
91	96.563	Child Support – State Disbursement Unit (SDU) Title IV-D	66%	
92		*Open Funding Source*		
93		Eligibility System Procurement-Medicaid APD	90%	
94	93.778	Cost Sharing IAPD {01/01/21}	90%	
95	93.778	Medicaid Integration Data Administration Solution (MIDAS)	90%	
96		Open Funding Source		
97	93.778	Medicaid Information Technology Architecture (MITA) APD	90%	
98		Open Funding Source		
99	93.958	Community Mental Health Services Block Grant	100%	Capped
100		Open Funding Source		
101	State	Mental Health Grants	0%	
102		Case Management Title XIX	50%	
103	~~State~~Multiple	Child Abuse Grants {07/01/21}	~~0~~100%	Capped
104		Independent Living Grant Title IV-E	100%	
105		Commodity Supplemental Feeding Program	100%	Capped
106		The Emergency Food Assistance Program (TEFAP)	50%	Capped
107		Open Funding Source		
108		Open Funding Source		
109		Open Funding Source		
110		Open Funding Source		
111		Open Funding Source		
112		Open Funding Source		
113		Open Funding Source		

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

Medical Assistance Title XIX:
PP02 Professional Staff at 75% FFP
42 CFR 432.50 (a) (b)(1) & (d) and 42 CFR 433.15 (b)(5)
PP03 Other Staff at 50% FFP
42 CFR 432.50 (b)(6) and 42 CFR 433.15 (b)(7)
Medicaid is the common name of the medical assistance program. Provisions of this program are included in Title XIX of the Social Security Act. Client eligibility is based upon need, income, and resources. Only medically necessary services are covered. Providers of medical and health services have the option to participate in the program. Staff costs of medical professionals are reimbursable at 75% FFP; other support costs are reimbursed at the 50% FFP rate. Currently, no administrative costs from the Department are charged at the 100% FFP level.

Medicaid Management Information System (MMIS) Title XIX:
PP06 at 75% FFP
42 CFR 432.50 (a) (b)(2) & (e) and 42 CFR 433.15 (b)(4)
MMIS provides more efficient and effective administration of the Iowa Medicaid program. The initial grant at 90% FFP was for development, design, and installation of the mechanized claims processing and information retrieval system. Current system operations are at the FFP rate of **50% 7/1/05 until the MMIS System is certified upon which will retro-claim back to the certification date.**

Title XIX for Medicare Part D:
PP08 at 50% FFP
42 CFR 432.50 (b)(6) and 42 CFR 433.15 (b)(7)
Medicaid is the common name of the medical assistance program. Provisions of this program are included in Title XIX of the Social Security Act. Per Public Law 108-173 Section 103, states will receive the regular Medicaid matching payment for administrative costs. Staff costs and other support costs are reimbursed at the 50% FFP rate.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
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Eligibility Title XIX:
PP10 at 75% FFP
CMS-2346-F Final Rule
75 percent FFP is available for on-going costs of operating approved eligibility determination systems that meet the Seven Conditions and Standards and critical success factors. The 75 percent FFP will generally be available October 1, 2013 and when the approved system becomes operational. The 75 percent FFP does not expire. Costs associated with the training of eligibility workers directly engaged in the operation of the new eligibility system may be eligible to be matched at the 75% FFP during the three months (or less) prior to the start of operations. An Operations APD will be submitted to CMS that clearly identifies the functions, staff, and costs to be charged at the 75 percent FFP level. The Operations APD must be approved by CMS before claiming at the enhanced match rate can begin.

Iowa Health and Wellness Plan Program:
PP11A Iowa Health and Wellness Plan at 50% FFP
PP11B Iowa Health and Wellness Plan Eligibility at 75% FFP
Affordable Care Act: State Resources FAQ April 25, 2013
In May of 2013 the Iowa Legislature passed the Iowa Health and Wellness Plan. The Iowa Health and Wellness Plan will replace the IowaCare 1115 demonstration and will implement three options that offer coverage to adults ages 19 through 64 with income not exceeding 133 percent of the FPL. The FFP for the Wellness Plan is 75% for eligibility determination costs including systems operations and maintenance and eligibility worker costs. The FFP for Wellness Plan costs is 50% for policy, outreach, and post-eligibility costs.

~~***PP30 Improving Maternal and Infant Health Outcomes in Medicaid and CHIP:***~~ **{Remove 01/01/20}**
~~***Improving Maternal and Infant Health (PP30), 100% Capped.***~~
~~*Project grant to improve the outcomes for mothers and infants who are enrolled in Title XIX and Title XXI programs. Not funded or reported through the CMS 64/37 process.*~~

Family First Prevention Services {Added 04/01/20}
PP40 at 50% FFP
Family Fist Prevention Services Act of 2018 (FFPSA)
CFDA 93.472

The Family First Prevention Services Act - States, territories, and tribes with an approved Title IV-E plan have the option to use these funds for prevention services that will allow "candidates for foster care" to stay with their parents or relatives. States will be reimbursed for prevention services for up to 12 months. A written, trauma-informed prevention plan must be created, and services will need to be evidence-based.

Family First Transition Grant {Added 04/01/20}
PP41 at 100% FFP Capped Grant
Family Fist Prevention Services Act of 2018 (FFPSA)
CFDA 93.556

The transition funding grant will provide states with a total of $500 million in one-time, flexible funding to support their implementation of FFPSA and reduce any adverse fiscal effects due to startup costs, waiver transition, and improving foster care safety and quality. After a 3 percent set-aside for tribes, the funding will be distributed, without a match or any other reservations, using the same formula as is used to distribute Stephanie Tubbs Jones Child Welfare Services funding (Section IV-B Part 1 of the Social Security Act).

PP42 Medicare Part D for the Medicaid Management Information System (MMIS) 75% FFP
42CFR433.15(b)(4)
To comply with the federal mandate regarding Medicare Part D, costs associated with Part D for the MMIS are direct to this program pool in order to implement and maintain the Part D requirements related to the MMIS.

MMIS COVID19 APD 90% {Added 10/01/20}
PP43 at 90% FFP
42 CFR 432.50 (a) (b)(2) & (e) and 42 CFR 433.15 (b)(4)

Emergency technology costs in preparation for State's preparedness for COVID-19.

~~**State Supplemental Assistance Program {Added 10/01/20}**~~ **{Delete 07/01/21}**
~~**PP46 at 0% FFP**~~
~~State Program~~

~~Federally required Medicaid services offered and funded solely by the state.~~

{04/01/21} SNAP SAE
Consolidated Appropriations Act, 2021
CFDA 10.561
PP47 at 100% FFP

These funds are available at a 100 percent reimbursement rate, and are provided as grants to offset the costs associated with the implementation of the temporary benefit increase and other allowable SNAP administrative costs.

{04/01/21}P-EBT
Continuing Appropriations Act & Other Extensions Act of 2021
CFDA 10.649
PP48 at 100% FFP

Administrative costs for the development and execution of State P-EBT plans during federal fiscal year 2021.

{07/01/21} SNAP SAE (ARPA)
American Rescue Plan Act of 2021
CFDA 10.561
PP49 at 100% FFP

These funds are available at a 100% reimbursement rate. This funding provides a unique opportunity for State agencies to make investments in their business processes and improve their technology in a way that will increase access while maintaining stewardship of Federal dollars.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

~~**PP47 Medicaid Correct Coding Initiative at 90% FFP**~~ **{Remove 04/01/20}**
~~**Medicaid Correct Coding APD**~~
~~Staff time spent associated with the purchase and implementation of the Medicaid Correct Coding Initiative. The purpose is to enhance correct payment of claims therby reducing post pay recoupment.~~

~~PP48 MMIS Reprocurement Consultant Services APD at 90% FFP~~ **{Remove 04/01/20}**
~~Staff time associated with procurement of contractors to operate and support the Iowa Medicaid Enterprise (IME) and the Medicaid Management Information system (MMIS). Federal financial participation at the rate of 90% has been approved for the project.~~

~~**PP49 HIPPA Version 5010 and ICD-10 Implementation**~~ **{Removed 01/01/20}**
~~Costs associated with Federal legislation requiring healthcare plans to update HIPAA transaction software to version 5010 no later than 1.1.12 followed by conversion to the International Classification of Diseases - 10 no later than 10.01.13. This program pool relates to all expenditures, staff time, etc. associated with implementing the requirements of HIPAA version 5010 and ICD-10. Federal financial participation at 90% has been approved for the project.~~

~~**PP50 MMIS Provider Access APD**~~ **{Removed 01/01/20}**
~~Costs associated with IT development requirements to support the MMIS Provider Access APD. Federal financial participation at 90% has been approved for the project.~~

PP50 – COVID 19 Funding {07/01/21}
The Coronavirus Aid, Relief, and Economic Security Act,
CFDA 21.019
PP50 @ 100%

COVID-19 pandemic-related expenses.

PP51 Strategic Medicaid ~~Hit~~ **Health Information Technology *Plan (SMHP)* at 100% FFP**
~~**PP51 @100%**~~
~~*Strategic Medicaid Hit Plan (SMHP) pool.*~~ {Replaced 01/01/20}

Incentive payments made to hospitals or providers to increase adoption of electronic health records with a CMS approved HIT (Health Information Technology) IAPD. Federal financial participation at the rate of 100% has been approved. {Added 01/01/20}

PP52 State Medicaid Health Information Technology Plan (SMHP) at 90% FFP
Staff time associated with development and implementation of a State Medicaid HIT plan. Federal financial participation at the rate of 90% has been requested.

~~**PP61 SSNRI Project APD at 90% FFP**~~ **{Removed 01/01/20}**
~~Staff time associated with IT development requirements to support the SSNRI APD. Federal financial participation at the rate of 90% has been approved for this project.~~

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

PP62 Modernizing the Exchange of Information within the Medicaid Enterprise (MEME) Project PAPD @90% FFP
Staff time associated with IT development requirements to support the MEME APD. Federal financial participation at the rate of 90% has been approved for this project.

PP70 MEME IAPD – Interoperability (MEME) @90% FFP. {07/01/21}
CFDA 93.778

Staff time and vendor costs associated with IT development requirements to support the MEME Interoperability IAPD. Federal financial participation at the rate of 90% has been approved for this project.

IOWA DEPARTMENT OF HUMAN SERVICES
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PP63 ISIS Modernization IAPD {Add 04/01/20}
IAPD at 90% FFP
CFDA 93.778

This direct cost pool is used to accumulate costs associated with the CMS approved implementation advanced planning document (IAPD) to modernize the ISIS application dated (February 20, 2020).

PP64 Eligibility System Procurement Project (ELIAS) APD @ 90% FFP
This direct cost pool is used to accumulate costs associated with activities required to procure a replacement eligibility system and conduct the business process re-engineering project. Federal financial participation at the rate of 90% has been approved for this project.

~~**PP66 Medicaid Program Integrity APD @ 90% FFP**~~
~~This direct cost pool is used to accumulate Medicaid Program Integrity expenses. Federal financial participation at the rate of 90% has been approved for this project.~~{07/01/21}

PP67 MMIS HAWK-I Integration IAPD @ 90% FFP
This direct cost pool is used to accumulate HAWK-I Integration into MMIS expenses. Federal financial participation at the rate of 90% has been approved for this project.

PP68 Money Follows the Person Admin
PP68 @ 50% FFP
CFDA 93.791
Money follows the person administrative claiming pool.

PP69 Money Follows the Person Grant
PP69 @ 100% FFP
CFDA 93.791
Money follows the person grant pool.

~~**PP92 Medicaid Modernization APD at 90% FFP**~~ **{Remove 07/01/19}**
~~Work related to approved CMS APD relating to MMIS changes due to system and technology modernization.~~

PP93 Eligibility System Procurement - Medicaid
Costs allocated to **Medicaid** associated with procurement of a replacement eligibility system and the Business Process Re-engineering project. Federal financial participation at the rate of 90% has been approved for the Medicaid portion of this project.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

PP94 Cost Sharing at 90% FFP

The State of Iowa has received approval as of October 1, 2020 for an Implementation Advanced Planning Document Update (IAPD) to upgrade Iowa's Medicaid Management Information System (MMIS) and ancillary systems to track incurred copayments and premiums against the cost sharing cap in accordance with 42 CFR 447.56(f)(1),(2),(3) and 42 CFR 457.560.

PP95 Medicaid Integration Data Administration Solution (MIDAS) at 90% FFP
Staff time associated with the design, development and implementation of the Medicaid Management Information System (MMIS) and associated system services. Federal financial participation at the rate of 90% has been approved for this project.

PP97 Medicaid Information Technology Architecture (MITA) APD at 90% FFP
Staff time associated with IT development requirements to support the MITA APD. Federal financial participation at the rate of 90% has been approved for this project.

PP99 Community Mental Health Services Block Grant Administration
Costs associated with the administration of the Community Mental Health Services Block Grant. Administrative expenses are limited to 5% of the total grant award. The Federal financial participation rate is 100% of the grant.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

Social Services Block Grant (SSBG):
PP07 CAPPED

The Social Security Act provides federal funding for social services. The Department determines in its annual plan the services to provide, service objectives, and income eligibility guidelines. Services are provided 1) without regard to income, 2) based upon an established income limit for eligibility, or 3) based upon eligibility for FIP, SSI, or State Supplementary Assistance programs. Services are provided either directly by departmental employees or purchased for clients by the department from outside vendors. There is a limit on the total costs reimbursable by this program.

Protective Services - SSBG:
This program combines both community and governmental action to provide protective services to adults and children at risk of abuse or neglect. The program philosophy is to protect children and adults, prevent family breakup or separations, and prevent further abuse or neglect.

The dependent Adult Abuse program provides evaluations and assessments of alleged abused dependent adults. The program attempts to provide services and makes referrals to assist abused dependent adults acquire safe living arrangements.

Case Management – SSBG:
DHS social work staff do not provide direct services but are responsible for case management for children and families who need services to address safety, permanency and well-being. Responsibilities include but are not limited to: activities associated with development of case permanency plans, helping children and families access services, child and parent visitation, assessment and ongoing re-assessment of safety and risk, arranging out-of-home placements, overseeing the work of contracted providers, providing required reports to juvenile court services, and testifying in court,

Training for Social Services - SSBG:
Any formal introduction specifically for workers with responsibility for the delivery of SSBG programs may be claimed under this program. This education may include expenses of short course instructors, supplying of textbooks, etc.

IOWA DEPARTMENT OF HUMAN SERVICES
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APPENDIX C

TEMPORARY ASSISTANCE for NEEDY FAMILIES (TANF) Block Grant
The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), P.L.104-193, replaced the Aid to Families with Dependent Children programs (Title IV-A of the Social Security Act), including Emergency Assistance, and the JOBS programs (Title IV-F of the Social Security Act) with the Temporary Assistance for Needy Families (TANF) program/block grant. TANF was reauthorized by the Deficit Reduction Act of 2005, P.L.109-171, through September 30, 2010.

Family Investment Program (FIP) - TANF
PP12 CAPPED
This program provides cash assistance when one or both parents are not in the home.

Family Investment Program (FIP) for Two-Parent Families – Segregated State Program
PP13
This program provides cash assistance to needy families with children when both parents are in the home.

TANF Food Assistance - FIP Households
PP22 CAPPED
7 CFR 277.9
The common activities related to a combined Food Assistance - FIP Household case are chargeable to this program pool.

TANF Child Protective (Services)
PP39 CAPPED
This funding is used to provide emergency assistance to families and children meeting specific income and eligibility requirements, for specific emergency conditions as defined in the State's Emergency Assistance Plan. Emergency Assistance is limited to a maximum duration of twelve months or less as necessary to alleviate the emergency condition. The State's Emergency Assistance program(s) provide financial assistance for the basic needs of a child and/or the child's family, including services for eligible participants, as outlined in the State's Emergency Assistance Plan.

JOBS - TANF
PP45 CAPPED
The PROMISE JOBS programs are designed to increase the availability of employment and training services to FIP recipients and to thereby increase self-sufficiency, a primary goal of Welfare Reform. A variety of different work and training services are provided by Iowa Workforce Development (IWD). The State's TANF allocation will be used in part to reimburse the salaries and other administrative costs associated with these programs.

Systematic Alien Verification for Entitlements - FIP (SAVE-FIP) - TANF:
PP54 CAPPED
IRCA SS1903 (a), section 121 (b)
Under this program, income maintenance workers are required to contact the Immigration and Naturalization Service when aliens apply for benefits from the Family Investment Program, the Food Assistance program, and/or the Medicaid program.

IOWA DEPARTMENT OF HUMAN SERVICES
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APPENDIX C

Operational Family Assistance Management Information System (FAMIS) - TANF:
PP89 CAPPED
FAMIS is an initiative to improve the Department's Automated Benefit Calculation System (ABC). The purposes of FAMIS are to involve the income maintenance workers more directly in the management information system, improve client service, provide more cost-effective administration of welfare benefits, and to reduce error rates when calculating welfare eligibility and benefit levels. The State's TANF allocation will be used, in part, to fund this initiative.

Child Welfare Title IV-B:
PP15 CAPPED (75% FFP)
45 CFR 1357.15 (a), 45 CFR 1357.30 (e), and PL 96-272, 42 USC 620
Various programs developed to carry out the child welfare plan may include: adoptions, day care, foster care, interstate compacts for children and juveniles, in-home treatment, alternatives to foster care, child protective services, licensing, return of runaways, and guardianship.

Child Support and Foster Care Recovery Title IV-D:
PP16 at 66% FFP
45 CFR 304.20 (b)
The Child Support Recovery Program deals with 1) families receiving FIP and Medicaid, 2) families with children receiving foster care, and 3) non-public assistance families. The program is to locate the responsible party, encourage them to begin support payments voluntarily or through legal action, and monitor the support payments to ensure prompt payment.

Foster Care - Title IV-E:
PP17 at 50% FFP
45 CFR 1356.60 (c)
Title IV-E of the Social Security Act provides foster care to FIP eligible children.

Promoting Safe and Stable Families (PSSF) Grant – Title IV-B
PP18 at 75% FFP
45 CFR XXXXX
Various programs to ensure the stability and safety of at-risk family units.

Foster Care Training for Court Appointed Special Advocates Title IV-E:
PP14 (FFP 55% FY2009; 60% FY2010; 65% FY2011; 70% FY2012; 75% FY2013 and thereafter)
Title IV-E of the Social Security Act provides for the short-term training expenditures for court-appointed special advocates.

Foster Care Training Title IV-E:
PP19 at 75% FFP
45 CFR 1356.60 (b)
Title IV-E of the Social Security Act provides for the training of State employees administering the Foster Care and Adoption programs. The allocation methodology described in the approved Title IV-B Child and Family Service Plan for the State of Iowa will be used to fund this activity.

IOWA DEPARTMENT OF HUMAN SERVICES
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APPENDIX C

Refugee Resettlement Program - Refugee Act of 1980:
PP20 at 100% FFP
45 CFR 400.202
The Refugee Resettlement Program encourages effective refugee resettlement and promotes economic self-sufficiency. Eligibility for cash assistance is based on FIP income and resource guidelines. Through coordination with Iowa Refugee Service Center, the program provides assistance with job placement and training. Those refugees eligible for Medical Assistance (Title XIX) are entitled to a full scope of medical and health services as outlined in the program. Social Services are provided to eligible refugees. Assistance for eligible refugee children and unescorted refugee minors is provided through Foster Care.

~~Subsidized Guardianship~~ Guardianship Assistance Program (GAP) IV-E
PP21 -~~100% State Only~~ 50% FFP
45 CFR 1356.60(c)
The title IV-E Guardianship Assistance Program (GAP) is a formula grant that helps States, Indian Tribes, Tribal Organizations and Tribal Consortia (hereafter "Tribes") who opt to provide guardianship assistance payments for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents.~~Subsidized Guardianship provides services to children who are in a guardianship placement in which the guardian is receiving a subsidy through DHS. The IV-E Waiver ends 9/01/10.~~

Food Assistance - U.S. Department of Agriculture:
The Food Assistance Program is the USDA-sponsored Supplemental Nutrition Assistance Program (SNAP) administered by the Department of Human Services.

PP23 Food Assistance Fraud at 50% FFP
7 CFR 277.4 (b)(1)(i)
Investigation and recoupment of food assistance fraud.

PP25 Other Households at 50% FFP
7 CFR 277.4 (b) and 7 CFR 277.9 (c)
Eligible households receive food assistance based on the number in the household and adjusted net income.

PP26 Food Assistance EBT at 50% FFP
7 CFR 277.4 (b) and 7 CFR 277.9 (c)
The electronic benefit transfer of food assistance.

PP58 SNAP Reinvestment at 0% FFP {07/01/20}
Food and Nutrition Act of 2008 Section 16(D)(i)(I)

Reinvestment not to exceed 50% of the liability amount established for the fiscal year be used by the State agency for new investment, approved by the Secretary, to improve administration by the State agency of the supplemental nutrition assistance program, which new investment amounts shall not be matched by Federal funds.

Adoption Assistance Title IV-E:
PP24 at 50% FFP
45 CFR 1356.60 (c)
Title IV-E of the Social Security Act provides adoption assistance to FIP and SSI eligible children. With an approved state plan, assistance for the nonrecurring costs of adoption will also be available for parents who adopt an eligible child with special needs and receive a state subsidy for the care of the child.

IOWA DEPARTMENT OF HUMAN SERVICES
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APPENDIX C

Child Care and Development Fund (CCDF)
PP27 CCDF Block Grant (Matching Fund) - FMAP Capped
PP28 CCDF Block Grant (Discretionary Fund) - Capped
PP29 CCDF Block Grant (Mandatory Fund) - Capped
Personal Responsibility and Work Opportunity Reconciliation Act of 1996
Public Law # 104-193
Title VI of the Persona Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) created a new, integrated child care funding mechanism under the Child Care and Development Block Grant in an attempt to construct a seamless child care system out of multiple programs that often had conflicting rules. This combined funding mechanism is referred to as the Child Care and Development Fund (CCDF), and is inclusive of the following child care related funding streams: the Mandatory Fund, the Matching Fund, and the Discretionary Fund.

PP31 at the enhanced Children's Health Insurance Program (CHIP) FMAP
HAWK-I - TXXI
PP32 at the enhanced Children's Health Insurance Program (CHIP) FMAP
Public Law 105-33; the Social Security Act, Title XXI; Child Health Insurance Program
Title XXI of the Social Security Act provides for and "enhanced FMAP" for child health assistance provided under title XXI.

PP33 Preadmission Screening and Resident Review (PASRR)

Preadmission Screening and Resident Review (PASRR) was added to Title XIX of the Social Security Act in 1987 as part of the Nursing Home Reform Act. The regulations that govern PASRR (42 CFR 483.100–138) require that states administer a PASRR program with two steps. First, all individuals who apply for admission to a Medicaid certified NF must be screened for a PASRR disability. The regulation calls this a Level I screen. Individuals who test positive at Level I then receive a more in-depth evaluation to determine 1 Social Security Act, 42 USC 1919(e)(7) (1987). 2018 PASRR National Report | PASRR Technical Assistance Center | June 2018 | p. 2 whether they have such a disability and, if so, whether they need specialized services to address their PASRR-related needs. The regulation calls this a Level II evaluation. A positive Level II evaluation produces recommendations for the setting in which services should be received, and recommendations for Specialized Services are intended to inform the individual's plan of care.

IOWA DEPARTMENT OF HUMAN SERVICES
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APPENDIX C

Food Assistance- State Exchange Fund:
PP34 at 100% FFP
USDA created the State Exchange Fund effective State Exchange Funds are NOT subject to the 50-50 match provisions of most of the other Food Assistance administrative funds, and are reimbursed at a 100% rate of FFP.

Food Assistance- State Exchange EBT Fund:
PP34.5 at 100% FFP
USDA created the State Exchange EBT Fund. State Exchange Funds are NOT subject to the 50-50 match provisions of most of the other Food Assistance administrative funds, and are reimbursed at a 100% rate of FFP. All travel must be approved at the federal level prior to reimbursement.

Food Assistance- State Exchange Program Access E&T Fund:
PP34.6 at 100% FFP
USDA created the State Exchange Program Access E&T Fund. State Exchange Funds are NOT subject to the 50-50 match provisions of most of the other Food Assistance administrative funds, and are reimbursed at a 100% FFP. All travel must be approved at the federal level prior to reimbursement.

Food Assistance- Work Registration/Job Search:
PP35 at 100% FFP
7 CFR 282.6 (a) and 7 CFR 282.13
The Department of Human Services contracts with Iowa Workforce Development (IWD) to provide work registration and intensive job search programs to a specified number of food assistance recipients over a specified period of time as approved by the USDA.

Food Assistance - Family Outreach Program
PP36 at 50% FFP
The Iowa Department of Human Services - Division of Adult, Child, and Family Services contracts with Iowa State University Extension Services and local community non-profit entities to deliver Supplemental Nutrition Assistance Program (SNAP) outreach exclusively for potentially food assistance eligible individuals in Iowa over a specified period of time, as approved by the USDA. The Outreach Program provides information about how the Iowa Food Assistance Program benefits can improve their nutritional well-being. A local outreach provider may also provide application assistance to the extent allowed by the SNAP State Program Outreach Guide.

Food Assistance- Employment & Training
PP37 at 50% FFP
The Department of Human Services contracts with Iowa Workforce Development (IWD) to provide work registration, intensive job search programs, dependent care, transportation, and educational services to a specified number of food assistance recipients over a specified period of time as approved by the USDA.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

Food Assistance - Family Nutrition Program
PP38 at 100% FFP
The Iowa Department of Human Services - Division of Adult, Child, and Family Services contracts with Iowa State University and the Iowa Department of Public Health to deliver nutrition education exclusively for food assistance recipients and food assistance eligible individuals in Iowa over a specified period of time, as approved by the USDA. The FNP enables the Iowa Food Assistance Program to provide food assistance recipients with the knowledge to help them make better use of all of their resources, including food assistance dollars, to improve their nutritional well-being. Additionally, department administrative costs are allocated to this program pool.

Systematic Alien Verification for Entitlements:
PP53 SAVE-Medical Title XIX at 100% FFP
IRCA SS1903 (a), section 121 (b)
PP55 SAVE-Food Assistance at 50% FFP
7 CFR 277.4 (b)(10) and IRCA SS1903 (a), section 121 (b)
Under this program, income maintenance workers are required to contact the Immigration and Naturalization Service when aliens apply for benefits from the Family Investment Program, the Food Assistance program, and/or the Medicaid program.

Governor's Planning Council for Developmental Disabilities:
PP82 at 50% FFP
45 CFR 1386.35 (a)
The Governor's Planning Council for Developmental Disabilities is established through Federal legislation as amended in Public Law 100-146. The primary responsibility of the Council is to advocate on behalf of persons with developmental disabilities. The Council is responsible for the development, monitoring evaluation, and implementation of the State Plan for Developmental Disabilities. Federal funding to support the work of the Council is awarded to Iowa annually through a formula grant.

Governor's Planning Council for Developmental Disabilities:
PP83 at 100% FFP
45 CFR 1386.35 (a)
The Governor's Planning Council for Developmental Disabilities is established through Federal legislation as amended in Public Law 100-146. The primary responsibility of the Council is to advocate on behalf of persons with developmental disabilities. The Council is responsible for the development, monitoring evaluation, and implementation of the State Plan for Developmental Disabilities. Federal funding to support the work of the Council is awarded to Iowa annually through a formula grant.

Child Support – SDU Title IV-D:
PP91 at 66% FFP
45 CFR 307.11 (b)(3) and 45 CFR 307.11 (c)
With the enactment of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-193, Congress mandated that each state must operate a State Disbursement Unit (SDU). In addition, Congress agreed to provide Federal reimbursement at the rate of 66% for distribution costs associated with non-IV-D cases having a support order entered on or after January 01, 1994.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

Case Management (Fund 044) Title XIX:
PP102 at 50% FFP
42 CFR 432.50 (a)(b)(6) and 42 CFR 433.15 (b)(7)

The Case Management Unit serves Title XIX eligible clients who have a chronic mental illness, a developmental disability, brain injury, or mental retardation. The costs collected in this program pool represent indirect support and are charged to Title XIX - Administration.

Child Abuse Grants (Fund 0353) {07/01/21}
PP103 at 100% FFP
CFDA 93.590 Community-Based Child Abuse Prevention (CBCAP)
CFDA 93.643 Children's Justice Grants to States (CJA)
CFDA 93.669 Child Abuse and Neglect State Grants (CAPTA)

Expenses for the administration of the Child Abuse Grants.

Independent Living Grant (Fund 353) Title IV-E:
PP104 at 100% FFP
45 CFR 1356.80
This grant provides services and activities to older adolescents (age 16 and older) in foster care in order to better prepare them for independence after they leave foster care.

Commodity Supplemental Feeding Program (CSFP)(Fund 375):
PP105 CAPPED
7 CFR 247.10 (b)(5) and 7 CFR 247.11 (b)(7)
Established by Congress, under Public Law 95-113 in 1977. This program provides a variety of commodities in addition to nutrition education to women, infants, children, and elderly who are vulnerable to malnutrition. In Iowa, participation is limited to Polk County. There is a fixed limit based on the federal fiscal year on the reimbursable costs of this program.

The Emergency Food Assistance Program (TEFAP) (Fund 372):
PP106 CAPPED
7 CFR 251.6 (a)(5) and 7 CFR 251.9 (e)
This program was initiated by Presidential Executive Order in December 1981 and later established by an act of Congress. The program provides a variety of food items to low income families throughout the State of Iowa. Congress, in an effort to help provide nutritious meals for the homeless, passed the Hunger Prevention act of 1988 (Public Law 110) to provide funding for the purchase of high protein food items for distribution to food banks and soup kitchens. Funding for distribution expenses is provided by the EFAP Program. The Community Food Bank program was initiated under PL 100-435 to test the network of food banks, soup kitchens, and food pantries as a viable and efficient method of distributing USDA commodities to individuals in need of assistance. Funding assistance is provided under the EFAP Grant. The State is required to provide a 50% match rate on the administrative portion of program expense.

IOWA DEPARTMENT OF HUMAN SERVICES
DESCRIPTION OF PROGRAMS ADMINISTERED BY THE DEPARTMENT
APPENDIX C

State Only Funded Programs:

Included in this category are:

State Pool	Pool #	State Pool	Pool #
Homelessness	PP01		
State Funded Family Planning Program	PP44		
Supplemental Security Income-Title XVI	PP56	State Only Funded Programs	PP57
Social Security Administration Reimbursements	PP65	Civil Commitment for Sexual Offenders	PP74
State ~~Hospital Schools~~Resource Centers {04/01/20}	PP75	Mental Health Institutions	PP76
Juvenile Institution~~s~~ {04/01/20}	PP77	MH/MR/DD {04/01/20}	PP79
Prevention of Disabilities	PP85	Mental Health – Mental Retardation – Developmental Disabilities	PP84
Mental Health Grants	PP101		
All Other Programs	PP00	~~Child Abuse Grant~~ {Delete 07/01/21}	~~PP103~~

APPENDIX D

IOWA DEPARTMENT OF HUMAN SERVICES
GLOSSARY OF TERMS

Administrative Expenditures: all costs incurred by the Department except expenditures for financial assistance, medical vendor payments and payments to third parties in compensation for services and goods provided directly to program recipients.

Administrative Support Worker: Employees at the local and regional levels who perform secretarial and clerical duties.

Allocation Basis: The underlying statistical foundation upon which costs are allocated. An allocation basis may be percentage of time, number of staff, operating costs, caseload, etc.

Bureau: A level of organization in the Department which reports to a Division Director, e.g., the Bureau of Budget and Accounting within the Fiscal Management Division.

Central Office: The administrative offices of the Director, two Deputy Directors, and the six divisions which are housed together in the State office complex.

Cost Allocation Plan: The document specifying the method by which allowable costs of administration will be identified, accumulated, and distributed to grants and programs.

Cost Pool: An accumulation of similar costs from organization codes in the accounting system and costs allocated from other levels. The costs accumulated in a cost pool are then allocated or directly charged to another pool, a residual cost pool, or a program pool.

Direct Costs or Charges: Costs which can be identified to a specific program or residual cost pool and, therefore, directly allocated to that program.

