

DHSS Fiscal Notes Information

2017

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WHY FISCAL NOTES?

Each year, the Missouri General Assembly introduces a multitude of legislative bills dealing with just about every subject imaginable. Many of these bills, if enacted into law, will affect the finances of Missouri. A bill might increase or reduce expenditures, implement or change a tax or fee changing state revenues, or have some other fiscal impact to the state. Legislators need to know the fiscal implications of a bill in order to make informed decisions on its passage.

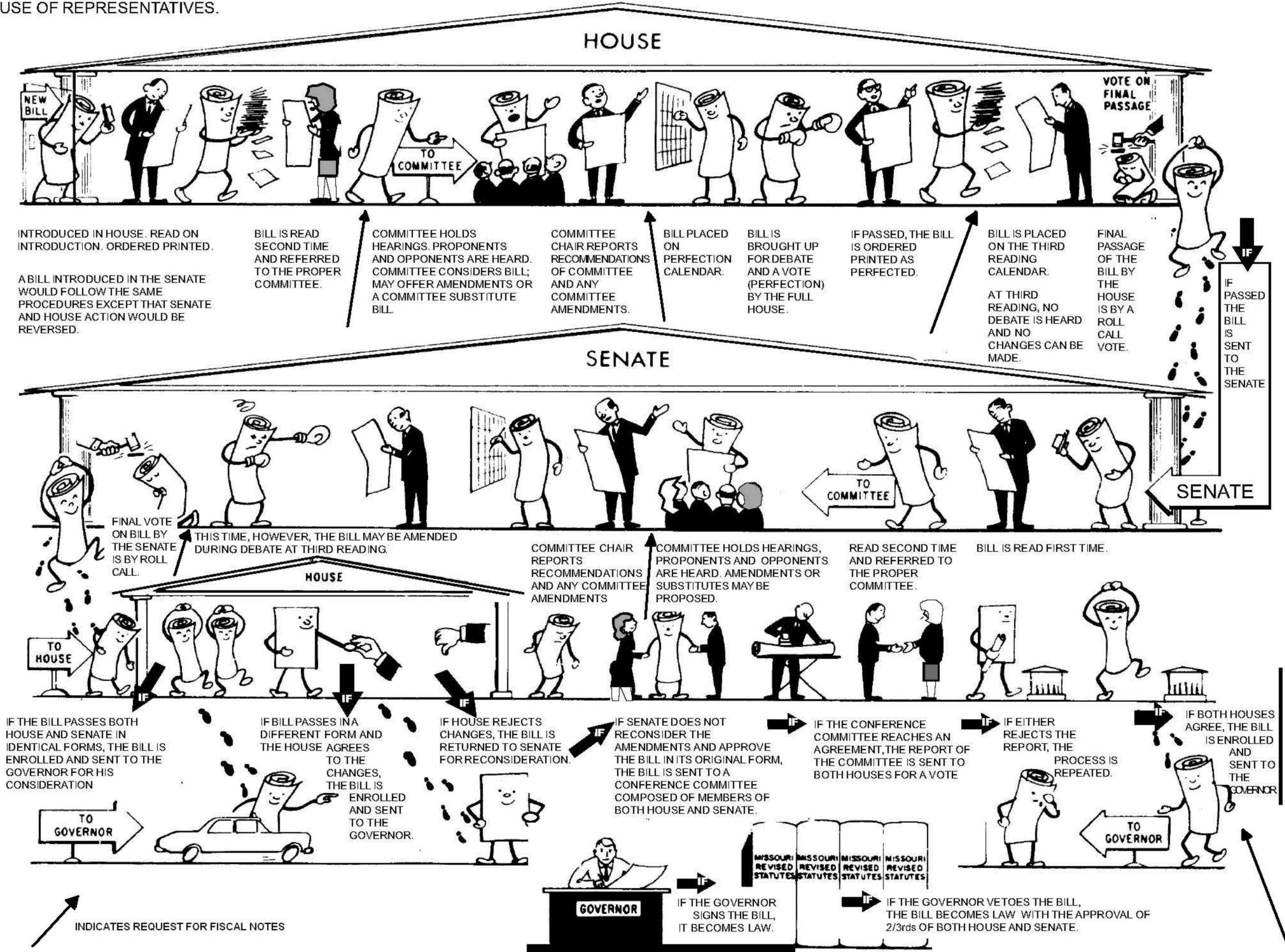
Section 23.140, RSMo, requires all legislation, with the exception of appropriation bills, to have a fiscal note prepared on the bill before it is acted upon. The Oversight Division, a nonpartisan office in the legislative branch of state government, is tasked with preparing the fiscal notes. Statute authorizes the office to seek information from each department, division, or agency of state government affected by the bill to help in developing the fiscal impact of a bill.

Efforts have been put in place to remove political interferences from the process to the extent possible. No member of the General Assembly, lobbyist, or persons other than the Oversight Division staff members may participate in the preparation of any fiscal note unless the communication is in writing, with a duplicate to be filed with the fiscal note or unless requested for information by the fiscal analyst preparing the note. Once a fiscal note has been signed and approved by the Director of the Oversight Division, the note cannot be changed or revised without prior approval of the chairman of the Legislative Research Committee, except to reflect changes made in the bill it accompanies, or to correct patent typographical, clerical, or drafting errors that do not involve changes of substance.

The reasons we receive so many different versions of a bill vary. Senators and representatives can all submit proposed legislation. Often times, the bills they submit are similar to each other, however, each bill submitted is required by state law to have a separate fiscal note prepared. Often times we receive confidential draft versions of bills that often only contain minor differences with other bills. A confidential draft has not been introduced or made public and is regularly used by legislators to determine the cost of their proposal before introducing their bill.

For the Fiscal Year 2016 Legislative Session, the Department of Health and Senior Services prepared 851 fiscal notes.

THIS CHART OUTLINES THE PROCESS FOR ENACTING A BILL INTO LAW IN MISSOURI BY TRACING THE PATH OF A BILL INTRODUCED IN THE HOUSE OF REPRESENTATIVES.



How to use Joint Bill Tracking

Enter <http://www.house.mo.gov/billcentral.aspx> to get to the Joint Bill Tracking website.



Enter the House Bill or Senate Bill number in the “Search” field and hit enter. (abbreviate House Bill as HB or Senate Bill as SB)

The screen below will appear. Select the bill you are interested in by clicking on the bill.



Once the proper bill number has been selected, the screen below will appear which lists items for the proposed legislation, such as the sponsor and co-sponsor, last action on the bill, next hearing, bill summary, and the bill text. The bill summary can be useful to get a brief overview of the intent of the legislation, however it does not replace the actual bill language in the bill text. The bill text should always be read completely and the fiscal note should be based on the bill *text*, not the bill summary.

The screenshot shows the Missouri House of Representatives website. The main content area displays the following information for House Bill 2238:

- HB 2238**
- Changes the laws regarding hemp and allows the use of hemp extract to treat specified individuals with epilepsy*
- Sponsor:** Jones, Caleb (050)
- Co-Sponsor:** Jones, Timothy (110) ... et al.
- Effective Date:** Emergency Clause
- LR Number:** 6436S.07T
- Governor Action:** 07/14/2014 - Approved by Governor (G)
- Last Action:** 07/14/2014 - Delivered to Secretary of State (G)
- Bill String:** SCS HCS HB 2238
- Next Hearing:** Hearing not scheduled
- Calendar:** Bill currently not on a House calendar

Below the bill details, there are several sections with links:

- Bill Summaries**
 - Truly Agreed (PDF)
 - Perfected (PDF)
 - Committee (PDF)
 - Introduced (PDF)
- Bill Text**
 - Truly Agreed (HTML | PDF)
 - Senate Comm Sub (HTML | PDF)
 - Perfected (HTML | PDF)
 - Committee (HTML | PDF)
 - Introduced (HTML | PDF)
- Amendments (Expand)**

The 'Bill Text' section is circled in red in the original image. The date and time '11/13/2014 3:48:01 PM' are visible at the bottom of the page.

