

BUREAU OF TRAINING AND WORKFORCE DEVELOPMENT

CENTRAL OFFICE COST ALLOCATION PLAN

SECTION II.5

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Background

The New York State Office of Children and Family Services (OCFS) has the overall responsibility for the provision and oversight of workforce and professional development programs that support the staff of the public human services system to effect proper and efficient administration of the programs of the Office of Children and Family Services (OCFS). Staff served includes those from OCFS, Local Departments of Social Services (LDSS) including those from shared training projects with the Office of Temporary and Disability Assistance (OTDA) and the Department of Health (DOH), OCFS authorized voluntary agencies (VA), licensed day care providers, as well as foster and adoptive parents throughout New York state. The responsibility to train staff is included as a mandate in Federal Program regulations 45 CFR 235.62 which provides guidance on State Plan requirements for training.

Training goals are accomplished through a combination of direct training provided by state employees, those administered by OCFS under Memoranda of Understanding (MOU) with educational institutions including the State University and City University of New York, and contracts with other selected community-based training providers. In addition to mandated training, staff development needs are met through a variety of workforce development projects that enhance and develop skills necessary to support the agency's mission. Within OCFS, the Bureau of Training oversees and coordinates the necessary state administered training functions through contract monitoring and direct training.

In recent years, there has been a significant increase in the need to train more workers with the same resources, in part due to the high turnover rate of workers in the human services fields. The current system has become cumbersome and inefficient in meeting this increased need. This situation called for the agency to create a new framework that is robust, highly dynamic and responsive to the growing and evolving training needs of the human services workforce. By reconstructing the current system, OCFS can reach more staff, build worker competencies and training capacity and maximize the considerable resources entrusted to us. This transformation includes both the development of in-house expertise and additional efforts to reduce the costs of contracted training. Training responsibility includes:

- Support the delivery of the State and OCFS agency mandates;
- Provide required training for staff of Division of Juvenile Justice and Youth (DJJOY) residential facilities;
- Provide ongoing on-site coaching and support for staff and administrators of DJJOY facilities;
- Support the implementation of federal or State initiatives that require training delivery;
- Provide core skills, technical and managerial training for all OCFS staff as a foundation for an improved workforce;
- Provide foundational core skills training and best practice models for case workers, child protective services workers and supervisors;

- Provide foundational supervisory training to OCFS, child/family welfare workforce to develop and enhance leadership and managerial skills;
- Provide training to develop an understanding of the dynamics of domestic violence and its connection to child abuse and maltreatment;
- Provide training and information for mandated reporters and the public on child abuse and neglect;
- Provide foundational training and support to adult protective services staff;
- Provide foster and adoptive caregivers training to LDSS and authorized VA staff as well as direct training to foster and adoptive parents;
- Provide training to day care providers, licensors and registrars to promote the health and safety of children;
- Provide training to LDSS and child day care enrollment agencies to facilitate consistent and appropriate distribution of child care subsidy dollars;
- Provide training and training support to assist LDSS and authorized VA staff in preparing their workforce and enhancing their proficiency and performance; and
- Provide systems training in support of all training areas.

OCFS has embarked on two major approaches to meet its training obligations. These approaches include:

- Establishing a 100,000-square foot, state of the art training facility. Bureau of Training staff has transitioned into their new location at the Human Services Training Center (HSTC) in East Greenbush, NY. The HSTC hosts classroom training, conferences and state of the art simulation rooms to enhance the skills of Human Services professionals from around the State. Benefits include:
 - Centralization of multi-day trainings to the HSTC to allow for economies of scale;
 - Moving the Division of Juvenile Justice and Opportunities for Youth Basic Academy training function from a regional training site to the HSTC, thereby enhancing the training of new staff through the use of state of the art simulation rooms that mimic OCFS Youth facilities;
 - Expanding the number of training offerings to allow for the training of staff from interested authorized VA program.
 - Thorough analysis of the use of contracted training, with an emphasis on how to increase services while maintaining or decreasing spending levels;
 - Establishment of an in-house multi-disciplinary curriculum-writing team to provide consistency and quality across program areas; and
 - Continuing to increase the use of distance-learning technologies to impart knowledge and saving in-person classroom gatherings to practice skills and apply knowledge to contextual situations.
- The reestablishment of Youth Research Inc. (YRI), a not-for-profit closely affiliated with OCFS. The initial focus of YRI is to stabilize the child welfare

training by hiring the temporary OCFS trainers and hiring the remaining trainers needed to increase the capacity to offer more classes. Once that has been established, YRI will continue to be a resource for OCFS to be more flexible and agile in responding to emerging training needs of all OCFS program areas. In the future, we envision YRI building capacity and being able to attain its own grants and conduct research in support of the OCFS mission. Its mission is focused on assisting OCFS and its' partners in being recognized as national leaders of innovation, collaborative research and excellence in a full range of learning opportunities; receiving, holding and administering grants in support of OCFS; and conducting studies and research in any field in keeping with the purposes and objectives of OCFS. As such, YRI will support OCFS on a variety of work products and initiatives.