Division: A level of operation in the Department reporting to a Deputy Director. The six divisions are: Iowa Medicaid Enterprise, Mental Health and Disability Services, Adult, Children and Family Services, Field Operations, Fiscal Management, and Data Management.

Federal Grant: The primary source of Federal resources available for use.

Federal Financial Participation (FFP): The amount of funds received from the U.S. Government to totally finance or share in the costs of programs. This is usually expressed as either a sum of dollars received or a percent of total allowable costs.

Fiscal Year (FY): The accounting period for which financial statements are prepared. The Federal Fiscal Year is October 1 through September 30, and the State Fiscal Year is July 1 through June 30.

Income Maintenance (IM): Programs designed to provide financial assistance to clients based upon their income, such as FIP, food assistance, and medical services.

Income Maintenance Workers: Employees at the local or regional offices working primarily on income maintenance programs.

IOWA DEPARTMENT OF HUMAN SERVICES
GLOSSARY OF TERMS

Indirect Cost: Expenditures incurred for a common purpose that benefit more than one cost pool or program and accordingly cannot be directly charged or allocated to specific cost pools or programs.

Integrated Information for Iowa (I3) system: The State's computerized financial accounting system.

Local Office: The organizational unit responsible for the delivery of services for the income maintenance and social service programs at the county level. There is at least one local office in each of Iowa's ninety-nine counties. The local offices administratively report to their assigned regional offices.

Number of employees: The number of employees for a cost center is determined by taking a count of the number of paychecks issued for that cost center during a single biweekly pay period during each quarter.

Office: A level of operation in the Department reporting to the Director or the Deputy Directors. The one office is: the Office of Human Resources.

Organization Code: One of the lowest levels in the I3 system for which costs are accumulated and fiscal authority is exercised.

Program: A reporting level where costs related to specific activities are accumulated for external and internal reporting needs and the computation of federal financial participation.

Service Area: One of six geographically designated areas of the State responsible for the delivery of services and financial assistance and providing administrative support for local offices.

Residual Cost Pool: A level where costs related to a group of programs are accumulated for allocation to the related programs.

Service Workers: Employees at the local or regional offices who work with programs designed provide social assistance to clients, such as Social Services Block Grant, foster care, and adoption assistance.

Social Services: The general term for programs which provide other than financial aid; e.g., day care, protective services, and foster care.

Statewide Cost Allocation Plan: A plan, submitted annually by the Iowa Department of Administrative Services (DAS) which serves as a basis for the reporting of Statewide expenses by the Department of Human Services. This plan is approved separately by the State's cognizant Federal agency.

Sub-organization Code: The lowest level in the I3 system available to account for expenditures and revenues within an organization code where a more detailed record is necessary.

Support Costs: Expenses incurred in the service areas and local offices for basic administrative needs, such as supplies, rental, and nonclassified supervisory or clerical workers.

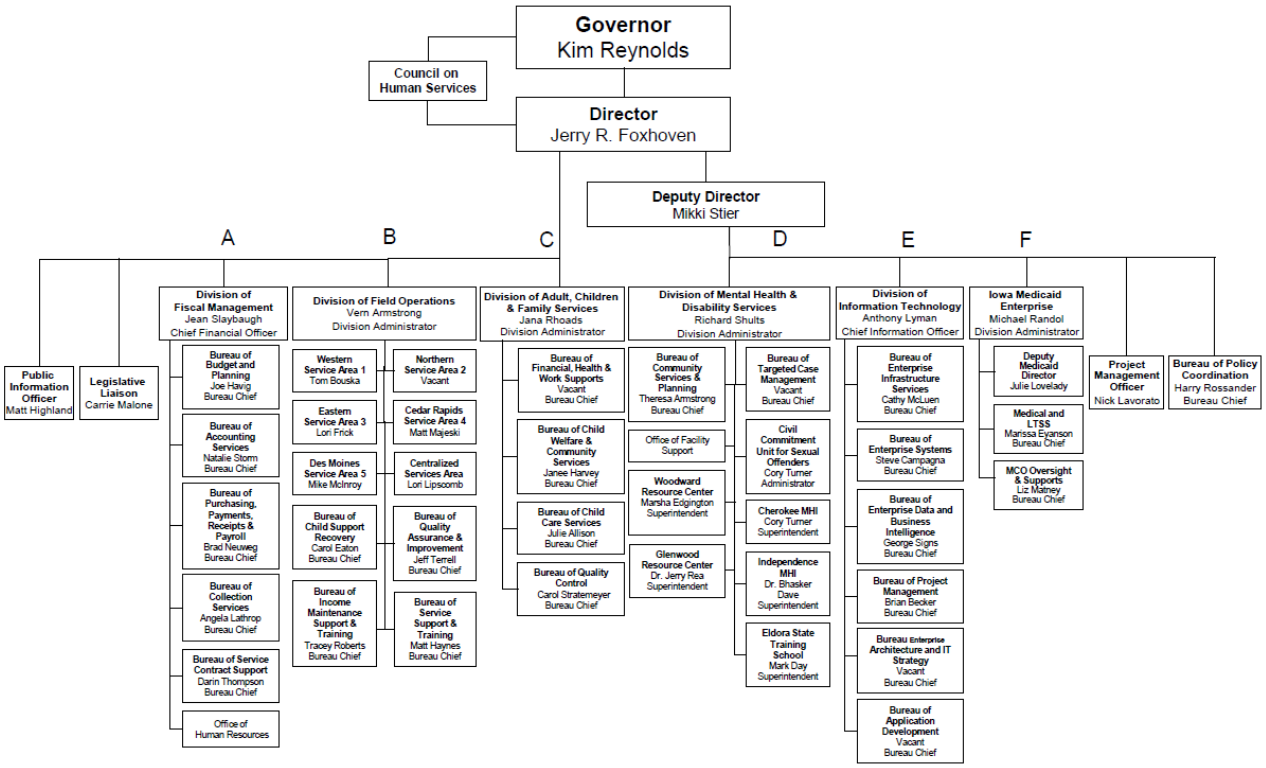
Time Study: A procedure used to record the time spent by a particular population of workers on various programs or support activities over a given period of time.

Unallowable Costs: Any expenditure incurred in the administration of a program for which FFP cannot be claimed.

APPENDIX E

IOWA DEPARTMENT OF HUMAN SERVICES
Organizational Chart

Iowa Department of Human Services Table of Organization



January 14, 2019

4TH QTR SFY19 04/01/19 AMENDMENT

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

APPENDIX F

Dept	Fund	Fund Name	Appr Unit	Appr Name
401	0001	General Fund	M01	General Administration
402	0001	General Fund	M10	Field Operations
402	0001	General Fund	M12	Child Support Recoveries
402	0001	General Fund	M18	Local Administrative Costs

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
2199	401	Statewide Costs-Allocated Central Services	1.1	Department of Administrative Services Agreement	Section 1, Statewide Costs	2)
2199	401	Support Agency Costs-Unemployment	6.1	Direct Bill, Department of Revenue and Finance	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Department of Inspections and Appeals	7.1	Direct Bill, DIA	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Nutrition Outreach	8.1	Direct Bill, Iowa State University	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Iowa Workforce Development	8.5	Direct Bill, Iowa Workforce Development	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Department of Inspections and Appeals Foster Care Review Board	9.1	Direct Bill, DIA	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Department of Inspections and Appeals Foster Care Review Board Training	9.5	Direct Bill, DIA	Section 11, Other State Agencies	2)
2199	401	Support Agency Costs-Department of Inspections and Appeals Court Appointed Special Advocate Training	9.6	Direct Bill, DIA	Section 11, Other State Agencies	2)
PP75 and PP76 from Cost Allocation	NA	Indirect Cost Rate for Mental Health and Mental Health Resource Facilities	90.1	Indirect Cost Rate	PP75 and PP76 from Cost Allocation	
0100 ~~0100-XX~~	401	Office of the Director	100.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
0105	401	Division of Strategic Communications	100.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
0110	401	Donations	101.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
0300	401	Council on Human Services	102.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
1100	401	Termination Leave and SLIP	103.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
1200 1200-XX	401	Legal Services	104.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
1300 1300-XX	401	Developmental Disabilities Council	106.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
1400	401	Disabilities Prevention Council	108.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2190	401	Rent Reimbursement	109.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2191	401	IDPH/DHS Realignment	109.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2195	401	Workday Conversion	109.1	I3, State of Iowa Accounting System, Refer to Appendix	General Administrative	1)
2198	401	State Centralized Data Processing	110.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2200	401	Division of Fiscal Management	113.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2210 2211 2215 2220 2250	401	Fiscal Management	114.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2212	401	State Audit Expenses	116.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2273 2273-XX	401	General Support Services	126.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
2280	401	General Admin-State Only	129.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2600 2600-XX	401	Division of Data Management	130.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2601 2601-XX	401	Child Welfare Information System	132.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2602 2602-PD	401	Data Warehousing	134.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2604 2604-XX	401	IT Project Management Office	136.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2607	401	Eligibility/Purchased Services	139.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2609	401	Medical Services Systems, Data Warehouse, Child Welfare Information Systems (CWIS), IT Project Management, Income Maintenance Data Systems & Programming	140.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2610 2610-XX	401	Data Systems Support Services	140.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2611	401	Iowa Collection and Reporting (ICAR) Management	141.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2612	401	Enterprise Architecture	141.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2614	*401*	*Application Development*	*142.2*	*I3, State of Iowa Accounting System, Refer to Appendix I*	*General Administrative*	*1)*
2616	*401*	*Remote IT Staff, Facilities and TCM*	*141.5*	*I3, State of Iowa Accounting System, Refer to Appendix I*	*General Administrative*	*1)*
2617	*401*	*Remote IT Staff Facilities*	*141.7*	*I3, State of Iowa Accounting System, Refer to Appendix I*	*General Administrative*	*1)*
2620 2620-XX	401	Data Systems and Programming	142.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2622 2622-03	401	Medical Systems and Programming	142.8	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2655 2655-XX	401	Enterprise Network	160.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2680	401	Enterprise Projects	170.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
2670	401	Intangible Asset-State Staff	160.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5000 ~~5000-XX~~	401	~~Deputy Director for Programs and Services~~Chief Operating Officer	188.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5005	401	Bureau of Human Resources	188.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5200	401	Bureau of Policy Coordination	191.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
~~5210~~	~~401~~	~~Policy Analysis~~	~~192.1~~	~~I3, State of Iowa Accounting System, Refer to Appendix I~~	~~General Administrative~~	~~1)~~
5220 5220-XX	401	Appeals Unit	194.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5230	401	Forms Translation	194.4	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5300 5300-XX	401	Division of Medical Services	231.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5301 5302	401	Bureau of Medicaid Administration	231.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5330 5330-XX	401	Bureau of Long Term Care	231.6	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5400 5400-XX	401	Division of Adult, Children, and Family Services	240.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5410 5410-XX	401	Bureau of Financial, Food and Work Supports	245.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5411 5411-XX	401	Food Assistance Unit	245.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5412 5412-XX	401	Commodities	245.4	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5417	401	Family Investment Program Unit	247.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5450	401	Notice Printing and Postage	247.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
5451 5451-XX	401	Food Assistance Work Registration	247.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5452 5452-XX	401	Food Assistance State Exchange	247.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5453 5453-XX	401	Nutrition Education Federal Pass Through	247.4	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5420	401	Bureau of Quality Control	250.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5421	401	Quality Control Unit	250.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5422 5422-XX	401	Payment Error Rate Measurement Analysis - PERM	250.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5430	401	Bureau of Child Welfare and Community Services	255.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5431 5431-XX	401	Protective Services	255.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5437	401	Community Living	255.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5433	401	Group Foster Care Unit	255.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5434	401	Child Welfare In-Home Services Unit	255.4	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5436	401	Child Welfare State Plans	255.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5446	401	Foster Care Transition	255.6	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5443 5443-XX	401	Foster Care and Adoption Unit	255.7	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5440	401	Bureau of Child Care	260.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5444	401	Child Care Policy Unit	260.4	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5700	401	Division of Mental Health and Disability Services	276.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5701	401	Mental Health and Disability Services Commission	276.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5704	401	Children's Mental Health Crisis Planning Grant	276.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5702 5702-03	401	Bureau of Community Services and Planning	276.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5702-01 5702-02	401	Bureau of Community Services and Planning	276.55	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5708 5708-03 5708-04	401	Community Services and Planning	276.6	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5722	401	Office of Facility Support	276.9	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5900	401	Division of Field Operations	277.0	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5901	401	Field Operations Support Division	277.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5910	401	Bureau of Quality Assurance and Improvement	277.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5911	401	Quality Assurance and Improvement	277.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5930	401	Bureau of Service Support & Training	277.5	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5935	401	Training Coordination Unit	277.6	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5940 5940-XX	401	Bureau of I.M. Support & Training	277.~~7~~6	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5951	401	Child Abuse Services	277.8	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5955	401	Record Check Evaluation Unit	277.9	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5965	401	ICPC Unit	278.1	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
5902	401	Disaster Preparedness-State Staff	278.2	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
5903	401	Disaster Relief-Administration	278.3	I3, State of Iowa Accounting System, Refer to Appendix I	General Administrative	1)
		Bureau of Refugee Programs-Indirect Costs (Funds 225 and 226)	280.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Bureau of Child Support-Indirect Costs (4015)	282.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU Central Collection Recovery Unit-Indirect Costs (4016-4111, 4211, 4311, 4411)	284.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU TERMINAL LEAVE AND SLIP STATE SHARE - INDIRECT COSTS (4018)	285.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU Administration-Indirect Costs (4017), CSRU-FIDM-Indirect Costs (4041), CSRU – FIDM (4041) CSRU DEPARTMENT OF REVENUE AND FINANCE (DRF) CONTRACT – INDIRECT COSTS (4042)	286.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU-ICER Unit-Indirect Costs (4017-08), CSRU-Paternity Affidavit-Indirect Costs (4017-09), CSRU-Employer Service Center (4037)	288.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU-Other Programs-Indirect Costs (4020)	290.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Central Collection and Distribution-Indirect Costs (4023)	294.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Attorney General/CSRU Promotional Campaign-Indirect Costs (4024)	296.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Child Support State-Indirect Costs (4026)	300.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU-ICAR Systems Maintenance-Indirect Costs (4022)	310.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU-Customer Service Center-Indirect Costs (4031)	320.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU-ISU Task Orders for Policy & ICAR Training-Indirect Costs (4118)	340.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU County Federal Pass Through-Indirect Costs (4916)	350.1	Residual Indirect Cost Pool	General Administrative	1)b)
		CSRU/DPH & SCA Contract Federal Pass Through-Indirect Costs (4917)	352.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Field Operations-Administrative Support-Indirect Costs (DP0000)	354.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Field Operations-Income Maintenance-Indirect Costs (RP0200)	356.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Field Operations-Social Services-Indirect Costs (RP0300)	358.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Automated Benefit Calculation Residual (RP0600)	362.1	Residual Indirect Cost Pool	General Administrative	1)b)
		MMIS System Residual Pool (RP2642)	363.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Reporting SACWIS (RP2601)	364.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Needs Based Assistance Programs Technology-Indirect Costs	366.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Iowa's Eligibility Integrated Application Solution (ELIAS) Residual (RPELIAS)	367.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Electronic Benefits Transfer System-Indirect Costs	368.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Misc Program Related Activities-Indirect Costs	370.1	Residual Indirect Cost Pool	General Administrative	1)b)
		Health Insurance Premium Unit (HIPP)-Indirect Costs	370.2	Residual Indirect Cost Pool	General Administrative	1)b)
5X35	402	Local Administrative Expenses	372.1	Direct Bill, Iowa Counties	Local Administrative Expenses	3)
0134	413	Food Assistance Outreach	374.0	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)

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SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
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Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
0139 to 0158	413	*Needs Based Assistance Programs* Technology	374.1	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
0166 0166-XX 0162	413	Iowa's Eligibility Integrated Application Solution (ELIAS)	375.1	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
0163 *0163-XX*	413	Income Maintenance Business Support Systems	375.5	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
0144 0144-02	413	Electronic Benefits Transfer System	376.1	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
0109 X381 X389 0107	413	Misc Program Related Activities Included in Administrative Cost Allocation	380.1	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
2038, 2095, 2080 2080-02 2095-02	413	Misc Program Related Activities not included in Program Administrative Cost	380.1	Program Administration Cost, not included in Administrative Cost Allocation	Program Administration Cost, not included in Administrative Cost Allocation	4)
2503 2503-XX	413	Health Insurance Premium Unit (HIPP)	380.2	I3, State of Iowa Accounting System, Refer to Appendix I	Misc 413	1)
0167N, 167N, 267N	413	Technology Reinvestment Fund	381.1	Program Administration Cost, not included in Administrative Cost Allocation	Misc 413	4)
20XX to 29XX	413	Medical Contracts	382.1	Program Administration Cost, not included in Administrative Cost Allocation	Program Administration Cost, not included in Administrative Cost Allocation	4)
20XX to 29XX	*413*	*Non-Core Medical Contracts (0001-N28-413)*	*382.3*	*Program Administration Cost, not included in Administrative Cost Allocation*	*Program Administration Cost, not included in Administrative Cost Allocation*	*4)*
H001 to H015	413	HAWK-I	383.1	Program Administration Cost, not included in Administrative Cost Allocation	Program Administration Cost, not included in Administrative Cost Allocation	4)
H2XX M2XX	413	Health Care Transformation Orgs	383.3	Program Administration Cost, not included in Administrative Cost Allocation	Program Administration Cost, not included in Administrative Cost Allocation	4)
28XX H250 H260	413	IME Contracts	383.5	Program Administration Cost, not included in Administrative Cost Allocation	Program Administration Cost, not included in Administrative Cost Allocation	4)
7000 7100	402	Bureau of Refugee Services Funds 225 and 226	384.1	I3, State of Iowa Accounting System, Refer to Appendix I	Bureau of Refugees	1)
4015	402	Collection Services Center-Admin	400.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4016 4111 to 4411	402	CSRU CSC Public Inquiry Unit and Regions	402.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4018	402	Term Leave and SLIP	403.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4017	402	Child Support Recovery Unit Administration	404.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4017-08 4017-09 4037	402	CSRU-ICER Unit CSRU-Paternity Affidavits, CSRU-Employer Service Center	406.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4020	402	CSRU-Other Programs	408.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4022	402	CSRU-ICAR System Maintenance	410.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4023	402	CSRU-Collection and Distribution	412.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4024	402	Attorney General/CSRU Promotional Campaign	414.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4026	402	Child Support State	416.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*
4031	402	Customer Service Center	424.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4041	402	CSRU Financial Institution Data Match	428.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4042	402	CSRU Department of Revenue & Finance Contract	430.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4118 4118-03	402	ISU Task Orders for Policy Training & ICAR Training	432.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4916	402	CSRU for County Contracts	434.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
4917	402	CSRU/DPH & SCA Contract Federal Pass Through	436.1	I3, State of Iowa Accounting System, Refer to Appendix I	Child Support	1)
6099	402	Field Operations-Administrative	500.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6X10	402	Field Operations-Administrative Support Services Areas	502.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6X12, 6X13	402	Field Operations-Social Services Service Areas	504.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6X16, 6516-MX	402	Field Operations-Income Maintenance Service Areas Field Operations-Medicaid Eligibility Unit	506.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6910 6910-IM 6910-SS	402	Field Operations-Centralized Service Area Admin-(6910, 6990) Field Operations-IM Centralized Management(6910-IM) Field Operations-SS Centralized Management(6910-SS)	508.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6911	402	Field Operations - Child Welfare Intake Unit	508.3	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6912	402	Field Operations - Child Care Eligibility Unit	508.4	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6913	402	Field Operations - Medicaid Eligibility Unit	508.5	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6914 6914-XX	402	Field Operations - Bureau of Quality Assurance and Improvement	508.6	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6915 6915-IM 6915-SS	402	Field Operations-Customer Service Field Operations-Customer Service IM Field Operations Customer Service SW	510.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6926	402	Field Operations-IM Call Center	513.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6928 6928-XX	402	Field Operations - Claims Integrity Unit	513.5	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6929	402	Field Operations – Employment and Training	513.6	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6945	402	Field Operations-Bureau of IM Support and Training	515.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6936	402	Field Operations-IM Training Academy	516.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6946	402	Field Operations-IM Help Desk	517.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6942 6942-FH	402	Field Operations-Bureau of Service Support and Training	519.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6950	402	Field Operations-Child Care Regulatory Unit	520.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6960	402	Field Operations-Provider Performance Managers Unit	522.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6970	402	Field Centralized IV-E & Eligibility Unit	522.6	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6975	402	Field IV-E Policy Unit	522.7	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6976	402	Field Foster Care & Medicaid Eligibility Unit	522.8	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6980	402	Term and SLIP Leave	523.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6996 6X06-OS	402	Field Operations-Outstationing	524.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)
6999	402	Field Operations-State Only	526.1	I3, State of Iowa Accounting System, Refer to Appendix I	Field	1)

IOWA DEPARTMENT OF HUMAN SERVICES
SOURCES OF ADMINISTRATIVE EXPENSE BY SCHEDULE AND ORGANIZATION (COST CENTER)
APPENDIX F

Updated 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Dept	Name	Schedule Number	Source	Expense Category	Refer to Intro*

* References the Organization of the Cost Allocation Plan Section of the Introduction.

APPENDIX G

The Department's expenses are recorded in the Integrated Information for Iowa (I3) system. The administrative expense categories are recorded in the following object classes:

101 Personnel Services: Salaries and wages, payroll taxes, retirement contributions, employee insurance (health, dental, life, disability), and contributions to employee deferred compensation plans.
202 In State Travel: Transportation, food, lodging, and other in state travel expense.
203 State Vehicle Operation: Gasoline, insurance, and repair expense.
204 State Vehicle Depreciation: Vehicle depreciation payments.
205 Out of State Travel: Transportation, food, lodging, and other out of state travel expense.
301 Office Supplies: Stationery and supplies, photocopies, subscriptions, organizational dues, and other miscellaneous office supplies.
302 Facility Maintenance Supplies: Janitor supplies and materials.
303 Equipment Maintenance Supplies: Equipment maintenance and supplies.
304 Prof & Scientific Supplies: Educational, training, and other professional supplies.
308 Other Supplies: Recording and transcript fees, miscellaneous supplies.
309 Printing & Binding: Publications and printing costs.
311 Food: Child Support Unit. Meals expense for meetings.
313 Postage: Postage and mail fees.
401 Communications: Telephone, Iowa Communications Network (ICN), and other communication expense.
402 Rentals: Office, storage, and equipment rentals.
403 Utilities: Electricity, gas, water.
405 Prof & Scientific Services: Professional and consultant fees.
406 Outside Services: Temporary staffing, office equipment maintenance, office moving expenses, delivery service, and other miscellaneous outside services.
407 Intra-State Transfers: Iowa Workforce Development, Department of Inspection and Appeals, other Intra-State Billings.
408 Advertising & Publicity: Newspaper official publications, employee recruitment and other required public notifications.
409 Outside Repairs/Service: Outside services for building repair, other machinery and equipment repair.
411 Attorney General Reimbursement: Legal services.
412 Auditor Of State Reimbursement: Audit services.
414 Reimbursements to Other Agency: Centralized State Human Resource expense, Office Space at the Capital Complex expense, and other miscellaneous centralized expenses billed by the Department of Administrative Services.
416 ITD Reimbursements: Centralized State Information Technology expense billed by the Department of Administrative Services.
417 Workers Comp Reimbursements: State Workers Comp Payments.
418 IT Outside Services: IT Professional Services.
501 Equipment: Miscellaneous equipment (telephone, other).
502 Office Equipment: Office equipment.
503 Equipment-Non Inventory: Office furniture and equipment.
510 IT Equipment & Software: Desktop, server, network, and printer expense.
601 Claims: Appeal Board Claims
602 Other Expenses and Obligations: Indirect costs (Statewide allocations), bank charges.

702 Fees: Court costs.
705 Refunds: Payments on County contracts.

IOWA DEPARTMENT OF HUMAN SERVICES
DOCUMENTATION OF OBJECT CLASSES AND OBJECT CODES, I3 STATE OF IOWA ACCOUNTING SYSTEM
APPENDIX G

Updated 07/01/17

APPENDIX G (continued)
Updated 07/01/17

An object is the lowest level unit that expenditures are posted to on I3. The following is a list of objects, by object class, that the Iowa Department of Human Services has used to record administrative:

Object Class	Name	Object	Name
101	Personal Services	1100	Salaries & Wages
101	Personal Services	1101	Federal Withholding
101	Personal Services	1102	Maintenance
101	Personal Services	1103	State Withholding
101	Personal Services	1104	Charitable Contributions
101	Personal Services	1105	FICA
101	Personal Services	1108	State Retirement
101	Personal Services	1109	Employee Organizations-Dues
101	Personal Services	1110	Blue Cross/Blue Shield
101	Personal Services	1113	Bonds, Savings
101	Personal Services	1114	Miscellaneous 2
101	Personal Services	1115	Credit Unions
101	Personal Services	1117	Group Life Insurance-Individual
101	Personal Services	1118	Deferred Compensation
101	Personal Services	1122	Misc Insurance Deductions
101	Personal Services	1123	Dental Insurance
101	Personal Services	1125	Illinois State Tax Withhold
101	Personal Services	1138	Share of Neb Employee
101	Personal Services	1141	Flexible Spending Employee Share
101	Personal Services	1143	Unity Choice - Employer Share
101	Personal Services	1149	Blue Access Employee Share
101	Personal Services	1151	Imputed Income
101	Personal Services	1160	Dependent Care
101	Personal Services	1311	Employer Share - FICA
101	Personal Services	1312	Employer Share- IPERS
101	Personal Services	1315	Employer Share - Blue Cross/Blue Shld
101	Personal Services	1317	Employer Share - Grp Life Ins
101	Personal Services	1318	Employer Share - Grp Life Ins
101	Personal Services	1320	SPOC Health Ins-State Share
101	Personal Services	1322	Deferred Compensation - State Share
101	Personal Services	1323	Dental Insurance - State Share
101	Personal Services	1333	John Deere Primary State Share
101	Personal Services	1338	Share of Neb Employer
101	Personal Services	1343	Unity Choice - Employer Share
101	Personal Services	1348	SPOC Dental Ins - State Share
101	Personal Services	1349	Blue Access State Share
101	Personal Services	1355	SLIP Wellmark State Share
101	Personal Services	1356	SLIP Wellmark HMO State Share
101	Personal Services	1357	SLIP UHC State Share
101	Personal Services	1500	Garnishments
101	Personal Services	1501	Wage Assignments
202	In State Travel	2103	Current Pers Mileage Rate - In-State
202	In State Travel	2105	Prior Pers Mileage Rate - In-State
202	In State Travel	2110	Transportation-In State
202	In State Travel	2115	Travel Advance - In State
202	In State Travel	2119	Taxable Meals
202	In State Travel	2121	Food - In State
202	In State Travel	2122	Lodging - In State
202	In State Travel	2125	Registration - In State
202	In State Travel	2128	Misc Tvl Exp In State
202	In State Travel	2135	Taxable Mileage
202	In State Travel	2150	Interview Expense - Meals
202	In State Travel	2151	Interview Expense - Lodging
202	In State Travel	2152	Interview Expense - Transport
202	In State Travel	2571	Trans Hsehld Gds- Emp- No Whhd
202	In State Travel	2573	$.10 Lg&Ldg Old-New Emp No Wh

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Object Class	Name	Object	Name
202	In State Travel	2575	>$.10 Mlg-Old-New-Emp-Whhold
202	In State Travel	2577	Pre-Move Tvl&Ldg Pd To Employe
202	In State Travel	2579	Temp Living- Not Meals
202	In State Travel	2581	Other Exps Pd To Employee
202	In State Travel	2583	Meals- Old To New-Employee
202	In State Travel	2585	Pre-Move Meals- Employee
202	In State Travel	2587	Meal Exps- Temp Living Exp
202	In State Travel	2588	Storage Charges
202	In State Travel	2596	Tax Assistance Payment
203	State Vehicle Operation	2130	Vehicle Maintenance Payments
203	State Vehicle Operation	2132	Vehicle Overhead Payment
203	State Vehicle Operation	2231	Gasoline & Motor Fuel
203	State Vehicle Operation	2234	Parts-Auto
203	State Vehicle Operation	2441	Insurance Premiums-Auto
203	State Vehicle Operation	2511	Labor - Vehicles
204	State Vehicle Depreciation	2131	Vehicle Depreciation Payments
205	Out Of State Travel	2104	Current Pers Mileage Rate - Out-State
205	Out Of State Travel	2109	Car Rental- Out-Of-State
205	Out Of State Travel	2111	Trans Out Of State
205	Out Of State Travel	2123	Food - Out Of State
205	Out Of State Travel	2124	Lodging - Out Of State
205	Out Of State Travel	2126	Registration - Out Of State
205	Out Of State Travel	2129	Misc Travel Exp Out Of State
205	Out Of State Travel	2136	Laundry-Out Of State
301	Office Supplies	2211	Stationery & Supplies
301	Office Supplies	2213	Books & Periodicals
301	Office Supplies	2218	Photo Copies
301	Office Supplies	2219	Other Office Supplies
301	Office Supplies	2220	Subscriptions
301	Office Supplies	2320	Special Forms & Supplies
301	Office Supplies	2340	Printing Supplies
301	Office Supplies	2810	Organization Dues
302	Facility Maintenance Supplies	2222	Electrical Supplies & Material
302	Facility Maintenance Supplies	2225	Janitor Supplies
303	Equipment Maintenance Supplies	2235	Equipment Maintenance
303	Equipment Maintenance Supplies	2239	Accessories & Other Supplies
304	Prof. & Scientific Supplies	2243	Educ & Training Supplies
304	Prof. & Scientific Supplies	2250	Other Prof & Scientific Supp
308	Other Supplies	2284	Recording,Transcrip.& Releases
308	Other Supplies	2292	Film & Film Processing
308	Other Supplies	2299	Other Supplies & Materials
309	Printing & Binding	2310	Publications
309	Printing & Binding	2319	Printing Costs
311	Food	2261	Food
313	Postage	2200	GSE Mail Utility Fee
313	Postage	2202	Express Mail
313	Postage	2212	Postage
401	Communications	2339	Web Conferencing
401	Communications	2396	Cellular Phones Exp
401	Communications	2397	Installation/Hookup Data Lines
401	Communications	2398	ICN Miscellaneous
401	Communications	2399	ICN Voice Usage
401	Communications	2400	ICN Admin Video Usage
401	Communications	2402	ICN Data Usage
401	Communications	2403	Hookup Expenses To ICN
401	Communications	2404	Fax Costs
401	Communications	2405	Long Distance
401	Communications	2406	WATS
401	Communications	2408	Electronic Mail
401	Communications	2411	Telephone & Telegraph
401	Communications	2412	Answering Service
401	Communications	2414	Moving Charge-Phone
401	Communications	2415	Telephone Maintenance