By selecting “*Actions*” (one of the grey buttons in the middle of the screen), you will get a display of every action taken for the bill (see below):

The screenshot shows the Missouri House of Representatives website. The main content area is titled "97th General Assembly, 2nd Regular Session Activity History for HB 2238". It contains a table with the following data:

Date	Jrn Pg	Activity Description
3/31/2014	H 920	Introduced and Read First Time (H)
4/01/2014	H 930	Read Second Time (H)
4/01/2014	H 941	Referred: General Laws(H)
4/09/2014		Public Hearing Completed (H)
4/09/2014		Executive Session Completed (H)
4/09/2014		HCS Voted Do Pass (H)
4/09/2014	H 1059	HCS Reported Do Pass (H)
4/09/2014	H 1059	Referred: Rules(H)
4/10/2014		Rules - Executive Session Completed (H)
4/10/2014		Rules - Voted Do Pass (H)
4/10/2014	H 1081	Rules - Reported Do Pass (H)
4/22/2014	H 1212	Taken Up for Perfection (H)
4/22/2014	H 1214	HCS Adopted (H)
4/22/2014	H 1214	Perfected with Amendments (H) - ha 1 adopted
4/23/2014	H 1254	Referred: Fiscal Review(H)
4/24/2014		Executive Session Completed (H)
4/24/2014		Voted Do Pass (H)
4/24/2014	H 1267	Reported Do Pass (H)
4/24/2014	H 1277	Taken Up for Third Reading (H)
4/24/2014	H 1278	Third Read and Passed (H) - AYES: 139 NOES: 13
4/24/2014	H 1279	Emergency Clause Adopted (H) - AYES: 136 NOES: 14
4/28/2014	S 968	Reported to the Senate and First Read (S)
4/29/2014	S 995	Second read and referred: Senate Judiciary and Civil and Criminal Jurisprudence(S)
4/29/2014		Public Hearing Scheduled (S)
4/29/2014		Executive Session Scheduled - Wednesday, April 30, 2014, 1:45pm, Senate Committee Room 1
4/30/2014		Public Hearing Held (S)
4/30/2014		Executive Session Held (S) - SCS VOTED DO PASS

By selecting “*Fiscal Notes*” (one of the grey buttons in the middle of the screen), a list of the prior versions of the fiscal note that Legislative Oversight Research Division (LROD) has compiled will be displayed (see below). This can be helpful to review what other departments or agencies reported for the proposed legislation, along with what assumptions LROD makes about the Department of Health and Senior Services’ fiscal note response.

The screenshot shows the Legislative Research - Oversight Division Fiscal Notes for HB2238. The page title is "Legislative Research - Oversight Division Fiscal Notes for HB2238" with a timestamp "As of May 13, 2014 02:42 pm". The content includes three links, each with a house icon:

- [Introduced\(HTML\)](#)
- [House Comm Sub\(HTML\) \(Perfected\)](#)
- [Senate Comm\(HTML\) \(Truly Agreed\)](#)

Below the links, it states: "(Only PDF copy is signed by Oversight Director)".

How to Read and Refer to Legislation

Proposed Legislation contains the following markings:

- **BOLD TEXT** or Underlined Text = proposed new legislation language;
- Text inside brackets [] or ~~strikethrough~~ = current legislation that is proposed to be deleted; and
- Regular text without underline or [] is current law with no changes suggested.

Citing Legislation

RSMo is the acronym for Revised Statutes of Missouri. RSMo should only be used when referring to current statute/law. Proposed legislation should not have RSMo behind it. When citing current statute, please include the chapter or section followed by a comma and then RSMo. For example Chapter 193 would be typed as *Chapter 193, RSMo* or Chapter 193, Section 135, Subsection 1, Subdivision 2 would be typed as *Section 193.135.1.(2), RSMo*. Both of these examples show how to cite current state statute. For proposed legislation, the numerical items would be cited the same, however the RSMo would not be added at the end. For example, Section 168.021 of the proposed legislation...

If you need to refer to current statute that is not part of the legislation being reviewed, you should go to the <http://www.moga.mo.gov> website and select “Statutes” at the top of the display screen. This will give you the options listed below; view all statutes (scroll down to find the applicable section(s) you are looking for) or search by a keyword or statute number.

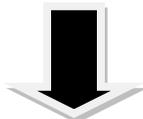
The screenshot shows the Missouri General Assembly website. The browser address bar displays <http://www.moga.mo.gov/>. The main navigation menu includes: Missouri General Assembly, Elected Officials, Legislature, Statutes, Constitution, House Live Debate, and Senate Live Debate. The 'Statutes' menu item is circled. Below the navigation, there is a secondary menu with options: 2014 Session, Calendars, Legislation, Hearings, Journals/Actions, Bill Search, Member LockUp, Problems or suggestions, and Email. A large image of the Missouri State Capitol building is featured on the left. On the right, there are several informational sections: Truly Agreed Bills for the Current Session (with links to Truly Agreed Bill List, Governor's Action on Truly Agreed To and Finally Passed Bills, and Affected Statutes for the Current Session), New Web Site (with link to New Web Site Enhancements), and 2014 Criminal Code Revision Appendix J (with link to 2014 Criminal Code Revision - Appendix J). At the bottom, there are links for Prior Year Truly Agreed Bills and Session Laws, and a copyright notice for Missouri Legislature.

FISCAL NOTE ROUTING PROCESS OVERVIEW

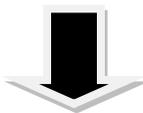
HOUSE/SENATE BILL SPONSOR REFERS BILL TO OVERSIGHT DIVISION



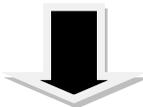
OVERSIGHT SENDS BILL TO DEPARTMENT OF HEALTH & SENIOR SERVICES, BUREAU OF BUDGET SERVICES AND ANALYSIS (BS&A) REQUESTING A FISCAL NOTE BE PREPARED



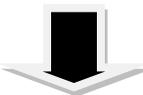
BS&A DISTRIBUTES BILL TO APPROPRIATE DIVISIONS FOR RESPONSE VIA OUTLOOK TASK (THE COVER MEMO AND DRAFT LEGISLATION ARE ACCESSED BY THE DESIGNATED FISCAL NOTE CONTACTS THROUGH SHARED FOLDERS AT I:\DHSS FISCAL NOTES)



DIVISIONS COMPLETE FISCAL NOTE WORKSHEETS AND STAFF REVIEW AND NOTIFY BS&A VIA EMAIL (fnotes@health.mo.gov) THAT THE DIVISION RESPONSE HAS BEEN FINALIZED (AND SAVED IN SHARED FOLDERS AT I:\DHSS FISCAL NOTES)



BS&A REVIEWS (FOR REASONABLENESS AND FISCAL ACCURACY) AND COMPILES ALL DIVISION RESPONSES INTO ONE OFFICIAL DEPARTMENTAL RESPONSE



BS&A EMAILS DHSS FISCAL NOTE RESPONSE TO OFFICE OF GOVERNMENTAL POLICY AND LEGISLATION FOR DIRECTOR'S OFFICE REVIEW AND APPROVAL



ONCE THE DIRECTOR'S OFFICE APPROVES THE NOTE, BS&A EMAILS THE DHSS FISCAL NOTE RESPONSE TO THE OVERSIGHT DIVISION

Fiscal Note Routing Process Guidelines

Shared folders have been set up to prevent the need to attach the documents to an email. The folders will be set up as follows and be accessible to all FN contacts (listed below), the Director's Office, and BS&A:

I:\DHSS Fiscal Notes

ADMIN – DO Responses

DCPH Responses

DRL Responses

DSDS Responses

SPHL Responses

As Budget Services and Analysis (BS&A) receives a fiscal note from Oversight, the legislation and cover memo will be saved in the “**Legislation and Division Cover Memos**” folder (I:\DHSS Fiscal Notes\FY 2017), which will be accessible to a select group of fiscal note contacts in each division (listed below). BS&A will send an email task to each applicable division the legislation pertains to notifying them the legislation is ready for their review and the due date to BS&A. Division fiscal contacts will coordinate a fiscal note response and when finalized, save them to their division specific folder (listed above). The response should include: Comment Memos (if applicable), Technical Memos (if applicable), Division Responses (word and excel documents), and Staff Reviews. The following naming scheme should be used when saving the division response to the shared drive:

- 0088-01N DCPH Overview (for the word document)
- 0088-01N DCPH Worksheet (for the excel document)
- 0088-01N DCPH CM (for the comment memo)
- 0088-01N DCPH TM (for the technical memo)
- 0088-01N DCPH SR (for the staff review)

Once the fiscal note response, comment memos, technical memos, and staff reviews are complete and saved to the corresponding folders, the division should send a response to the task indicating the division's fiscal note response has been completed and is ready for BS&A's review. At this point, BS&A will remove the fiscal note response from the shared folder, and save it in a private folder while the response is being reviewed and a department response is being prepared. Division responses will not be maintained in the shared files.