These efforts are designed to improve the lives of children and families in New York State by continuing to refine the skills and abilities of staff who work with some of the State's most vulnerable populations. New York State outlined its trainings and the description of the training that it plans to offer within the Annual Progress and Services Report (APSR) which was submitted to the Administration for Children and Families in June 2018, and subsequently approved on October 3, 2018. As such, the approval stated,

Training Plan

This approval for the FY 2019 funding for title IV-B, subpart 1; title IV-B, subpart 2; CAPTA; Chafee; and ETV programs does not release the state from ensuring that training costs included in the training plan and charged to title IV-E of the Act comply with the requirements at 45 CFR 1356.60(b) and (c) and 45 CFR 235.63 through 235.66(a), including properly allocating costs to all benefiting programs in accordance with the state's approved cost allocation plan.

Overview of the Cost Allocation Approach

Historically, and under previously approved cost allocation plans, New York has provided its training by utilizing both OCFS direct trainers for its central office and residential facility training as well as contractual and workplan agreements with universities for its child welfare, childcare, and staff development training. OCFS will continue this approach, and believes that the reestablishment of the Youth Research Inc. provides additional flexibility and support to ensure that the diverse training needs of human services workers across New York State will continue to be met.

To meet the cost allocation requirements for the provision of training services as required by federal 45 CFR 235.62, and 45 CFR 1356.60 (b) and (c), OCFS will identify its eligible costs and allocate the costs appropriately using several cost pools. These cost pools are as follows.

- Bureau of Training – HSTC Operations
- Bureau of Training – Administration
- Bureau of Training – Contract Monitoring
- Bureau of Training – Curriculum Development
- Bureau of Training – Trainers
- Training Contracts

Each of these cost pools will be described in more detail in the Cost Allocation Approach section of this cost allocation plan.

Statutory Authority

The statutory authorities that regulate funding of training activities are contained in the individual program laws and/or regulations. The provisions that pertain to training funding are found in titles IV-A (in effect both prior to and as amended by Title 1 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996), IV-D, IV-E, XIX, XX, the Food Stamp Act, and in Federal Regulations as follows:

Federal Training Requirements

7CFR

Food and Nutritional Services

- Section 235.6 (a-1) use of funds
- Part 227 Nutrition education and training program
- Section 272.4 (d) Training
- Section 277.4 (b) Federal Reimbursement Rate
- Section 277.4 (c) Matching costs
- Section 277.9 administrative cost principles
- Section 277.10 Program income
- Part 277 Appendix A Standards for Selected Items of Cost
 - (26) Training and Education

20 CFR

Disability Determinations

- Section 404.1622 Training
- Section 416.1022 Training

34 CFR

Commission for the Blind and Visually Handicapped

Section 361.18 Comprehensive System of Personnel Development

42 CFR

Health Care Financing Agency

- Section 430.30 (e) General administrative requirements
- Section 432.30 Training Programs: General requirements
- Section 432.31 Training and use of sub professional staff
- Section 432.32 Training and use of volunteers
- Section 432.50 FFP: Staffing and training costs
- Section 432.55 Reporting training and administrative costs

45CFR

Administration of HHS open-ended Entitlement Grants

- Section 74.23 cost sharing or matching
- Section 74.24 Program Income
- (Subject to program specific deviations obtained under 45CFR 74.4)

Child Care and Development

- Section 98.16 Plan provisions
- Section 98.41 (A) (3) Health and safety requirements
- Section 98.51 (B) (2) (iv) Activities to improve the quality of child care and to increase the availability of early childhood development programs and before-and after-school care services Office of Family Assistance Section 235.6 Federal Financial Participation (FFP) for state and local training.
- Section 98.55 Cost Allocation

Administration of the Title IV-A Program

- Section 235.61 Definition of terms
- Section 235.62 State plan requirements for training programs
- Section 235.63 conditions for FFP
- Section 235.64 FFP rates, and activities and costs matchable as training expenditures
- Section 235.65 Activities and costs not matchable as training expenditures
- Section 235.66 Sources of state funds
- Section 250.32 Participation requirements for education
- Section 250.47 Other education, training, and employment activities
- Section 250.48 Self-initiated education or training
- Section 250.61 On-the-job training

Office of Child Support

Section 301.15 (e) General administrative requirements
Section 304.10 General administrative requirements
Section 304.21 (a) (2) FFP in the costs of cooperative agreements with courts and law enforcement officials
Section 304.23 (d) Expenditures for which FFP is not available
Section 304.15(d) Cost Allocation

Office of Refugee Resettlement

Section 400.154c Employability services – on-the-job training
Section 400.155(c)(3) Other Services

Agency for Children and Families

Section 1355.30 Other applicable regulations
Section 1356.60 (b) federal matching funds for state and local training for foster care and adoption assistance under Title IV-E
Section 235.63 through 235.66