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Object Class	Name	Object	Name
401	Communications	2416	Trunk Line Rental
401	Communications	2417	Foreign Exchange Lines
401	Communications	2420	Internet Service
402	Rentals	2422	Rentals
402	Rentals	2423	Equipment Rental
402	Rentals	2424	Office Rental
402	Rentals	2425	Storage-Garage Rent,Hanger Re
402	Rentals	2427	Rental-Conference Rm/Meet Rm
402	Rentals	2428	Post Office Box Rent
402	Rentals	2430	Rent - Other
403	Utilities	2431	Electricity
403	Utilities	2432	Gas
403	Utilities	2433	Water
403	Utilities	2435	Sewage
403	Utilities	2436	Fire Service
405	Prof & Scientific Services	2349	Counseling Service
405	Prof & Scientific Services	2446	Optometrists Fees
405	Prof & Scientific Services	2447	Lab Fees-Medical
405	Prof & Scientific Services	2450	Consultants
405	Prof & Scientific Services	2460	Professional Fees
405	Prof & Scientific Services	2461	Audit Fees
405	Prof & Scientific Services	2462	Legal Fees
405	Prof & Scientific Services	2463	Medical Fees
405	Prof & Scientific Services	2464	Other Prof & Scientific Serv
405	Prof & Scientific Services	2465	Research
405	Prof & Scientific Services	2469	Prof. Adm. Services-Outside
405	Prof & Scientific Services	2499	Consultant Travel Expense
405	Prof & Scientific Services	2532	Settlements Paid To Attorneys
405	Prof & Scientific Services	2569	Medical Evaluation
406	Outside Services	2305	Program Presenter
406	Outside Services	2318	Legal Process Servers
406	Outside Services	2345	Staffing, Temp
406	Outside Services	2346	Microfilming Services
406	Outside Services	2356	Outside/Commercial Printers
406	Outside Services	2358	Interpreters
406	Outside Services	2359	Collection Services
406	Outside Services	2366	Mediators
406	Outside Services	2368	Fingerprint Analysis
406	Outside Services	2370	Security Systems Maintenance
406	Outside Services	2371	Paper Shredding Service
406	Outside Services	2374	Mail Service-Not Usps
406	Outside Services	2393	Office Equipment Maintenance
406	Outside Services	2395	Alarm System Monitoring
406	Outside Services	2453	Court Reporters/Transcription
406	Outside Services	2454	Instructors
406	Outside Services	2455	Sheriff Fees
406	Outside Services	2471	Express, Freight, & Drayage
406	Outside Services	2474	Tuition
406	Outside Services	2475	Armored Car Service
406	Outside Services	2476	Office Moving Expenses
406	Outside Services	2479	Other Contractual Services
406	Outside Services	2481	Pest Control
406	Outside Services	2483	Trainer/Trainee Tvl Exp
406	Outside Services	2484	Clean Towel Service
406	Outside Services	2488	Delivery Service
406	Outside Services	2489	Training Paid To 3rd Party-Tax
406	Outside Services	2490	Custodial
406	Outside Services	2517	Handling Fees/Charges
406	Outside Services	2520	Commercial Trash Pickup
406	Outside Services	2559	IT Technical Consultants
406	Outside Services	2561	Equipment Recycling Fees
406	Outside Services	2597	Client Education
406	Outside Services	2598	Program Awareness-Education

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Object Class	Name	Object	Name
406	Outside Services	2601	Computer Access User Fees
406	Outside Services	2604	On Line Research Fee
406	Outside Services	2620	Towing
407	Intra-State Transfers	3901	Intra State Transfer
408	Advertising & Publicity	2291	Promotional Supplies & Expense
408	Advertising & Publicity	2351	Advertising
408	Advertising & Publicity	2352	Newspaper Official Publication
409	Outside Repairs/Service	2512	Outside Repairs & Service-Bldg
409	Outside Repairs/Service	2513	Outside Repr & Serv-Mach&Equip
409	Outside Repairs/Service	2514	Outside Reprs & Serv-Off Equip
409	Outside Repairs/Service	2516	Outside Repairs/Serv-Parts Pur
409	Outside Repairs/Service	2519	Outside Repairs & Serv-Other
411	Attorney General Reimbursement	2502	Attorney General Reimbursement
412	Auditor Of State Reimbursement	2503	Auditor Of State Reimbursement
414	Reimbursements To Other Agency	1410	State Unemployment Comp.
414	Reimbursements To Other Agency	2199	HRE Flex Spending Dep Care
414	Reimbursements To Other Agency	2293	Personnel Dept Exams & Expense
414	Reimbursements To Other Agency	2321	GSE Fee-Office Space Cap Complex
414	Reimbursements To Other Agency	2323	GSE Leasing Fee Off Cap Complex
414	Reimbursements To Other Agency	2324	GSE Leasing Fee Out Seat of Gov
414	Reimbursements To Other Agency	2325	GSE Purchasing Fee
414	Reimbursements To Other Agency	2328	GSE Emp Bl Bond Coverage Fee
414	Reimbursements To Other Agency	2329	HRE Emp Services Utility
414	Reimbursements To Other Agency	2331	HRE Benefits Utility
414	Reimbursements To Other Agency	2332	HRE Program Delivery Utility
414	Reimbursements To Other Agency	2333	HRE Health Ins Surcharge
414	Reimbursements To Other Agency	2334	HRE Workers Comp
414	Reimbursements To Other Agency	2335	HRE Emp Assistance Plan
414	Reimbursements To Other Agency	2336	HRE Golden Dome
414	Reimbursements To Other Agency	2337	HRE Flex Spending Health
414	Reimbursements To Other Agency	2507	Reimbursements To Other Agcy
414	Reimbursements To Other Agency	2531	Agency Insurance Recovery
414	Reimbursements To Other Agency	2566	HRE Labor Relations
414	Reimbursements To Other Agency	2605	Employment Services Merit Only Utility Exp
414	Reimbursements To Other Agency	4670	Training
414	Reimbursements To Other Agency	4671	GSE Design and Construction Projects
414	Reimbursements To Other Agency	4672	Unemployment Claims Management
416	ITD Reimbursements	2501	Reimburse ITD Services
416	ITD Reimbursements	2565	ITE Directory Services Utility
416	ITD Reimbursements	2567	I/3 System Utility
418	IT Outside Services	4181	IT Professional Services
501	Equipment	2701	Purchased Telephone Equip
502	Office Equipment	2608	Other Office Equipment
502	Office Equipment	2621	Photocopy Machines
502	Office Equipment	2623	Misc. Office Equipment
502	Office Equipment	2624	Misc. Office Furniture
503	Equipment-Non Inventory	3300	Miscellaneous Eq N Inventory
503	Equipment-Non Inventory	3314	Desks Non Inventory
503	Equipment-Non Inventory	3315	File Cabinets Non Inventory
503	Equipment-Non Inventory	3316	Chairs Non Inventory
503	Equipment-Non Inventory	3318	Tables Non Inventory
503	Equipment-Non Inventory	3323	Misc. Office Equip N Inventory
503	Equipment-Non Inventory	3324	Misc. Office Furn N Inventory
503	Equipment-Non Inventory	3325	Carpeting Non Inventory
503	Equipment-Non Inventory	3356	Radio Eq Non Inventory
503	Equipment-Non Inventory	3373	Communications Eq N Inventory
510	IT Equipment & Software	3810	Desktop HW Purchase or Lease-Non Inventory
510	IT Equipment & Software	3820	Desktop SW Purchase or License
510	IT Equipment & Software	3830	Desktop Misc,Parts,Supplies,Consumable
510	IT Equipment & Software	3840	Desktop HW Maintenance,Consumable
510	IT Equipment & Software	3850	Desktop SW Maintenance,Consumable
510	IT Equipment & Software	3910	Server HW Purchase or Lease-Non Inventory
510	IT Equipment & Software	3911	Server HW Purchase or Lease-Inventory

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Object Class	Name	Object	Name
510	IT Equipment & Software	3920	Server SW Purchase or License
510	IT Equipment & Software	3930	Server Misc,Parts,Supplies,Consumable
510	IT Equipment & Software	3940	Server HW Maintenance,Consumable
510	IT Equipment & Software	3950	Server SW Maintenance, Consumable
510	IT Equipment & Software	4010	Network HW Purchase or Lease-Non Inventory
510	IT Equipment & Software	4011	Network HW Purchase or Lease-Inventory
510	IT Equipment & Software	4020	Network SW Purchase or License
510	IT Equipment & Software	4030	Network Misc,Parts,Supplies, Consumable
510	IT Equipment & Software	4040	Network HW Maintenance, Consumable
510	IT Equipment & Software	4050	Network SW Maintenance, Consumable
510	IT Equipment & Software	4710	Printer HW Purchase or Lease-Non Inventory
510	IT Equipment & Software	4730	Printer Misc,Parts,Supplies, Consumable, Print Cartridges
510	IT Equipment & Software	4740	Printer HW Maintenance, Consumable
510	IT Equipment & Software	4750	Printer SW Maintenance, Consumable
601	Claims	2718	Other Appeal Board Claims
601	Claims	2722	State Appeal Board Reportable Claims
602	Other Expenses & Obligations	2717	Indirect Costs
602	Other Expenses & Obligations	2801	Allowance
602	Other Expenses & Obligations	2803	Fines
602	Other Expenses & Obligations	2812	Bank Charges
602	Other Expenses & Obligations	2820	Fair Admission & Parking
602	Other Expenses & Obligations	2821	Interest-Late Payments
602	Other Expenses & Obligations	2833	Client Expenses
602	Other Expenses & Obligations	2834	Employee Recognition Expenses
602	Other Expenses & Obligations	2837	Retirement Expenses
602	Other Expenses & Obligations	2856	Credit Card Fee
602	Other Expenses & Obligations	2864	Conference Sponsorship
705	Refunds-Other	2804	Refund
705	Refunds-Other	2880	Refund -Miscellaneous Fees

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DOCUMENTATION OF ACCOUNTING PROCEDURES AND POLICIES INCLUDING FRINGE BENEFITS
APPENDIX H

Payroll and Benefit Expenditures: All salaries are documented based on actual costs and reported in the agency's bi-weekly payroll report S471F004-A. The salary of each employee is charged to the cost center where that employee is assigned.

Benefits: Benefits of each employee are charged to the cost center assigned. Benefits include Health Care Benefits (health insurance, prescription drug coverage, dental insurance), Income Protection (Basic Term Life Insurance, Supplemental Term Life Insurance, Accidental Death & Dismemberment Insurance, and Long Term Disability Insurance), Time Off Benefits (Vacation, Sick Leave, Holidays), and Retirement (Retirement Investors' Club and Pension, Iowa Public Employees' Retirement System (IPERS).

Other Benefits include Employee Assistance Program (EAP), Flexible Spending Accounts, and Workers' Compensation. The Department of Administrative Services charges the Department of Human Services based on per capita billings. The billings for Other Benefits are charged to administrative cost centers in each Appropriation, pro-rated based on FTE count.

Non-payroll Expenditures: Department of Human Service staff that authorize costs and/or prepare claims are responsible for determining that costs are allowable and which cost center (organization) expense should be charged.

Accounting for Statewide and Other Agency billings is documented in the Introduction and Narrative Sections 1 and 11 of the Plan.

The Department of Administrative Services bills the following services to the Department of Human Services based on actual usage, by cost center. An automated transfer occurs monthly and detailed billing information is posted online:

a) General Services Enterprise- Fleet and Mail
b) Information Technology Enterprise-computer services, centralized printing, mail folding and inserting, and Director Service Utility.
c) Human Service Enterprise (HRE) – Health insurance surcharge, flexible spending, HRE Utilities
d) State Accounting Enterprise – I/3 Utilities

APPENDIX I
Effective 07/01/19
Submitted 04/24/20

IOWA DEPARTMENT OF HUMAN SERVICES
DOCUMENTATION OF TIME STUDIES
APPENDIX I

Section 1 - Methodology for Income Maintenance Random Moment Sampling and Social Services Random Moment Sampling system.

Overview

Random Moment Sampling (RMS) software is utilized by the state agency to identify Field Operations Division (Field OPS) employee effort related to specific field programs and activities within 1) social services and 2) income maintenance programs to determine the ultimate federal and state funding sources attributable to those programs and activities.

The Department purchased a third party RMS software solution October 1, 2005 for the purpose of capturing the quarterly effort of nearly one thousand employees working in the Field Operations Division of the organization. The results of the quarterly RMS are translated into the federal and state funding streams for the entire field division and then used to allocate certain direct personnel and non-personnel costs, as well as certain service area and county administrative costs, to the proper ultimate funding source.

Identification of the Universes

Two separate sampling universes have been defined for the purposes of the RMS. Two distinct universes (one for social services and one for income maintenance) identify the efforts of direct worker field staff involved in the day-to-day administration of all of the Department's social service and income maintenance programs.

Using the 1981 Office of Procurement Assistance, and Logistics (OPAL) guidelines as the basis for this determination, the following definition was used to establish which workers were to be included in the sampling universe.

The population covered by the individual RMS should consist of the following:

1. Employees who are directly involved with the provision of social services and/or case maintenance with the following job classes:
    a. Social Services Worker II
    b. Social Services Worker III
2. Employees at the county or Service Area level directly involved in eligibility determinations, predeterminations, and/or case maintenance with the following job classes:
    a. Income Maintenance Worker I
    b. Income Maintenance Worker II

All positions listed above within fund code 0001 and agency code 402 are eligible for sampling, and represent the universe of sampled employees with the exception of direct charge staff whose efforts are 100% attributable to one ultimate funding source.

Universe Member Creation

As previously indicated, the RMS software contains two sample groups: 1) social service employees and 2) income maintenance employees.

Prior to the start of each new sampling quarter the following occurs:

1. Each distinct sample group (SW and IM) is copied forward from the previous quarter and becomes the base sample of employees for the upcoming quarter
2. The last available listing of social workers and income maintenance workers is downloaded from the state payroll system and compared to the base sample listing from the previous quarter
    a. Employees listed in the base sample but not listed in the payroll download are removed from the base sample for the coming quarter
    b. Employees not listed in the base sample but listed in the payroll download are added to the base sample for the coming quarter
    c. Known new hires (those hired but not in the payroll sample) are added to the current quarter sample if the following is available at the time of the sample generation:
        i. A valid email address exists in the state system at the time of sample group creation
        ii. An office assignment is known at the time of sample membership creation
    d. Work schedule is assigned as 8:00 to 4:30 M-F when information is not available at the time of sample group creation
3. Current quarter sample groups are compared against vacant position responses from the previous quarter to remove any late terminations not reflected in 2.a.
4. Pursuant to 2 CFR 200.430(5)(i)(B), current quarter sample groups for each universe are compared against “Outside of normal work hours” responses (non-strikes) from the previous quarter and schedules are adjusted for the upcoming quarter

Sample Creation

Once the sample group membership creation process for each universe is complete, the actual sample for the coming quarter can be created.

Prior to the start of each new sampling quarter the following occurs for each member universe:

1. Current sample beginning and end dates are entered to encompass entire upcoming quarter
2. State holidays for the current sampling quarter are entered
3. Sample size is selected to be 2,700 (2.400 requested + 300 oversamples) per universe
4. Sample validation is selected to be 10% of all samples per universe for the quarter
5. Entire random sample is system generated for each universe for the upcoming quarter
    a. Random samples can be selected at any time based on the following criteria:
        i. Non-weekend and non-state holiday dates
        ii. Available work hours of sampled staff
            1. Each staff member can have unique work hours
            2. Sampled staff do not receive samples outside scheduled work hours
6. Respective universe members have equal chance of selection for samples that fall within their assigned work hours and can receive multiple RMS requests for a given day
7. System automatically emails samples to the employees as they become active throughout the upcoming quarter.
    a. 40-50 samples a day emailed to employees in each universe
    b. 4-5 sample validations emailed to sample validators (see next section) in each universe

It should be noted that the entire sample is drawn and determined prior to the beginning of the quarter. Yet, while all sample dates and times are known within the system, only RMS administrative staff (see RMS administration section) have access to the schedule (as a function of system access) for the upcoming quarter. No sampled employee, field staff supervisor, or management outside of the RMS system administration framework has access to the sample dates and times housed in the RMS system.

The following chart illustrates sample creation and usage throughout the year:

Payroll Processing for Period Ending	Survey Period	Applicable Federal Claim Period
Last available processed payroll of Jun	Jul Aug Sep	Jul Aug Sep
Last available processed payroll of Sep	Oct Nov Dec	Oct Nov Dec
Last available processed payroll of Dec	Jan Feb Mar	Jan Feb Mar
Last available processed payroll of Mar	Apr May Jun	Apr May Jun

The last available processed payroll of the month can vary due to the time restraints of updating the sample membership for each universe. Generally, if the final payroll of the month processes in the last week, the previous payroll file (the first payroll file) of the last month of the quarter must be used to update the respective sample memberships for each universe.

Sample Size

The sample size required to produce mandatory levels of precision and confidence is determined initially through the application of the following equation:

$$n = \frac{p(1-p)}{\left(\frac{se}{t}\right)^2}$$

Where: n = sample size
p = maximum anticipated rate of occurrence of the activities being observed
se = desired sample precision (standard error)
t = 1.96 for a 95 percent confidence level

The calculation of minimum sample size is based on the highest expected rate of occurrence of any one activity. Historically, the maximum occurrence rate for any one activity from the RMS results does not exceed 30%. As long as this occurrence rate does not exceed fifty percent, this will avoid the need to subsequently increase sample size in order to maintain the mandated precision and confidence levels. Utilizing the above formula, if the highest incidence of occurrence of any activity is thirty percent, and the desired standard error is 2% and t=1.96 for at 95% confidence level, the required sample size would be 2017 samples.

The above equation assumes a population from which the sample is drawn to be larger than one hundred workers.

Federal partners have requested that the sample size be minimally 2,400 samples for each universe regardless of the above calculation. Additionally, the agency adds an additional 300 samples to each universe quarterly to compensate for vacant positions that arise over the course of the quarter.

Confidence Level and Precision

The RMS software was designed to permit a level of precision at +/- two percent with a ninety-five percent confidence level. For activities with expected rates of occurrence less than five percent, precision is reduced to +/- five percent. However, the confidence level will remain at ninety-five percent regardless of the expected rate of occurrence.

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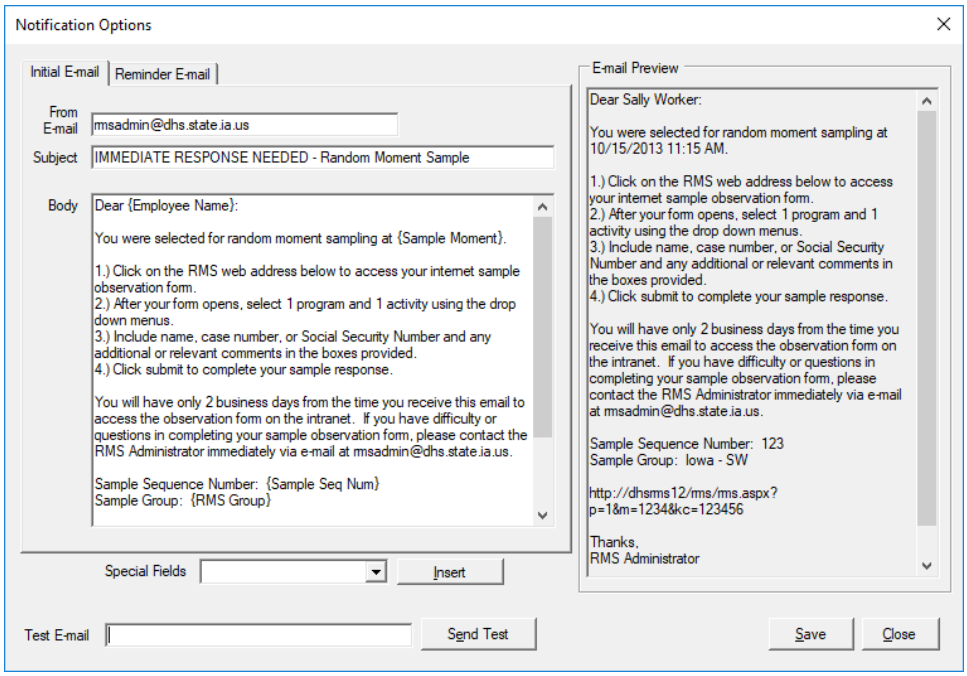
Random Sample Distribution

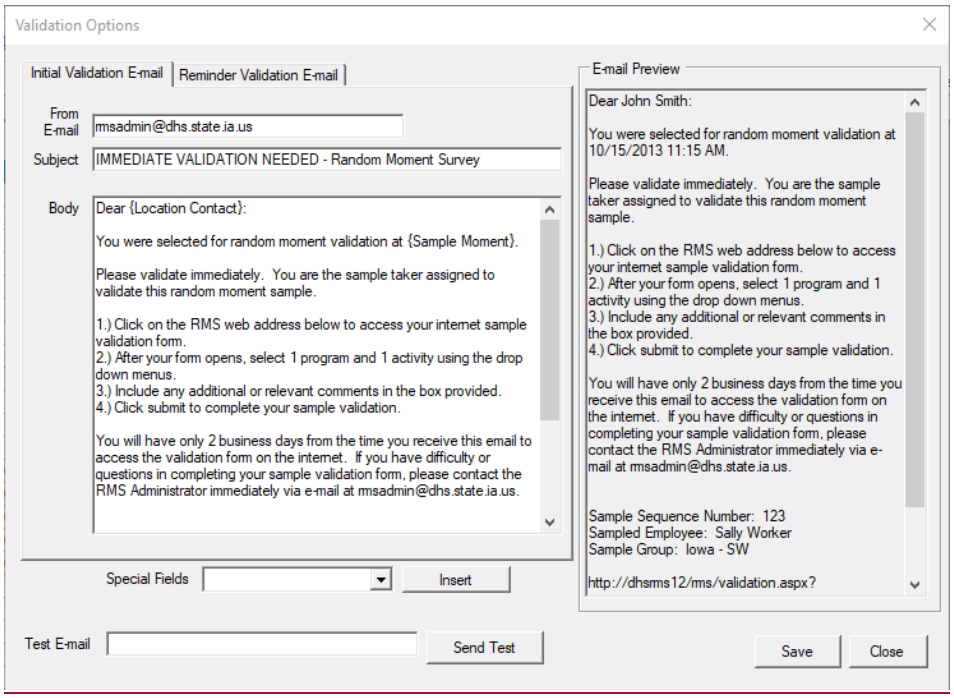
Once the sample for the upcoming quarter has been drawn and the new quarter sample commences, the RMS software will begin emailing the 2,700 samples from each universe sequentially based on the time the RMS samples become active.

The employee receives no prior notice of the issuance of a random sample moment. For example, on the first day of the new quarter sample #1 was drawn for a social services worker for their activity at 7:48 AM. At 7:48 AM the sample becomes active and is queued by the software system for distribution. At 7:50 AM the system batch process sends out the following form email (system view shown below) to the sampled employee asking them to report their activity at 7:48 AM:



Sampled employee email from RMS system

If sample #1 had been randomly chosen by the system for validation, the system batch process sends out the following email to the person charged with validating the employee's response to sample #1:



Validator for sampled employee email from RMS system

The employee (and the validator) now have two work days from the time of the sample moment to respond and enter their response based on drop down menus in a form sent to them in the email. (Valid choices are listed in Appendix I.3 and I.7.

RMS Administration

The RMS software and sampling is administered by the following:

RMS System Administrator (1 primary, 1 back-up)

The RMS system administrator in the Division of Fiscal Management is responsible for:

- Creating quarterly samples in a timely manner
- Responding to RMS Sample Administrator questions
- Identifying and investigating anomalous quarterly results
- Adding and deleting administrative users
- Coordinating with the Division of Information Technology (DoIT) to resolve system issues and install updates

This employee is granted full administrative access to the RMS system software.

RMS Sample Administrator (2 primary, 6 back-ups)

The RMS sample administrator in the Field Division is responsible for:

- Responding to questions from sample recipients and sample validators (IM)
- Ensuring all samples are answered within two business days
- Investigating and resolving validation and invalid combination errors
- Serving as data validator for sample recipients (SW)

These employees are granted limited administrative access to the RMS system software based on universe responsibility.

The quality control function is the primary responsibility of the validators for the sampled employee:

IM RMS Sample Validator (1 primary, 1 back-up per service area)

Each service area shall appoint at least two RMS validators. The primary responsibilities of the RMS validator include the following:

- Acting as the contact for questions from sample recipients
- Personally interviewing employees in their respective services area for 10 percent of the moments randomly chosen by the RMS system software for observation to ensure sampling accuracy, electronic form completion, and quality control

These employees do not have administrative access to the RMS system software. The validation function is accomplished by email in a similar manner to sampled employees.

The RMS Sample Administrators monitor the status of each observation using the RMS system sample dashboard. Two business days are allowed for completion of the observation. Appropriate follow-up emails and calls to the sampled employee and validator are made for observations not completed within one business day and for any worker reported invalid combinations or questions about the response.

Responses can be accepted after two business days, if the sampled employee was on vacation, other approved leave, attending a training session or can provide documentation of their work effort for the observation. The RMS System Administrator and RMS Sample Administrators are the only employees who can complete an observation on behalf of a sampled employee after the second business day. Any such changes require documentation that is retained for audit purposes by sample number.

RMS Sample Validators have the responsibility of personally witnessing the pre-selected sub-sample of ten percent of the sampled observations and completing an Email/Intranet form. The sampled worker also completes the observation. The responses are matched and non-matches are investigated and resolved immediately. In the event of invalid responses, further training is provided to the sampled employee if deemed necessary.

Effective October 1, 2005 RMS observations will be completed by email/intranet sampling. Paper forms will not be used. All records pertaining to the RMS sample will be retained at the central office for seven years following the sample quarter. Likewise, each quarter's data files, including sample data, allocation matrices and validation emails noting a change in an employee's response are retained for the same period. Information on case-related activity is entered in the RMS system to facilitate audits back to the case file by state or federal auditors.

SW RMS Sample Validator (1 primary, 2 back-ups)

The social worker validation utilizes a centralized validation approach. The primary responsibilities of the RMS validator include the following:

- Acting as the contact for questions from sample recipients
- Personally reviewing employee response for 10 percent of the moments randomly chosen by the RMS system software for validation to ensure sampling accuracy, electronic form completion, and quality control
- Remedial training for employees in the event of invalid combinations in a response

RMS Quality Assurance

Service Area RMS Coordinators coordinate or provide training to local office sample validators and sampled employees on changes to the RMS process. The training is scheduled to occur prior to the change in the RMS sample process or the service/program area choices and activity choices. The RMS instructions describing each service/program area and activity choice are available from the Email/Intranet forms through a link. The instructions for completing the observation and the process are kept current on the web page.

Each quarter a side-by-side comparison of RMS results by program for the last two quarters is prepared. Any program that has a 2% difference would alert the RMS System Administrator to investigate the reasons for the change.

Additionally, periodically throughout the quarter, the RMS System Administrator conducts a review of the responses in either quarter focusing on the non-strikes and administrative hits. Any anomalous responses will be referred to the RMS sample administrators for further research and resolution.

Application of RMS Results

Once the sample period has ended, the application of the system results for both the social services and income maintenance programs is executed through a three-step procedure.

1. Application of the service/program area and activity combination matrix
2. Application of various case-related statistics in the allocation bases
3. Final production of the summary by funding source report

Activity Combination Matrix

The system recognizes that certain service or program activity combinations should be reported separately as unallowable activities or as exclusively assignable activities to a given cost objective. This matrix includes all possible response combinations and divides them into the following categories:

1. Processed hits
    a. Valid and timely program-specific responses received from RMS participants
    b. Allocated to final objective based on system rules and statistics
2. Administrative hits
    a. Valid timely administrative responses received from RMS participants
        i. Paid vacation
        ii. Paid breaks
        iii. Paid sick leave
    b. Allocated to final cost objective based on processed hits distribution
3. Non-strikes
    a. Discarded from sample
        i. Unfilled positions as a result of resignation or termination
        ii. Unpaid leave
        iii. Samples outside of work hours
4. Invalid combinations
    a. Discarded from sample
        i. Programs and activity choices by the RMS recipient that are not allowed
        ii. Unresolved validation errors between sample participant and sample validator
            1. Normally resolved by RMS sample administrator within the 48 hours sample window
            2. Remedial training provided to alleviate future errors
5. No responses
    a. Discarded from sample
        i. RMS samples not completed within 48 work hours of issuance

Allocation Bases

While the activity combination matrix does capture and categorize all potential responses, not all responses can be directly assigned to a cost objective. Case-related statistics regarding particular case events occurring for the quarter subject to the RMS results are collected for the middle month of each quarter. The statistics are entered into the RMS system after the close of the quarter. These allocation bases then further refine certain program activity combinations to determine the ultimate funding sources for the RMS responses. The entry of statistics into the system does not change the responses received through the RMS process. Rather, it only impacts the distribution of the responses to the ultimate funding source.

Summary by Funding Source Report

Once the quarter has closed and the Allocation Bases information is entered into the system, the processed RMS responses are tallied by the RMS software and distributed to the ultimate funding sources.

Valid processed hits are distributed by the system based on the Activity Combination Matrix in conjunction with applicable Allocation Bases to the ultimate funding sources. Then, the valid Admin hits are distributed in proportion to the valid responses to the ultimate funding sources. Non-strikes, invalid combinations, and non-responses are discarded from the results.

Copies of the Service/Activity Allocation Base Assignments, Detailed Allocation Bases, and the Program List are included in this appendix (Appendix I.1 – Appendix I.8)

Sanctions

Generally, the percentage of non-strikes for each universe per quarter has historically remained under seven per cent. These non-strikes consist mostly of samples drawn for employees who terminate after the sample generation process or employees who change scheduled hours during the sample period. The 300 additional samples are meant to compensate for these non-strikes.

In the event that the number of valid responses (Processed hits and administrative hits) received by universe does not exceed 85% (2,040 samples), the Iowa Department of Human services will be required to impose sanctions on the deficient sample to reduce the amount of federal funding that can be claimed by the department for the deficient sample quarter.

In the event that the agency, in a normal operating environment, is unable to achieve an 85% response rate of 2,040 valid responses for a sample population, the agency will then add back the number of non-strikes (invalid) responses to the deficient sample as state only funded responses (sanction responses) in order to achieve the 85% response rate. The agency will then redistribute administrative strikes in proportion to all programs (including the sanction responses) to determine the ultimate funding of the sample. Essentially, the difference between the required response rate of 85% and the achieved rate will be funded 100% by the state without the assistance of any federal program.

The state agency proactively promotes responses to its RMS during its employee training. It is emphasized during training that failing to respond promptly and correctly to random sample moments the employee receives is unacceptable. Additionally, the state has dedicated two staff solely to the daily administration of the RMS sample. These administrators ensure that all samples are answered within the required 48 hours. In the event of a failure to achieve the required 85% response rate under normal operating circumstances, the state agency will immediately implement remedial training for all staff within the deficient sample universe concerning the importance of timely and accurate responses to the random moment sample requests.

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a) Methodology for Income Maintenance Random Moment Sampling and Social Services Random Moment Sampling system.

The RMS systems identify employee effort related to specific programs and activities within the realm of Iowa DHS social services and income maintenance programs. The Department uses the RMS systems for the purpose of allocating certain direct personnel and nonpersonnel costs, as well as certain Service Area and county administrative costs.

RMS Administration and Quality Control
Using the facilities of the RMS computer system, a random sample of worker-moments is generated and printed out in the form of sample control lists and sample validation lists. The RMS Administrator distributes the appropriate sample control lists and sample validation lists to the Service Area RMS Coordinators within the two week period prior to the beginning of each quarter.

The Service Area RMS Coordinators are responsible for distribution of the RMS instructions and the sample control list and sample validation list to the Sample Takers in the county offices. Using the no response report prepared from the RMS system, the Service Area RMS Coordinators monitor which observation forms have not been returned within one business day and track delinquent responses.

Sample Takers are responsible for distributing the RMS instructions to sampled workers within their unit or office.

Sample Takers are also responsible for personally interviewing a randomly selected sub-sample of ten percent of all sampled observations. The sampled employee and the Sample Taker both complete the observation. If the sampled employee response and the Sample Taker response are not the same for the program/service choice and the activity choice, the response is an invalid response. The validated responses of this control group are compared to the responses of the total sample. Statistical comparisons between the results of these two groups are used to establish the overall reliability of the sample results. The control group is identified in the sample control lists and a separate list is prepared for each Sample Taker.

Quality control measures have been instituted at the local, Service Area, and central office levels that require a review of completed observation forms for completeness and appropriateness of responses. If questions arise at any of the three levels of review, the sampled worker is contacted by the Sample Taker to clarify or correct his or her response. An email is sent from central office to the sampled employee to document the change in their response. A resource person has been identified to help with social services questions at each Service Area office and the central office. Likewise, a resource person for income maintenance questions has also been identified at each Service Area office and the central office.

Effective October 1, 2005 RMS observations will be completed by email/intranet sampling. Paper forms will not be used. All records pertaining to the RMS sample will be retained at the central office for four years following the sample quarter. Likewise, each quarter's data files, including sample data, allocation matrices and validation emails noting a change in an employee's response are retained for the same period. Information on case-related activity is entered in the RMS system to facilitate audits back to the case file by state or federal auditors.