BS&A will then review and prepare a department response to the fiscal note. The response, as well as the comment and technical memos (if applicable) and staff review, will be emailed to the Director's Office for their review. If any changes are made to the CM/TM by the Director's Office during the review process, the name of the CM/TM will include “DO Rev.” at the end of the file name.

Once the Director's Office has reviewed the fiscal note, they will notify BS&A via email. BS&A will send the department's final fiscal note response to Oversight. A copy of the final fiscal note response will be saved in the **DHSS Final FN Response** folder (I:\DHSS Fiscal Notes\FY 2017\FY17 DHSS Final Responses released). This folder will be accessible to the list of FN Contacts listed below; allowing divisions to know exactly how the fiscal note response to

Oversight was drafted and submitted. Comment Memos and Technical Memos not approved to be released will be saved under (I: DHSS Fiscal Notes\FY2017\CM and TM not released).

Divisions should review the department's final fiscal note versions (including the CM & TM that may not have been released) and incorporate any changes into their versions as they prepare responses to future versions of legislation.

The only things that will permanently be saved in the shared folders during the session are copies of the fiscal note legislation with cover memos (in the *Legislation and Division Cover Memos* folder) and final copies of the department's official response including comment and technical memos released (in the *DHSS Final Responses Released* folder).

Fiscal Note Contacts who will have access to the FN folders on the Shared drive include:

Director's Office/Administration/OMH, OPRCH, and OWH: Marcia Mahaney, Pat Bedell, Tammy Maasen, and Caron Craig

Community and Public Health: Kerri Tesreau, Lori Brenneke, Tiffany Bayer, Lorraine Tappel, and Christine M. Smith

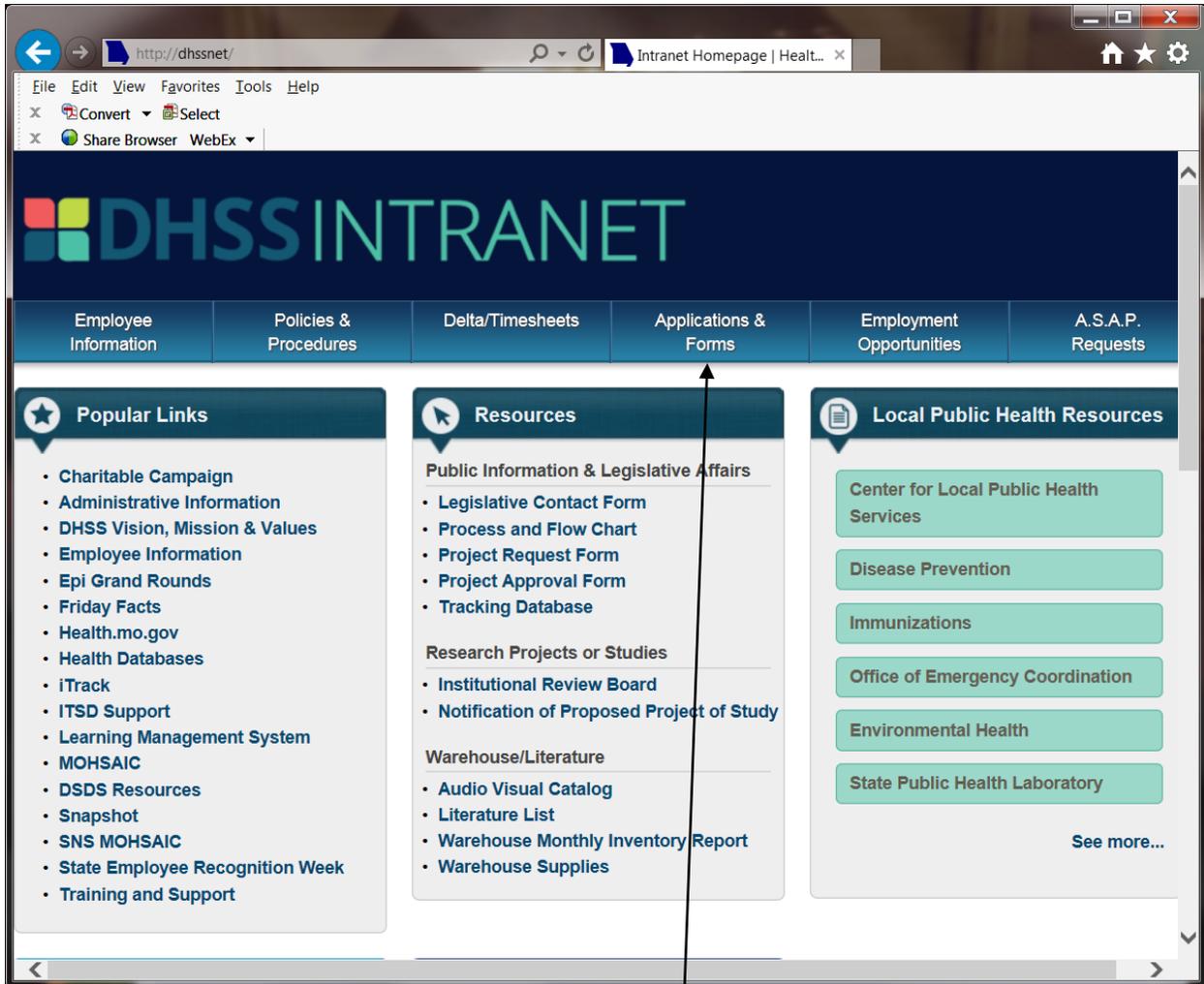
State Public Health Laboratory: Bill Whitmar, Mike Massman, Mary Menges, Michelle Rodemeyer, Susan Gaw, Laura Naught and Colleen McPheeters

Senior and Disability Services: Jake Luebbering, Brenda Bray, and Jessica Monnig

Regulation and Licensure: Craig Schnieders, Samantha Farthing, Wanda Sadler, and Cindy Blair

Information Technology Services Division: Dan Alexander, JoAnn Harbison and Cindy Graves

WHERE TO FIND FORMS AND TRAINING MATERIAL ON THE INTRANET:



Click on "Applications & Forms" to access fiscal notes forms.

The screenshot shows a web browser window with the address bar displaying <http://dhssnet/appsforms/>. The page title is "Applications & Forms | Hea...". The main content area lists various forms under several categories:

- Budget Load Form**
- Budget Move Form**
- Document Invoice Form (DH-11)**
- Receivable Tracking Form (DH-101)**
- E-Deposit Security Request Form (DH-100)**
- E&E Journal Voucher Request Form**
- Invoice Routing Form (DH-59)**
- Monthly Expense Account Report and Coding Sheet (DH-57 and DH-58)**
- Vendor Input**
- State of Missouri Tax Exempt Letter**

Below this list is a "back to top" link. The next section is "Fiscal Notes", which includes:

- Staff Review Form FY14**
- Fiscal Note Worksheet FY14**
- Overview Questions FY14**
- Comment Memo FY14**
- Technical Memo FY14**
- Statement of No Change FY14**
- Salaries for Fiscal Notes FY14**
- Training Packet FY14**

Below this is another "back to top" link. The next section is "Fixed Assets", which includes:

- Non-Expendable Property Transfer/Reassignment (DH-60)**
- Non-Expendable Property Removal Request (DH-85)**
- Fixed Asset/Property Tab Substitution/Waiver Request (DH-88)**
- Request for Listing of DHSS Fixed Assets/Telecommuter Equipment (DH-87)**
- Listing of Loaned Equipment (DH-86)**
- Fixed Asset/Property Tag Assignment**
- Report of State Owned Surplus Property (SS1)**
- Redistribution Authorization (SS-2)**

Below this is another "back to top" link. The final section is "Purchasing and Contracting Forms", which includes:

- Contract Language and Attachments**
 - Standard Contract Language**
 - Attachment A – Certifications**
 - Attachment B – Subrecipient Conditions**
 - Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization Attachment**
 - Business Associate Provisions Attachment**
 - Terms and Conditions**

A callout box with a black border and white background is positioned on the right side of the page. It contains the text: "Scroll down on the forms page. Everything you need is in the 'Fiscal Notes' section." An arrow points from the bottom-left corner of this box to the "Fiscal Notes" section header.