Administration of HHS TANF Grants under 45 CFR Part 92

OMB Circulars

A-87
A-110
A-122, as applicable to training contracts
A-21, as applicable to training contracts

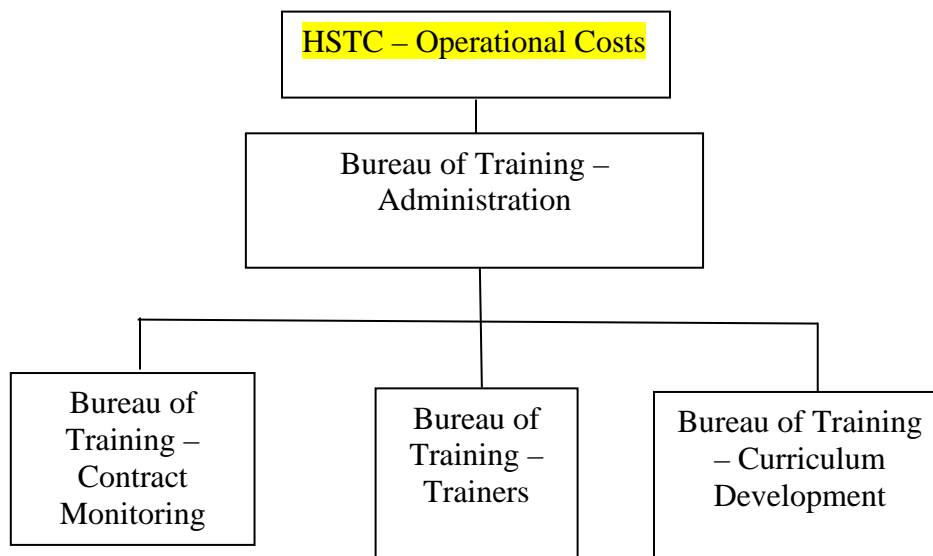
Other Citations

- Office of Federal Procurement Policy Act – Public Law 93-400 Laws of 1974, Including the Legislative History
- Chapter 7 – Office of Federal Procurement Policy – 41 USCA Section 405(i)
- Federal Acquisition Regulation – Title 48 of the Code of Federal Regulations

Cost Allocation Approach

A) Organizational Involvements

The training activities conducted by the Central Office of OCFS are administered within OCFS through the Bureau of Training. This bureau incurs direct costs related to the monitoring of training contracts, direct training, and developing certain training curriculums. The organizational involvements are as follows:



B) Basis for Cost Allocation

1) Bureau of Training – HSTC Operations

In order to cost allocate the operational costs of the HSTC, we will utilize a quarterly HSTC Facility Usage report which details the HSTC facility room usage at the HSTC by training program. This report will be the basis to distribute HSTC operational costs to the benefiting programs. The operational costs of the HSTC currently include, but are not limited to, rent, utilities, security, day porters and work orders. The HSTC Facility Usage quarterly report will provide detail as to how the space was utilized and by whom (i.e. which program area), the date, the number of hours occupied, the training room number, and the square footage of the training room.

An allocation percentage for each benefiting program or overhead will be calculated by summarizing the usage by benefiting program (which will be the product of the number of hours spent in each space and the square footage of the space) and dividing each of the subtotals by the total calculated usage across all rooms. Within this report, training which is identified by a training workplan will be converted to the program or programs detailed within the corresponding workplan based upon the charging instructions. These processes are detailed in Attachments C and D of this document.

2) Bureau of Training – Administration

The Human Services Training Center (HSTC) is established as the centralized, state of the art training facility. Its operations support the administration of the Bureau of Training and provide capacity to host numerous classroom trainings and conferences. This cost pool includes the Bureau of Training staff which have administrative responsibilities for the oversight of all training activities within OCFS,

including the costs of operating the HSTC. It collaborates with the OCFS program divisions to determine the agency programmatic and policy needs to be trained on. The Bureau of Training is responsible for the training of central office staff in management and administrative skills, maintaining the record keeping system for all direct training, monitoring training contracts, preparing the annual needs assessment, reviewing contract vouchers and trainee travel vouchers. It also develops appropriate evaluation systems for both internal and external training activities and provides direct training. An accumulator code is used to accumulate the Bureau of Training Administration costs. These costs will be allocated to the benefitting programs based on the proportionate staff counts from the remaining organizational units that comprise the Bureau of Training. These staff counts will include the Contract Monitors, Trainers, and Curriculum Developers. The resulting percentages will be applied to the total cost pool for the Bureau of Training – Administration and distributed to the corresponding overhead accounts. Once the costs land in their respective overhead accounts, they will undergo additional cost allocation based upon the methodology of that overhead. These additional methodologies are detailed below in their respective sections.

