


Budgeting for Maine Families Home Visiting

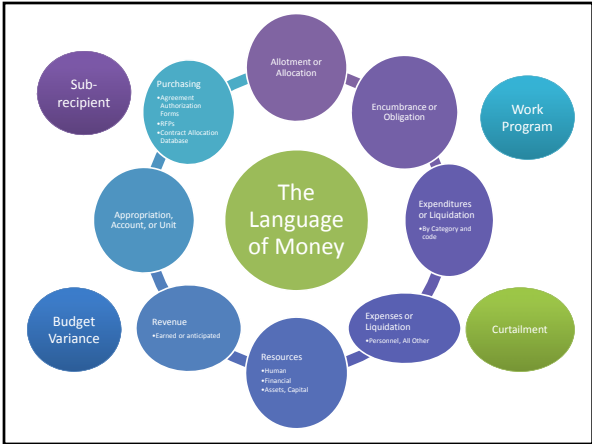
An Experience of Numbers, People,
Dollars and Processes

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February 10, 2013



How to Find the Money

- For existing funds, it pays to know the right people in your department
 - Program
 - Finance
 - Purchasing
 - Leadership
- To keep existing funds and acquire more, it pays to ask the right people in the field
 - Quality Assurance/Operations
 - Evaluators
 - Providers



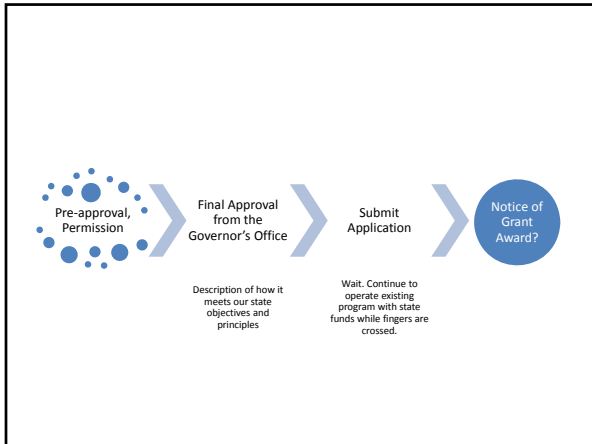
Talking Money from a Program Perspective

- Budget
 - Assign Appropriation
 - Allot funds based on Work Program
 - Allocate Grants to Community
 - Purchase Service
 - Encumber/Obligate Funds through Contract
- Spend
 - Expend, Review, Expend, Review
 - Re-allocate, curtail, reduce, increase
 - Justify all actions
- Repeat

Budget

Acquiring Funds

- Summary of FOA
- Goals and objectives
- Impact to families, impact on state government
- Scope of Project Outlined
- Budget from Payroll, Technology, potential subcontractors

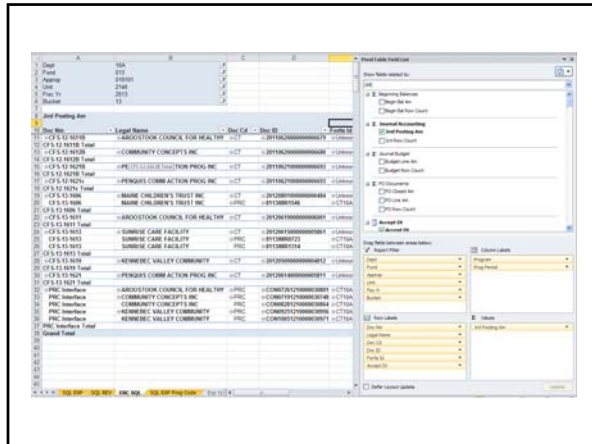


You have the Money

- Review expenditures
 - Monthly spreadsheets (internal)
 - Quarterly Financial Statements (to increase or decrease monthly payments) in conjunction with Quarterly Program Narrative
 - Does the service and activity justify the spending?
 - Evaluation Data
 - Do the number of families served demonstrate reasonable expenses?
- Be prepared for the FFR (FSR)

Try to Keep the Money

- Expect glitches
 - Leadership decisions made not based on data
 - Human error
 - Interpretation of allowable expenses (internal and external)
 - Deficits and competition for scarce funds
- Roll with the glitches and go back to the people in the know
 - Custom cubes and Queries



Keep the Money

- Document spending based on program expenses
 - Review of contract budgets revealed variances among agencies
 - State assumed control of certain program aspects (professional development, evaluation/database, clinical consultation, travel for training, PD registry)
 - Set parameters for costs (per FTE, per family)
- Tell people about the efficiencies and budget controls
- Tell the story in the context of reality