DHSS cover page sent to the divisions by BS&A:

Request for Fiscal Note Response

11/24/17

DATE DUE: 11/17/2017

Fiscal Note Number:	18-004
Bill Number:	Initiative Petition
Bill Sponsor:	Bradley Ketcher

Description:
 Petition approval request from Bradley Ketcher regarding a proposed constitutional amendment to Article III, version 2 (2016-004)

Other agencies receiving this bill:

You are receiving this fiscal note from Budget Services & Analysis (BS&A), Division of Administration for your review. Please provide an estimate of the fiscal impact of this proposed legislation to BS&A by the due date noted above. The fiscal note forms are located on the DHSS Intranet under the "Forms" link. Email your response to fnotes@health.mo.gov.

This fiscal note request has been sent to the following divisions/centers:

Admin	no	ITSD Courtesy Copy/Review:
DO	yes	
DCPH	no	
DSDS	no	
DRL	no	
SPHL	no	

Special Comments (if any):

Similar/Identical to:

If you have any questions, please contact BS&A at 751-6016 or email fnotes@health.mo.gov.

Thank you!

This is an example of a cover page memo that will be sent to division for every bill when a fiscal note is requested. The information on this page will give the divisions a brief summary of information related to the fiscal note requested. Important information to remember:

- The due date at the top of the memo is the date the fiscal note is due back to BS&A;
- Review the list of other agencies receiving the bill and contact BS&A if your division feels that the bill should be sent to another state agency not listed;
- Review the section that states which divisions within DHSS have been sent the bill and contact BS&A if your division feels that the bill should be sent to another division not listed; and
- Pay particular attention to the area labeled "Similar/Identical to"; this will tell you previous bills that this piece of legislation is similar to. This is usually a good starting point for your fiscal note response.

OVERSIGHT DIVISION AGENCY CODE LIST (by Acronym)

AGO - Attorney General's Office
AGR - Department of Agriculture
CBH - Department of Higher Education
CKC - City of Kansas City
COA - Office of Administration
 AHC - Administrative Hearing Commission
 BAP - Budget and Planning
CTS - Office of State Courts Administrator
DED - Department of Economic Development
 PR - Professional Registration
 PSC - Public Service Commission
DES - Department of Elementary and Secondary Education
DHT or DOT - Department of Transportation
DMH - Department of Mental Health
DNR - Department of Natural Resources
DOC - Department of Corrections
DOH - Department of Health and Senior Services
DOL - Department of Labor and Industrial Relations
DOR - Department of Revenue
DOS - Department of Social Services
DPS - Department of Public Safety
 DFS - Division of Fire Safety
 DWS - Division of Water Safety
 MHP - Missouri Highway Patrol
GAM - Gaming Commission
GOV - Governor's Office
HCP - Missouri Consolidated Health Care Plan
HRS - State Highway Employees Retirement System
INS - Department of Insurance
JCP - Joint Committee on Public Employees' Retirement
LAG - Missouri Local Government Employees' Retirement System
LOT - Lottery Commission
MDC - Department of Conservation
MEC - Missouri Ethics Commission
MHR - Missouri House of Representatives
MLG - Lieutenant Governor's Office
MNG - National Guard
MOS - Missouri State Employees' Retirement System
OIT - Office of Information Technology
OPS - Office of Prosecution Services
PSR - Public School Retirement System
SAU - State Auditor's Office
SEM - State Emergency Management System
SEN - Missouri Senate
SLC - St. Louis County
SOS - Office of Secretary of State
SPD - State Public Defender's Office
STL - St. Louis City
STO - State Treasurer's Office
TAX - Missouri Tax Commission
VET - Veterans' Commission

Overview of Fiscal Note Forms

Overview Questions: This form is used to explain the fiscal impact of the proposed legislation on the Department. This form should also be used if there is not a fiscal impact, but there is an operational or programmatic impact on the department. Each question needs to be answered clearly, concisely and without bias. This form should not be completed if the legislation would have no impact to the department. Instructions for filling out the overview questions can be found in attachment H.5. See attachment H.5a. for an example.

Fiscal Estimate Worksheet (Excel): This form is used to help calculate the fiscal impact of the proposed legislation. All expenditures and revenues should be identified and included for each fund affected by the legislation. This form should be completed in conjunction with the Overview Questions. It should not be completed if there is no fiscal impact on the department, or if the response includes a Statement of No Change. Instructions for filling out the fiscal estimate worksheet can be found in attachment H.6. (Cost Data Sheet). See attachment H.6a. for an example.

Statement of No Change: This form should be completed when the fiscal note response would result in an identical response from one already completed for a similar piece of legislation. This form cannot be used if there are any changes needed, however minor, to the fiscal note response. Always refer back to a fiscal note that had Overview Questions and Fiscal Estimate Worksheet completed. Do not refer back to a prior Statement of No Change. See attachment H.7a. for an example.

Comment Memo: Comment memos are sent to the bill sponsor for informational purposes and are not included in the fiscal note prepared by the Oversight Division. This form should be used to identify recommended changes to the legislation, such as identifying ambiguous language, omissions, or possible changes that would make the proposal more administratively feasible. The form could also be used to identify instances when the legislation violates existing state or federal law, to provide additional language needed to clarify a topic, or to address inconsistencies within the bill or within other statutes not included in the bill. Personal opinions should not be included in the response. The form should be completed on an as needed basis and can be completed even if there is no fiscal impact to the department. See attachment H.7b. for an example.

Technical Memo: Technical memos are sent to the bill drafter and bill sponsor and are not included in the fiscal note prepared by the Oversight Division. This form should be used to identify drafting errors in the bill. This would include but is not limited to typos, inaccurate or inappropriate section references, and omitted words, lines, and subsections. Please use the Comment Memo rather than this form to communicate comments, suggestions for additional provisions, or deletions of existing provisions, etc. Personal opinions should not be included in the response. The form should be completed on an as needed basis and can be completed even if there is no fiscal impact to the department. See attachment H.7c. for an example.

Staff Review: Staff reviews are sent to the Director's Office and Office of Government Policy and Legislation to provide additional insight on the legislation. This form is kept internal to the department and is not edited by BS&A. Staff Reviews should explain issues/concerns with a bill, including any negative or positive impact on the department or the public. It may also include the history of a piece of legislation or any other information that helps the Director's Office understand the background of the legislation. Opinions of the bill can also be included. This form should be completed for all bills that impact your division in any way (fiscally or not). See attachment H.7d. for a template.

Overview Questions with Instructions

Attachment H.5.

FISCAL ESTIMATE WORKSHEET OVERVIEW-QUESTIONS

FISCAL NOTE: _____
BILL NO: _____

Agency: _____ Date: _____
Preparer's Signature: _____ Telephone: _____
Approval Signature: _____ E-mail: _____

1. **Is this legislation federally mandated?** _____ Yes _____ No
(If yes, cite specific law, court order or federal regulation.)

Oversight is required by state law, Section 23.140, RSMo, to address this question on every fiscal note. If the legislation is federally mandated, provide the reference in federal law or regulation that mandates this legislation. Legislation that is federally mandated has its own calendar on the House and Senate floor. These bills are given more priority than other bills.