3) Bureau of Training – Trainers

This cost pool encompasses the Bureau of Training direct trainers who are responsible for providing training at the new HSTC. Each direct trainer will provide training on predominantly Child Welfare or Child Protective Service-related topics. An accumulator code will be established to isolate the costs associated with these direct training efforts. These costs will be allocated to the benefitting programs by using a monthly report which will contain all the training courses delivered by the direct trainers for that month. Each training course will be assigned to the benefitting program or overhead account. Using the monthly “trainings delivered” data and overlaying it with the course-specific benefitting program assignments, we can produce the statistics needed to allocate the costs accumulated within the Direct Trainer cost pool. The percentages derived from the monthly training report will be applied to the total expenditures accumulated within the Bureau of Training Direct Trainer cost pool and will be cost allocated to the corresponding benefitting programs. There may be additional training program topics in the future, which would be cost allocated to the appropriate programs based upon this same methodology and using existing program cost allocation plans.

4) Bureau of Training – Contract Monitoring

This cost pool, which is represented in an allocation account, consists of the costs associated with the staff monitoring the training contracts. An accumulator code is used to accumulate the Bureau of Training – Contract Monitoring costs. These staff costs will be allocated to the benefitting programs based on the proportionate share of the COCAC program accounts for the annual training plan based upon the program’s contract dollars. Once the costs land in their respective overhead accounts, they will undergo additional cost allocation based upon the methodology of that overhead.

5) Bureau of Training – Curriculum Development

This cost pool is responsible for the monitoring, creation and changes needed for training curriculum provided by OCFS. As both federal and state laws are constantly changing to provide for the needs of children, training needs are also constantly changing to meet the needs. An accumulator code is used to accumulate the Bureau of Training – Curriculum Development costs. These costs monthly are based on the PACS report (Payroll Allocation Cost System) which summarizes the benefitting programs based on New York State’s Leave and Accrual Time System (LATS) and the assignment of a time distribution system (TDS) code, which will be used to charge their time (and corresponding costs) to the appropriate benefitting programs that they have supported throughout the fiscal quarter.

6) Training Contracts

These costs will be allocated to the benefitting programs based on the charging instructions established for the individual workplan according to a set of percentages based on the dollar value of the contracts assignable to each program/organizational account at the beginning of the contract year.

The basic assumption with this approach is that large contracts require more monitoring resources than smaller ones, consequently this results in a weighted distribution to program/organizational areas. The Bureau of Training maintains a listing of contracts that are actively being worked on within its office.

The contracts are identified by program/organization and by dollar value. The dollar values are totaled by program/organization. The program/organization’s total dollars are divided by the grand total to identify the percentage of allocation to be applied to each program/organizational area. As with the training contract costs, these administrative costs will be assigned to organizational accounts so that FNP factors will be derived. The same organizational accounts used for the training contract costs will be used for distributing “Bureau of Training – Contract Monitoring” costs (see #3, above).

Claiming for training contracts will be based upon two factors:

- a) Type of provider institution
 - o 2 types: public or private institutions

- b) Type of training being provided
 - o 2 types: program specific or General training.

Provider Types

a) Public Institutions – Public Institutions include public colleges and universities or governmental entities supplying training activities to OCFS in accordance with contracts or memorandum of understanding (MOU).

As mentioned earlier the funding sources of training provided by a public institution may consist of up to four components:

- 1- Federal share paid to the institution
- 2- State resources of the public institution
- 3- TMEF charges assigned to the institution
- 4- State appropriation for any training benefiting state only programs

Payments to these institutions by OCFS which are based on actual vouchers may consist of:

- 1- Federal share of the contract less the TMEF charges on the total contract value, and
- 2- Any state appropriations for training benefiting state only programs.

Claiming for these payments is calculated by determining the federal share and FNP state-only share paid to the contractor based upon benefits received, including the TMEF levy, and then dividing this amount by the applicable rate of Federal Financial Participation (FFP) for the costs charged to the program.

b) Private Institutions – Private institutions include private colleges and universities and any for profit or not-for-profit organization where the organization is not owned by or a part of a governmental entity.

The funding sources of training provided by a private institution may consist of three components:

- 1- Federal share paid to the institution
- 2- State resources paid to the institution; and
- 3- TMEF charges assigned to the institution

Payments to these institutions are based on actual vouchers and consist of:

- 1- Federal and state resource shares less the assigned TMEF charges.
- 2- Claiming for these payments is based upon actual payments and benefits received. Using the net payment amount as a basis for claiming results in sharing the TMEF charges with the federal programs in the appropriate amount.

Type of Training

Training will consist of two types: Program specific training and General training.

- a) Program Training – Program training projects are those curricula and/or activities designed to fulfill the state efforts to properly and efficiently administer federal and/or state only programs in accordance with federally approved state plans, and/or federal and state laws and regulations. If the training project benefits only one organizational account, based on course content, then the budgeted costs of the project will be charged directly to that organizational account. If a training project benefits more than one organizational account, we will allocate budgeted costs based on course components within the project. Course components are individual training courses. We believe that individual courses will be able to be identified to benefiting only one organizational account.