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Identification of the Universes

Two separate sampling universes have been defined for the purposes of the RMS. Each of the two universes (one for income maintenance and one for social services) is designed for the purposes of identifying direct worker field staff who are involved in the day-to-day administration of all of the Department's income maintenance and social service programs. Using the 1981 Office of Procurement Assistance, and Logistics (OPAL) guidelines as the basis for this determination, the following definition was used to establish which workers were to be included in the sampling universe.

> ... the population covered by the individual RMS should consist of: 1) all employees at the county or Service Area level who are directly involved in eligibility determinations, predeterminations, and/or case maintenance, or 2) employees who are directly involved with the provision of social services and/or case maintenance.

The following position classes have been determined to relate to the above functions:

Income Maintenance Worker I
Income Maintenance Worker II
Social Services Worker II
Social Services Worker III

All positions listed above within fund code 001 and agency code 402 are eligible for sampling, and represent the universe of sampled employees, except direct charge staff who are excluded from the payroll list.

Sample Period

The sample collection period is for the same three month period for which costs are distributed to various programs. The sample generation is executed during the month prior to the federal reporting period. Enough lead time is permitted to enable the central office RMS Administrator to draw the sample and distribute labels and sample control lists to the Service Area RMS Coordinators so that observation forms can be distributed to direct workers in a timely fashion. The following sampling schedule has been adopted:

Payroll Processing for Period Ending	For Survey Period	Applicable Federal Claim Period
May 31	July	July
	August	August
	September	September
August 31	October	October
	November	November
	December	December

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November 30	January	January
	February	February
	March	March
February 28	April	April
	May	May
	June	June

Sampling Techniques

A random sample of eligible social service workers and eligible income maintenance workers is drawn during the month proceeding the initial sampling quarter. The samples are generated using files transferred from the DHS mainframe computer. These files are created from payroll records each pay period (X471.S515 for IM and X471.S514 for Service).

Effective October 1, 2005 the RMS software generates 2,700 "moments" for the quarter at random from all possible combinations of eligible service workers and possible working minutes in the quarter, and 2,700 "moments" from all possible combinations of eligible income maintenance workers and possible working minutes. Each sampled moment is identified in the sample control list in chronological order by the name of the worker to be sampled at that particular point in time. Random moments are determined and recorded in the RMS database in the following manner:

DAY: Standard work day during the year. Official holidays will be excluded.

MINUTE: Any minute between 8:00AM and 4:30PM.

WORKER: Any worker in the position classes listed previously. The worker is selected on the basis of his or her position class code and position number.

The sample provides for replacement which permits days, minutes, and workers to have equal chances of multiple selection. Sampling with replacement ensures true independence of sample moments.

Given the average number of eligible IM and Service workers and 5,400 sample moments (all workers in both samples), each worker can expect to be sampled between three and four times each quarter, on average. It is also possible that a worker will not be sampled at all for a given quarter.

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~~The RMS Administrator generates four sample control listings of randomly selected moments as follows:~~

~~1. Master listing of all randomly selected moments in date, minute, and location order:~~

- ~~Observation number~~
- ~~Date~~
- ~~Minute~~
- ~~Employee name~~
- ~~Position description~~
- ~~Location code~~

~~2. Listings of all random moments for each location:~~

- ~~Observation number~~
- ~~Date~~
- ~~Minute~~
- ~~Employee name~~
- ~~Position description~~
- ~~Location code~~

~~3. Listing of validation random moments for each Sample Taker~~

- ~~Observation number~~
- ~~Date~~
- ~~Minute~~
- ~~Employee name~~
- ~~Position description~~
- ~~Location code~~

~~4. Control lists of random moments for each region:~~

- ~~Observation number~~
- ~~Date~~
- ~~Minute~~
- ~~Employee name~~
- ~~Position description~~
- ~~Location code~~

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The email notification with link to the intranet form has the same pre-printed identifying information as listed on the sample control list. The fields in the sample control list are as follows:

Field	Meaning	Source
Date	Self-explanatory	Random Generation
Minute	Self-explanatory	Random Generation
Name	Self-explanatory	IE Master & PR File*
Position Class Title	Abbreviated class	IE Master & PR File*
Location Code	Employee work unit	IE Master & PR File*

* IE Master and PR File are Individual Earnings and Payroll Termination files, respectively.

The central office RMS Administrator monitors the status of each observation using the RMS system. Two business days are allowed for completion of the observation. Appropriate follow-up calls can be made for observations not completed within one business day and for any worker reported invalid combinations or questions about the response. Responses can be accepted after two business days, if the sampled employee was on vacation, other approved leave, attending a training session or can provide documentation of their work effort for the observation. The RMS Administrator is the only person who can complete an observation after the second business day. The listings by location code are distributed to Service Area RMS Coordinators and then to the local Sample Takers within the units being sampled. Sample Takers have the responsibility of personally witnessing the pre-selected sub-sample of ten percent of the sampled observations and completing an Email/Intranet form. The sampled worker also completes the observation. The responses are matched and non-matches are considered an invalid response.

Confidence Level and Precision

The RMS system was designed to permit a level of precision at +/- two percent with a ninety-five percent confidence level. For activities with expected rates of occurrence less than five percent, precision is reduced to +/- five percent. However, the confidence level will remain at ninety-five percent regardless of the expected rate of occurrence.

Sample Size

The sample size required to produce mandatory levels of precision and confidence is determined initially through application of the following equation:

$$n = \frac{p(1-p)}{\frac{(SE)^2}{(t)^2}}$$

Where: n = sample size
p = maximum anticipated rate of occurrence of the activities being observed
SE = desired sample precision (standard error)
t = 1.96 for 95 percent confidence level

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In addition, a standard over-sampling factor of ten percent has been added in order to compensate for worker transfers, terminations, and invalid responses. Invalid responses are either a sample drawn for a vacant (not filled) position or for an individual not scheduled to work at the sample time. A non-response (including responses not completed in a timely manner) are tracked separately and are also considered as an invalid response.

The calculation of minimum sample size is based on the highest expected rate of occurrence of any one activity. As long as the maximum occurrence rate does not exceed fifty percent, this will avoid the need to subsequently increase sample size in order to maintain the mandated precision and confidence levels. For example, if the highest incidence of occurrence of any activity is thirty percent, then:

$$n = \frac{.30\,(1-.30)}{(.02)^2} = \frac{.30\,(1-.30)}{1.96^2} = 2017$$

The above equation assumes a population from which the sample is drawn to be larger than one hundred workers. The current statewide sample size is 2,700 observations per quarter for each system (IMRMS and SSRMS).

Standard Observation Form and Definitions
Copies of the IMRMS and SSRMS observation email/intranet forms are included in this appendix. Also included in this appendix are copies of the Department's Employees' Manual, Title XXIII, Chapter I and Appendix which contain instructions for completing the Random Moment Sample observation form, and the Service Area sample coordinators' and sample takers' instructions for administering the Random Moment Sample systems.

Application of RMS Results
The application of the system results for both the income maintenance and social services programs is executed through a three-step procedure. The application of the service/program area and activity combination matrix, the application of various case-related statistics in the allocation bases, and the final production of the program summary report. Copies of the Service/Activity Allocation Base Assignments, Detailed Allocation Bases, and the Program List are included in this appendix.

The system recognizes that certain service or program activity combinations should be reported separately as unallowable activities, or as exclusively assignable activities to a given cost objective. Production of the final program summary accommodates this need and represents the absolute percentage of time observed for each service/program area after commonalities have been excluded and non-specific responses have been properly redistributed.

Case-related statistics regarding particular case events occurring for the quarter subject to the RMS results are collected for the middle month of each quarter. The service/program area and activity combination matrix identifies the distribution of all unique combinations of service/program area and activity. Each cell of the matrix represents a unique combination of service/program area and activity, and is subsequently distributed to a final cost objective (i.e. specific funding source) on the basis of an allocation statistic such as case counts, where appropriate.

~~**Updated 07/01/17**~~

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~~RMS Quality Assurance~~

~~RMS Administrator and Service Area RMS Coordinators coordinate or provide training to local office Sample Takers and sampled employees on changes to the RMS process. The training is scheduled to occur prior to the change in the RMS sample process or the service/program area choices and activity choices. The RMS instructions describing each service/program area and activity choice are available from the Email/Intranet forms through a link. The instructions for completing the observation and the process are kept current on the web page.~~

~~Each quarter a side-by-side comparison of RMS results by program for the last two quarters is prepared. Any program that has a 2% difference in the results (e.g., Medicaid is 35% in one quarter and changes to 38% in the next quarter) would alert staff to analyze the reasons for the change. The review would include an analysis of the Medicaid related activity hits for the two quarters, to determine if the increase is a result of changes in other programs that impacted the relative distribution of program effort, and a review of caseload statistics between the two quarters.~~

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a) Methodology for Project Online.

The Project Online system is a project management system identifying 100% of specified worker time spent on individual projects, with the flexibility to also identify worker time related to specific programs within the purview of the Department of Human Services. The Department uses the Project Online system for the purpose of allocating certain direct personnel and non-personnel costs, as well as indirect costs.

Information is entered into Project Online through on-line entry by the worker as they record their time. This includes complete descriptive information, project and task date information, and all employee assignments. Projects and tasks are defined by management staff. Each worker has a specific list of projects within the Project Online system assigned to them by their supervisor to which time may be reported. A list of general categories for time reporting such as sick leave, break, vacation, etc. is also assigned to all workers. Entered time information is accessible at any time for on-line review and project status reporting. A worker's Project Online system time reports are reviewed weekly by their supervisor.

The projects to which workers report time are matched to the appropriate cost pool. A list identifying how projects are allocated to program cost pools is continually updated and reviewed as new projects are started and old projects are completed. This review is performed jointly by cost allocation staff and the Iowa Department of Human Services Project Management Office (PMO). Project time allocated to a designated cost pools is compiled quarterly for use as a cost allocation base.

In order to comply with GASB Statement 51, Accounting and Financial Reporting for Intangible Assets, the percentage of salary and benefit costs allocated on Project Online to computer software projects at or above $500,000 will be transferred to the cost centers indicated below. As approved by the Iowa Department of Administrative Services, all intangible assets at or above $ 500,000 must be reported separately, including computer software that is purchased, licensed, or internally generated.

- The percentage of salary and benefits costs allocated by Project Online to the Eligibility System Procurement Project will be transferred in the I3 ledger to cost center 0001-413-N01-0166-XX, Schedule 375.1

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c) Time Studies

The Cost Allocation Plan identifies, by schedule, the method of allocating costs for each organization or cost center. If the Plan identifies a 100% time study as the ~~approved~~ methodology for allocating unit expenses, the employees residing within the identified schedules will complete and submit their time study results every two weeks for supervisor approval as part of the salary payment process of the State of Iowa through the payroll system in Workday.~~the cost of an organization, employees whose expenses are charged on payroll to that organization are required to complete a time study. Time study templates are prepared by the Cost Allocation administer and distributed to the applicable employees on a quarterly basis. Completed forms are signed by the employee and their supervisor and submitted to the Cost Allocation administrator. Sample 1 is an example of a time study for one organizational cost center~~.

d) Quarterly Position Reviews

The Iowa Department of Human Services, through meetings with each division, completes a quarterly review of position activities included within the cost allocation plan to ensure that salary allocation methodologies ~~are correct~~continue to reflect the appropriate ultimate funding sources for the effort exerted.

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SAMPLE 1:

~~The HIPP Program Unit 2501 is also responsible for enrolling non-Medicaid eligible persons in the 100% state-funded AIDS/HIV HIPP program. Costs for the AIDS/HIV HIPP program are identified and tracked separately from the regular HIPP program through use of a separate sub-organization within this cost center. Staff time and costs are determined through a 100% time study by staff involved in the program.~~

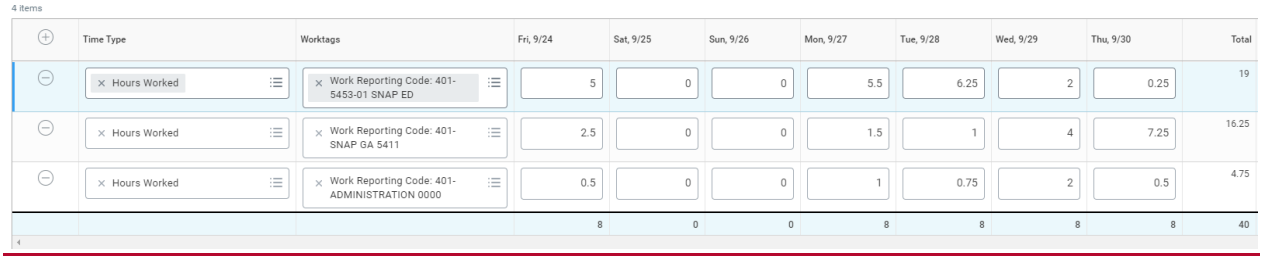
HIPP HIV (2501-01)

NAME: _____

Quarter: 1st Qtr SFY'11

	HIPP	HIV Aids	General Misc/Admin	PAID TIME OFF	UNPAID TIME OFF	TOTAL
PAY PERIOD #1						
Fri 06/25/2010						0
Mon 06/28/2010						0
Tue 06/29/2010						0
Wed 06/30/2010						0
Thu 07/01/2010						0
Fri 07/02/2010						0
Mon 07/05/2010						0
Tue 07/06/2010						0
Wed 07/07/2010						0
Thu 07/08/2010						0
PAY PD.#1 TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

All time study participants now enter their daily time into Workday's HR module and attach Worktags to their hours. The work tags reference schedules within the Department of Human Services Public Agency Cost Allocation Plan to accurately reflect the appropriate funding of the effort of the employee. Time entry is approved by the supervisor every two weeks. The following example shows the entry of time for a week into the system.



4 items

Time Type	Worktags	Fri, 9/24	Sat, 9/25	Sun, 9/26	Mon, 9/27	Tue, 9/28	Wed, 9/29	Thu, 9/30	Total
Hours Worked	Work Reporting Code: 401-5453-01 SNAP ED	5	0	0	5.5	6.25	2	0.25	19
Hours Worked	Work Reporting Code: 401-SNAP GA 5411	2.5	0	0	1.5	1	4	7.25	16.25
Hours Worked	Work Reporting Code: 401-ADMINISTRATION 0000	0.5	0	0	1	0.75	2	0.5	4.75
		8	0	0	8	8	8	8	40

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Program Choices and Definitions

#	Program Description
100	**Family Investment Program (FIP)** provides aid to needy families with children.
102	**Child Care Assistance** provides a subsidy for childcare services (less than 24 hours per day) to eligible children of low-income parents in a licensed, registered, or approved non-registered setting.
105	**Food Assistance AND FIP** provides assistance to FIP eligible to access FIP services AND provide assistance to increase the food purchasing power of households receiving public assistance in the form of FIP benefits.
106	**Food Assistance AND Medicaid** provides assistance to Medicaid eligible to access Medicaid services AND provide assistance to increase the food purchasing power of households receiving Medicaid but not receiving FIP.
107	**Food Assistance** provides assistance to increase the food purchasing power of households with low income, but not providing assistance to access other services such as FIP or Medicaid assistance during the sampled moment.
109	**Medicaid (MAGI-Related)** provides Medicaid coverage for persons whose eligibility is derived from the regulations governing the MAGI program. Included in this program area are MAGI, Medically Needy, Transitional or Extended Medicaid, CMAP, MAGI-related automatic re-determination, children in PMICs and MAC (pregnant women, infants and children) related cases. (Aid types 30-8, 37-E, 37-0, 37-2, 38-0, and 92-0).
110	**Medicaid (NON MAGI-Related)** provides Medicaid coverage for the aged, blind, and disabled whose eligibility is derived, in part, from the Supplemental Security Income (SSI) eligibility standards. This includes SSI-Related Medically Needy and activity that affects the Medicaid of an SSI cash recipient and also those persons residing in acute-care hospitals, psychiatric institutions, nursing facilities, and intermediate care facilities for the mentally retarded. Also use this code to record activity that affects only the Medicaid of State Supplementary Assistance recipients.
111	**Medical for Foster Care/Adoption (FBU 19)** provides medical services for children in foster care, or subsidized adoption.
112	**Medicaid (other than 109 - 111)** is used when a case with Medicaid is not in categories 109 through 111, such as people under age 21 who reside in an MHI or people who participate in a breast or cervical cancer program.
113	**State Funded Family Planning Program** provides state-funded family planning services to eligible members.
128	**Medicare Part D Low Income Subsidy (LIS)** provides a low income subsidy for the aged, blind, or disabled to pay for a part or all of the Medicare Part D premium for the Medicare prescription drug program.
130	**Iowa Health and Wellness Plan** replaces the IowaCare 1115 demonstration and implements three options that offer coverage to adults ages 19 through 64 with income not exceeding 133 percent of the federal poverty level.
135	**State Supplementary Assistance** provides payments issued either by the Social Security Administration or by the Department to persons who meet all SSI eligibility requirements except for income above SSI standards and whose income is insufficient to meet the cost of certain special needs, including residential care facility care. Use this code for activity that affects both the State Supplementary payment and Medicaid for State Supplementary Assistance recipients.

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#	Program Description
140	**Refugee Cash Assistance (06 aid type)** provides cash assistance to eligible refugees in 06 aid types who have been in the U.S. for eight months or less. Aid is terminated upon attainment of the ninth month of arrival. Also use this code for people whose RCA is suspended and people who are eligible for RCA but receive no check because the amount is less than $10.
141	**Refugee Medical Assistance (06 Aid Type)** provides medical assistance to eligible refugees in 06 aid types who have been in the U.S. for eight months or less. Aid is terminated upon attainment of the ninth month of arrival.
	Non-Program Specific
400	**Not Limited to Specific Program** includes all activities that are not identifiable to a specific program. Program Code 400 is used with the following activity codes:
#	Activity Description
400	Administrative Meetings or Trainings
404	General Administrative Functions
500	Lunch
600	Vacation, Breaks, Personal, Ill, Approved Flex Time, and Military
800	Samples Outside Scheduled Work Hours
999	Position Vacant or Unpaid Leave
	This code may be selected for other activity codes, but workers are asked to try to select a specific Program Area from the list before selecting Program Code 400.

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Activity Choices and Definitions

Case Related:

When selecting one of these activity choices, you will **need to enter a case number, client name, or other identifier** in the space provided on the intranet observation form. These Activities may apply to any of the Programs.
If you are traveling for a case specific activity, please select the code that best describes the purpose of the travel. For example, if you are traveling to appear at a hearing, select code 307.

#	Activity Description
300	**Screening Interview/Intake** includes conducting interviews, and providing applicants with appropriate forms in the office, in the field, by mail, or by telephone. This also includes preliminary review of application forms and verification documents in the office, in the field, by mail, or by telephone, and entering and correcting data in the eligibility system for pending purposes.
301	**Application/Certification** includes reviewing verification documents (IEVS), preparation of calculation entries or computations, entering and correcting data in the eligibility system or REFER, and completing necessary forms.
302	**Re-determination (review/recertification)** includes reviewing case records, verification documents (IEVS), preparation of calculation entries or computations, entering and correcting data in the eligibility system or REFER for eligibility purposes, completing necessary forms and any policy research specific to a case, and case reviews which may affect the level of assistance. This category includes monthly report activities and actions on client reports that do not result from a regularly scheduled review.
303	**Process Changes to Ongoing Case** includes activities which do not affect eligibility. Examples include changing an address, entering or correcting the eligibility system or REFER data, authorizing replacement benefits, changing managed health care enrollments.
304	**Cancellation/Discontinue** includes all activities related to canceling a case and entering or correcting eligibility system data after the re-determination.
305	**Overpayment/Underpayment Processing** includes review of files, referral for investigations, calculation of overpayment or underpayment, completion of appropriate forms, vendor adjustments, court appearances, preparation of claim determinations, and issuing a receipt for an item of value. This also includes all related data entry and correction activity for the eligibility system and SPAD.
306	**Case Documentation** includes preparing narratives on household situation and case activity.
307	**Hearings and Appeals** includes file review, preparation of testimony (written or oral), appearance at hearing, and completion of appropriate forms.
308	**Information and Referral (Non-Eligibility)** includes referral of the client and providing information on behalf of the client to social services, employment agencies, housing agencies, or other governmental or private agencies.
309	**Eligibility Information and Referral** includes providing information for eligibility determinations and routing the appropriate copy of the application to another agency for eligibility determination.
310	**Home Visit** includes in-home contact with client or family.
311	**Sanctions/Disqualifications** includes preparing and sending a notice of decision and updating the eligibility system.
312	**Verification of Alien Status** includes verifying the immigration status of an alien applying for Food Assistance, Medicaid, FIP or State Supplementary benefits

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#	Activity Description
313	**Case Reading** includes reviewing the work of another person when the decision on eligibility has already been made.
315	**Benefit Replacement** is used for all non-EBT activities when clients have not received their benefits. Such activities include researching why the benefits were delayed; follow-up activities to correct the situation, such as tracing mail, stop-payment activities, and completing affidavits for lost and stolen warrants; and phone calls explaining to the client what happened and the necessary referrals to help clients until the benefits arrive. *When performing these activities related to EBT issuances, use code 317.* Do not use this code for computer entry time.
317	**Electronic Benefit Transfer (EBT) Issuance** is used when you are informing the client EBT and for all EBT activities after the client is registered.
318	**Voter Registration** includes offering the opportunity to register to vote, assisting with the completion of the registration form, and the disposition of the declination and voter registration forms.
319	**Case Consultation** is used when discussing a specific case with a supervisor. Activities may also include preparation/review of e-mail, voice mail, on-line manual reviews, filing notices specific to cases, and SPIRS calls.

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General Activity:

These are activities that do not relate to work being done on a specific case, but relate to general job duties, training, or time away from your work area. Do not use a code in this series if there is a specific activity code that better describes the activity being performed.

If you are in job related travel status, select the appropriate activity that best describes the purpose of the travel. For example, if you are traveling to participate in a staff meeting, select activity code 400; if you are traveling to participate in program specific training, select activity code 401.

#	Activity Description
400	**Administrative Meetings or Trainings** includes preparation for the purpose of conducting or participating in unit staff meetings, as well as the actual participation or leading of unit staff meetings. Also includes general administrative trainings.
401	**Program Specific Training** includes preparation for the purpose of conducting or participating in staff training as well as the actual participation in or leading of training. This includes supervisors training staff on program specific issues. This also includes travel to and from training.
402	**Participate in ELIAS eligibility system training** includes preparation for and participation in staff training on the new eligibility system. This also includes travel to and from the training.
403	**Supervisory Meeting (not case specific)** covers discussion with a supervisor not relating to a specific case or any staff meeting. If discussing a specific case, please use code 319.
404	**General Administrative Functions** includes all other non-case-related activity, such as organizing desk, filing, reading or responding to non-case specific e-mails and voice mails, attending to general clerical matters.
410	**Answering Questions from Potential Clients** answering program questions by potential applicants.
500	**Lunch** is used when sample time is during lunch.
600	**Vacation, Breaks, Personal, Ill, Approved Flex Time and Military** is selected when the employee is using paid benefit time.
800	**Sample Outside Scheduled Work Hours** means the sample moment is outside the scheduled work shift/hours of the employee and therefore the employee is not scheduled to be at work at the time of the sample.
999	**Position Vacant or Unpaid Leave** is used for leave without pay or position vacancy.

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE FORM CHOICES
APPENDIX I.2

Income Maintenance Random Moment Sampling Form Choices

Effective SFY 14 QTR 3

Step I: Services (**Must** select only one)

100	FIP (FAMILY INVESTMENT PROGRAM)
102	Child Care Assistance
105	Food Assistance and FIP
106	Food Assistance and Medicaid
107	Food Assistance
109	Medicaid (MAGI Related)
110	Medicaid (NON MAGI related)
111	Medical for Foster Care/Adoption (FBU 19)
112	Medicaid (other than 109-111)
113	**State Funded Family Planning Program**
128	Medicare Part D Low Income Subsidy (LIS)
130	Iowa Health and Wellness Plan
135	State Supplementary Assistance
140	Refugee Cash Assistance (06-Aid)
141	Refugee Medical Assistance (06-Aid)
400	Not Limited to Specific Program

Step II: Activities (**Must** select only one)

300	Screening Interview/Intake
301	Application/Certification
302	Redetermination (review/recertification)
303	Process Changes to Ongoing Case
304	Cancellation/Discontinue
305	Overpayment/Underpayment Processing
306	Case Documentation
307	Hearings & Appeals
308	Information and Referral (Non-Eligibility)
309	Eligibility Information and Referral
310	Home Visit
311	Sanctions/Disqualifications
312	Verification of Alien Status
313	Case Reading
315	Benefit Replacement
317	Electronic Benefit Transfer (EBT) Issuance
318	Voter Registration
319	Case Consultation
400	General Meetings or Trainings
401	Program Specific Meetings/Trainings
402	Participate in ELIAS eligibility system training
403	Supervisory Meeting (not case specific)
404	General Admin Functions
410	Answering Questions from Potential Applicants
500	Lunch
600	Vacation, Breaks, Personal, Ill Approved Flex Time and Military
800	Sample Outside Scheduled Work Hours
999	Vacant Position or Unpaid Leave

Step III: Case Number (please enter case number, name or SSN)

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE VALID COMBINATIONS
APPENDIX I.3

Updated 07/01/17

APPENDIX I (continued)

Income Maintenance Random Moment Sampling Valid Combinations				
Effective SFY 2014 QTR 3				
	Services		**Activities**	**Base Code**
100	FIP (Family Investment Program)	300	Screening Interview/Intake	00
100	FIP (Family Investment Program)	301	Application/Certification	00
100	FIP (Family Investment Program)	302	Redetermination	00
100	FIP (Family Investment Program)	303	Process Changes to Ongoing Case	00
100	FIP (Family Investment Program)	304	Cancellation	00
100	FIP (Family Investment Program)	305	Overpayment/Underpayment Processing	00
100	FIP (Family Investment Program)	306	Case Documentation	00
100	FIP (Family Investment Program)	307	Hearings & Appeals	00
100	FIP (Family Investment Program)	308	Information and Referral (Non-Eligibility)	00
100	FIP (Family Investment Program)	309	Eligibility Information and Referral	00
100	FIP (Family Investment Program)	310	Home Visit	00
100	FIP (Family Investment Program)	311	Sanctions/Disqualifications	00
100	FIP (Family Investment Program)	313	Case Reading	00
100	FIP (Family Investment Program)	315	Benefit Replacement	00
100	FIP (Family Investment Program)	317	Electronic Benefit Transfer	00
100	FIP (Family Investment Program)	318	Voter Registration	00
100	FIP (Family Investment Program)	319	Case Consultation	00
100	FIP (Family Investment Program)	400	Administrative Meetings or Trainings	00
100	FIP (Family Investment Program)	401	Program Specific Training	00
100	FIP (Family Investment Program)	403	Supervisor Meeting (not case specific)	00
100	FIP (Family Investment Program)	404	General Admin Functions	00
100	FIP (Family Investment Program)	410	Answering Questions from Potential Clients	00
105	Food Assistance AND FIP	300	Screening Interview/Intake	04
105	Food Assistance AND FIP	301	Application/Certification	04
105	Food Assistance AND FIP	302	Redetermination	04
105	Food Assistance AND FIP	304	Cancellation	04
105	Food Assistance AND FIP	310	Home Visit	04
105	Food Assistance AND FIP	311	Sanctions/Disqualifications	04
105	Food Assistance AND FIP	315	Benefit Replacement	04
105	Food Assistance AND FIP	303	Process Changes to Ongoing Case	05
105	Food Assistance AND FIP	305	Overpayment/Underpayment Processing	05
105	Food Assistance AND FIP	306	Case Documentation	05
105	Food Assistance AND FIP	307	Hearings & Appeals	05
105	Food Assistance AND FIP	308	Information and Referral (Non-Eligibility)	05
105	Food Assistance AND FIP	309	Eligibility Information and Referral	05
105	Food Assistance AND FIP	313	Case Reading	05
105	Food Assistance AND FIP	318	Voter Registration	05
105	Food Assistance AND FIP	319	Case Consultation	05
105	Food Assistance AND FIP	400	Administrative Meetings or Trainings	05
105	Food Assistance AND FIP	401	Program Specific Training	05
105	Food Assistance AND FIP	403	Supervisor Meeting (not case specific)	05
105	Food Assistance AND FIP	404	General Admin Functions	05
105	Food Assistance AND FIP	410	Answering Questions from Potential Clients	05
107	Food Assistance	300	Screening Interview/Intake	05
107	Food Assistance	301	Application/Certification	05
107	Food Assistance	302	Redetermination	05
107	Food Assistance	303	Process Changes to Ongoing Case	05
107	Food Assistance	304	Cancellation	05
107	Food Assistance	305	Overpayment/Underpayment Processing	05
107	Food Assistance	306	Case Documentation	05
107	Food Assistance	307	Hearings & Appeals	05
107	Food Assistance	308	Information and Referral (Non-Eligibility)	05
107	Food Assistance	309	Eligibility Information and Referral	05
107	Food Assistance	310	Home Visit	05
107	Food Assistance	311	Sanctions/Disqualifications	05
107	Food Assistance	313	Case Reading	05
107	Food Assistance	315	Benefit Replacement	05
107	Food Assistance	318	Voter Registration	05
107	Food Assistance	319	Case Consultation	05
107	Food Assistance	400	Administrative Meetings or Trainings	05
107	Food Assistance	401	Program Specific Training	05
107	Food Assistance	403	Supervisor Meeting (not case specific)	05
107	Food Assistance	404	General Admin Functions	05

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE VALID COMBINATIONS
APPENDIX I.3