2. **Does this proposal duplicate any other program? (Specify program and administering agency. Include applicable statutes or regulations.)**

Identify any programs (in our department or in other departments) not addressed within the legislation that provides the same or similar services of a program being established in the legislation. Include the section reference of the proposed legislation that will duplicate programs. You do not need to point out a program if the program is being addressed in the legislation.

3. **Does this proposal affect any other state agency or political subdivision not included on the fiscal note response? If so, which ones?**

Check to see what state agencies and political subdivisions received this fiscal note request by referring to Oversight's cover page and determine if it needs to be sent to any other agencies. You may need to refer to the list of agency acronyms used by Oversight to determine the agency names the fiscal note request was sent to.

If you answer "Yes", contact Budget Services and Analysis as soon as possible so they can contact Oversight to send the fiscal note request to the state agency or political subdivision who did not receive it. Do not include any agencies on this question that have already received this fiscal note request.

4. **Will legislation result in a need for any additional capital improvements or rental space? (Give details for cost, square feet, location, etc.)**

The need for additional capital space generally depends on if additional FTE are being requested. DHSS uses a standard response to this question based on the number of new FTE included in the fiscal note (see example below). Be sure to identify where each staff will be located.

Ex: "Yes, rental space for one staff located in Jefferson City would be required: 1 FTE × 230 sq ft/FTE × \$21.00/sq ft = \$4,830."

Oversight indicated they generally will assume this cost can be absorbed unless it is significant or well justified.

5. Are any costs related to this proposal included in your current budget request?

This question generally applies to new funding being requested in the upcoming fiscal year in association with the legislation. Rarely is legislation funded in the budget before being passed, therefore the response to this question is generally no, however occasionally the Governor or legislature will add funding in the budget for pending legislation.

6. Will this legislation have an economic impact on small business?

A small business is defined as a corporation, partnership, sole proprietorship or other business entity that is independently owned or operated and employs fifty or fewer full-time employees. If the answer is “Yes”, specify how small businesses will be affected. However, you do not need to provide a fiscal impact to small businesses. Include the section reference of the proposed legislation that would result in this impact.

7. Are you a consolidated agency under OA-ITSD?

Yes No

- Will a new system be required?
- Please detail all IT cost or savings related to the proposal (by fiscal year through first year of implementation and specify in-house vs. contracted work).

The answer to the first question will always be yes.

If standard computer equipment (computer, software, and network costs) is being requested for new staff, you may answer without consulting the Office of Administration – Information Technology Services Division (OA- ITSD).

For any other information technology costs, divisions need to coordinate with the OA-ITSD to determine information technology resources needed and the related costs. OA-ITSD cannot determine the IT costs from a piece of legislation until they are provided guidance from a division on the programs needs and plans to implement the legislation. For example, if a program believes the legislation will require them to implement a new database to keep track of data for a new program, OA-ITSD will need input from the program on how extensive the database will need to be before they can provide a cost. Agencies should include all information technology costs and assumptions used to determine those costs with their division submission to Budget Services and Analysis.

The only instances in which IT costs do not need to be reported in the division’s response is if the legislation addresses a global issue affecting multiple agencies. In these circumstances, Budget Services and Analysis will work directly with OA-ITSD to coordinate a department wide response.

8. Will this legislation directly affect Total State Revenue? Yes No (If yes, explain how.)

These would include any increases or decreases in revenue to General Revenue or other funds. It does not include changes to federal funding the state receives. Changes to total state revenue may be due to changes to taxes, fees, fines, etc. Include the section reference of the proposed legislation that would result in a change to total state revenue and calculations supporting the estimated increase or decrease.

9. Please summarize how this bill (by section number) would affect your agency (program expansions/eliminations, new program, consolidation, etc).

This section is used to describe the most important parts of the legislation from the agency's point of view. It should not be used to provide a summary of the bill. Rather, it should describe what areas of the bill affect your agency and how. Include the section reference of the proposed legislation that would affect your agency and how it would affect it.

10. Long-Range Fiscal Implications (revenue/costs beyond fiscal note period by fiscal year).

Identify any significant changes to the fiscal impact (not programmatic) the proposed legislation would have on revenues or expenditures beyond the next three fiscal years. Give numerical estimates whenever possible.

Example: HB 2393 (2008) Tax Credits for Major Projects in Enhanced Enterprise Zones – This bill created a new tax credit for mega-projects in enterprise zones with an annual cap of \$40 million. Tax credits can be used starting January 1, 2013. In this instance, the fiscal note shows a \$0 impact for FY 2009, 2010, and 2011. Since the tax credits don't start until FY 2013, long-range fiscal implications would need to be explained.

11. If this is a REVISED Fiscal Estimate Worksheet, please explain reason for revision.

A division may need to submit a revised fiscal note if they determine their initial response was inaccurate. This could be caused by incorrect assumptions used to develop the fiscal impact, overlooking or misinterpreting some wording in the legislation, etc.

Please contact Budget Services and Analysis as soon as you learn a revised version may need to be submitted. Budget Services and Analysis may not have sent the department response to Oversight yet, making a change to the response easy to fix.

If a revised fiscal note response is necessary, describe why the initial response needs to be revised and what changes are being made to the response. Add "revised" to the file name and fiscal note number.

Oversight will often not revise their fiscal note response but instead change the response when subsequent versions of the legislation are introduced.

12. Assumptions and methodology used in arriving at state fiscal impact. (List all section numbers, personnel and expenses and equipment to be requested by each program in the bill. Include specific duties, responsibilities, and salary range/step for new employees listed.)

When responding to this question, assumptions should be based on the changes made by the legislation (the net fiscal impact); do not include costs in the fiscal impact for program requirements that are already in place. Information provided should be based on facts and assumptions, not opinions. Do not share your preference for or against the legislation. The Staff Review should be the only place opinions are stated.

When there is a fiscal impact(s), divisions should start by referencing the section(s) in the bill where the impact occurs. This will make it easier for everyone reviewing the fiscal impact to identify exactly in the bill where the fiscal impact occurs. The reference should be the first thing listed, followed by your assumptions and methodology on how the fiscal impact was derived. For example:

Section 100.200.3

Begin assumptions and methodology here.

Section 200.300.1-4

Begin second set of assumptions and methodology here (if applicable).

Justify every FTE request by providing workload measures and good explanations.

Example: It takes _____ hours to review and approve a licensure application/request and based on _____ numbers of applications received a year, _____ program FTE would be required. ($2\frac{1}{2}$ hours/review \times 1,517 applications/year = 3,793 hours; 3,793 hours/ 2,080 hours/ FTE = 1.8 FTE).

All calculations determining the need for FTE will be based on a 2,080 hour work year. (Be sure to take into consideration the time needed for holidays, sick leave, and annual leave, etc when calculating the number of work hours.)

If requesting new FTE, identify the job title along with duties and responsibilities of a new staff being requested. To help provide duties and responsibilities, generic job descriptions can be found at: <http://oa.mo.gov/personnel/classification-specifications/>. You will need to expand on the descriptions to customize the specific duties they will be assigned in your division. The salary for each staff should be based on entry level plus two steps unless justification is provided why a position needs to be paid at a higher rate. If no justification is provided for the higher rate, Budget Services and Analysis will automatically change the salary to entry plus two steps. **For each FTE requested, include the pay range and step for the requested starting salary.**

Standard expense and equipment costs that correspond to new FTE do not need explained in detail, however expense and equipment not part of these standard costs should be identified, explaining the need for the item and the computation or how the number of units was derived. Expense and equipment costs are explained in more depth on the Fiscal Estimate Worksheet instructions (H.6).

Clearly explain your methodology. How did you calculate the need? Was it based on a similar program? Remember DHSS received the request as the expert in the area. The General Assembly or Oversight may not be familiar with your program. Write with your customer in mind so they can understand and follow your process without program expertise.