The following types of training and the corresponding account charged and/or cost allocation methodology used is listed below:

<u>Type of Training</u>	<u>Account Charged</u>
Public Assistance	Temporary Assistance Regional Teams Overhead Account
Child Support Enforcement	Child Support
Foster Care Kinship Guardianship Assistance	Saturation rate statistics from a Welfare Management System (WMS) based report.
MA-Skilled Professionals	Division of MA-Skilled Professionals
MA-MMIS Operations	Division of MA-MMIS Operations
MA-All Other	Division of MA-All Other
SNAP Fraud	SNAP Fraud
SNAP	SNAP
Child Care	Child Care Development Fund
Adoption	Adoption Services Bureau Account
SNAP ADP	SNAP ADP

Independent Living	Children and Youth Services Overhead Account
Child Welfare	Children and Youth Services Overhead Account
Generic	Administrative Support Overhead Program Support Overhead
Systems	Open Systems Operations CONNECTIONS Operations (Non-SACWIS)
Child Protective Services	General Services (Title XX)
CCWIS	CCWIS

The cost of training populations that are now eligible to receive Title IV-E reimbursement under Federal Public Law 110-351 is now 75% FFP.

Once each training component's budgeted costs are distributed to the appropriate benefiting organizational account (s), the individual training project's costs are aggregated for each contract. Each institution typically has multiple training projects under one contract. The aggregate of budgeted charges from each course component to each benefiting organization is used to determine a set of charging instructions for each training contract.

Charging instructions are in the form of a set of percentages for each benefiting organizational account that equals 100% of the entire contract costs. The charging instructions form the basis for assigning individual contract payments to benefiting organizational accounts. Each training contract has a unique accumulator code assigned to it. Each of the training accumulator codes (T-codes) has coding instructions associated with it and each payment to that contract will be apportioned to benefiting organizational accounts based on the charging instructions. T-accumulator codes are temporary in nature because each contract lasts a maximum of one year.

- b) General Training - General training projects are those curricula and/or activities designed to improve basic work and/or management skills to support the state efforts to properly and efficiently administer federal and state only programs. The courses, which are deemed to be a General training course, e.g. Basic Writing Skills, supervisory Training, etc., will be assigned to the staff's time distribution system (TDS) code because all OCFS staff will have ample opportunity to avail themselves to this training.

C) Schedules and Accumulator Codes

1) Schedules

- a) Costs incurred through the Bureau of Training – HSTC Operations account will be allocated using an “Allocation Account Worksheet” and will employ the percentages resulting from the quarterly “HSTC Facility Room Usage Report”. The cost allocation methodology is based upon the product of both the number of hours a room was used and the square footage of the room as it relates to the overall usage of the facility. Each training delivery will be assigned to the benefitting program or overhead account based on the training provided in the HSTC facility room.
- b) Costs accumulated in the Bureau of Training – Administration account will be allocated using an “Allocation Account Worksheet” and will employ the percentages resulting from the “Bureau of Training – Admin Staff Count Distribution Worksheet,” which is based on the PACS report (Payroll Allocation Cost System) for the first paid payroll of each quarter for the following staff: Bureau of Training – Trainers, Bureau of Training – Contract Monitors, and Bureau of Training – Curriculum Developers.
- c) Costs accumulated in the Bureau of Training – Trainers account will be allocated using an “Allocation Account Worksheet” and will employ the percentages resulting from the “Bureau of Training – Trainers Distribution Worksheet” which is based on the monthly “Training Course Deliveries” report which will contain all the training courses delivered by Bureau of Training staff during each month of the current quarter. Each training delivery will be assigned to the benefitting program or overhead account based on the number of training deliveries.
- d) Costs accumulated in the Bureau of Training – Contract Monitoring account will be allocated using an “Allocation Account Worksheet” and will employ the percentages resulting from the “Bureau of Training – Contract Monitoring Distribution Worksheet” which is based on the proportionate share of training contract dollars for each benefitting program as assigned across all workplans.
- e) Costs accumulated in the Bureau of Training – Curriculum Development account will be allocated using an “Allocation Account Worksheet” and will employ the percentages resulting from the “Bureau of Training – Curriculum Development Distribution Worksheet” which is based on a time study. The time study will be used to develop

percentages which in turn will be used to distribute this cost pool to the appropriate benefitting programs for the corresponding fiscal quarter.

- f) Costs incurred through the Training Plan are based on the charging instructions established for the individual workplan according to a set of percentages based on the dollar value of the contracts assignable to each program/organizational account at the beginning of the contract year.

2) Accumulator Codes

Each individual training contract will have a unique accumulator code assigned to it. The code will have a “T”, “X”, “Y”, or “Z” embedded in it. Bureau of Training – Administration costs will be identified using accumulator code **B06**. Bureau of Training - Trainer costs will be identified using accumulator code **BTT**. Bureau of Training – Contract Monitoring costs will be identified using accumulator code **006**. Bureau of Training – Curriculum Development costs will be identified using accumulator code **BTD**. Bureau of Training – HSTC Operations costs will be identified using accumulator code **BTC**.

D) Effective Date

The effective date of the plan remains April 1, 2000. We are requesting an effective date for this revision of **April 1, 2020**.