Updated 07/01/17

Income Maintenance Random Moment Sampling Valid Combinations				
Effective SFY 2014 QTR 3				
	Services		**Activities**	**Base Code**
107	Food Assistance	410	Answering Questions from Potential Clients	05
109	Medicaid (MAGI)	303	Process Changes to Ongoing Case	0650
109	Medicaid (MAGI)	304	Cancellation	0650
109	Medicaid (MAGI)	305	Overpayment/Underpayment Processing	0650
109	Medicaid (MAGI)	306	Case Documentation	0650
109	Medicaid (MAGI)	307	Hearings & Appeals	0650
109	Medicaid (MAGI)	308	Information and Referral (Non-Eligibility)	06
109	Medicaid (MAGI)	309	Eligibility Information and Referral	0650
109	Medicaid (MAGI)	310	Home Visit	0650
109	Medicaid (MAGI)	311	Sanctions/Disqualifications	0650
109	Medicaid (MAGI)	313	Case Reading	06
109	Medicaid (MAGI)	315	Benefit Replacement	0650
109	Medicaid (MAGI)	318	Voter Registration	06
109	Medicaid (MAGI)	319	Case Consultation	0650
109	Medicaid (MAGI)	400	Administrative Meetings or Trainings	06
109	Medicaid (MAGI)	401	Program Specific Training	06
109	Medicaid (MAGI)	402	Participate in ELIAS eligibility system training	09
109	Medicaid (MAGI)	403	Supervisor Meeting (not case specific)	06
109	Medicaid (MAGI)	404	General Admin Functions	06
109	Medicaid (MAGI)	410	Answering Questions from Potential Clients	06
110	Medicaid (NON MAGI Related)	300	Screening Interview/Intake	075
110	Medicaid (NON MAGI Related)	301	Application/Certification	075
110	Medicaid (NON MAGI Related)	302	Redetermination	075
110	Medicaid (NON MAGI Related)	303	Process Changes to Ongoing Case	075
110	Medicaid (NON MAGI Related)	304	Cancellation	075
110	Medicaid (NON MAGI Related)	305	Overpayment/Underpayment Processing	075
110	Medicaid (NON MAGI Related)	306	Case Documentation	075
110	Medicaid (NON MAGI Related)	307	Hearings & Appeals	075
110	Medicaid (NON MAGI Related)	308	Information and Referral (Non-Eligibility)	07
110	Medicaid (NON MAGI Related)	309	Eligibility Information and Referral	075
110	Medicaid (NON MAGI Related)	310	Home Visit	075
110	Medicaid (NON MAGI Related)	311	Sanctions/Disqualifications	075
110	Medicaid (NON MAGI Related)	313	Case Reading	07
110	Medicaid (NON MAGI Related)	315	Benefit Replacement	075
110	Medicaid (NON MAGI Related)	318	Voter Registration	07
110	Medicaid (NON MAGI Related)	319	Case Consultation	075
110	Medicaid (NON MAGI Related)	400	Administrative Meetings or Trainings	07
110	Medicaid (NON MAGI Related)	401	Program Specific Training	07
110	Medicaid (NON MAGI Related)	402	Participate in ELIAS eligibility system training	09
110	Medicaid (NON MAGI Related)	403	Supervisor Meeting (not case specific)	07
110	Medicaid (NON MAGI Related)	404	General Admin Functions	07
110	Medicaid (NON MAGI Related)	410	Answering Questions from Potential Clients	07
109	Medicaid (MAGI)	300	Screening Interview/Intake	085
109	Medicaid (MAGI)	301	Application/Certification	085
109	Medicaid (MAGI)	302	Redetermination	085
111	Medical for FC/Adopt	300	Screening Interview/Intake	105
111	Medical for FC/Adopt	301	Application/Certification	105
111	Medical for FC/Adopt	302	Redetermination	105
111	Medical for FC/Adopt	303	Process Changes to Ongoing Case	105
111	Medical for FC/Adopt	304	Cancellation	105
111	Medical for FC/Adopt	305	Overpayment/Underpayment Processing	105
111	Medical for FC/Adopt	306	Case Documentation	105
111	Medical for FC/Adopt	307	Hearings & Appeals	105
111	Medical for FC/Adopt	308	Information and Referral (Non-Eligibility)	10
111	Medical for FC/Adopt	309	Eligibility Information and Referral	105
111	Medical for FC/Adopt	310	Home Visit	105
112	Medical for FC/Adopt	311	Sanctions/Disqualifications	105
111	Medical for FC/Adopt	313	Case Reading	10
111	Medical for FC/Adopt	315	Benefit Replacement	105
111	Medical for FC/Adopt	318	Voter Registration	10
111	Medical for FC/Adopt	319	Case Consultation	105
111	Medical for FC/Adopt	400	Administrative Meetings or Trainings	10
111	Medical for FC/Adopt	401	Program Specific Training	10
111	Medical for FC/Adopt	403	Supervisor Meeting (not case specific)	10
111	Medical for FC/Adopt	404	General Admin Functions	10
111	Medical for FC/Adopt	410	Answering Questions from Potential Clients	10
141	Refugee Medical Assistance (06-Aid)	300	Screening Interview/Intake	11
141	Refugee Medical Assistance (06-Aid)	301	Application/Certification	11

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE VALID COMBINATIONS
APPENDIX I.3

Updated 07/01/17

Income Maintenance Random Moment Sampling Valid Combinations				
Effective SFY 2014 QTR 3				
	Services		**Activities**	**Base Code**
141	Refugee Medical Assistance (06-Aid)	302	Redetermination	11
141	Refugee Medical Assistance (06-Aid)	303	Process Changes to Ongoing Case	11
141	Refugee Medical Assistance (06-Aid)	304	Cancellation	11
141	Refugee Medical Assistance (06-Aid)	305	Overpayment/Underpayment Processing	11
141	Refugee Medical Assistance (06-Aid)	306	Case Documentation	11
141	Refugee Medical Assistance (06-Aid)	307	Hearings & Appeals	11
141	Refugee Medical Assistance (06-Aid)	308	Information and Referral (Non-Eligibility)	11
141	Refugee Medical Assistance (06-Aid)	309	Eligibility Information and Referral	11
141	Refugee Medical Assistance (06-Aid)	310	Home Visit	11
141	Refugee Medical Assistance (06-Aid)	311	Sanctions/Disqualifications	11
141	Refugee Medical Assistance (06-Aid)	312	Verification of Alien Status	11
141	Refugee Medical Assistance (06-Aid)	313	Case Reading	11
141	Refugee Medical Assistance (06-Aid)	315	Benefit Replacement	11
141	Refugee Medical Assistance (06-Aid)	319	Case Consultation	11
141	Refugee Medical Assistance (06-Aid)	400	Administrative Meetings or Trainings	11
141	Refugee Medical Assistance (06-Aid)	401	Program Specific Training	11
141	Refugee Medical Assistance (06-Aid)	403	Supervisor Meeting (not case specific)	11
141	Refugee Medical Assistance (06-Aid)	404	General Admin Functions	11
141	Refugee Medical Assistance (06-Aid)	410	Answering Questions from Potential Clients	11
112	Medicaid (other than 109-111)	300	Screening Interview/Intake	135
112	Medicaid (other than 109-111)	301	Application/Certification	135
112	Medicaid (other than 109-111)	302	Redetermination	135
112	Medicaid (other than 109-111)	303	Process Changes to Ongoing Case	135
112	Medicaid (other than 109-111)	304	Cancellation	135
112	Medicaid (other than 109-111)	305	Overpayment/Underpayment Processing	135
112	Medicaid (other than 109-111)	306	Case Documentation	135
112	Medicaid (other than 109-111)	307	Hearings & Appeals	135
112	Medicaid (other than 109-111)	308	Information and Referral (Non-Eligibility)	13
112	Medicaid (other than 109-111)	309	Eligibility Information and Referral	135
112	Medicaid (other than 109-111)	310	Home Visit	135
112	Medicaid (other than 109-111)	311	Sanctions/Disqualifications	135
112	Medicaid (other than 109-111)	313	Case Reading	13
112	Medicaid (other than 109-111)	315	Benefit Replacement	135
112	Medicaid (other than 109-111)	318	Voter Registration	13
112	Medicaid (other than 109-111)	319	Case Consultation	135
112	Medicaid (other than 109-111)	400	Administrative Meetings or Trainings	13
112	Medicaid (other than 109-111)	401	Program Specific Training	13
112	Medicaid (other than 109-111)	402	Participate in ELIAS eligibility system training	09
112	Medicaid (other than 109-111)	403	Supervisor Meeting (not case specific)	13
112	Medicaid (other than 109-111)	404	General Admin Functions	13
112	Medicaid (other than 109-111)	410	Answering Questions from Potential Clients	13
140	Refugee Cash Assistance (06-Aid)	300	Screening Interview/Intake	14
140	Refugee Cash Assistance (06-Aid)	301	Application/Certification	14
140	Refugee Cash Assistance (06-Aid)	302	Redetermination	14
140	Refugee Cash Assistance (06-Aid)	303	Process Changes to Ongoing Case	14
140	Refugee Cash Assistance (06-Aid)	304	Cancellation	14
140	Refugee Cash Assistance (06-Aid)	305	Overpayment/Underpayment Processing	14
140	Refugee Cash Assistance (06-Aid)	306	Case Documentation	14
140	Refugee Cash Assistance (06-Aid)	307	Hearings & Appeals	14
140	Refugee Cash Assistance (06-Aid)	308	Information and Referral (Non-Eligibility)	14
140	Refugee Cash Assistance (06-Aid)	309	Eligibility Information and Referral	14
140	Refugee Cash Assistance (06-Aid)	310	Home Visit	14
140	Refugee Cash Assistance (06-Aid)	311	Sanctions/Disqualifications	14
140	Refugee Cash Assistance (06-Aid)	312	Verification of Alien Status	14
140	Refugee Cash Assistance (06-Aid)	313	Case Reading	14
140	Refugee Cash Assistance (06-Aid)	315	Benefit Replacement	14
140	Refugee Cash Assistance (06-Aid)	317	Electronic Benefit Transfer	14
140	Refugee Cash Assistance (06-Aid)	319	Case Consultation	14
140	Refugee Cash Assistance (06-Aid)	400	Administrative Meetings or Trainings	14
140	Refugee Cash Assistance (06-Aid)	401	Program Specific Training	14
140	Refugee Cash Assistance (06-Aid)	403	Supervisor Meeting (not case specific)	14
140	Refugee Cash Assistance (06-Aid)	404	General Admin Functions	14
140	Refugee Cash Assistance (06-Aid)	410	Answering Questions from Potential Clients	14
135	State Supplementary Assistance	300	Screening Interview/Intake	19
135	State Supplementary Assistance	301	Application/Certification	19
135	State Supplementary Assistance	302	Redetermination	19
135	State Supplementary Assistance	303	Process Changes to Ongoing Case	19
135	State Supplementary Assistance	304	Cancellation	19

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE VALID COMBINATIONS
APPENDIX I.3

Updated 07/01/17

Income Maintenance Random Moment Sampling Valid Combinations				
Effective SFY 2014 QTR 3				
	Services		**Activities**	**Base Code**
135	State Supplementary Assistance	305	Overpayment/Underpayment Processing	19
135	State Supplementary Assistance	306	Case Documentation	19
135	State Supplementary Assistance	307	Hearings & Appeals	19
135	State Supplementary Assistance	308	Information and Referral (Non-Eligibility)	19
135	State Supplementary Assistance	309	Eligibility Information and Referral	19
135	State Supplementary Assistance	310	Home Visit	19
135	State Supplementary Assistance	311	Sanctions/Disqualifications	19
135	State Supplementary Assistance	312	Verification of Alien Status	19
135	State Supplementary Assistance	313	Case Reading	19
135	State Supplementary Assistance	315	Benefit Replacement	19
135	State Supplementary Assistance	319	Case Consultation	19
135	State Supplementary Assistance	400	Administrative Meetings or Trainings	19
135	State Supplementary Assistance	401	Program Specific Training	19
135	State Supplementary Assistance	403	Supervisor Meeting (not case specific)	19
135	State Supplementary Assistance	404	General Admin Functions	19
135	State Supplementary Assistance	410	Answering Questions from Potential Clients	19
113	State Funded Family Planning Program	300	Screening Interview/Intake	20
113	State Funded Family Planning Program	301	Application/Certification	20
113	State Funded Family Planning Program	302	Redetermination	20
113	State Funded Family Planning Program	303	Process Changes to Ongoing Case	20
113	State Funded Family Planning Program	304	Cancellation	20
113	State Funded Family Planning Program	305	Overpayment/Underpayment Processing	20
113	State Funded Family Planning Program	306	Case Documentation	20
113	State Funded Family Planning Program	307	Hearings & Appeals	20
113	State Funded Family Planning Program	308	Information and Referral (Non-Eligibility)	20
113	State Funded Family Planning Program	309	Eligibility Information and Referral	20
113	State Funded Family Planning Program	310	Home Visit	20
113	State Funded Family Planning Program	311	Sanctions/Disqualifications	20
113	State Funded Family Planning Program	313	Case Reading	20
113	State Funded Family Planning Program	315	Benefit Replacement	20
113	State Funded Family Planning Program	318	Voter Registration	20
113	State Funded Family Planning Program	319	Case Consultation	20
113	State Funded Family Planning Program	400	Administrative Meetings or Trainings	20
113	State Funded Family Planning Program	401	Program Specific Training	20
113	State Funded Family Planning Program	403	Supervisor Meeting (not case specific)	20
113	State Funded Family Planning Program	404	General Admin Functions	20
113	State Funded Family Planning Program	410	Answering Questions from Potential Clients	20
109	Medicaid (MAGI)	312	Verification of Alien Status	23
110	Medicaid (NON MAGI Related)	312	Verification of Alien Status	23
111	Medical for FC/Adopt	312	Verification of Alien Status	23
112	Medicaid (other than 109-111)	312	Verification of Alien Status	23
130	Iowa Health and Wellness Plan	312	Verification of Alien Status	23
100	FIP	312	Verification of Alien Status	24
107	Food Assistance	312	Verification of Alien Status	25
105	Food Assistance AND FIP	317	Electronic Benefit Transfer	27
106	Food Assistance AND Medicaid	317	Electronic Benefit Transfer	27
107	Food Assistance	317	Electronic Benefit Transfer	27
102	Child Care Assistance	300	Screening Interview/Intake	30
102	Child Care Assistance	301	Application/Certification	30
102	Child Care Assistance	302	Redetermination	30
102	Child Care Assistance	303	Process Changes to Ongoing Case	30
102	Child Care Assistance	304	Cancellation	30
102	Child Care Assistance	305	Overpayment/Underpayment Processing	30
102	Child Care Assistance	306	Case Documentation	30
102	Child Care Assistance	307	Hearings & Appeals	30
102	Child Care Assistance	308	Information and Referral (Non-Eligibility)	30
102	Child Care Assistance	309	Eligibility Information and Referral	30
102	Child Care Assistance	310	Home Visit	30
102	Child Care Assistance	313	Case Reading	30
102	Child Care Assistance	315	Benefit Replacement	30
102	Child Care Assistance	319	Case Consultation	30
102	Child Care Assistance	400	Administrative Meetings or Trainings	30
102	Child Care Assistance	401	Program Specific Training	30
102	Child Care Assistance	403	Supervisor Meeting (not case specific)	30
102	Child Care Assistance	404	General Admin Functions	30
102	Child Care Assistance	410	Answering Questions from Potential Clients	30
128	Medicare Part D Low Income Subsidy (LIS)	300	Screening Interview/Intake	31
128	Medicare Part D Low Income Subsidy (LIS)	301	Application/Certification	31

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE VALID COMBINATIONS
APPENDIX I.3

Updated 07/01/17

Income Maintenance Random Moment Sampling Valid Combinations				
Effective SFY 2014 QTR 3				
	Services		**Activities**	**Base Code**
128	Medicare Part D Low Income Subsidy (LIS)	302	Redetermination	31
128	Medicare Part D Low Income Subsidy (LIS)	303	Process Changes to Ongoing Case	31
128	Medicare Part D Low Income Subsidy (LIS)	304	Cancellation	31
128	Medicare Part D Low Income Subsidy (LIS)	306	Case Documentation	31
128	Medicare Part D Low Income Subsidy (LIS)	307	Hearings & Appeals	31
128	Medicare Part D Low Income Subsidy (LIS)	308	Information and Referral (Non-Eligibility)	31
128	Medicare Part D Low Income Subsidy (LIS)	309	Eligibility Information and Referral	31
128	Medicare Part D Low Income Subsidy (LIS)	310	Home Visit	31
128	Medicare Part D Low Income Subsidy (LIS)	319	Case Consultation	31
128	Medicare Part D Low Income Subsidy (LIS)	401	Program Specific Training	31
128	Medicare Part D Low Income Subsidy (LIS)	404	General Admin Functions	31
128	Medicare Part D Low Income Subsidy (LIS)	410	Answering Questions from Potential Clients	31
130	Iowa Health and Wellness Plan	300	Screening Interview/Intake	365
130	Iowa Health and Wellness Plan	301	Application/Certification	365
130	Iowa Health and Wellness Plan	302	Redetermination	365
130	Iowa Health and Wellness Plan	303	Process Changes to Ongoing Case	365
130	Iowa Health and Wellness Plan	304	Cancellation	365
130	Iowa Health and Wellness Plan	305	Overpayment/Underpayment Processing	365
130	Iowa Health and Wellness Plan	306	Case Documentation	365
130	Iowa Health and Wellness Plan	307	Hearings & Appeals	365
130	Iowa Health and Wellness Plan	308	Information and Referral (Non-Eligibility)	36
130	Iowa Health and Wellness Plan	309	Eligibility Information and Referral	365
130	Iowa Health and Wellness Plan	310	Home Visit	365
130	Iowa Health and Wellness Plan	311	Sanctions/Disqualifications	365
130	Iowa Health and Wellness Plan	313	Case Reading	36
130	Iowa Health and Wellness Plan	315	Benefit Replacement	365
130	Iowa Health and Wellness Plan	318	Voter Registration	36
130	Iowa Health and Wellness Plan	319	Case Consultation	365
130	Iowa Health and Wellness Plan	401	Program Specific Training	36
130	Iowa Health and Wellness Plan	403	Supervisor Meeting (not case specific)	36
130	Iowa Health and Wellness Plan	404	General Admin Functions	36
130	Iowa Health and Wellness Plan	410	Answering Questions from Potential Clients	36
106	Food Assistance AND Medicaid	300	Screening Interview/Intake	405
106	Food Assistance AND Medicaid	301	Application/Certification	405
106	Food Assistance AND Medicaid	302	Redetermination	405
106	Food Assistance AND Medicaid	303	Process Changes to Ongoing Case	405
106	Food Assistance AND Medicaid	304	Cancellation	405
106	Food Assistance AND Medicaid	305	Overpayment/Underpayment Processing	405
106	Food Assistance AND Medicaid	306	Case Documentation	405
106	Food Assistance AND Medicaid	307	Hearings & Appeals	405
106	Food Assistance AND Medicaid	308	Information and Referral (Non-Eligibility)	40
106	Food Assistance AND Medicaid	309	Eligibility Information and Referral	405
106	Food Assistance AND Medicaid	310	Home Visit	405
106	Food Assistance AND Medicaid	311	Sanctions/Disqualifications	405
106	Food Assistance AND Medicaid	313	Case Reading	40
106	Food Assistance AND Medicaid	315	Benefit Replacement	405
106	Food Assistance AND Medicaid	318	Voter Registration	40
106	Food Assistance AND Medicaid	319	Case Consultation	405
106	Food Assistance AND Medicaid	400	Administrative Meetings or Trainings	40
106	Food Assistance AND Medicaid	401	Program Specific Training	40
106	Food Assistance AND Medicaid	403	Supervisor Meeting (not case specific)	40
106	Food Assistance AND Medicaid	404	General Admin Functions	40
106	Food Assistance AND Medicaid	410	Answering Questions from Potential Clients	40
106	Food Assistance AND Medicaid	312	Verification of Alien Status	41
105	Food Assistance AND FIP	312	Verification of Alien Status	42
400	Not Limited to Specific Program	800	Sampled Outside Scheduled Work Hours	Non-Strike
400	Not Limited to Specific Program	999	Position Vacant or Unpaid Leave	Non-Strike
400	Not Limited to Specific Program	300	Screening Interview/Intake	NPS
400	Not Limited to Specific Program	318	Voter Registration	NPS
400	Not Limited to Specific Program	400	Administrative Meetings or Trainings	NPS
400	Not Limited to Specific Program	402	Participate in ELIAS eligibility system training	09
400	Not Limited to Specific Program	403	Supervisor Meeting (not case specific)	NPS
400	Not Limited to Specific Program	404	General Admin Functions	NPS
400	Not Limited to Specific Program	410	Answering Questions from Potential Clients	NPS
400	Not Limited to Specific Program	500	Lunch	NPS
400	Not Limited to Specific Program	600	Vacation, Breaks, Personal, Ill, Approved Flex Time and Military (paid leave)	NPS

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE ALLOCATION BASES
APPENDIX I.4

Updated *01/01/20*
Submitted 12/24/19
Updated 04/01/20
Submitted 03/30/20

APPENDIX I (continued)

IM RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
Base: 00 FIP	PP12 FIP TANF	Using middle month of quarter data: Total FIP Cases less State Only Cases/Total FIP Cases
	PP57 State Only	Using middle month of quarter data: State Only Cases (2-Parent FIP Cases+Battered Alien Cases)/Total FIP Cases
Base: 04 Food Assistance and FIP	PP12 FIP TANF	50%
	PP25 Other Food Assistance	50%
Base: 05 Food Assistance FNS Activities	PP25 Other Food Assistance	100%
Base: 06 Medicaid - MAGI Related	PP03 Medicaid 50%	***Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP31 Medicaid Expansion **XXI**	***Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP32 ***Hawki XXI***	***Hawki XXI Eligible/(Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
Base: 065 Medicaid - MAGI Related	PP10 Medicaid 75%	***Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP31 Medicaid Expansion **XXI**	***Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP32 ***Hawki XXI***	***Hawki XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
Base: 07 Medicaid - NON MAGI Related	PP03 Medicaid 50%	100%
Base: 075 Medicaid - NON MAGI Related	PP10 Medicaid 75%	100%
Base: 08 Medicaid - Delinking (MAGI)	PP03 Medicaid 50%	100%
Base: 085 Medicaid - Delinking (MAGI)	PP10 Medicaid 75%	100%
Base: 09 Medicaid - Eligibility Training	PP10 Eligibility Medicaid 75% FFP	***Medicaid XIX Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP31 Medicaid Expansion **XXI**	***Medicaid Expansion XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
	PP32 ***Hawki XXI***	***XXI Eligible/ (Medicaid XIX Eligible + Medicaid Expansion XXI Eligible + Hawki XXI Eligible)***
Base: 10 Medical Eligibility - FC/Adoption	PP03 Medicaid 50%	33%
	PP17 Foster Care	Using KPI Foster Care and Adoption Report N402F totals: % of Foster Care clients X 67%
	PP24 Adoption	Using KPI Foster Care and Adoption Report N402F totals: % of Adoption clients X 67%
Base: 105 Medical Eligibility - FC/Adoption	PP10 Medicaid 75%	33%
	PP17 Foster Care	Using KPI Foster Care and Adoption Report N402F totals: % of Foster Care clients X 67%
	PP24 Adoption	Using KPI Foster Care and Adoption Report N402F totals: % of Adoption clients X 67%
Base: 11 Refugee - Medical Assistance	PP20 Refugee - Medical Assistance	100%
Base: 13 Medicaid - other than 109-111	PP03 Medicaid 50%	100%
Base: 135 Medicaid - other than 109-111	PP10 Medicaid 75%	100%
Base: 14 Refugee - Cash Assistance	PP20 Refugee - Cash Assistance	100%
Base: 15 State Funded Family Planning Program	PP44 State Funded Family Planning Program	100%
Base: 19 State Supplementary Assistance	PP57 State Only	100%
Base: 23 SAVE - Medical	PP53 SAVE - Medical	100%
Base: 24 SAVE - FIP	PP54 SAVE - FIP	100%
Base: 25 SAVE - Food Assistance	PP55 SAVE Food Assistance	100%

IOWA DEPARTMENT OF HUMAN SERVICES
INCOME MAINTENANCE ALLOCATION BASES
APPENDIX I.4

Updated *01/01/20*
Submitted 12/24/19
Updated 04/01/20
Submitted 03/30/20

IM RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
Base: 27 Food Assistance FNS EBT	PP26 Food Assistance EBT (FNS)	100%
Base: 30 Child Care Assistance	PP27 CCDF-Matching (TCC)	100%
Base: 31 Medicare Part D Low Income Sub (LIS)	PP08 Medicare Part D (LIS)	100%
Base: 36 Iowa Health and Wellness Plan	PP11A IHAWP 50%	100%
Base: 365 Iowa Health and Wellness Plan	PP11B IHAWP 75%	100%
Base: 40 Food Assistance AND Medicaid	PP03 Medicaid 50%	50%
	PP25 Other Food Assistance	50%
Base: 405 Food Assistance AND Medicaid	PP10 Medicaid 75%	50%
	PP25 Other Food Assistance	50%
Base: 41 SAVE - Food Assistance AND Medicaid	PP53 SAVE - Medical 75%	50%
	PP55 SAVE Food Assistance	50%
Base: 42 SAVE - Food Assistance AND FIP	PP54 SAVE - FIP	50%
	PP55 SAVE Food Assistance	50%

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES PROGRAM CHOICES
APPENDIX I.5

Updated ~~10/01/20~~07/01/21
Submitted ~~09/30/20~~06/30/21

APPENDIX I (continued)

Program Choices and Definitions

#	Program Description
10	**Child Protective Assessments (No Intact Family)** When the child identified as the victim of the abuse is not currently receiving intact family services. This includes child protective assessments conducted under both the child abuse pathway and family assessment pathway. Includes services related to the assessment of reports that children have been or are suspected of being abused, neglected, or exploited by their parents, legal guardians or other care takers, including the need for ongoing child welfare services, safety and risk assessment, court intervention or out of home placement.{07/01/20}
11	**Child Protective Assessments (Intact Family)** When the child identified as the victim of the abuse is currently receiving intact family services and you are doing a child protective assessment. This includes child protective assessments conducted under both the child abuse pathway and family assessment pathway. Includes services related to the assessment of reports that children have been or are suspected of being abused, neglected, or exploited by their parents, legal guardians or other care takers, including the need for ongoing child welfare services, safety and risk assessment, court intervention or out of home placement. {07/01/20}
15	**Child Protective CINA Assessments** include services related to the assessment of child's need for CINA adjudication, when there is no allegation of child abuse, including assessments of family strengths and needs, recommendations on filing a CINA, and determining what services are available in the community with or without court order. This may include determining the need for ongoing child welfare services, court intervention, or out of home placement.
20	**Family Foster Care- Licensed/In-Process** provides services in a licensed relative or non-relative foster family home, or in a relative home that is in the process of becoming licensed. Also use this service code for licensing or recruiting foster family homes.
25	**Unlicensed Relative Care (e.g., Relative Placement)** provides services in an unlicensed relative home when the family has not submitted an application to be licensed as a family foster care home.
30	**PMIC** provides services to a child placed in a specialized psychiatric medical institution for children and adolescents.
35	**Shelter Care** provides placement on a temporary basis in a licensed shelter.
40	**Qualified Residential Treatment Program** provides services in a licensed **qualified residential treatment program** setting. {04/01/20}
45	**Supervised Apartments (formerly Foster Care Independent Living)** provides services to youth living in supervised apartment/placement outside the parental home to more effectively prepare foster care adolescents for self-sufficiency or independence (Transition Plan).
50	**Adoption (Pre and Post)** provides adoption services to children whose parental rights have been terminated who are in the process of being terminated or who have a concurrent permanency goal of adoption so the children do not have to remain, or be placed, in foster homes, qualified residential treatment programs, or institutions. This service also includes post finalization activities, subsidies, recruitment, adoption studies and case consultation efforts to support adoptive or potentially adoptive parents. Also use this code for all training specifically related to adoption services. {04/01/20}
55	**Interstate Compact (incoming)** includes completion of pre-placement home studies or arranging for the purchase of home studies, case management, and direct services and supervision provided to a child or youth who is under the jurisdiction of an another state's court or human services department.
60	**Intact Family Services** provide services and support parenting, to a child or children living with their parents. Staff provide case management for families that are eligible for services funded by DHS (e.g., DECAT), services funded through another state or community agency (e.g., substance abuse treatment), or informal services and supports to reduce the risk or prevent out of home placement.
65	**Guardianship Assistance Program (GAP)** provides financial support to children who are in guardianship placement.{01/01/20}
70	**Child Care Services (Home Registrations).** This service is used for home registration activities and complaint investigations.
75	**State Institution Placements** includes services provided to children who have been committed to state institutions (e.g. Toledo, Eldora), Resource Centers or MHI.
80	**In-Home Health Related Care** provide personal and skilled care services in a person's home when the person's state of physical or mental health prevents independent self-care. Services shall be approved by a physician and supervised by a registered nurse and primarily for clients 18 years of age and older.
85	**Adult Protective and Support Services** provide intake, assessment to determine supports for dependent adults who are unable to protect their own interests or who are harmed or threatened with harm through action or inaction by another person or through their own actions due to ignorance, incompetence, or poor health. These services and supports are intended to avoid physical or mental injury; neglect or maltreatment; failure to receive adequate food, shelter or clothing; deprivation of entitlements; or diminution of resources and enable them to remain in their homes. These home-care services are intended to provide physical, mental and environmental stimulation and to prevent or reduce the incidence of institutionalization.

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES PROGRAM CHOICES
APPENDIX I.5

Updated ~~*10/01/20*~~*07/01/21*
Submitted ~~*09/30/20*~~*06/30/21*

#	Program Description
90	**Family-Life Home** provides services in a single-family living unit to a physically or mentally challenged or elderly person in need of room and board within a family setting.
95	**Medicaid Waiver Services** maintain people in their own homes or communities who would otherwise require care in medical institutions. These services are provided only to certain client groups for whom a federal waiver has been approved; and waiver services are not available to other Medicaid recipients. Claims are processed through the Iowa Medicaid Enterprise (IME) the Medicaid fiscal agent.

	Non-Program Specific
400	**Not Limited to Specific Program** includes all activities that are not identifiable to a specific program. Program Code 400 is used with the following activity codes:
#	Activity Description
400	Administrative Meetings or Trainings
404	General Administrative Functions
500	Lunch
600	Vacation, Breaks, Personal, Ill, Approved Flex Time, and Military
800	Samples Outside Scheduled Work Hours
999	Position Vacant or Unpaid Leave
	This code may be selected for other activity codes, but workers are asked to try to select a specific Program Area from the list before selecting Program Code 400.

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ACTIVITY CHOICES
APPENDIX I.5

Updated ~~10/01/20~~
~~Submitted 09/30/20~~07/01/21 Submitted 06/30/21

Case Related:

These activities apply to most of the choices and generally relate to case-specific activity. If you are traveling for a case specific activity, please select the choice that best describes the purpose of the travel. For example, if you were on the way to or from a court hearing or review, select the activity code describing this effort (e.g., Actions involving court proceedings to remove child from home or judicial hearings/reviews).

#	Activity Description
	Child Services
200	**Child Screening/Intake** includes receipt of calls or other communication alleging abuse to a child, eliciting information to make a determination of acceptance or rejection of the allegation report for assessment, provision of intake decision to the individual responsible to conduct the assessment.
205	**CINA Intake through Completion of CINA Assessment** includes service intake functions, including circumstances that exist that would justify filing of a CINA petition, and providing applicant with information and referral assistance.
207[1]	**Accepted CPS Assessment work during first 24 hours of assessment -** All work performed during the first 24 hours of a CPS Assessment under both the Child Abuse pathway and the Family Assessment pathway. Includes travel to assure safety of victims, completion of the initial safety assessment and safety plan, and any supervisor consultation occurring within the first 24 hours of the CPS Intake date and time.
210	**Actions involving Court Proceedings to Remove Child from Home** includes preparation of court report and study, appearing at hearings, providing testimony, and coordination of information for the court.
215	**Child Placement** includes development of the placement plan, service agreements with respect to arranging for supervision or other provider services.
220	**Preplacement Activities** include organizing and sending client referral information to secure an appropriate placement. They also include contacts with placement agencies (or families) and transporting client for preplacement visits to in state or out of state placement.
225	**IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit** includes case file review, completion of required forms and gathering required documentation (e.g., court documents) needed to forward to the IV-E unit in order to determine IV-E eligibility.
230	**Judicial Hearings/Reviews** includes file review, preparation of court report and study, appearing at hearings, providing testimony, and coordination of information for the court.
235	**Initial Child Protective Services (CPS) Assessment** includes planning for and conducting the CPS assessment, determining if report is confirmed, conducting safety and risk assessments and establishing a Safety Plan.
240	***Child* Identify Medical Service Needs and Collaborate with Health Care Providers** includes prescreening of children for mental health services; providing consultation to parents in selecting Mental Health Services and other health care providers; selecting physical and mental health providers for children in foster care, integrating physical and mental health treatment plan into the DHS family case plan; and updating DHS family case plan for health care changes.
245	***Child* Identify Services and Complete Referrals** includes referral readiness, and referral to community services other than health care providers and community care, such as AEA, energy assistance, employment assistance, low-income housing, etc.
250	**Protective Child Care Eligibility/Referral** includes activity to determine if childcare will reduce the potential for child abuse and to make a child care services referral for children.
255	***Child* Referral to Community Care Agency** includes referral readiness and referral of family to Community Care Agency.
260	***Child* Ongoing Assessment of Family Functioning** includes evaluation of safety and risk factors, family functioning, and engaging the family in appropriate services to enhance family strengths and meet identified needs in a culturally sensitive manner. This activity includes case management of service related to ongoing assessments.
262	**Child Prevention Plan Development –** includes activities to develop the prevention plan for eligible children under the Family First Act. {10/01/20}
265	***Child* Case Documentation** includes documenting contacts and observations, preparing narratives on the client's situation, service provision and client progress, as well as completion of general forms and screens in the computer system such as *JARVIS, FACS, IMPA, IMERS, KinderTrack, CRIS, WISE, ARTS, Iowa Courts/EDMS, Child Welfare Budget Monitor, ROM, Drug Testing, ISIS At-A-Glance, CareMatch, TOP. ICAR, Dragon, Federal Parent Locator, NYTD, and Birth/Death Certificate Request..*
266[1]	***Child* Case Collaboration -** Case Collaboration includes discussion with providers, community partners, DHS social workers, DHS Help Desk staff, counselors, attorneys, and others relating to a specific case.
270[1]	***Child* Family Team Meeting** - Family Team Meeting includes attendance and participation at meetings where client progress is discussed with the family and/or involved service providers, as well as preparing for and participation in the family team meetings to engage the family in referral readiness and continuing appropriate services to enhance family strengths and address safety, well-being and permanency issues. Also use this activity for oversight of family mediation activities. This activity includes travel to and from family team meetings.
275	***Child* - Case Permanency Planning** includes time spent engaging the family in developing the case permanency goal and plan for the child; gathering information from the child, parents, providers and collaterals; preparing and reviewing a child's case permanency plan (family case plan); and gathering information to develop concurrent permanency options (e.g., adoption or guardianship) if reunification is not achievable.