**FISCAL ESTIMATE
WORKSHEET
OVERVIEW-QUESTIONS**

FISCAL NOTE: 4679-01N

BILL NO: HB 1898

Agency:	<u>DHSS</u>	Date:	<u>2/18/10</u>
Preparer's Signature:	<u>Shelly Ash</u>	Telephone:	<u>573-526-0458</u>
Approval Signature:	<u>Molly Boeckmann</u>	E-mail:	<u>Shelly.Ash@health.mo.gov</u>

1. Is this legislation federally mandated? _____ Yes x No
(If yes, cite specific law, court order or federal regulation.)
2. Does this proposal duplicate any other program? (Specify program and administering agency. Include applicable statutes or regulations.)

The proposed legislation would be an enhancement to the Department of Health and Senior Services (DHSS) WISEWOMAN Program. DHSS has a five year grant from the Centers for Disease Control and Prevention to annually screen about 3,000 women for heart disease.

3. Does this proposal affect any other state agency or political subdivision not included on the fiscal note response? If so, which ones?

No.

4. Will legislation result in a need for any additional capital improvements or rental space? (Give details for cost, square feet, location, etc.)

Yes, rental space will be needed for 3.50 FTE (rounded to four) located in Jefferson City: 4 FTE X 230 sq.ft./FTE X \$17.50 = \$16,100.

5. Are any costs related to this proposal included in your current budget request?

No.

6. Will this legislation have an economic impact on small business?

No.

7. Are you a consolidated agency under OA-ITSD?

 X Yes _____ No

- Will a new system be required? No.
- Please detail all IT cost or savings related to the proposal (by fiscal year through first year of implementation and specify in-house vs. contracted work). Please see question 12.

8. Will this legislation directly affect Total State Revenue? _____ Yes x No
(If yes, explain how.)

9. Please summarize how this bill will affect your agency.

The proposed bill requires DHSS to establish and operate a “Women’s Heart Health Program” to screen uninsured and underinsured women for heart disease, using Show Me Healthy Women providers. The bill also requires providing certain diagnostic procedures which are not eligible under the WISEWOMAN guidelines and not available at the majority of the providers currently contracted under this program.

10. Long-Range Fiscal Implications (beyond three years).

DHSS will need an increase in funding beyond three years to continue the program. The amount of funds would be what is projected in this fiscal note plus inflationary costs. Another \$500,000 is needed July 1, 2013 because the federal WISEWOMAN grant that would support part of the proposed screening ends June 29, 2013.

11. If this is a REVISED Fiscal Estimate Worksheet, please explain reason for revision.

Not applicable.

12. Assumptions and methodology used in arriving at state fiscal impact. (List all references, personnel and expenses and equipment to be requested by program in the bill. Include specific duties and responsibilities for new employees listed.)

DHSS, Division of Community and Public Health (DCPH)

Section 191.425.1

A portion of DHSS existing FTE working with the federally funded WISEWOMAN cardiovascular program would assist in implementation of the proposed Women’s Heart Health Program. All WISEWOMAN clients must be enrolled in the Show Me Healthy Women Program. New FTE would be needed because the number of women and type of services will increase under the proposed bill.

Two Health Educator III (A25, step B) would work directly with providers and patients in the program to implement the lifestyle education component of the program. One-half (0.5) Senior Office Support Assistant (A12, step F) would be to provide clerical support to the program staff, prepare correspondence to health care providers, arrange travel for the staff, type provider participation agreements, and maintain provider databases.

Section 191.425.2

The estimated number of women eligible for the program only includes women between the ages of 40 and 64, who are uninsured or underinsured, and with a gross family income of 200 percent or below of the federal poverty level. Section 191.425.2.(4) specifies eligibility for women with a gross family income at or below two hundred fifty percent of the federal poverty level and Section 191.425.2.(2), says that women in the Missouri Show Me Healthy Women Program are eligible. However, women with incomes of 201 to 250 percent, are not eligible for Show Me Healthy Women Program and therefore would not be eligible for the heart health screening services in the proposed legislation. For fiscal note purposes DHSS assumed the income level to be the 200 percent or below poverty level and estimates 9,400 women would be eligible, which is 6,400 more than the estimated 3,000 women now served yearly by WISEWOMAN.

Section 191.425.3

The Women's Heart Health Program would be integrated with the existing federal WISEWOMAN cardiovascular program within DHSS. The new state funds would increase the number of screening tests offered as compared to the WISEWOMAN program, resulting in more women getting screening, and receiving appropriate follow-up health care services.

Screening under the existing program would be expanded to include the specific tests in Section 191.425.3. of the proposed legislation. The tests listed in the proposed legislation are not screening tests and are normally conducted as diagnostic tests when symptoms of heart disease are present. It is unknown how many women would need the diagnostic tests listed in the bill. Also, heart disease screenings are now conducted as part of the existing WISEWOMAN program along with an assessment of health history, measurement of height and weight, blood pressure check, completion of a fasting blood lipid test, and education about making changes to reduce risks for heart disease. Finally, it is unknown how many women will need the follow-up services, which can include items such as medications, therapy, and/or surgery listed in Section 191.425.3 of the proposed legislation. Many of the existing Show Me Healthy Women health care providers (many are local public health agencies) could not offer these tests due to the need for specialized medical care and the costs may range from hundreds to hundreds of thousands of dollars per patient; therefore DHSS is unable to estimate the fiscal impact.

DHSS estimates provider contracts for screening services costs to General Revenue would be \$1,158,400 to an unknown cost. Currently, the WISEWOMAN Program pays health care providers approximately \$181 per client to screen women for heart disease and conduct lifestyle education. There are about 3,000 women currently being served. The additional 6,400 women to be served under this bill would require an additional \$1,158,400 in basic screening costs (6,400 women x \$181 per woman = \$1,158,400). The cost to expanded diagnostic tests for the entire 9,400 eligible population is unknown.

Service	Cost Per Client	Number of Patients	Total Cost
Initial Screening	\$83.00	6,400	\$531,200
Lifestyle Education	\$98.00	6,400	\$627,200
Follow-up & diagnostic	unknown	9,400	unknown

Attachment H.5a.

Approximately \$37,000 in federal funds for the WISEWOMAN Program will be used to cover part of the printing client and provider material (\$228,080 - \$37,000 = \$191,080).

Item	Number	Cost Per Item	Total Cost
Patient Lifestyle Manual	9,400	\$22.29	\$209,526
Binders for Manual	9,400	\$1.61	\$ 15,134
Patient History Forms	9,400	\$0.05	\$ 470
Educational Handouts	9,400	\$0.05	\$ 470
Screening Brochures	9,400	\$0.10	\$ 940
Client Newsletter	9,400	\$0.10	\$ 940
Provider Manual	100	\$6.00	\$ 600
		Subtotal	\$228,080
		Less Federal Share	\$ 37,000
		Total	\$191,080

Office of Administration, Information Technology Services Division (ITSD)

It would be necessary for ITSD to provide the programming and/or application development that is needed to collect the information to support this legislation, create reports on the information identified in this bill, and maintain the system each year. One Computer Information Technology Specialist I FTE (A30, step H) would be needed to develop the changes in the system in the first year and once the system is developed, provide ongoing maintenance of the system. DHSS assumes funding for 12 months in year one will be needed for this FTE to make system changes prior to implementation of the program. Four hundred and thirty contractor hours will be needed in the first year to develop the reports needed for the system (430 x \$69 = \$29,670). It is assumed that the application will reside at DHSS and be housed on ITSD - DHSS servers.

Fiscal Estimate Worksheet (Excel)

- This workbook can be downloaded on the DHSS Intranet under the Forms link, at the fiscal note section.
- The workbook is a “READ ONLY” document. Please save as the fiscal note number and your division/center or bureau acronym. (Example: 4562-01N DCPH)

Overview of the Workbook Worksheets

- Fiscal Note Worksheet - You will need to enter the Agency, Division, Preparer, Telephone, Date Prepared, Email address, Fiscal Note number, Bill number, and Person approving the division response on this tab. This information feeds to other worksheets in the workbook.
- Summary of Fiscal Impact - This worksheet automatically populates from information provided in the other worksheets to provide a summary of the fiscal impact. There are two fields at the top that need to be checked when applicable, including “No impact on Agency” and “No Local Fiscal Impact”. Occasionally the fiscal impact for each fund will need to be overridden and hard typed to incorporate instances when an unknown fiscal impact or a range is part of the response.
- General Revenue - Use this tab to enter all fiscal implications (changes to expenses and revenues) for the General Revenue Fund. Additional information on filling out expenses is provided below.
- Federal Funds - Use this tab to enter all fiscal implications (changes to expenses and revenues) for the Department’s federal fund. Additional information on filling out expenses is provided below.
- Other Fund - This workbook does not initially include a worksheet for other funds, however they can easily be added for any and all other funds impacted by the legislation. To insert a worksheet for an other fund, click the “Create State Fund” button on the Fiscal Note Worksheet and type the fund name when prompted. This feature can be used to create as many state funds as needed. To work correctly, the macros feature in Excel must be enabled.