ATTACHMENT A

Allocation Basis – Training Courses Delivered by BTB Trainers

Training Course Deliveries – September 2018

COCAC ACCOUNTS	Sum of Total Deliveries	Percentages
Adoption Services Bureau	114	21.43%
Children & Youth Services OH	92	17.29%
CWCS	1	0.19%
DJJOY	218	40.98%
Foster Care Overhead	30	5.64%
HSCC (SHS/FNP)	24	4.51%
KinGap (Foster Care Overhead)	2	0.38%
Local District Support OH	1	0.19%
Program Support OH	25	4.70%
Title XX Services	25	4.70%
Grand Total	532	100.00%

ATTACHMENT B

Allocation Account Worksheet

Bureau of Training - Trainers Distribution						
Accumulator Code: BTT						
Allocation Base: Training Course Deliveries						
For the Quarter Ended: September 30, 2018						
Training Course Delivery	COCAC Account	Accum. Code	Total Deliveries	FNP Subtotal	Foster Care Overhead Subtotal	Allocation Percentages
Adoption Services Bureau	Adoption Services	ASB	114			21.43%
Child Welfare	Children & Youth Services OH	002	92			17.29%
CWCS	Child Welfare and Comm Services	022	1			0.19%
DJJOY Rehabilitative Services	FNP	SSP	218	40.98%		
HSCC	FNP	SHS	24	4.51%		45.48%
Foster Care Overhead	Foster Care Overhead	97W	30		5.64%	
KinGAP	Foster Care Overhead	97W	2		0.38%	6.02%
Local District Support OH	Local District Support OH	025	1			0.19%
Program Support OH	Program Support OH	041	25			4.70%
Title XX Child Protective Services	General Services	SRV	25			4.70%
TOTAL			532			100.00%
SOURCE: Bureau of Training - Trainers Distribution Worksheet (Current Quarter)						

ATTACHMENT C

Allocation Basis – HSTC Facility Usage Report Worksheet

Room Usage Report		Percentage					
Bureau of Training - Administration Overhead (B06)	0.19%	CONN01				4.36%	
Child Care Development	0.38%	CW01				26.51%	
Child Welfare/CPS caseworkers	24.43%	CW02				1.82%	
DJJOY	17.30%	CW03				3.82%	
FNP / RTA	0.35%	DC01				5.47%	
Foster Care Overhead	0.11%	DC06				0.66%	
Local District Support Overhead	0.01%	DC10				0.01%	
Program Support Overhead	4.99%	DLT01				0.20%	
TANF-EAF	2.54%	EVNT01				0.00%	
AV01	0.01%	GEN01				0.00%	
CC04	0.38%	LDS101				0.51%	
CC05	0.00%	PSA01				0.00%	
CC06	1.28%	RC01				0.35%	
CC13	0.32%	ST07				0.00%	
CC28	0.00%	SYS04				0.25%	
CC31	1.10%	SYS20				1.19%	
CC33	0.37%	YDAP01				0.33%	
						100.00%	

Category	Room	Subject	Date	How	Square Footag	Hours X Sq F
AV01	Conference Room 7	Angela Teator Meeting	01/30/2020	1	254	254
AV01	Conference Room 1	Candy Knox - Meeting	02/14/2020	1	372	372
Bureau of Training - Administration Overhead (B06)	Conference Room 6	Deferred Compensation - Gene Nescot	03/16/2020	3	244	732
Bureau of Training - Administration Overhead (B06)	Conference Room 2	HOLD / ADMIN - CV isolation	03/19/2020	7	269	1883
Bureau of Training - Administration Overhead (B06)	Conference Room 2	HOLD / ADMIN - CV isolation	03/19/2020	7	269	1883
Bureau of Training - Administration Overhead (B06)	Conference Room 1	HOLD / ADMIN - CV isolation	03/12/2020	7	372	2604
Bureau of Training - Administration Overhead (B06)	Conference Room 2	HOLD / ADMIN - CV isolation	03/13/2020	7	269	1883
Bureau of Training - Administration Overhead (B06)	Training Room 01	HOLD for Maintenance	02/26/2020	7	918	6426
Bureau of Training - Administration Overhead (B06)	Conference Room 3	Jackie Dechiso - IOD Unit meeting	03/19/2020	1	214	214
Bureau of Training - Administration Overhead (B06)	Conference Room 5	Penni Ginnell - SCR	03/04/2020	1	250	250
Bureau of Training - Administration Overhead (B06)	Training Room 19	SCR Training Redesign	03/13/2020	3	561	1683
Bureau of Training - Administration Overhead (B06)	Conference Room 5	Sue 11	02/27/2020	1	250	250
CC04	Training Room 10	CC04 Start up Meeting	02/04/2020	1	721	721
CC04	Training Room 01	Family Assessment and Service Plan (FASP) Training	02/13/2020	7.5	918	6885
CC04	Training Room 01	Family Assessment and Service Plan (FASP) Training	02/14/2020	7.5	918	6885
CC04	Training Room 01	Progress Notes (PN)	02/12/2020	7.5	918	6885
CC05	Conference Room 7	2020 CC05 Startup Meeting	02/19/2020	1	254	254
CC06	Training Room 13	Interviewing Children: A Skills Clinic (Child Welfare)	02/14/2020	7.75	1014	7858.5
CC06	Training Room 14	Interviewing Children: A Skills Clinic (Child Welfare)	02/14/2020	7.75	883	6843.25
CC06	Training Room 13	Interviewing Children: A Skills Clinic for CPS Caseworkers	02/13/2020	7.75	1014	7858.5
CC06	Training Room 14	Interviewing Children: A Skills Clinic for CPS Caseworkers	02/13/2020	7.75	883	6843.25
CC06	Training Room 05	Sexual Abuse Dynamics and Intervention Training	03/16/2020	8	1808	14464
CC06	Training Room 05	Sexual Abuse Dynamics and Intervention Training	03/12/2020	8	1808	14464