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ACTIVITY CHOICES
APPENDIX I.5

Updated ~~10/01/20~~
~~Submitted 09/30/20~~07/01/21 Submitted 06/30/21

#	Activity Description
280	***Child* - Case Supervision** includes arranging and monitoring client support, obtaining services, monitoring community based services (e.g., substance abuse) and preparing for and attending case staffings. This case management activity is provided to intact families where children are identified as at risk of out of home placement.
285	***Child* - Case Consultation with Supervisor** includes discussion with a supervisor relating to a specific case.
290	***Child* - Professional Consultation Outside of DHS** includes requesting a review of DHS involvement in a case, discussion with professionals who can assist in the assessment of strengths, needs, promote referral readiness, resolve problems related to clients' behavior, family, and social environment and/or access the support and assessments of experts to substantiate CPS Assessment Summary findings or support recommendations to the Court.
295	***Child* - Client Transportation** includes transportation of a client to a judicial determination related to placement, transportation associated with child placements, transportation to case reviews, and other case management and supervisory-related functions related to the client. Family Team Meetings for intact families are not included.
300	***Child* - Develop, Monitor, Document Transition Plan** includes activities related to the assessment, planning and supporting youth to successfully transition out of foster care to independence including sharing information on Aftercare, ETC, PAL, or MIYA, etc.
310	**Foster Care Administrative Review/FCRB** includes preparation for and participation in initial preplacement, 30-day, or six-month foster care administrative reviews (e.g. writing reports, sending notices, etc.), whether conducted by the Department or by local foster care review boards.
315	**Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing** includes speaking to prospective applicants, participating in local forums or public service programs to inform the public of need, composing brochures or flyers, distributing existing materials, other promotional activities that are directly related to recruitment and licensing, participating in recruitment committees, initial approval licensure, performing criminal and child abuse records checks, interim monitoring, renewals, denials, and revocations. Do not use this choice for foster and adoptive parent training.
320	**Participate in Adoptive/Foster Parent Training** includes preparation for the purpose of conducting or participating in adoptive or foster care parent training, as well as the actual provision of such training.
325	**Child Care Registration or Complaint Investigation** includes activities for registration of childcare providers, including complaint investigations and spot checks.
	Adult Services
330	**ALJ Hearings and Appeals** include file review, preparation of testimony (written or oral), appearance at hearing, and completion of appropriate forms.
335	**Adult Services (AS) Screening/Intake** includes receipt of calls or other communication alleging abuse to an adult, eliciting information to make a determination of acceptance or rejection of the allegation for assessment, provision of intake decision to referent.
340	**Adult Protective Assessment/Interview** includes assessing the safety of the client, and ascertaining if abuse or neglect has occurred. This activity also covers the protective interview process, including travel to and from protective interviews. (If the purpose of the interview is to determine eligibility, then use AS Assessment/Service Eligibility.)
345	**XIX (Medicaid) Application Process for Health Services** includes completing and sending to eligibility worker documentation such as court order, releases, financial information and other required data.
350	**AS Judicial Proceedings** includes file review, preparation of court report and study, appearing at hearings, providing testimony and coordination of information for the court.
355	**AS Assessment/Service Eligibility** includes evaluation of client's ability to function at the highest level possible with appropriate interventions. Use this activity to complete initial service eligibility documents.
360	**AS Case *Summary* Development** includes gathering client, provider and collateral contacts, input in to case plan and time spent preparing and reviewing the case plan with the client and the family.
365	**AS Placement** includes assistance in finding alternative housing arrangements for client.
370	**AS Case *Summary* Documentation** includes preparing notes and preparing and reviewing reports on the client's situation, service provision and client progress, as well as completion of general forms such as SRS, ABC and turning forms in for data entry.
371	**Adult Services Case Collaboration** includes discussion with DHS social workers, DHS Help Desk Staff, DHS Income Maintenance, DHS Targeted Case Management, and others (non-professional) relating to a specific case.
375	**AS Case Supervision** includes arranging and monitoring client support, obtaining services, monitoring community based services and preparing for and attending case staffings.
380	**AS Case Consultation with Supervisor** includes discussion with a supervisor on issues relating to a specific case.
385	**AS Professional Consultation Outside DHS** includes reviews and discussions with professionals to resolve problems related to clients' behavior, family or social environment; to assess strengths, needs, promote referral readiness; and to access the support and assessments of experts to substantiate Adult Protective Evaluation findings or support recommendations to the Court.
390	**AS Client Transportation** includes transportation of client related to judicial proceedings, placements and other case management and supervisory-related functions where client is transported to appointment or meeting. Staff travel for other activities is coded with the activity that requires staff to be out of the office.
395	**AS ALJ Hearings and Appeals** include file review, preparation of testimony (written or oral), appearance at hearing, and completion of appropriate forms.
FN[1]	***Approved in prior years but not added or deleted from appendix chart***

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IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ACTIVITY CHOICES
APPENDIX I.5

Updated ~~10/01/20~~
~~Submitted 09/30/20~~07/01/21 Submitted 06/30/21

APPENDIX I (continued)

General Activity:

These are activities that do not relate to work being done on a specific case. However, the activity can relate to a service area (e.g., service specific training). The activities in this area are primarily used for general job duties, administrative training, or time away from your work area (e.g. lunch, breaks, paid leave, position vacant are not service specific and are only valid with Service Choice 400 Not Service Specific).

#	Activity Description
400	**Conduct/Participate in Admin Meetings/Trainings** for the purpose of conducting or participating in unit or staff meetings as well as the actual participation or leading of unit or staff meetings. The meetings and trainings are general in nature and are not specific to one service area. This code includes training on administrative topics such as completion of time sheets, travel requests, RMS intranet forms.
405	**Conduct/Participate in Service Specific Staff Training** include preparation for the purpose of conducting or participating in program or service area, as well as the actual leading of or participation in the training courses.
415	**Professional Reading/Review Manual** includes professional reading as required to maintain current job knowledge or to track relevant program or legal issues. Also includes reviewing program policy manuals and program policy updates as related to your area of responsibility.
420	**General Administrative Functions** include all other non-case-related activity, such as organizing desk, filing, attending to general clerical matters, the training of mandatory reporters, community meetings, emails, voice mails, etc.
425	**Intake Unit General Administrative Functions** includes time spent in ready status between phone calls/general intake duties not including case specific work. Specific to Intake Unit only.
500	**Lunch.** Sample time during lunch.
600	**Vacation, Breaks, Personal Business, Illness, *Approved Flex Time.* Military (Paid Leave)** is used for approved leave.
800	**Sample Outside Scheduled Work Hours.** The observation time is when the employee is not routinely scheduled to be at work.
999	**Position Vacant or Unpaid Leave** means leave without pay, position vacancy.

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES FORM CHOICES
APPENDIX I.6

Updated 10/01/20
Submitted 09/30/20

Social Services Random Moment Sampling Form Choices

Effective 4/1/2014

Step I: Services (**Must** select only one)

10	Child Protective Assessments – No Intact Family Services {07/01/20}
11	Child Protective Assessments – Intact Family Services {07/01/20}
15	CINA Assessments
20	Family Foster Care- Licensed/In-Process
25	Unlicensed Relative Care (e.g., Relative Placement)
30	PMIC
35	Shelter Care
40	~~Group Care {D1, D2 or D3}~~Qualified Residential Treatment Program {04/01/20}
45	Supervised Apartments (Formerly FC - Independent Living)
50	Adoption (Pre and Post)
55	Interstate Compact (Incoming)
60	Intact Family Services
65	~~Subsidized~~ Guardianship Assistance Program (GAP) {01/01/20}
70	Child Care Services (Home Registrations)
75	State Institution Placements
80	In-home Health Related Care
85	Adult Protective and Support Services
90	Family-Life Home
95	Medicaid Waiver Services
400	Not Service Specific

Step II: Activities (**Must** select only one)

200	Child Screening/Intake through Allegation Determination
205	CINA Intake through Completion of CINA Assessment
207	Accepted CPS Assessment work during first 24 hours of assessment
210	Actions involving court proceedings to remove child from home
215	Child Placement
220	Preplacement Activities
225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit
230	Judicial hearings/reviews (after removal)
235	Child Protective Services (CPS) Assessment
240	Identify Medical Services Needs and Collaborate with Health Care Providers
245	Identify Services and Complete Referrals
250	Protective Child Care Eligibility/Referral
255	~~Referral to Community Care Agency~~Voluntary (Non-DHS) Services{07/01/20}
260	Ongoing Assessment of Family Functioning
262	Child Prevention Plan Development {10/01/20}
265	Case Documentation
266	Case Collaboration
270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting~~Family Team Meeting~~ {10/01/20
275	Case Permanency Planning
280	Case Supervision
285	Case Consultation
290	Professional Consultation Outside of DHS
295	Client Transportation
300	Develop, Monitor, Document Transition Plan
310	Foster Care Administrative Review/FCRB
315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing
320	Participate in Adoptive/Foster Parent Training
325	Child Care Registration or Complaint Investigation
330	ALJ Hearings and Appeals
335	Adult Services *(AS)* Screening/Intake
340	Adult Protective Assessment/Interview
345	XIX (Medicaid) Application Process for Health Services
350	AS Judicial Proceedings
355	AS Assessment/Service Eligibility
360	AS Case Plan Development
365	AS Placement
370	AS Case Documentation
375	AS Case Supervision
380	AS Case Consultation
385	AS Professional Consultation Outside DHS
390	AS Client Transportation
395	AS ALJ Hearings and Appeals
400	Conduct/Participate in Admin Meetings/Trainings
405	Conduct/Participate in Service Specific Staff Training
415	Professional Reading/Review Manual
420	General Administrative Functions
425	Intake Unit General Administrative
500	Lunch
600	Vacation, Breaks, Personal Business, Illness, Military (paid leave)
800	Sample Outside Scheduled Work Hours
999	Position Vacant or Unpaid Leave

Step III: Case Number (please enter case number, name or SSN)

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES VALID COMBINATIONS
APPENDIX I.7

Updated 10/01/20
Submitted 09/30/20
APPENDIX I (continued)

Social Services Random Moment Sampling Valid Combinations

Effective 7/1/2011 (10/1/2011 for changes to activity choices in SWRMS coding, see SSRMS Form Choices)

#	Services	#	Activities	Base Code
10	Child Protective Assessments – No Intact Family Services {07/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
11	Child Protective Assessments – Intact Family Services {07/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
15	CINA Assessments	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
20	Family Foster Care- Licensed/In-Process	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
25	Unlicensed Relative Care (e.g., Relative Placement)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
30	PMIC	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
35	Shelter Care	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
45	Supervised Apartments (Formerly FC - Independent Living)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
55	Interstate Compact (Incoming)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
60	Intact Family Services	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	01
45	Supervised Apartments (Formerly FC - Independent Living)	200	Child Screening/Intake through Allegation Determination	02
45	Supervised Apartments (Formerly FC - Independent Living)	210	Actions involving court proceedings to remove child from home	02
45	Supervised Apartments (Formerly FC - Independent Living)	215	Child Placement	02
45	Supervised Apartments (Formerly FC - Independent Living)	220	Preplacement Activities	02
45	Supervised Apartments (Formerly FC - Independent Living)	230	Judicial hearings/reviews (after removal)	02
45	Supervised Apartments (Formerly FC - Independent Living)	235	Child Protective Services (CPS) Assessment	02
45	Supervised Apartments (Formerly FC - Independent Living)	245	Identify Services and Complete Referrals	02
45	Supervised Apartments (Formerly FC - Independent Living)	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	02
45	Supervised Apartments (Formerly FC - Independent Living)	260	Ongoing Assessment of Family Functioning	02
45	Supervised Apartments (Formerly FC - Independent Living)	265	Case Documentation	02
45	Supervised Apartments (Formerly FC - Independent Living)	266	Case Collaboration	02
45	Supervised Apartments (Formerly FC - Independent Living)	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	02
45	Supervised Apartments (Formerly FC - Independent Living)	275	Case Permanency Planning	02
45	Supervised Apartments (Formerly FC - Independent Living)	280	Case Supervision	02
45	Supervised Apartments (Formerly FC - Independent Living)	285	Case Consultation	02
45	Supervised Apartments (Formerly FC - Independent Living)	290	Professional Consultation Outside of DHS	02
45	Supervised Apartments (Formerly FC - Independent Living)	295	Client Transportation	02
45	Supervised Apartments (Formerly FC - Independent Living)	300	Develop, Monitor, Document Transition Plan	02
45	Supervised Apartments (Formerly FC - Independent Living)	310	Foster Care Administrative Review/FCRB	02
45	Supervised Apartments (Formerly FC - Independent Living)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	02
45	Supervised Apartments (Formerly FC - Independent Living)	330	ALJ Hearings and Appeals	02
45	Supervised Apartments (Formerly FC - Independent Living)	405	Participate in Service Specific Meetings/ Staff Training	02
45	Supervised Apartments (Formerly FC - Independent Living)	415	Professional Reading/Review Manual	02
50	Adoption (Pre and Post)	225	IV-E Eligibility Forms Preparation and Completion for Sending to IV-E Unit	03
50	Adoption (Pre and Post)	215	Child Placement	04
50	Adoption (Pre and Post)	220	Preplacement Activities	04
50	Adoption (Pre and Post)	230	Judicial hearings/reviews (after removal)	04
50	Adoption (Pre and Post)	245	Identify Services and Complete Referrals	04
50	Adoption (Pre and Post)	260	Ongoing Assessment of Family Functioning	04
50	Adoption (Pre and Post)	265	Case Documentation	04
50	Adoption (Pre and Post)	266	Case Collaboration	04
50	Adoption (Pre and Post)	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting~~Family Team Meeting~~{10/01/20}	04
50	Adoption (Pre and Post)	275	Case Permanency Planning	04
50	Adoption (Pre and Post)	280	Case Supervision	04
50	Adoption (Pre and Post)	285	Case Consultation	04
50	Adoption (Pre and Post)	290	Professional Consultation Outside of DHS	04
50	Adoption (Pre and Post)	295	Client Transportation	04
50	Adoption (Pre and Post)	300	Develop, Monitor, Document Transition Plan	04
50	Adoption (Pre and Post)	310	Foster Care Administrative Review/FCRB	04
50	Adoption (Pre and Post)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	04
50	Adoption (Pre and Post)	330	ALJ Hearings and Appeals	04
50	Adoption (Pre and Post)	405	Participate in Service Specific Meetings/ Staff Training	04
50	Adoption (Pre and Post)	415	Professional Reading/Review Manual	04

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#	Services	#	Activities	Base Code
50	Adoption (Pre and Post)	320	Participate in Adoptive/Foster Parent Training	05
80	In-home Health Related Care	345	XIX (Medicaid) Application Process for Health Services	07
85	Adult Protective and Support Services	345	XIX (Medicaid) Application Process for Health Services	07
90	Family-Life Home	345	XIX (Medicaid) Application Process for Health Services	07
95	Medicaid Waiver Services	345	XIX (Medicaid) Application Process for Health Services	07
85	Adult Protective and Support Services	335	Adult Services *(AS)* Screening/Intake	10
85	Adult Protective and Support Services	340	Adult Protective Assessment/Interview	10
85	Adult Protective and Support Services	350	AS Judicial Proceedings	10
85	Adult Protective and Support Services	355	AS Assessment/Service Eligibility	10
85	Adult Protective and Support Services	360	AS Case Plan Development	10
85	Adult Protective and Support Services	365	AS Placement	10
85	Adult Protective and Support Services	370	AS Case Documentation	10
85	Adult Protective and Support Services	371	AS Case Collaboration	10
85	Adult Protective and Support Services	375	AS Case Supervision	10
85	Adult Protective and Support Services	380	AS Case Consultation	10
85	Adult Protective and Support Services	385	AS Professional Consultation Outside DHS	10
85	Adult Protective and Support Services	390	AS Client Transportation	10
85	Adult Protective and Support Services	395	AS ALJ Hearings and Appeals	10
85	Adult Protective and Support Services	405	Participate in Service Specific Meetings/ Staff Training	10
85	Adult Protective and Support Services	415	Professional Reading/Review Manual	10
90	Family-Life Home	335	Adult Services *(AS)* Screening/Intake	11
90	Family-Life Home	340	Adult Protective Assessment/Interview	11
90	Family-Life Home	350	AS Judicial Proceedings	11
90	Family-Life Home	355	AS Assessment/Service Eligibility	11
90	Family-Life Home	360	AS Case Plan Development	11
90	Family-Life Home	365	AS Placement	11
90	Family-Life Home	370	AS Case Documentation	11
90	Family-Life Home	375	AS Case Supervision	11
90	Family-Life Home	380	AS Case Consultation	11
90	Family-Life Home	385	AS Professional Consultation Outside DHS	11
90	Family-Life Home	390	AS Client Transportation	11
90	Family-Life Home	395	AS ALJ Hearings and Appeals	11
90	Family-Life Home	405	Participate in Service Specific Meetings/ Staff Training	11
90	Family-Life Home	415	Professional Reading/Review Manual	11
30	PMIC	200	Child Screening/Intake through Allegation Determination	12
30	PMIC	210	Actions involving court proceedings to remove child from home	12
30	PMIC	215	Child Placement	12
30	PMIC	220	Preplacement Activities	12
30	PMIC	230	Judicial hearings/reviews (after removal)	12
30	PMIC	235	Child Protective Services (CPS) Assessment	12
30	PMIC	240	Identify Medical Service Needs and Collaborate with Health Care Providers	12
30	PMIC	245	Identify Services and Complete Referrals	12
30	PMIC	250	Protective Child Care Eligibility/Referral	12
30	PMIC	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	12
30	PMIC	260	Ongoing Assessment of Family Functioning	12
30	PMIC	265	Case Documentation	12
30	PMIC	266	Case Collaboration	12
30	PMIC	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	12
30	PMIC	275	Case Permanency Planning	12
30	PMIC	280	Case Supervision	12
30	PMIC	285	Case Consultation	12
30	PMIC	290	Professional Consultation Outside of DHS	12
30	PMIC	295	Client Transportation	12
30	PMIC	300	Develop, Monitor, Document Transition Plan	12
30	PMIC	310	Foster Care Administrative Review/FCRB	12
30	PMIC	330	ALJ Hearings and Appeals	12
30	PMIC	405	Participate in Service Specific Meetings/ Staff Training	12
30	PMIC	415	Professional Reading/Review Manual	12
55	Interstate Compact (Incoming)	200	Child Screening/Intake through Allegation Determination	13
55	Interstate Compact (Incoming)	210	Actions involving court proceedings to remove child from home	13
55	Interstate Compact (Incoming)	215	Child Placement	13

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#	Services	#	Activities	Base Code
55	Interstate Compact (Incoming)	220	Preplacement Activities	13
55	Interstate Compact (Incoming)	230	Judicial hearings/reviews (after removal)	13
55	Interstate Compact (Incoming)	235	Child Protective Services (CPS) Assessment	13
55	Interstate Compact (Incoming)	245	Identify Services and Complete Referrals	13
55	Interstate Compact (Incoming)	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	13
55	Interstate Compact (Incoming)	260	Ongoing Assessment of Family Functioning	13
55	Interstate Compact (Incoming)	265	Case Documentation	13
55	Interstate Compact (Incoming)	266	Case Collaboration	13
55	Interstate Compact (Incoming)	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	13
55	Interstate Compact (Incoming)	275	Case Permanency Planning	13
55	Interstate Compact (Incoming)	280	Case Supervision	13
55	Interstate Compact (Incoming)	285	Case Consultation	13
55	Interstate Compact (Incoming)	290	Professional Consultation Outside of DHS	13
55	Interstate Compact (Incoming)	295	Client Transportation	13
55	Interstate Compact (Incoming)	300	Develop, Monitor, Document Transition Plan	13
55	Interstate Compact (Incoming)	310	Foster Care Administrative Review/FCRB	13
55	Interstate Compact (Incoming)	330	ALJ Hearings and Appeals	13
55	Interstate Compact (Incoming)	405	Participate in Service Specific Meetings/ Staff Training	13
55	Interstate Compact (Incoming)	415	Professional Reading/Review Manual	13
80	In-home Health Related Care	335	Adult Services *(AS)* Screening/Intake	12
80	In-home Health Related Care	340	Adult Protective Assessment/Interview	12
80	In-home Health Related Care	355	AS Assessment/Service Eligibility	12
80	In-home Health Related Care	360	AS Case Plan Development	12
80	In-home Health Related Care	365	AS Placement	12
80	In-home Health Related Care	370	AS Case Documentation	12
80	In-home Health Related Care	375	AS Case Supervision	12
80	In-home Health Related Care	380	AS Case Consultation	12
80	In-home Health Related Care	385	AS Professional Consultation Outside DHS	12
80	In-home Health Related Care	390	AS Client Transportation	12
80	In-home Health Related Care	395	AS ALJ Hearings and Appeals	12
80	In-home Health Related Care	405	Participate in Service Specific Meetings/ Staff Training	12
80	In-home Health Related Care	415	Professional Reading/Review Manual	12
95	Medicaid Waiver Services	240	Identify Medical Service Needs and Collaborate with Health Care Providers	14
95	Medicaid Waiver Services	245	Identify Services and Complete Referrals	14
95	Medicaid Waiver Services	265	Case Documentation	14
95	Medicaid Waiver Services	275	Case Permanency Planning	14
95	Medicaid Waiver Services	280	Case Supervision	14
95	Medicaid Waiver Services	285	Case Consultation	14
95	Medicaid Waiver Services	290	Professional Consultation Outside of DHS	14
95	Medicaid Waiver Services	330	ALJ Hearings and Appeals	14
95	Medicaid Waiver Services	335	Adult Services *(AS)* Screening/Intake	14
95	Medicaid Waiver Services	340	Adult Protective Assessment/Interview	14
95	Medicaid Waiver Services	350	AS Judicial Proceedings	14
95	Medicaid Waiver Services	355	AS Assessment/Service Eligibility	14
95	Medicaid Waiver Services	360	AS Case Plan Development	14
95	Medicaid Waiver Services	365	AS Placement	14
95	Medicaid Waiver Services	370	AS Case Documentation	14
95	Medicaid Waiver Services	375	AS Case Supervision	14
95	Medicaid Waiver Services	380	AS Case Consultation	14
95	Medicaid Waiver Services	385	AS Professional Consultation Outside DHS	14
95	Medicaid Waiver Services	390	AS Client Transportation	14
95	Medicaid Waiver Services	395	AS ALJ Hearings and Appeals	14
95	Medicaid Waiver Services	405	Participate in Service Specific Meetings/ Staff Training	14
95	Medicaid Waiver Services	415	Professional Reading/Review Manual	14
20	Family Foster Care- Licensed/In-Process	230	Judicial hearings/reviews (after removal)	15
20	Family Foster Care- Licensed/In-Process	245	Identify Services and Complete Referrals	15
20	Family Foster Care- Licensed/In-Process	260	Ongoing Assessment of Family Functioning	15
20	Family Foster Care- Licensed/In-Process	265	Case Documentation	15
20	Family Foster Care- Licensed/In-Process	266	Case Collaboration	15
20	Family Foster Care- Licensed/In-Process	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	15

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#	Services	#	Activities	Base Code
20	Family Foster Care- Licensed/In-Process	275	Case Permanency Planning	15
20	Family Foster Care- Licensed/In-Process	280	Case Supervision	15
20	Family Foster Care- Licensed/In-Process	285	Case Consultation	15
20	Family Foster Care- Licensed/In-Process	290	Professional Consultation Outside of DHS	15
20	Family Foster Care- Licensed/In-Process	295	Client Transportation	15
20	Family Foster Care- Licensed/In-Process	300	Develop, Monitor, Document Transition Plan	15
20	Family Foster Care- Licensed/In-Process	310	Foster Care Administrative Review/FCRB	15
20	Family Foster Care- Licensed/In-Process	210	Actions involving court proceedings to remove child from home	16
20	Family Foster Care- Licensed/In-Process	215	Child Placement	16
20	Family Foster Care- Licensed/In-Process	220	Preplacement Activities	16
20	Family Foster Care- Licensed/In-Process	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	17
20	Family Foster Care- Licensed/In-Process	330	ALJ Hearings and Appeals	18
20	Family Foster Care- Licensed/In-Process	405	Participate in Service Specific Meetings/ Staff Training	18
20	Family Foster Care- Licensed/In-Process	415	Professional Reading/Review Manual	18
20	Family Foster Care- Licensed/In-Process	320	Participate in Adoptive/Foster Parent Training	19
25	Unlicensed Relative Care (e.g., Relative Placement)	200	Child Screening/Intake through Allegation Determination	20
25	Unlicensed Relative Care (e.g., Relative Placement)	210	Actions involving court proceedings to remove child from home	20
25	Unlicensed Relative Care (e.g., Relative Placement)	215	Child Placement	20
25	Unlicensed Relative Care (e.g., Relative Placement)	220	Preplacement Activities	20
25	Unlicensed Relative Care (e.g., Relative Placement)	230	Judicial hearings/reviews (after removal)	20
25	Unlicensed Relative Care (e.g., Relative Placement)	235	Child Protective Services (CPS) Assessment	20
25	Unlicensed Relative Care (e.g., Relative Placement)	245	Identify Services and Complete Referrals	20
25	Unlicensed Relative Care (e.g., Relative Placement)	260	Ongoing Assessment of Family Functioning	20
25	Unlicensed Relative Care (e.g., Relative Placement)	265	Case Documentation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	266	Case Collaboration	20
25	Unlicensed Relative Care (e.g., Relative Placement)	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	20
25	Unlicensed Relative Care (e.g., Relative Placement)	275	Case Permanency Planning	20
25	Unlicensed Relative Care (e.g., Relative Placement)	280	Case Supervision	20
25	Unlicensed Relative Care (e.g., Relative Placement)	285	Case Consultation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	290	Professional Consultation Outside of DHS	20
25	Unlicensed Relative Care (e.g., Relative Placement)	295	Client Transportation	20
25	Unlicensed Relative Care (e.g., Relative Placement)	300	Develop, Monitor, Document Transition Plan	20
25	Unlicensed Relative Care (e.g., Relative Placement)	310	Foster Care Administrative Review/FCRB	20
25	Unlicensed Relative Care (e.g., Relative Placement)	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	20
25	Unlicensed Relative Care (e.g., Relative Placement)	320	Participate in Adoptive/Foster Parent Training	20
25	Unlicensed Relative Care (e.g., Relative Placement)	330	ALJ Hearings and Appeals	20
25	Unlicensed Relative Care (e.g., Relative Placement)	405	Participate in Service Specific Meetings/ Staff Training	20
25	Unlicensed Relative Care (e.g., Relative Placement)	415	Professional Reading/Review Manual	20
35	Shelter Care	230	Judicial hearings/reviews (after removal)	21
35	Shelter Care	245	Identify Services and Complete Referrals	21
35	Shelter Care	260	Ongoing Assessment of Family Functioning	21
35	Shelter Care	265	Case Documentation	21
35	Shelter Care	266	Case Collaboration	21
35	Shelter Care	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	21
35	Shelter Care	275	Case Permanency Planning	21
35	Shelter Care	280	Case Supervision	21
35	Shelter Care	285	Case Consultation	21
35	Shelter Care	290	Professional Consultation Outside of DHS	21
35	Shelter Care	295	Client Transportation	21
35	Shelter Care	300	Develop, Monitor, Document Transition Plan	21
35	Shelter Care	310	Foster Care Administrative Review/FCRB	21
35	Shelter Care	210	Actions involving court proceedings to remove child from home	22
35	Shelter Care	215	Child Placement	22
35	Shelter Care	220	Preplacement Activities	22
35	Shelter Care	330	ALJ Hearings and Appeals	23
35	Shelter Care	405	Participate in Service Specific Meetings/ Staff Training	23
35	Shelter Care	415	Professional Reading/Review Manual	23

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#	Services	#	Activities	Base Code
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	295	Client Transportation	26
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	310	Foster Care Administrative Review/FCRB	26
40	~~Group Care (D1, D2 or D3)~~ Qualified Residential Treatment Program {04/01/20}	210	Actions involving court proceedings to remove child from home	27
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	230	Judicial hearings/reviews (after removal)	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	245	Identify Services and Complete Referrals	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	260	Ongoing Assessment of Family Functioning	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	265	Case Documentation	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	266	Case Collaboration	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	275	Case Permanency Planning	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	280	Case Supervision	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	285	Case Consultation	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	290	Professional Consultation Outside of DHS	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	300	Develop, Monitor, Document Transition Plan	28
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	215	Child Placement	29
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	220	Preplacement Activities	29
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	330	ALJ Hearings and Appeals	31
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	405	Participate in Service Specific Meetings/ Staff Training	31
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	415	Professional Reading/Review Manual	31
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	230	Judicial hearings/reviews (after removal)	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	265	Case Documentation	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	280	Case Supervision	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	285	Case Consultation	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	290	Professional Consultation Outside of DHS	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	330	ALJ Hearings and Appeals	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	405	Participate in Service Specific Meetings/ Staff Training	40
65	~~Subsidized~~ Guardianship Assistance Program ~~(Prior to 9/01/10)~~	415	Professional Reading/Review Manual	40
10	Child Protective Assessments – No Intact Family Services {07/01/20}	250	Protective Child Care Eligibility/Referral	43
11	Child Protective Assessments – Intact Family Services {07/01/20}	250	Protective Child Care Eligibility/Referral {07/01/20}	43
15	CINA Assessments	250	Protective Child Care Eligibility/Referral	43
20	Family Foster Care- Licensed/In-Process	250	Protective Child Care Eligibility/Referral	43
25	Unlicensed Relative Care (e.g., Relative Placement)	250	Protective Child Care Eligibility/Referral	43
50	Adoption (Pre and Post)	250	Protective Child Care Eligibility/Referral	43
55	Interstate Compact (Incoming)	250	Protective Child Care Eligibility/Referral	43
60	Intact Family Services	250	Protective Child Care Eligibility/Referral	43