Personal Services and Fringe Benefits

- When adding FTE to one of the fund worksheets, enter data in first three columns only. The remaining cells in the row will automatically populate.
- In the first column (Personnel by Position) enter the appropriate job class title as it appears on the “Salaries for Fiscal Notes” found on the Intranet (in the “Tools” section).
- Use this pay grid to determine what the salary would be at entry level plus two steps (It is provided in the far right column in each of the three tabs). This is the standard level new positions are budgeted at when requesting new FTE. Exceptions should only be made under special circumstances discussed with BS&A, and must be well justified in question 12 (assumptions) of the overview questions.
- Fringe benefits are automatically calculated for you at the bottom of the page using a standard fringe rate provided by Oversight. **Do not override this cost.**

Expense and Equipment

- To provide consistent cost estimates, and to assist the preparer in correctly completing costs, Budget Services and Analysis has entered all standard expense and equipment costs associated with new FTE. **Do not override any of these items or their unit costs.**
- Enter the number of units (quantity) you need of the items provided, based on the number of FTE you have entered in the Personnel section.
- Non-Standard E&E expenses should be added under the list of standard costs on a as needed basis.

Example 1: If you are requesting one FTE for a clerical position in a cubicle space, you would enter a “1” in the following columns:

<u>Expenditure by Category</u> Equipment by Item	Units	Unit Cost	FY 2018	FY 2019	FY 2020
Personal Computer	1	\$800	\$800	\$0	\$0
Desk Chair	1	\$574	\$574	\$0	\$0
Side Chair	1	\$249	\$249	\$0	\$0
Calculator	1	\$39	\$39	\$0	\$0
Desk		\$592	\$0	\$0	\$0
File Cabinet		\$566	\$0	\$0	\$0
Cubicle	1	\$5,500	\$5,500	\$0	\$0
TOTAL EQUIPMENT			\$7,162	\$0	\$0
Expenses	Units	Unit Cost			
Travel/Expenses		\$5,000	\$0	\$0	\$0
Rent	1	\$4,830	\$4,025	\$4,951	\$5,075
Janitor/Trash/Utilities	1	\$805	\$671	\$825	\$846
Office/Comm Expenses	1	\$600	\$500	\$615	\$630
Network	1	\$1,932	\$1,610	\$1,980	\$2,030
Software Licenses	1	\$300	\$250	\$308	\$315
Supplies	1	\$372	\$310	\$381	\$391
Vehicle Fleet Operations	1	\$302	\$252	\$310	\$317
Printing and Postage	1	\$371	\$309	\$380	\$390
TOTAL EXPENSE			\$7,927	\$9,750	\$9,994
TOTAL EQUIPMENT AND EXPENSE			\$15,089	\$9,750	\$9,994

Attachment H.6.

Example 2: If you are requesting two technical or professional positions who would be housed in an office, you would enter a two in the following columns:

<u>Expenditure by Category</u>	Units	Unit Cost	FY 2018	FY 2019	FY 2020
Equipment by Item					
Personal Computer	2	\$800	\$1,600	\$0	\$0
Desk Chair	2	\$574	\$1,148	\$0	\$0
Side Chair	2	\$249	\$498	\$0	\$0
Calculator	2	\$39	\$78	\$0	\$0
Desk	2	\$592	\$1,184	\$0	\$0
File Cabinet	2	\$566	\$1,132	\$0	\$0
Cubicle		\$5,500	\$0	\$0	\$0
TOTAL EQUIPMENT			\$5,640	\$0	\$0
Expenses	Units	Unit Cost			
Travel/Expenses	2	\$5,000	\$8,333	\$10,250	\$10,506
Rent	2	\$4,830	\$8,050	\$9,902	\$10,149
Janitor/Trash/Utilities	2	\$805	\$1,342	\$1,650	\$1,692
Office/Comm Expenses	2	\$600	\$1,000	\$1,230	\$1,261
Network	2	\$1,932	\$3,220	\$3,961	\$4,060
Software Licenses	2	\$300	\$500	\$615	\$630
Supplies	2	\$372	\$620	\$763	\$782
Vehicle Fleet Operations	2	\$302	\$503	\$619	\$635
Printing and Postage	2	\$371	\$618	\$761	\$780
TOTAL EXPENSE			\$24,186	\$29,751	\$30,495
TOTAL EQUIPMENT AND EXPENSE			\$29,826	\$29,751	\$30,495

As you can see, some costs are common to both professional/technical and clerical positions. Other costs are only for clerical OR only for professional/technical. For equipment, every FTE would get the first four items listed. Only those who you plan to be in an office would get the file cabinet and desk. Likewise, travel expenses are not budgeted for clerical staff, but rather only for professional/technical staff who will be traveling with their job. The next example illustrates this:

Example 3: If you are requesting one professional position and one clerical, you would complete the form as follows:

Attachment H.6.

<u>Expenditure by Category</u> <u>Equipment by Item</u>	Units	Unit Cost	FY 2018	FY 2019	FY 2020
Personal Computer	2	\$800	\$1,600	\$0	\$0
Desk Chair	2	\$574	\$1,148	\$0	\$0
Side Chair	2	\$249	\$498	\$0	\$0
Calculator	2	\$39	\$78	\$0	\$0
Desk	1	\$592	\$592	\$0	\$0
File Cabinet	1	\$566	\$566	\$0	\$0
Cubicle	1	\$5,500	\$5,500	\$0	\$0
TOTAL EQUIPMENT			\$9,982	\$0	\$0
Expenses	Units	Unit Cost			
Travel/Expenses	1	\$5,000	\$4,167	\$5,125	\$5,253
Rent	2	\$4,830	\$8,050	\$9,902	\$10,149
Janitor/Trash/Utilities	2	\$805	\$1,342	\$1,650	\$1,692
Office/Comm Expenses	2	\$600	\$1,000	\$1,230	\$1,261
Network	2	\$1,932	\$3,220	\$3,961	\$4,060
Software Licenses	2	\$300	\$500	\$615	\$630
Supplies	2	\$372	\$620	\$763	\$782
Vehicle Fleet Operations	2	\$302	\$503	\$619	\$635
Printing and Postage	2	\$371	\$618	\$761	\$780
TOTAL EXPENSE			\$20,020	\$24,626	\$25,242
TOTAL EQUIPMENT AND EXPENSE			\$30,002	\$24,626	\$25,242

- If there are additional expenses besides the standard costs listed, add them in the blank rows underneath the standard costs. **Do not** replace or delete the standard costs. Any additional costs must be clearly justified and explained in question 12 of the overview questions.
- The last three columns on this worksheet include formulas to automatically calculate when the first three columns are filled out. Occasionally changes will be required to these formulas, however if you make changes, you will need to identify the reason for these adjustments in question 12 of the overview questions.

Indirect Costs

For fiscal note purposes, Indirect Costs for FY 2017, FY 2018, and FY 2019 are calculated using rent, Janitor/Trash/Utilities, Office/Comm Expenses, Vehicle Fleet Operations, and Printing and Postage. These items are calculated on all funds, including General Revenue.

Non-Standard Costs

The following list provides examples of non-standard costs. These items or other non-standard items not part of the standard FTE costs should be explained in detail in question 12 (assumptions) of the overview questions. The explanation should include what the item will be used for and how the cost of the item was derived.