Room Usage Report	Percentage	COCAC Account Name	Accumulator Code	Allocation %		
Bureau of Training - Administration Overhead (E	0.19%	Bureau of Training Administration	E06	0.19%		
Child Care Development	0.38%	Child Care Development	CCB	0.38%		
Child Welfare/CPS caseworkers	24.43%	Children & Youth Services Overhe	002	24.43%		
DJJOY	17.30%	Federally Non-Participating	999	17.30%		
FNP / RTA	0.35%	Federally Non-Participating	999	0.35%		
Foster Care Overhead	0.11%	Foster Care Overhead	A7w	0.11%		
Local District Support Overhead	0.01%	Local District Support Overhead	025	0.01%		
Program Support Overhead	4.99%	Program Support Overhead (OCF	041	4.99%		
TANF-EAF	2.54%	EAF TANF (75% FFP)	EAF	2.54%		
AV01 (Program Support OH)	0.01%	Program Support Overhead (OCF	041	0.01%		
CC04 (Children & Youth Services Overhead	0.38%	Children & Youth Services Overhe	002	0.38%		
CC05	0.00%	Children & Youth Services Overhe	002	0.00%		
CC06	1.28%	Children & Youth Services Overhe	002	1.28%		
CC13	0.32%	Children & Youth Services Overhe	002	0.19%		
CC28	0.00%	General Services (Title XX)	SRV	0.13%		
CC31	0.00%	Children & Youth Services Overhe	002	0.00%		
CC33	1.10%	General Services (Title XX)	SRV	1.10%		
CC33	0.37%	Children & Youth Services Overhe	002	0.37%		
CONN01	4.36%	CCWIS Operations 50%; FFP	CW0	2.17%		
CW01	26.51%	Federally Non-Participating	999	2.17%		
CW02	1.82%	Children & Youth Services Overhe	002	26.51%		
CW03	3.82%	Federally Non-Participating	999	1.82%		
DC01	5.47%	General Services (Title XX)	SRV	3.82%		
DC06	0.66%	Child Care Development	CCB	5.47%		
DC10	0.01%	Child Care Development	CCB	0.66%		
		Child Care Development	CCB	0.01%		
		Program Support Overhead (OCF	041	0.01%		
		Bureau of Training-Contract Moni	006	0.12%		
		Administrative Support Overhead	021	0.00%		
DLT01	0.20%	TANF 100%; FFP Training	NIF	0.00%		
		Local District Support Overhead	025	0.03%		
		Foster Care Overhead	A7w	0.02%		
		Children & Youth Services Overhe	002	0.01%		
		KinGap Overhead	KNIG	0.00%		
EVNT01	0.00%	Federally Non-Participating	999	0.00%		
GEN01	0.00%	Federally Non-Participating	999	0.00%		
LDS101	0.51%	Local District Support Overhead	025	0.51%		
PSA01	0.00%	General Services (Title XX)	SRV	0.00%		
RC01	0.35%	Children & Youth Services Overhe	002	0.35%		
ST07	0.00%	Children & Youth Services Overhe	002	0.00%		
		Administrative Support Overhead	021	0.16%		
		Administrative Support Overhead	020	0.25%		
SYS04	0.95%	Local District Support Overhead	025	0.52%		
		Program Support Overhead (OCF	041	0.01%		
SYS20	1.19%	Child Care Development	CCB	1.19%		
YDAP01	0.33%	Federally Non-Participating	999	0.33%		
	100.00%			100.00%		

Sum of Allocation %	COCAC Account Name	Total
	Administrative Support Overhead (OCF	0.16%
	Administrative Support Overhead (OT	0.25%
	Bureau of Training Administration	0.19%
	Bureau of Training-Contract Monitorin	0.12%
	CCWIS Operations 50%; FFP	2.19%
	Child Care Development	7.71%
	Children & Youth Services Overhead	53.58%
	EAF TANF (75% FFP)	2.54%
	Federally Non-Participating	21.97%
	Foster Care Overhead	0.13%
	General Services (Title XX)	5.05%
	KinGap Overhead	0.00%
	Local District Support Overhead	1.07%
	Local District Support Overhead	0.01%
	Program Support Overhead (OCFS)	5.02%
	TANF 100%; FFP Training	0.00%
	Grand Total	100.00%