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#	Services	#	Activities	Base Code
70	Child Care Services (Home Registrations)	200	Child Screening/Intake through Allegation Determination	43
70	Child Care Services (Home Registrations)	230	Judicial hearings/reviews (after removal)	43
70	Child Care Services (Home Registrations)	265	Case Documentation	43
70	Child Care Services (Home Registrations)	266	Case Collaboration	43
70	Child Care Services (Home Registrations)	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	43
70	Child Care Services (Home Registrations)	280	Case Supervision	43
70	Child Care Services (Home Registrations)	285	Case Consultation	43
70	Child Care Services (Home Registrations)	295	Client Transportation	43
70	Child Care Services (Home Registrations)	325	Child Care Registration or Complaint Investigation	43
70	Child Care Services (Home Registrations)	330	ALJ Hearings and Appeals	43
70	Child Care Services (Home Registrations)	405	Participate in Service Specific Meetings/ Staff Training	43
70	Child Care Services (Home Registrations)	415	Professional Reading/Review Manual	43
75	State Institution Placements	200	Child Screening/Intake through Allegation Determination	44
75	State Institution Placements	210	Actions involving court proceedings to remove child from home	44
75	State Institution Placements	215	Child Placement	44
75	State Institution Placements	220	Preplacement Activities	44
75	State Institution Placements	230	Judicial hearings/reviews (after removal)	44
75	State Institution Placements	235	Child Protective Services (CPS) Assessment	44
75	State Institution Placements	240	Identify Medical Service Needs and Collaborate with Health Care Providers	44
75	State Institution Placements	245	Identify Services and Complete Referrals	44
75	State Institution Placements	250	Protective Child Care Eligibility/Referral	44
75	State Institution Placements	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	44
75	State Institution Placements	260	Ongoing Assessment of Family Functioning	44
75	State Institution Placements	265	Case Documentation	44
75	State Institution Placements	266	Case Collaboration	44
75	State Institution Placements	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	44
75	State Institution Placements	275	Case Permanency Planning	44
75	State Institution Placements	280	Case Supervision	44
75	State Institution Placements	285	Case Consultation	44
75	State Institution Placements	290	Professional Consultation Outside of DHS	44
75	State Institution Placements	295	Client Transportation	44
75	State Institution Placements	300	Develop, Monitor, Document Transition Plan	44
75	State Institution Placements	310	Foster Care Administrative Review/FCRB	44
75	State Institution Placements	315	Resource Family (Foster Home/Adoptive Home) Provider Recruitment or Licensing	44
75	State Institution Placements	320	Participate in Adoptive/Foster Parent Training	44
75	State Institution Placements	325	Child Care Registration or Complaint Investigation	44
75	State Institution Placements	330	ALJ Hearings and Appeals	44
75	State Institution Placements	405	Participate in Service Specific Meetings/ Staff Training	44
75	State Institution Placements	415	Professional Reading/Review Manual	44
20	Family Foster Care- Licensed/In-Process	240	Identify Medical Service Needs and Collaborate with Health Care Providers	50
25	Unlicensed Relative Care (e.g., Relative Placement)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	51
10	Child Protective Assessments – No Intact Family Services {07/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
11	Child Protective Assessments – Intact Family Services {07/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers {07/01/20}	52
15	CINA Assessments	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
60	Intact Family Services	240	Identify Medical Service Needs and Collaborate with Health Care Providers	52
35	Shelter Care	240	Identify Medical Service Needs and Collaborate with Health Care Providers	53
40	~~Group Care (D1, D2 or D3)~~ Qualified Residential Treatment Program {04/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	54
45	Supervised Apartments (Formerly FC - Independent Living)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	55
55	Interstate Compact (Incoming)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	56
65	~~Subsidized~~ Guardianship Assistance Program {01/01/20}	240	Identify Medical Service Needs and Collaborate with Health Care Providers	57
50	Adoption (Pre and Post)	240	Identify Medical Service Needs and Collaborate with Health Care Providers	58
60	Intact Family Services	230	Judicial hearings/reviews (after removal)	73
60	Intact Family Services	245	Identify Services and Complete Referrals	73
60	Intact Family Services	260	Ongoing Assessment of Family Functioning	73
60	Intact Family Services	265	Case Documentation	73
60	Intact Family Services	266	Case Collaboration	73

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES VALID COMBINATIONS
APPENDIX I.7

Updated 10/01/20
Submitted 09/30/20
APPENDIX I (continued)

Social Services Random Moment Sampling Valid Combinations

Effective 7/1/2011 (10/1/2011 for changes to activity choices in SWRMS coding, see SSRMS Form Choices)

#	**Services**	#	**Activities**	**Base Code**
60	Intact Family Services	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	73
60	Intact Family Services	275	Case Permanency Planning	73
60	Intact Family Services	280	Case Supervision	73
60	Intact Family Services	285	Case Consultation	73
60	Intact Family Services	290	Professional Consultation Outside of DHS	73
60	Intact Family Services	295	Client Transportation	73
60	Intact Family Services	330	ALJ Hearings and Appeals	75
60	Intact Family Services	405	Participate in Service Specific Meetings/ Staff Training	75
60	Intact Family Services	415	Professional Reading/Review Manual	75
10	Child Protective Assessments – No Intact Family Services {07/01/20}	230	Judicial hearings/reviews (after removal)	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	260	Ongoing Assessment of Family Functioning	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	265	Case Documentation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	266	Case Collaboration	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	270	Family Team Meeting	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	275	Case Permanency Planning	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	280	Case Supervision	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	285	Case Consultation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	295	Client Transportation	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	330	ALJ Hearings and Appeals	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	230	Judicial hearings/reviews (after removal) {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	260	Ongoing Assessment of Family Functioning {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	265	Case Documentation {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	266	Case Collaboration {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	275	Case Permanency Planning {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	280	Case Supervision {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	285	Case Consultation {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	295	Client Transportation {07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	330	ALJ Hearings and Appeals {07/01/20}	80
15	CINA Assessments	230	Judicial hearings/reviews (after removal)	80
15	CINA Assessments	260	Ongoing Assessment of Family Functioning	80
15	CINA Assessments	265	Case Documentation	80
15	CINA Assessments	266	Case Collaboration	80
15	CINA Assessments	270	CSC/FTDM/YTDM – Client Support Conference/Family Team Decision Meeting/Youth Team Decision Meeting{10/01/20}~~Family Team Meeting~~	80
15	CINA Assessments	275	Case Permanency Planning	80
15	CINA Assessments	280	Case Supervision	80
15	CINA Assessments	285	Case Consultation	80
15	CINA Assessments	290	Professional Consultation Outside of DHS	80
15	CINA Assessments	295	Client Transportation	80
15	CINA Assessments	300	Develop, Monitor, Document Transition Plan	80
10	Child Protective Assessments – No Intact Family Services {07/01/20}	405	Participate in Service Specific Meetings/ Staff Training	80

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES VALID COMBINATIONS
APPENDIX I.7

Updated 10/01/20
Submitted 09/30/20
APPENDIX I (continued)

Social Services Random Moment Sampling Valid Combinations

Effective 7/1/2011 (10/1/2011 for changes to activity choices in SWRMS coding, see SSRMS Form Choices)

#	Services	#	Activities	Base Code
10	Child Protective Assessments – No Intact Family Services {07/01/20}	415	Professional Reading/Review Manual	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	405	Participate in Service Specific Meetings/ Staff Training 07/01/20}	80
11	Child Protective Assessments – Intact Family Services {07/01/20}	415	Professional Reading/Review Manual 07/01/20}	80
15	CINA Assessments	405	Participate in Service Specific Meetings/ Staff Training	80
15	CINA Assessments	415	Professional Reading/Review Manual	80
10	Child Protective Assessments – No Intact Family Services	262	Child Prevention Plan Development {10/01/20}	81
11	Child Protective Assessments – Intact Family Services	262	Child Prevention Plan Development {10/01/20}	81
15	CINA Assessments	262	Child Prevention Plan Development {10/01/20}	81
10	Child Protective Assessments – No Intact Family Services {07/01/20}	200	Child Screening/Intake through Allegation Determination	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	207	Accepted CPA Assessment work during 1st 24 hours of assessment	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	235	Child Protective Services (CPS) Assessment	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	245	Identify Services and Complete Referrals	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	290	Professional Consultation Outside of DHS	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	200	Child Screening/Intake through Allegation Determination 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	207	Accepted CPA Assessment work during 1st 24 hours of assessment 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	235	Child Protective Services (CPS) Assessment 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	245	Identify Services and Complete Referrals 07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	255	Voluntary (Non-DHS) Services {07/01/20}	83
11	Child Protective Assessments – Intact Family Services {07/01/20}	290	Professional Consultation Outside of DHS 07/01/20}	83
15	CINA Assessments	205	CINA Intake through Completion of CINA Assessment	83
15	CINA Assessments	207	Accepted CPA Assessment work during 1st 24 hours of assessment	83
15	CINA Assessments	235	Child Protective Services (CPS) Assessment	83
15	CINA Assessments	245	Identify Services and Complete Referrals	83
20	Family Foster Care- Licensed/In-Process	200	Child Screening/Intake through Allegation Determination	83
20	Family Foster Care- Licensed/In-Process	235	Child Protective Services (CPS) Assessment	83
20	Family Foster Care- Licensed/In-Process	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	83
35	Shelter Care	200	Child Screening/Intake through Allegation Determination	83
35	Shelter Care	235	Child Protective Services (CPS) Assessment	83
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Facility {04/01/20}	200	Child Screening/Intake through Allegation Determination	83
40	~~Group Care (D1, D2 or D3)~~Qualified Residential Treatment Program {04/01/20}	235	Child Protective Services (CPS) Assessment	83
50	Adoption (Pre and Post)	235	Child Protective Services (CPS) Assessment	83
60	Intact Family Services	200	Child Screening/Intake through Allegation Determination	83
60	Intact Family Services	255	~~Referral to Community Care Agency~~ Voluntary (Non-DHS) Services{07/01/20}	83
10	Child Protective Assessments – No Intact Family Services {07/01/20}	210	Actions involving court proceedings to remove child from home	84
10	Child Protective Assessments – No Intact Family Services {07/01/20}	215	Child Placement	84
10	Child Protective Assessments – No Intact Family Services {07/01/20}	220	Preplacement Activities	84
11	Child Protective Assessments – Intact Family Services {07/01/20}	210	Actions involving court proceedings to remove child from home {07/01/20}	84
11	Child Protective Assessments – Intact Family Services {07/01/20}	215	Child Placement {07/01/20}	84
11	Child Protective Assessments – Intact Family Services {07/01/20}	220	Preplacement Activities {07/01/20}	84
15	CINA Assessments	210	Actions involving court proceedings to remove child from home	84

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES VALID COMBINATIONS
APPENDIX I.7

Updated 10/01/20
Submitted 09/30/20
APPENDIX I (continued)

Social Services Random Moment Sampling Valid Combinations				
Effective 7/1/2011 (10/1/2011 for changes to activity choices in SWRMS coding, see SSRMS Form Choices)				
#	**Services**	#	**Activities**	**Base Code**
15	CINA Assessments	215	Child Placement	84
15	CINA Assessments	220	Preplacement Activities	84
60	Intact Family Services	210	Actions involving court proceedings to remove child from home	84
60	Intact Family Services	215	Child Placement	84
60	Intact Family Services	220	Preplacement Activities	84
400	Not Service Specific	425	Intake Unit General Administrative Functions	85
400	Not Service Specific	800	Sample Outside Scheduled Work Hours	Non-Strike
400	Not Service Specific	999	Position Vacant or Unpaid Leave	Non-Strike
400	Not Service Specific	400	Conduct/Participate in Admin Meetings/Trainings	NPA
400	Not Service Specific	415	Professional Reading/Review Manual	NPA
400	Not Service Specific	420	General Administrative Functions	NPA
400	Not Service Specific	500	Lunch	NPA
400	Not Service Specific	600	Vacation, Breaks, Personal Business, Illness, Military (paid leave)	NPA

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ALLOCATION BASES
APPENDIX I.8

Updated ~~07/01/17~~10/01/20
Submitted 09/30/20

APPENDIX I (continued)

SS RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
Base: 01 Eligibility Determination	PP17 Title IV-E Foster Care	100% Time is allocated to only Title IV-E Foster Care (PP17) because Title IV-E will pay for positive and negative Foster Care eligibility determination activities per the DAB's Missouri Decision dated March 2, 1987.
Base: 02 Independent Living	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because Foster Care Independent Living is included in the Social Services Block Grant plan.
Base: 03 Adoption Eligibility Determination	PP24 Title IV-E Adoption	100% Time is allocated to only Title IV-E adoption (PP24) because Title IV-E will pay for positive and negative adoption eligibility determination activities per the DAB's Missouri Decision dated March 2, 1987.
Base: 04 Adoption Administration	PP07 Social Services Block Grant PP24 Title IV-E Adoption	Time is allocated to SSBG (PP07) and Title IV-E adoption (PP24) based on the percent of adoption cases which are Title IV-E eligible. Percentages are calculated from client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 05 Adoptive Parent Training	PP07 Social Services Block Grant PP24 Title IV-E Adoption	Time is allocated to SSBG (PP07) and Title IV-E adoption (PP24) based on the percent of adoption cases which are Title IV-E eligible. This percentage is calculated from client eligibility counts documented in the FACS system Key Performance Indicator (KPI) N402 Adoption Financial Summary Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 07 Medicaid Eligibility Application	PP03 Title XIX Medical	100% Time is allocated to only Title XIX Medical (PP03)
Base: 10 Adult Protective/Support Services	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because dependent adult protective and support services are included in the Social Services Block Grant plan.
Base: 11 Family Life Home	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because Family life home is included in the Social Services Block Grant plan.
Base: 12 State Only	PP57 State Funded	100% Time is allocated to only state funding (PP57). Time is allocated based on client counts from the FACS KPI N302 for the first month (rerun 30 days after the end of the first month) of the quarter, Costs will be allocated to Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07)
Base: 13 Interstate Compact (Incoming)	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated based on client counts from the FACS KPI N302 for the first month (rerun 30 days after the end of the first month) of the quarter, Costs will be allocated to Foster Care IV-E program pool (PP17), TANF program pool (PP39), and Social Service Block Grant program pool (PP07)
Base: 14 Medicaid Waiver Services	PP03 Title XIX Medical	100% Time is allocated to only Title XIX Medical (PP03).
Base: 15 Foster Family Care Basic- Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 16 Foster Family Care Basic- Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 17 Foster Family Care Basic- Preplacement/No TANF	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 18 Foster Family Care Basic- Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Foster Family Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ALLOCATION BASES
APPENDIX I.8

Updated ~~07/01/17~~10/01/20
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SS RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
Base: 19 Foster Family Care Basic- Parent Training	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 20 Unlicensed Relative Care	PP57 State Funded	100% Time is allocated to only State funding (PP57)
Base: 21 Shelter Care-Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 22 Shelter Care-Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 23 Shelter Care-Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a two-step methodology, using the percent of Shelter Care cases which are Title IV-E and TANF Emergency Assistance eligible. Percentages are calculated from the Title IV-E and TANF Emergency Assistance client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 24 Shelter Care-Other/No TANF	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 26 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 27 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 28 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 29 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 30 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 31 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Group Care cases, which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
~~Base: 40 Subsidized Guardianship~~ {01/01/20}	~~PP21 State Only~~	~~100% Time is allocated to State Only funding (PP21).~~
	PP07 Social Services Block Grant	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Guardianship Assistance Program (GAP) cases, which are Title IV-E eligible.

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ALLOCATION BASES
APPENDIX I.8

Updated ~~07/01/17~~10/01/20
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SS RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
Base: 40 Guardianship Assistance Program (GAP) {01/01/20}	PP21 Guardianship Assistance Program (GAP) IV-E	Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 43 Child Day Care	PP27 CCDF	100% Time is allocated to only CCDF (PP27).
Base: 44 State Institution Placements	PP07 Social Services Block Grant	100% Time is allocated to only SSBG (PP07) because the support services for the state institution placements are included in the Social Services Block Grant plan.
Base: 49 FFC Rehab-Preplacement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to SSBG (PP07) and Title IV-E Foster Care (PP17) based on the percent of Foster Family Care cases which are Title IV-E eligible. Percentages are calculated from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month).
Base: 50 FFC- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of Foster Family Care cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 51 Unlicensed Relative Care- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of children in unlicensed relative care that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter
Base: 52 Intact Family Services- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03) and SSBG (PP07) based on a methodology using the percent of children in Intact Family Services that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 53 Shelter Care-Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children in Shelter Care that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 54 ~~Group Care~~Qualified Residential Treatment Program {04/01/20}- - Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children in Qualified Residential Treatment Programs {04/01/20}-~~Group Care~~ that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 55 Supervised Apartments- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of children living in Supervised Apartments that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 56 Interstate Compact (Incoming)-Medical	PP57 State Funded	100% Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Interstate Compact cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
~~Base: 57 Supervised Guardianship- Medical {01/01/20}~~	~~PP57 State Funded~~	~~100% Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Supervised Guardianship cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.~~
Base: 57 Guardianship Assistance Program (GAP) – Medical {01/01/20}	PP03 Title XIX Medical PP07 Social Services Block Grant	100% Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Supervised Guardianship cases that are Title XIX eligible. Percentages are calculated from the Title XIX client eligibility counts documented in the Data Warehouse system for the first month of the quarter.
Base: 58 Adoption- Medical	PP03 Title XIX Medical PP07 Social Services Block Grant	Time is allocated to Title XIX Medicaid (PP03), SSBG (PP07) based on a methodology using the percent of Adoption cases that are Title XIX eligible. Percentages are calculated from the Data Warehouse system for the first month of the quarter.
Base: 73 Intact Family Services- Case Management	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance PP40 FF Prev Scvs IV-E	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a six step allocation methodology. STEP 1: The Key Performance Indicator file contains information to obtain the listing of Intact Family Services cases open at the end of the reported month that are not in placement. Adoption Subsidy and ~~Subsidized~~ Guardianship Assistance Program (GAP) cases are included in the case count. STEP 2: IV-E Eligibility (candidacy) is determined if the assessment for candidacy is marked as "yes" and falls within the review period. STEP 3: TANF eligibility is determined if there exists an accepted IV-A application and the report date falls within the application eligibility start date (signed date) and end date range (one year from sign date).

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ALLOCATION BASES
APPENDIX I.8

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SS RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
		STEP 4: IV-E eligibility rate for the Family First Act is determined as the proportion of eligible children receiving a claimable service from the Clearinghouse to the total number of eligible children. {10/01/20} STEP ~~4~~5: If no program funding is identified for an Intact Family Services case, the case is identified as SSBG. STEP ~~5~~6: The percent of Title IV-E eligible cases for all settings of Foster Care (from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month) is applied to the At Risk and XIX eligible and to the At Risk Only cases. The IV-E eligible portion of the At Risk Only cases is identified to IV-E. The remainder is identified to SSBG. Step ~~6~~7: The percent applied to IV-E, TANF and SSBG is the number of cases for each program divided by the total number of Intact Family Services Cases.
Base: 75 Intact Family Services- Other	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance PP40 FF Prev Scvs IV-E	Time is allocated to SSBG (PP07), Title IV-E Foster Care (PP17), and TANF Emergency Assistance (PP39) based on a six step allocation methodology. STEP 1: The Key Performance Indicator file contains information to obtain the listing of Intact Family Services cases open at the end of the reported month that are not in placement. Adoption Subsidy and ~~Subsidized~~ Guardianship Assistance Program (GAP) cases are included in the case count. STEP 2: IV-E Eligibility (candidacy) is determined if the assessment for candidacy is marked as "yes" and falls within the review period. STEP 3: TANF eligibility is determined if there exists an accepted IV-A application and the report date falls within the application eligibility start date (signed date) and end date range (one year from sign date). STEP 4: IV-E eligibility rate for the Family First Act is determined as the proportion of eligible children receiving a claimable service from the Clearinghouse to the total number of eligible children. {10/01/20} STEP ~~4~~5: If no program funding is identified for an Intact Family Services case, the case is identified as SSBG. STEP ~~5~~6: The percent of Title IV-E eligible cases for all settings of Foster Care (from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month) is applied to the At Risk and XIX eligible and to the At Risk Only cases. The IV-E eligible portion of the At Risk Only cases is identified to IV-E. The remainder is identified to SSBG. Step ~~6~~7: The percent applied to IV-E, TANF and SSBG is the number of cases for each program divided by the total number of Intact Family Services Cases.
Base: 80 CPA Case Management (IV-E)	PP07 Social Services Block Grant PP17 Title IV-E Foster Care	Time is allocated to the Title IV-E Foster Care (PP17) and the Social Service Block Grant (SSBG) – (PP07)) program pools using the following methodology: STEP 1: For the first month of the quarter report (rerun 30 days after the end of the first month) of all completed Child Protective Assessments: Numerator: Unduplicated number of victims with an Unsafe or Conditionally Safe Safety Assessment. Denominator: Unduplicated Number of Victims. STEP 2: Multiply Step 1 by the percent of Title IV-E eligible cases for all settings of Foster Care from the Title IV-E client eligibility counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). The resulting percentage will be allocated to PP17 Title IV-E. Remaining time will be allocated to the Social Service Block Grant (SSBG) program pool (PP07).

IOWA DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ALLOCATION BASES
APPENDIX I.8

Updated ~~07/01/17~~10/01/20
Submitted 09/30/20

SS RMS - ALLOCATION BASES Effective SFY 2014 QTR 3		
BASE CODE	**FUNDING SOURCE**	**METHODOLOGY**
		Any costs allocated to the Social Service Block Grant program pool (PP07) in excess of the capped federal grant award will be allocated to TANF program pool (PP39), up to that capped federal grant award.
Base 81 – FFA Eligible Services	PP40 FF Prev Scvs IV-E PP07 Social Services Block Grant	Number of CAA or CINA determined eligible children receiving claimable services listed on the Clearinghouse to total number of CAA or CINA determined eligible children.
Base: 83 Child Protective Investigator & Juvenile Service	PP39 TANF Emergency Assistance	100% Time is allocated to the TANF Emergency Assistance – Services program pool (PP39).
Base: 84 Child Placement	PP07 Social Services Block Grant PP17 Title IV-E Foster Care PP39 TANF Emergency Assistance	Time is allocated to the Title IV-E (PP17) and Social Service Block Grant (SSBG) (PP07) program pools based on the percent of all Foster Care cases which are Title IV-E eligible. This percentage will be calculated from the client counts documented in the FACS system Foster Care Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month)
Base: 85 Intake Unit General Administrative	PP07 Social Services Block Grant PP39 TANF Emergency Assistance	Time is allocated to PP39 TANF (child intakes) and PP07 SSBG (adult intakes) based on current quarter intakes.
Base: 97 Other Non - specified Program	PP57 State Funded	100% Time is allocated to state only funding (PP57).
NPA NOT PROGRAM SPECIFIC ADMINISTRATION		Time is identified to NPA when the reported service and activity are not identifiable to any one service. This time is not used in the calculation of the final RMS time percentages. The hits are treated as valid service and activity combinations.
IR Non-Strike		The sample moment is outside the employee's scheduled work hours, the position is vacant or the employee is on unpaid leave

IOWA DEPARTMENT OF HUMAN SERVICES
SUMMARY OF METHOD OF ALLOCATION BY ORGANIZATION (COST CENTER) FOR ORGANIZATIONS WITH PAYROLL EXPENDITURES
APPENDIX J

Revised 04/01/21 Submitted 03/31/21

APPENDIX J

Organization (Cost Center)	Appr	Dept	Name	Schedule Number	Allocation Methodology
0100 ~~0100-XX~~	M01	401	Office of the Director	100.1	NPP (Number of Paid Positions)
0105	M01	401	Division of Strategic Communications	100.5	NPP
1100	M01	401	Termination Leave and SLIP	103.1	NPP
1200 1200-XX	M01	401	Legal Services	104.1	1200 NPP 1200-XX Dedicated
1300 1300-XX	M01	401	Developmental Disabilities Council	106.1	Dedicated
2200	M01	401	Division of Fiscal Management	113.0	NPP Administered Units
2210 2215 2220 2250 2211 2213-01 2250-01	M01	401	Fiscal Management	114.1	2210 2220 2250 Total Administrative Expenditures 2211 2213-01 NPP 2250-01 Dedicated
2600 2600-XX	M01	401	Division of Data Management	130.1	2600 NPP Administered Units, 2600-01 Project Online 2600-57 100% State
2601	M01	401	Child Welfare Information System	132.1	Project Online
2602 2602-PD	M01	401	Data Warehousing	134.1	2602 Project Online 2602-PD Storage Space
2604 2604-XX	M01	401	IT Project Management Office	136.1	Project Online 2604-XX NPP
2607	M01	401	Eligibility/Purchased Services	139.5	Project Online
2609	M01	401	Medical Services Systems & Data Warehouse	140.0	NPP Administered Units
2610 2610-01	M01	401	Data Systems Support Services	140.1	2610 Direct Bill, DAS, 2610-01 NPP
2620 2620-XX	M01	401	Data Systems and Programming	142.1	Project Online
2622 2622-03	M01	401	Medical Systems and Programming	142.8	Project Online 2622-03 Dedicated
2626	M01	401	Planning & Research	143.5	NPP
2655	M01	401	Enterprise Network	160.1	NPP
2670	M01	401	Intangible Asset-State Staff	160.5	Project Online (transfer by project from Project Online cost centers)
5000 ~~5000-01~~ ~~5000-02~~	M01	401	Deputy Director for Programs and Services	188.1	5000 NPP Reporting ~~5000-01 100% Time Study~~ ~~5000-02 NPP~~\
5005	M01	401	Bureau of Human Resources		
5200	M01	401	Bureau of Policy Coordination	191.1	NPP Administered Units
5210	M01	401	Policy Analysis	192.1	NPP
5220 5220-01	M01	401	Appeals Unit	194.1	Number of Cases
5230	M01	401	Forms Translation	194.4	Forms and Translations Completed
5300 5300-XX 5301-XX	M01	401	Division of Medical Services (Iowa Medicaid Enterprise)	231.1	5300 5300-01 NPP Administered Units 5300-05 Dedicated 5301 5302 Claims Processed 5301-01 100% Time Study
5330 5330-XX	M01	401	Bureau of Medical Policy and Long Term Services	231.6	5330 Admin Units 5330-01 Claims Processed 5330-02 Dedicated
5314 5314-XX	M01	401	Medical Assistance Eligibility Unit	231.8	5314 Claims Processed 5314-01 100% Time Study 5314-02 Dedicated
5350	M01	401	Notice of Printing and Postage	231.9	Case Counts
5400 5400-XX	M01	401	Division of Adult, Children, and Family Services	240.0	5400 NPP Administered Units 5400-01 100% Time Study 5400-02 Clients
5410 5410-XX	M01	401	Bureau of Financial, Food and Work Supports	245.0	5410 NPP Administered Units 5410-01 100% Time Study
5411 5411-XX	M01	401	Food Assistance Unit	245.1	5411 Dedicated 5411-02 100% Time Study
5412-XX	M01	401	Commodities	245.4	5412 100% Time Study 5412-01 Dedicated 5412-02 Dedicated
5417	M01	401	Family Investment Program Unit	247.0	Dedicated
5451 5451-XX	M01	401	Food Assistance Employment and Training	247.2	5451 Dedicated 5451-01 Dedicated
5420	M01	401	Bureau of Quality Control	250.0	NPP Administered Units
5421	M01	401	Quality Control Unit	250.1	Number of Reviews
5423 5422	M01	401	Payment Error Rate Measurement - PERM Payment Error Rate Measurement Analysis - PERM	250.2 250.3	5423 Number of Reviews 5422 Number of Reviews
5430	M01	401	Bureau of Child Welfare and Community Services	255.0	NPP Administered Units
5431	M01	401	Protective Services	255.1	Dedicated
5433	M01	401	Group Foster Care Unit	255.3	Client Counts
5434	M01	401	Child Welfare In-Home Services Unit	255.4	Client Counts
5436	M01	401	Child Welfare State Plans	255.5	Client Counts
5446	M01	401	Foster Care Transition	255.6	100% Time Study
5443 5443-XX	M01	401	Foster Care and Adoption Unit	255.7	Client Counts
5440	M01	401	Bureau of Child Care	260.0	NPP Administered Units
5444	M01	401	Child Care Policy Unit	260.4	Dedicated

IOWA DEPARTMENT OF HUMAN SERVICES
SUMMARY OF METHOD OF ALLOCATION BY ORGANIZATION (COST CENTER) FOR ORGANIZATIONS WITH PAYROLL EXPENDITURES
APPENDIX J

Revised 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Appr	Dept	Name	Schedule Number	Allocation Methodology
5700	M01	401	Division of Mental Health and Disability Services (MHDS)-C - Community	270.1	NPP Administered Units
5701	M01	401	Mental Health and Disability Services Commission	270.2	NPP Administered Units
5702 5702-03	M01	401	Bureau of Community Services and Planning	270.3	NPP Administered Units
5702-01 5702-02	M01	401	Bureau of Community Services and Planning ID/DD and MH Services	270.5	Recipients Served
5704	M01	401	Children's Mental Health Crisis Planning Grant	270.7	100% State Only
5708 5708-03 5708-04	M01	401	Community Services and Planning	270.9	NPP Administered Dedicated 100% Time Study
5800	M01	401	Division of Mental Health and Disability Services (MHDS-F) - Facilities	275.0	NPP Facility
5822 5822-01 5822-02 5822-10	M01	401	Office of Facility Support	275.2	NPP Facility 100% Time Study Direct NPP Facility
5900	M01	401	Division of Field Operations	277.0	NPP Administered Units
5901	M01	401	Field Operations Support Division	277.1	Field RMS-IM and Social Worker
5910	M01	401	Bureau of Quality Assurance and Improvement	277.2	NPP Administered Units
5911	M01	401	Quality Assurance and Improvement	277.3	Field RMS-IM and Social Worker
5930	M01	401	Bureau of Service Support & Training	277.5	Field RMS-Social Worker
5935	M01	401	Training Coordination Unit	277.6	Training Materials Compostion
5940	M01	401	Bureau of I.M. Support & Training	277.~~6~~ 7	Field RMS-IM Worker
5951	M01	401	Child Abuse Services	277.8	Dedicated
5955	M01	401	Record Check Evaluation Unit	277.9	Client Counts
5965	M01	401	ICPC Unit	278.1	Client Counts
0139 to 0158	N01	413	*Needs Based Assistance Programs Technology*	374.1	Client Counts Time Studies
0144 144-02	N01	413	Electronic Benefits Transfer System	376.1	0144 Dedicated 144-02 100% Time Study
0109 X381 X389	N01 N01 N25	413	413-N01-0109, 413-N01-X381, 413-N01-X389	380.1	Dedicated
2503 2503-02	N20	413	Health Insurance Premium (HIPP) Program Unit HIPP-time study	380.2	2503 Dedicated 2503-02 100% Time Study
167N-01	943	415	Technology Reinvestment Fund	381.1	Dedicated or 100% Time Study
7000 7100		402	Bureau of Refugee Services Funds 225 and 226	384.1	Dedicated
4015	M12	402	Collection Services Center-Admin	400.1	Dedicated
4016 4111 to 4411	M12	402	CSRU CSC Public Inquiry Unit and Regions	402.1	Dedicated
4018	M12	402	Term Leave and SLIP	403.1	100% State Only
4017	M12	402	Child Support Recovery Unit Administration	404.1	NPP Administered Units
4017-08 4017-09 4037	M12	402	CSRU-ICER Unit CSRU-Paternity Affidavits, CSRU-Employer Service Center	406.1	Dedicated
4020	M12	402	CSRU-Other Programs	408.1	Dedicated
4022	M12	402	CSRU-ICAR System Maintenance	410.1	Dedicated
4023	M12	402	CSRU-Collection and Distribution	412.1	Cases Served
6099	M12	402	Field Operations-Administrative	500.0	Field RMS-IM and Social Worker
6X10	M10	402	Field Operations-Administrative Support Services Areas	502.1	Field RMS-IM and Social Worker
6X12, 6X13	M10	402	Field Operations-Social Services Areas	504.1	Field RMS-Social Worker
6X16 6516-MX 6X16-01	M10	402	Field Operations-Income Maintenance Service Areas Field Operations-Medicaid Eligibility Unit	506.1	Field RMS-IM Worker 6516-MX Dedicated 6X16-01 100% Time Study
6910 6990 6910-IM 6910-SS	M10	402	Field Operations-Centralized Service Area Admin (6910, 6990) Field Operations-IM Centralized Management(6910-IM) Field Operations-SS Centralized Management(6910-SS)	508.1	6910, 6990 Field RMS-IM and Social Worker 6910-IM Field RMS-IM 6910-SS Field RMS-SS
6911	M10	402	Field Operations - Child Welfare Intake Unit	508.3	Field RMS-Social Worker
6912	M10	402	Field Operations - Child Care Eligibility Unit	508.4	Field RMS-IM Worker
6913	M10	402	Field Operations - Medicaid Eligibility Unit	508.5	Field RMS-IM Worker
6914	M10	402	Field Operations - Bureau of Quality Assurance and Improvement	508.6	Field RMS-IM and Social Worker
6915 6915-IM 6915-SS	M10	402	Field Operations-Customer Service Field Operations-Customer Service IM Field Operations Customer Service SW	510.1	6915 Field RMS-IM and Social Worker 6915-IM Field RMS-IM 6915-SS Field RMS-SS
6926	M10	402	Field Operations-IM Call Center	513.1	Field RMS-IM Worker
6928	M10	402	Field Operations-Claims Integrity Unit	513.5	Dedicated
6945	M10	402	Field Operations-Bureau of IM Support and Training Academy	515.1	NPP Administered Units

IOWA DEPARTMENT OF HUMAN SERVICES
SUMMARY OF METHOD OF ALLOCATION BY ORGANIZATION (COST CENTER) FOR ORGANIZATIONS WITH PAYROLL EXPENDITURES
APPENDIX J

Revised 04/01/21 Submitted 03/31/21

Organization (Cost Center)	Appr	Dept	Name	Schedule Number	Allocation Methodology
6936	M10	402	Field Operations-IM Training Academy	516.1	Field RMS-IM Worker
6946	M10	402	Field Operations-Income Maintenance Help Desk	517.1	Field RMS-IM Worker
6942	M10	402	Field Operations-Bureau of Service Support and Training	519.1	Field RMS-Social Worker
6950	M10	402	Field Operations-Child Care Regulatory Unit	520.1	Dedicated
6960	M10	402	Field Operations-Provider Performance Managers Unit	522.1	Claims Paid
6970	M10	402	Field Centralized IV-E & Eligibility Unit	522.6	NPP Administered Units
6975	M10	402	Field IV-E Policy Unit	522.7	Dedicated
6976	M10	402	Field Foster Care & Medicaid Eligibility Unit	522.8	Field RMS-IM Worker
6980	M10	402	Term and SLIP Leave	523.1	100% State Only

APPENDIX K

Revised ~~07/01/18 01/01/19~~07/01/19 (Italic Redline)
Submitted (08/01/19)

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT D

~~WELFARE REFORM~~Needs-Based Assistance Programs Legacy Eligibility Systems~~TECHNOLOGY METHODOLOGY~~

Effective 07/01/~~18~~19

Individuals Enrolled in Needs-Based Assistance Programs Legacy Eligibility System
IABC Eligibility System
Attachment D SFY20

SFY19 Individuals	PP12	PP25	PP10		PP12	PP25	PP10
Fiscal Year: 2020	FIP	Food Assistance	ABC Title XIX	Program Total	FIP %	Food Assistance %	Medicaid (ABC) %
6/1/2019	17,521	319,374	68,813	405,708	4.32%	78.72%	16.96%
5/1/2019	17,396	320,269	71,156	408,821	4.26%	78.34%	17.40%
4/1/2019	17,475	322,710	72,224	412,409	4.24%	78.25%	17.51%
3/1/2019	18,012	324,654	74,375	417,041	4.32%	77.85%	17.83%
2/1/2019	18,510	341,001	78,401	437,912	4.23%	77.87%	17.90%
1/1/2019	18,841	330,357	80,060	429,258	4.39%	76.96%	18.65%
12/1/2018	19,383	333,210	83,651	436,244	4.44%	76.38%	19.18%
11/1/2018	19,484	335,201	87,550	442,235	4.41%	75.80%	19.79%
10/1/2018	19,852	338,603	93,029	451,484	4.40%	75.00%	20.60%
9/1/2018	19,825	339,570	97,180	456,575	4.34%	74.37%	21.29%
8/1/2018	19,995	340,538	103,242	463,775	4.31%	73.43%	22.26%
7/1/2018	19,981	341,129	109,291	470,401	4.25%	72.52%	23.23%
Total	**226,275**	**3,986,616**	**1,018,972**	**5,231,863**	4.32%	76.20%	19.48%

	Schedule	Unit	PP10	PP12	PP25
	366.1	0153 PP12/PP25		5.37%	94.63%
	366.1	0154 PP10/PP25	20.36%		79.64%
	366.1	0155 PP10/PP12	81.83%	18.17%	
	366.1	0158 PP10/PP12/PP25	19.48%	4.32%	76.20%

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
APPENDIX K – ATTACHMENT F.1

ATTACHMENT F.1 - Foster Care and Adoption Program Definitions

Candidates for Foster Care:

When the child is residing with the child's parents, the case plan shall state whether the child would be at "imminent risk of removal" from the home if preventative services were not provided. Preventive services includes Family-Centered Services. These services are Evidence-Based Interventions that are designed to keep children safe while also preventing the need for the removal of the child from the home.~~Preventive services would include Safety Services or Family, Safety, Risk, and Permanency Services. These services are individualized and designed to prevent the need for the removal of the child from the home.~~ {01/01/21}Cases that meet this standard are eligible for federal Title IV-E funding as candidates for foster care.