ATTACHMENT D

Allocation Account Worksheet

HSTC Building Operational Costs				
Accumulator Code: BTC				
Allocation Base: HSTC Room Usage Training Report / Training and Administrative BTD Staff Listing Report				
For the Quarter Ended: June 30, 2020				
HSTC Space	Square Feet	Exclusion of Common Area	Allocable Sq Ft	Allocation%
Admin Space	21461		21461	33.25%
Common Areas	26291	-26291	0	
Reservable Spaces	43083		43083	66.75%
Total Space	90835		64544	100.00%

Program	Allocation % of Admin Space	Allocation % of Reservable Space	Weight Factor	Weighted Allocation %	Training Percentages	Administration Percentages	Allocation Percentages
Bureau of Training Administration	30.77%		33.25%	10.23%			10.23%
Bureau of Training-Contract Monitoring	9.62%		33.25%	3.20%			3.20%
Bureau of Training-Curriculum Developers - OHRD	13.46%		33.25%	4.48%			4.48%
Bureau of Training-Trainers - OHRD	46.15%		33.25%	15.35%			15.35%
Administrative Support Overhead (OCFS)		0.16%	66.75%	0.11%	71.08%		0.08%
Administrative Support Overhead (OCFS) - OHRD						28.92%	0.03%
Administrative Support Overhead (OTDA)		0.25%	66.75%	0.17%	71.08%		0.12%
Administrative Support Overhead (OTDA) - OHRD						28.92%	0.05%
Bureau of Training Administration		0.19%	66.75%	0.13%			0.13%
Bureau of Training-Contract Monitoring		0.12%	66.75%	0.08%			0.08%
CCWMS Operations 50% FFP		2.19%	66.75%	1.46%	71.08%		1.04%
CCWMS Operations 50% FFP - OHRD						28.92%	0.42%
Child Care Development		7.71%	66.75%	5.15%	71.08%		3.66%
Child Care Development - OHRD						28.92%	1.49%
Children & Youth Services Overhead		53.58%	66.75%	35.76%	71.08%		25.42%
Children & Youth Services Overhead - OHRD						28.92%	10.34%
EAFF TANF (75% FFP)		2.54%	66.75%	1.70%	71.08%		1.21%
EAFF TANF (75% FFP) - OHRD						28.92%	0.49%
Federally Non-Participating		21.97%	66.75%	14.66%			14.66%
Foster Care Overhead		0.13%	66.75%	0.08%	71.08%		0.06%
Foster Care Overhead - OHRD						28.92%	0.02%
General Services (Title XX)		5.05%	66.75%	3.37%	71.08%		2.40%
General Services (Title XX) - OHRD						28.92%	0.98%
KinGap Overhead		0.00%	66.75%	0.00%	71.08%		0.00%
KinGap Overhead - OHRD						28.92%	0.00%
Local District Support Overhead		1.08%	66.75%	0.72%	71.08%		0.51%
Local District Support Overhead - OHRD						28.92%	0.21%
Program Support Overhead (OCFS)		5.02%	66.75%	3.35%	71.08%		2.38%
Program Support Overhead (OCFS) - OHRD						28.92%	0.97%
TANF 100% FFP		0.00%	66.75%	0.00%	71.08%		0.00%
TANF 100% FFP - OHRD						28.92%	0.00%
TOTAL							100.00%

SOURCE: HSTC Room Usage Quarterly Emerald Vista Report which details HSTC quarterly training by training room.
 Training and Administration Percentages provided by BTD staff listing quarterly report.
 HSTC square footage provided by the Office of Management Services.

ATTACHMENT E

COST IMPACT STATEMENT

Cost Impact Statement for Bureau of Training - HSTC Operations			
(represented as a % of total expenditures)			
Program Area	Total Expenditures	Federal Share	State Share
TANF	27.28%	20.46%	6.82%
Title IV-E	16.78%	10.09%	6.69%
Child Support Enforcement	0.08%	0.05%	0.03%
Medical Assistance	0.32%	0.16%	0.16%
General Services (Title XX)	18.40%	7.84%	10.56%
SNAP	0.31%	0.20%	0.11%
HEAP	0.03%	0.03%	0.00%
CBVH FP	0.08%	0.06%	0.02%
CBVH FNP	0.01%	0.00%	0.01%
Disability Determinations	0.10%	0.10%	0.00%
Child Care Development Fund	8.91%	8.91%	0.00%
Safety Net	0.05%	0.00%	0.05%
SSI-FNP	0.08%	0.00%	0.08%
State MA	0.01%	0.00%	0.01%
Other State Programs	27.56%	0.00%	27.56%
	100.00%	47.90%	52.10%