Workers document in the initial case plan whether DHS would ask the court to consider removal if the family refused or terminated in-home services and why.

A redetermination of whether the child remains at "imminent risk of removal" from the home shall be conducted at minimum once every six months. If it is determined that the child remains at "imminent risk of removal" if in-home service were not provided, workers document this and why in the case plan.

"**Imminent risk**" means there is an immediate threat or likelihood that the child will suffer maltreatment. When assessing "imminent risk" workers consider the three safety constructs of threats of maltreatment, child's vulnerability to maltreatment, and the caretaker's protective capacities and determine if the child would be unsafe without in-home services in place.

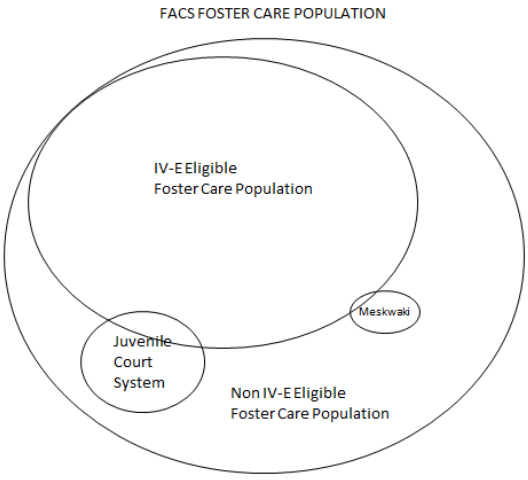
IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
APPENDIX K – ATTACHMENT F.2

ATTACHMENT F.2 - IV-E Participation Rate

Foster Care

Title IV-E Foster Care Participation Rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). Costs are allocated to Foster Care IV-E (PP17) based on the percent of cases which are Title IV-E eligible pursuant to the definition of in 45 CFR 1355.20.

Iowa Department of Human Services cost allocation utilizes the following population model when determining its IV-E participation rate.



Three populations exist in the foster care universe of the Iowa Department of Human Services FACS System:

- Human Services Foster Care Population
- Fox and Sioux Tribe Children (Meskwaki)
- Juvenile Court System Children

The following is a brief description of the different populations within the FACS system.

Human Services Foster Care Cases – this part of the FACS Foster Care population is entered and managed by staff of the State of Iowa Department of Human Services (DHS) and includes all children within the DHS system. Children within this population are deemed IV-E eligible for claiming purposes if they received a IV-E benefit payment or were deemed as eligible for IV-E administrative claiming during the first month of the quarter.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Fox and Sioux Tribe Children- this part of the FACS Foster Care population is entered by DHS staff The Fox and Sioux Tribe handles its own foster care case management and at this time and does not claim administrative expenses through the single state agency. For claiming purposes, children within this population are deemed IV-E eligible if they received a IV –E benefit payment in the first month of a quarter. Children not receiving a IV-E benefit payment are included in the global population.

Juvenile Court System Children – this part of the FACS Foster Care population is case managed by staff outside of DHS and is for the sole purpose of securing certain payments for IV-E eligible children within the juvenile court system. DHS workers do not exert any effort relating to these children. For claiming purposes, children within this population are deemed IV-E eligible if they received a IV-E benefit payment in the first month of a quarter. Children not receiving a benefit payment are included in the global population.

The foster care reporting in the FACS system is broken into four component subpopulations as follows:

- Foster Family
- Group
- Independent Living
- Shelter Care

Within each of these populations the information from the FACS system foster care population report from the first month of the quarter (rerun the second month to capture any updates applicable to the first month's activity) is used to determine the respective IV-E eligible population percentages for claiming purposes based on the benefits paid during the quarter.

Foster Family – The system generated report breaks out the total Foster Family population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to Protective TANF. The number of IV-E eligible children in the population is then divided by the total Foster Family population to determine the Foster Family IV-E participation rate.

Group – The system generated report breaks out the total Group Care population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to protective TANF. The number of IV-E eligible children in the population is then divided by the total Group Care population to determine the Group Care IV-E participation rate.

Independent Living – The Independent living subpopulation is not eligible for IV-E funding therefore the IV-E participation rate will always be 0%.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Sheltered Care/Highly Structured – The system generated report breaks out the total Sheltered Care/Highly Structured population by the categories of eligibility determined by the FACS system. These categories include IV-E, State, Refugee, Title XIX, SSBG and "IV-A". While IV-A no longer exists, it is now attributed to protective TANF. The number of IV-E eligible children in the population is then divided by the total Sheltered Care/Highly Structured population to determine the Sheltered Care/Highly Structured IV-E population rate.
The overall IV-E participation rate is determined as a combination of the four subpopulations.

Cost allocation then utilizes the appropriate IV-E eligible subpopulation or the aggregate IV-E eligible population throughout the cost allocation process.

Once the IV-E participation rate has been determined it is then applied to all IV-E related foster care expenses for the purposes of administrative claiming with the exception of approved expenses relating to the election to build a CCWIS compliant child information system.

Penetration Rate Usage

The Iowa Department of Human Services will determine and apply penetration rates based on the underlying foster care population served.

Three penetration rates are derived from the FACS Foster Care population:

1. Global Foster Care Child Population
   This rate includes all children served by the State of Iowa Foster Care System

2. Combined Human Services Foster Care Population and the Fox and Sioux Tribe Children (Meskwaki)
   This rate includes children served by the State of Iowa Department of Human Services

3. Juvenile Court System Child Population
   This rate includes children served by the State of Iowa Juvenile Court System

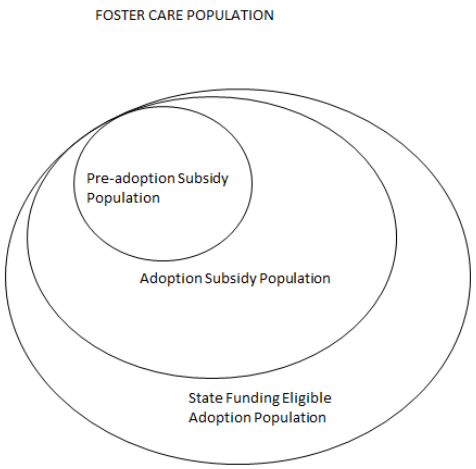
The FACS system reporting allows the agency to determine IV-E eligibility by respective population.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Adoption

Title IV-E Adoption Participation Rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the FACS system N402 Adoption Financial Summary Report. Costs are allocated to Adoption IV-E (PP24) based on the percent of cases which are Title IV-E eligible pursuant to the definition of in 45 CFR 1355.20.

The adoption population universe of the Iowa Department of Human Services FACS System consists of all children who have been adopted and have not yet reached the age of majority (age 21 for children with diagnosed disabilities) and those who are in the preadoption phase. All cases are handled by employees of the Iowa Department of Human services.



The adoption IV-E participation rate is determined by combining those who received an adoption or preadoption IV-E subsidy payment in the first month of the quarter and dividing that number by all active children within the adoption system.

Once the adoption IV-E participation rate has been determined it is then applied to all IV-E related adoption expenses for the purposes of administrative claiming with the exception of approved expenses relating to the election to build a CCWIS compliant child information system.

KPI work papers and copies of monthly FACS reports are retained in accordance with retention requirements for records 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

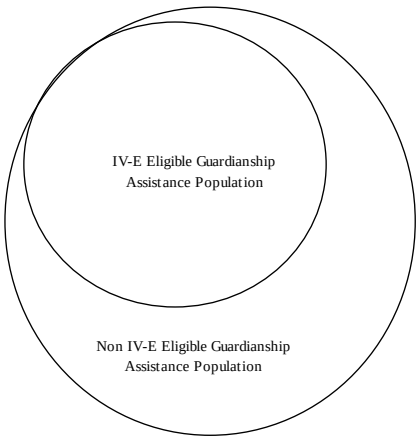
Guardianship Assistance Program (GAP)

{Added 04/01/20}
The title IV-E Guardianship Assistance Program (GAP) is a formula grant that helps States, Indian Tribes, Tribal Organizations and Tribal Consortia (hereafter "Tribes") who opt to provide guardianship assistance payments for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents. Unlike title IV-E Foster Care and Adoption Assistance, the title IV-E Guardianship Assistance Program is an optional program for title IV-E agencies. The program is authorized by title IV-E of the Social Security Act, and funding is contingent upon an approved title IV-E plan to administer or supervise the administration of the program.

For those States and Tribes that opt to participate in the program, federal assistance may be used only to support the care of children discharged from foster care to legal guardianship who meet the eligibility requirements specified in the statute. Funds may also be used to support siblings of eligible children in certain situations as specified in the statute.

Title IV-E Guardianship Assistance Program participation rate percentages are recalculated each quarter from the Title IV-E client eligibility counts documented in the Family and Children Services (FACS) system Key Performance Indicator (KPI) N302 Report for the first month of the quarter (rerun 30 days after the end of the first month). Costs are allocated to Guardianship Assistance Program (GAP) IV-E (PP21) based on the percent of cases that are Title IV-E eligible pursuant to the definition of in 45 CFR 1355.20.

Iowa Department of Human Services cost allocation utilizes the following population model when determining its IV-E participation rate.



IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Contracted Services

The IV-E Participation Rate for Contracted Services (Contract Costs Not Processed through Administrative Cost Allocation). Effective July 1, 2011 as agreed final response Administrative Cost Review Pilot Fall 2009: Procedure to allocate contract costs not processed through cost allocation among benefitting programs.

Costs are allocated to Title IV-E based on client counts from FACS KPI N302-G (Foster Care Monthly Report) and FACS KPI 402-F (Adoption Financial Summary Report) rerun 30 days after the end of the month. The numerator is the average daily IV-E population for the month. The denominator is the total average daily population for the month.

The IV-E participation rate used for a contract or contract component is dependent on the activity. Training expenditures are allocated based on course content. The following IV-E participation rates are used to allocate contract costs:

- Family foster care
- All foster care
- Subsidized adoption
- Foster family and subsidized adoption
- All child welfare

For the state fiscal year (July 1 through June 30), IV-E participation rates will be calculated based on statistics for the months of July through March of the previous state fiscal year. The federal share of costs will initially be claimed based on these estimated rates. At the close of the state fiscal year, the actual average IV-E participation rate for each quarter will be applied to costs for the corresponding quarter and an adjustment made for the difference between the actual federal share and the estimated federal share previously reported. A prior quarter increasing/decreasing adjustment for each quarter will be reported on the IV-E federal report.

If an activity benefits both IV-E foster care and IV-E adoption assistance, the federal share of expenditures will be allocated equally to each federal program.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Family First Act Administrative Claiming

Child specific administrative claiming:
Generally, children and families receive family-centered services in a voluntary case managed by a contracted provider or a DHS case managed by a DHS social work case manager in the child welfare system for the state of Iowa.

With the advent of the Family First Act (FFA), certain criteria must be met in order to claim child-specific administrative expenses:

1. The child must be a candidate for foster care
2. The child must have received one of the following assessments and finding outcomes at the risk levels indicated:
    a. Child Abuse
        i. Confirmed – High Risk
        ii. Founded - Moderate or High Risk
    b. Child in Need of Assistance (CINA) –
        i. CINA criteria met
        ii. High Risk
3. The child must have a prevention plan in place prior to the receipt of services
4. The child must be receiving an approved prevention service limited to a 12-month period

Candidates for Foster Care
Candidates for foster care are defined in section F.1 as those children who currently reside in-home, with relatives, or with fictive kin, but are at "imminent risk" of removal and placement into the foster care system.

Assessments
As part of the assessment process, the DHS social worker conducts a Risk Assessment to determine whether the child is at "imminent risk" of removal. The worker utilizes the Risk Assessment rating in both Child Abuse assessments and CINA assessments. In the case of the Child Abuse assessment, a finding of confirmed with a rating of high risk or a finding of founded with a moderate or high risk rating is required to create the prevention plan. The CINA assessment of CINA criteria met and high risk also is required to create the prevention plan.

Prevention Plan
At the end of a Child Abuse Assessment or a CINA where the required finding and risk level are met, as indicated above, the social worker develops with the family an initial prevention plan, which is part of the Child Abuse Assessment and CINA assessment summaries. When the social worker hands off the case to a DHS social work case manager, the prevention plan continues with that social worker.

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Prevention Service

The prevention plan lists the services that will be provided to the child and family to keep the family unit intact. Prevention services are rated in the federal Title IV-E Prevention Services Clearinghouse (Clearinghouse) as promising, supported, or well-supported with respect to the effectiveness of each service. In order to claim child-specific administrative expenses under the Family First Act, the prevention services documented in the child's prevention plan must be rated at least "promising" by the Clearinghouse.

Once the child's prevention plan is in place, the following DHS Family Centered Services are offered to the family:

1. Solution Based Casework® (SBC)
2. SafeCare®
3. Family Team Decision-Making (FTDM) Meeting and Youth Transition Decision-Making (YTDM) Meeting Facilitation
4. Child Safety Conference (CSC) Facilitation
5. Family Preservation Services

In addition to these services, children and families may receive services included in the child's prevention plan that are rated as either promising, supported, or well-supported by the Clearinghouse but funded through a non-IV-E funding source, e.g. Medicaid. In these situations, Iowa may claim child administrative costs.

Of the five services offered, only the SafeCare® program is approved in the Clearinghouse and currently maintains a "Supported" rating. Therefore, the child-specific administration claiming will be determined by the population that meets all the criteria previously listed and is receiving the SafeCare® service.

Universe

The universe for Family First Administrative Claiming is as follows:

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

The entire universe consists of all child abuse and child in need of assistance referrals. Then, of those referrals the prevention plan population consists of the following children:

1. At imminent risk of removal, and
2. Still within family unit setting, and
3. Received a finding of confirmed with a rating of High Risk or a finding of founded with a rating of Moderate or High risk for the Child Protective Assessment, or
4. Received a finding of meets CINA criteria with a rating of High risk for the CINA Assessment, and
5. Has a prevention plan in place that includes prevention services limited to a 12-month period

Once this risk level has been determined and the prevention plan has been put in place, the child specific administration claiming will be limited to only the SafeCare® program.

FFA administrative claiming through the RMS system

Overview

The RMS system captures effort of field staff throughout each quarter. The results of the random moment samples are then translated into the ultimate funding stream determination for the majority of the roughly 1,000 field staff and supervisors

Case Assessment – Current Methodology

For initial child protective assessment activities, case workers can currently choose between the following programs when answering a RMS sample request:

1. 10 – CPA No Intact Family Services
2. 11 – CPA Intact Family Services
3. 15 – CINA Assessments

Within each of those programs there are multiple activities relating to the initial intake of the child from which social worker can choose:

Activity - Description
230 Judicial Hearings/Reviews 80
260 Child - Ongoing Assessment of Family Functioning 80
265 Child - Case Documentation 80
266 Child - Case Collaboration 80
270 Child - Family Team Meeting 80
275 Child - Case Permanency Planning 80
280 Child - Case Supervision 80
285 Child - Case Consultation 80
295 Child - Client Transportation 80
330 ALJ Hearings and Appeals 80
405 Participate in Service Specific Meetings/Staff Training 80
415 Professional Reading/Review Manual. 80

The initial assessment activities include the following populations of children during the quarter:

1. Children entering foster care
2. Children deemed at risk of entering foster care
3. Children deemed not at risk of entering foster care

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

The social worker chooses the activity when polled by the RMS system based on whether the child protective assessment has resulted in placement in the foster care system (10) or has indicated that the child is at risk of entering the foster care system (11). Additionally, the social worker also can indicate whether they are working a CINA assessment at the time (15).

Case Assessment – Current Funding

The population represents all children evaluated for the quarter, therefore the agency had to apply a statistic to the RMS results to determine the appropriate funding. This was achieved by evaluating the intakes in the first month of the quarter and determining the percentage of children who were removed from the home setting and placed in foster care. Since these children were placed in foster care, the initial assessment was eligible to receive IV-E funding based on the IV-E eligible population. The children who are at risk of removal were not IV-E eligible and were funded by the social services block grant and state funds.

Case Assessment – FFA Methodology

For the initial case assessment the agency will add the following new activity to the RMS to capture effort exerted to develop a prevention plan for the child. This will be the only activity that will claim FFA funding:

262 Child – Prevention Plan Development 81

This will be a valid choice for all three RMS assessment programs (10, 11, and 15) as social workers perform the initial case assessment functions.

Case Assessment – FFA Funding

The funding change focuses on the portion of the child population that is at risk of removal from their family, meet the assessment risk thresholds, have a prevention plan in place and are receiving an approved service. To do this the agency will determine the following components of the population:

1. Number of children meeting CAA and CINA assessments criteria for eligibility
2. FFA eligible children
    a. Meets CAA or CINA assessment criteria
    b. Prevention Plan developed
    c. Receiving approved service for less than 12 months

The agency will then divide the number of “FFA eligible children” by the “Number of children meeting CAA and CINA assessments criteria for eligibility” to determine the IV-E population participation rate. This will then be applied against the number of responses of activity 262 Child – Prevention Plan Development.

Intact Family Services Case Management – Methodology

For case management activities, case workers can currently choose the following program when answering a RMS sample request:

1. 60 – Intact Family Services – Family Centered

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Within each of those programs there are multiple activities relating to the case management of the child from which social worker can choose:

Activity - Description
230 Judicial Hearings/Reviews 73
245 Child - Identify Services and Complete Referrals 73
260 Child - Ongoing Assessment of Family Functioning 73
265 Child - Case Documentation 73
266 Child - Case Collaboration 73
270 Child - Family Team Meeting 73
275 Child - Case Permanency Planning 73
280 Child - Case Supervision 73
285 Child - Case Consultation 73
295 Child - Client Transportation 73
330 ALJ Hearings and Appeals 75
405 Participate in Service Specific Meetings/Staff Training 75
415 Professional Reading/Review Manual. 75

Case management for intact families includes the following population:

1. Children at risk of removal

The social worker chooses the activity when polled by the RMS system when working on a case in which the child remains with the family but is still at risk of removal.

Intact Family Services Case Management – Current Funding

The population represents those children who are at risk of entering the foster care system. Currently, the agency receives IV-E funding for the percentage of the children who are candidates for foster care and supplements that funding with block grant funds based on system reports.

Intact Family Services Case Management – FFA Funding

The funding change focuses on the portion of the population that is at risk of removal from the family and is receiving an approved prevention service. This impacts effort relating to Activity 60 in the RMS system. The new funding requires the agency to isolate the population of children who are not receiving IV-E candidacy funding but are receiving an approved service from the clearinghouse. To do this the agency will determine the following components of the population:

1. Number of children meeting CAA and CINA assessments criteria for eligibility
2. FFA eligible children
    a. Meets CAA or CINA assessment criteria
    b. Prevention Plan developed
    c. Receiving approved service for less than 12 months

The agency will then:

1. Divide the number of “FFA eligible children” by the “Number of children meeting CAA and CINA assessments criteria for eligibility” to determine the FFA IV-E population participation rate.
2. Apply the IV-E population participation rate in 1 proportionally to the portion of the population who do not currently meet the IV-E candidacy or the IV-A eligibility criteria.

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COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT F.2 (CONTINUED)

Overall claiming

The change will impact the funding of field social workers, supervisors, and support staff for their efforts with children who are at risk of removal from the family setting. The portion of their effort devoted to prevention plan services meeting Clearinghouse criteria will now be claimed. Staff in general administration supporting these field staff will also receive the new funding.

IOWA DEPARTMENT OF HUMAN SERVICES
Needs-Based Assistance Programs Eligibility Systems
ATTACHMENT G

Effective 07/01/19
(Effective 10/01/19)

Individuals Enrolled in Needs-Based Assistance Programs Eligibility Systems
ELIAS M&O & ELIAS IAPD
Attachment G SFY20

SFY19 Individuals	PP10/PP64	PP31	PP32		PP10/PP64	PP31	PP32
Fiscal Year: 2020	ELIAS XIX	ELIAS XXI	Hawki XXI	Program Total	ELIAS XIX %	ELIAS XXI %	Hawki XXI %
6/1/2019	551,666	16,853	60,045	628,564	87.77%	2.68%	9.55%
5/1/2019	549,425	16,956	59,645	626,026	87.76%	2.71%	9.53%
4/1/2019	547,640	17,292	58,811	623,743	87.80%	2.77%	9.43%
3/1/2019	545,382	17,449	58,549	621,380	87.77%	2.81%	9.42%
2/1/2019	542,854	17,084	58,569	618,507	87.77%	2.76%	9.47%
1/1/2019	539,591	17,166	57,879	614,636	87.79%	2.79%	9.42%
12/1/2018	532,684	17,050	57,916	607,650	87.66%	2.81%	9.53%
11/1/2018	529,825	17,176	58,044	605,045	87.57%	2.84%	9.59%
10/1/2018	526,087	17,359	57,783	601,229	87.50%	2.89%	9.61%
9/1/2018	519,538	17,399	57,344	594,281	87.42%	2.93%	9.65%
8/1/2018	511,871	17,606	56,587	586,064	87.34%	3.00%	9.66%
7/1/2018	503,034	17,436	57,359	577,829	87.06%	3.02%	9.93%
Total	**6,399,597**	**206,826**	**698,531**	**7,304,954**	87.61%	2.83%	9.56%

Schedule	Unit	PP10	PP12	PP25	PP31	PP32	PP64
375.1	0162 PP10 PP31 PP32	87.61%			2.83%	9.56%	
375.1	0166 IAPD FFY19 (Approved)				2.90%	8.92%	88.18%
375.1	0166 IAPD FFY20 (Proposed)	0.04%	0.60%	10.45%			88.91%

IOWA DEPARTMENT OF HUMAN SERVICES
COST ALLOCATION PLAN ATTACHMENTS
ATTACHMENT H

Needs-Based Assistance Programs Shared Systems

EFFECTIVE 07/01/19

Individuals Enrolled in Needs-Based Assistance Programs Shared Systems
MMIS & Shared Eligibility Systems
Attachment H SFY20

SFY19 Individuals	PP12	PP25	PP03/PP06/PP10	PP03/PP06/PP10	PP31	PP32		PP12	PP25	PP03/PP06/PP10	PP31/PP32
Fiscal Year: 2020	FIP	Food Assistance	ABC XIX	ELIAS XIX	ELIAS XXI	Hawki XXI	Program Total	FIP %	Food Assistance %	Title XIX	Title XXI
6/1/2019	17,521	319,374	68,813	551,666	16,853	60,045	1,034,272	1.69%	30.88%	59.99%	7.44%
5/1/2019	17,396	320,269	71,156	549,425	16,956	59,645	1,034,847	1.68%	30.95%	59.97%	7.40%
4/1/2019	17,475	322,710	72,224	547,640	17,292	58,811	1,036,152	1.69%	31.15%	59.82%	7.34%
3/1/2019	18,012	324,654	74,375	545,382	17,449	58,549	1,038,421	1.73%	31.26%	59.68%	7.33%
2/1/2019	18,510	341,001	78,401	542,854	17,084	58,569	1,056,419	1.75%	32.28%	58.81%	7.16%
1/1/2019	18,841	330,357	80,060	539,591	17,166	57,879	1,043,894	1.80%	31.65%	59.36%	7.19%
12/1/2018	19,383	333,210	83,651	532,684	17,050	57,916	1,043,894	1.86%	31.92%	59.04%	7.18%
11/1/2018	19,484	335,201	87,550	529,825	17,176	58,044	1,047,280	1.86%	32.01%	58.95%	7.18%
10/1/2018	19,852	338,603	93,029	526,087	17,359	57,783	1,052,713	1.89%	32.16%	58.81%	7.14%
9/1/2018	19,825	339,570	97,180	519,538	17,399	57,344	1,050,856	1.89%	32.31%	58.69%	7.11%
8/1/2018	19,995	340,538	103,242	511,871	17,606	56,587	1,049,839	1.90%	32.44%	58.59%	7.07%
7/1/2018	19,981	341,129	109,291	503,034	17,436	57,359	1,048,230	1.91%	32.54%	58.42%	7.13%
Total	**226,275**	**3,986,616**	**1,018,972**	**6,399,597**	**206,826**	**698,531**	**12,536,817**	**1.80%**	**31.80%**	**59.17%**	**7.23%**

	Schedule	Unit	PP03	PP06	PP10	PP12	PP25	PP31	PP32		
	374.1	0147-01 PP06 PP31 PP32		89.12%				2.48%	8.40%		
	374.1	0147-06 PP03 PP31 PP32	89.12%					2.48%	8.40%		
	374.1	0147-07 PP10 PP31			97.29%			2.71%			
	374.1	0158-01 PP03 PP12 PP25 PP31	62.67%			1.91%	33.68%	1.74%			
	375.5	0163 PP10 PP12 PP25 PP31 PP32			59.17%	1.80%	31.80%	1.65%	5.58%		
	375.5	0163-01 PP10 PP12 PP25 PP31 PP32			59.17%	1.80%	31.80%	1.65%	5.58%		

APPENDIX M
Updated 07/01/22
Submitted 06/30/22

IOWA DEPARTMENT OF HUMAN SERVICES
PUBLIC ASSISTANCE COST ALLOCATION PLAN AMENDMENTS AND APPROVALS
APPENDIX M

State FY	Federal FY	Effective Date	Date Filed	Approval Received
1Q23	**4Q22**	**07/01/2022**	**06/30/2022**	**OPEN**
3Q22	2Q22	02/01/2022	01/31/2022	OPEN
3Q22	2Q22	01/01/2022	12/23/2021	OPEN
2Q22	1Q22	10/01/2021	09/30/2021	OPEN
1Q22	4Q21	07/01/2021	06/30/2021	OPEN
4Q21	3Q21	04/01/2021	03/31/2021	OPEN
3Q21	2Q21	01/01/2021	12/31/2020	OPEN
2Q21	1Q21	10/01/2020	09/30/2020	OPEN
1Q21	4Q20	07/01/2020	06/30/2020	OPEN
4Q20	3Q20	04/01/2020	03/31/2020	OPEN
3Q20 (1a)	2Q20 (1a)	03/01/2020	02/28/2020	OPEN
3Q20	2Q20	01/01/2020	12/24/2019	03/22/2022
2Q20	1Q20	10/01/2019	09/30/2019	03/29/2021
1Q20	4Q19	07/01/2019	06/28/2019	03/07/2022
4Q19	3Q19	04/01/2019	04/01/2019	02/03/2021
3Q19	2Q19	01/01/2019	12/28/2018	03/30/2020
2Q19 (1a)	1Q19 (1a)	12/01/2018	11/30/2018	10/30/2019
2Q19	1Q19	10/01/2018	09/28/2018	07/30/2019
1Q19	4Q18	07/01/2018	06/29/2018	05/20/2019
4Q18	3Q18	04/01/2018	03/30/2018	09/28/2018
3Q18 (1a)	2Q18 (1a)	02/01/2018	01/31/2018	07/19/2018
3Q18	2Q18	01/01/2018	12/29/2017	06/05/2018
2Q18 (1a)	1Q18 (1a)	11/01/2017	10/31/2017	05/07/2018
2Q18	1Q18	10/01/2017	09/29/2017	02/28/2018
1Q18	4Q17	07/01/2017	06/28/2017	10/27/2017
4Q17 (2a)	3Q17 (2a)	05/01/2017	04/28/2017	08/30/2017
4Q17 (1a)	3Q17 (1a)	04/01/2017	03/31/2017	08/30/2017
4Q17	3Q17	03/01/2017	02/28/2017	05/10/2017
3Q17	2Q17	01/01/2017	12/30/2016	03/15/2017
2Q17	1Q17	10/01/2016	09/30/2016	03/08/2017
1Q17	4Q16	07/01/2016	06/30/2016	10/04/2016
3Q16	2Q16	01/01/2016	12/31/2016	06/15/2016