- Travel >\$5,000/year per FTE
- Postage >100 pieces
- Overnight mailings
- Additional Program Printing (brochures, posters, pamphlets)
- Advertising services/costs
- Promotional items
- Program Distributions
- Professional Services
- Services Contracts
- Board Expenses
- Vaccines
- Pharmaceuticals
- Lab Equipment
- Specialized computer equipment
- Computer consultant services
- Legal consultants/services
- Medical/dental consultant services
- Security services
- Vehicles

Board Expenses

- If any legislation requires the establishment of a board related to the department, the following operational costs should be included for each board member per board meeting:

\$180/member/meeting, which includes lodging, meals & mileage

General Reminder

The excel document template is set up for salaries and operational expenses to be based on 10 months (.833 of full year cost) for the first fiscal year, and 12 months for years two and three. Divisions may need to change these standardized formulas when completing your response to adapt to the implementation date of the legislation, however any changes to these formulas should be explained in question 12 of the overview questions.

**COMMITTEE ON LEGISLATIVE RESEARCH
OVERSIGHT DIVISION**

(573) 751-4143

Enter requested data in the following cells. This information will be used throughout the Fiscal Note Worksheet.

Agency: DHSS
Division: DHSS
Preparer: Shelly Ash
Telephone: 573-526-0458
Date Prepared: 02/18/10
E-mail: Shelly.Ash@health.mo.gov
Fiscal Note: 4679-01N
Bill No.: HB 1898
Approval Signature: Molly Boeckmann

Create additional state fund worksheets by clicking the "Create new State Fund" button and following prompts. General Revenue has already been provided. **IF YOU NEED TO CREATE ADDITIONAL FEDERAL FUNDS, you MUST create them BEFORE creating your state funds. See button and instructions below!**

Hyperlinks to Various Worksheet Tabs

- [Instructions](#)
- [Summary of Fiscal Impact](#)
- [General Revenue fund tab](#)
- [Federal fund tab](#)
- [Local](#)

Note: A few select agencies require more than one Federal fund; this button can be used to create additional funds. If you do create additional federal funds, leave the default "Federal" fund worksheet blank. It will remain on the Fiscal Impact Summary sheet with zero impact and your custom-created funds will display with correct federal fund totals.

FISCAL ESTIMATE WORKSHEET

FISCAL NOTE: 4679-01N

BILL: HB 1898

FUND: General Revenue

[Instructions](#)[Instructions](#)[Instructions](#)

FUND COSTS BY CATEGORY

Expenditure by Category	Units	Unit Cost	FY 2011	FY 2012	FY 2013
Equipment by Item					
Personal Computer	4	\$671	\$2,684	\$0	\$0
Desk Chair	4	\$379	\$1,516	\$0	\$0
Side Chair	3	\$139	\$417	\$0	\$0
Calculator	3	\$51	\$153	\$0	\$0
Desk	0	\$497	\$0	\$0	\$0
File Cabinet	3	\$555	\$1,665	\$0	\$0
Cubicle	4	\$3,838	\$15,352	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
TOTAL EQUIPMENT			\$21,787	\$0	\$0
Expenses	Units	Unit Cost			
Travel/Expenses	2	\$5,000	\$8,333	\$10,300	\$10,609
Rent	4	\$2,700	\$9,450	\$11,124	\$11,458
Janitor/Trash/Utilities	4	\$594	\$2,079	\$2,447	\$2,521
Office/Comm Expenses	4	\$1,075	\$3,763	\$4,429	\$4,562
Network	4	\$2,700	\$9,450	\$11,124	\$11,458
Software Licenses	4	\$300	\$1,050	\$1,236	\$1,273
Supplies	4	\$318	\$1,113	\$1,310	\$1,349
Provider Contracts-screening	1	\$1,158,400	\$965,333	\$1,193,152	\$1,228,947
Provider Contracts-diagnostic and follow-up		unknown	unknown	unknown	unknown
Printing Costs	1	\$191,080	\$159,233	\$196,812	\$202,717
ITSD Contractor hours	1	\$29,670	\$29,670	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0
TOTAL EXPENSE			\$1,189,474	\$1,431,934	\$1,474,894
TOTAL EQUIPMENT AND EXPENSE			\$1,211,261	\$1,431,934	\$1,474,894
Local Assistance			\$0	\$0	\$0
Other Costs ()			\$0	\$0	\$0

FISCAL ESTIMATE WORKSHEET

FISCAL NOTE: 4679-01N

BILL: HB 1898

FUND: General Revenue

[Instructions](#)[Instructions](#)[Instructions](#)

SUMMARY OF FUND COSTS

	FY 2011	FY 2012	FY 2013
I. Fund Costs by Category			
Salaries	\$125,582	\$145,208	\$149,564
Fringe Benefits	\$65,855	\$76,147	\$78,431
Equipment and Expense	\$1,211,261	\$1,431,934	\$1,474,894
Local Assistance	\$0	\$0	\$0
Other Fund Costs	\$0	\$0	\$0
TOTAL FUND COSTS - ALL CATEGORIES	\$1,402,698	\$1,653,289	\$1,702,889
II. Fund Revenue Sources			
Taxes	\$0	\$0	\$0
Fines	\$0	\$0	\$0
Administrative Sanctions	\$0	\$0	\$0
Other Sources ()	\$0	\$0	\$0
TOTAL FUND REVENUE - ALL SOURCES	\$0	\$0	\$0
III. Cost Avoidance (Savings)			
Salaries	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Equipment and Expense	\$0	\$0	\$0
Other Sources ()	\$0	\$0	\$0
TOTAL FUND SAVINGS	\$0	\$0	\$0
ESTIMATED NET EFFECT ON FUND	(\$1,402,698)	(\$1,653,289)	(\$1,702,889)

FISCAL ESTIMATE WORKSHEET

FISCAL NOTE: 4679-03N

BILL NO: HCS for HB
1898 -
Confidential
Draft

**STATEMENT OF NO CHANGE
TO ESTIMATED FISCAL IMPACT**

The undersigned verifies that (s)he has reviewed Draft No.: 4679-03N
and has determined that the proposed legislation, with changes, results in the same fiscal impact
as that stated in response to Fiscal Note: 4679-02N which was filed on 2/24/16
(date)

Agency: DHSS Date: 3-5-16

Preparer's Signature: Shelly Ash Telephone: 573-526-0458

Approval Signature: Molly Boeckmann

The changes in the bill are:

Section 194.425.2(4) changes the eligibility for gross family income from 250 percent of the federal poverty level to 200 percent of the federal poverty level and Section 194.425.3 corrected "ADL" to read "HDL" as one of the screening tests. These changes do not change the fiscal impact reported for the Department of Health and Senior Services for FN 4679-02N.

Comments:

The fiscal impact for this bill (FN 4679-03N) is the same as that submitted for FN 4679-02N, in which costs to General Revenue are (\$1,387,841) in FY 2011; (\$1,695,175) in FY 2012; and (\$1,744,951) in FY 2013 for the Department of Health and Senior Services.

FISCAL ESTIMATE WORKSHEET

FISCAL NOTE: 4679-01N

BILL NO: HB 1898

COMMENT MEMO

Please use this form to explain changes your agency feels would help to implement the proposal -such as pointing out ambiguous language, omissions, or possible changes that would make the proposal more administratively feasible, in your agency's view. (Note: this information will be forwarded to the bill sponsor and the bill drafter.)

Analyst: Jim Pruitt
Agency: DHSS
Division: DCPH

Date: 2/5/10
Telephone: 573-522-2844
E-Mail: Jim.Pruitt@health.mo.gov

Comments:

Section 191.425.1(2) of the proposed legislation requires that women screened through the Women’s Heart Health Program must receive services through the Show Me Healthy Women Program. Section 191.425.1(3) of the proposed legislation requires that a woman must have gross family income of 250 percent or less of the federal poverty level. This income does not match the Show Me Healthy Women guideline of 200 percent or less. The sponsor may wish to consider modifying the income guideline in Section 191.425.1(3) to 200 percent or less in order to be consistent with the Show Me Healthy Women Program.

Section 191.425.3 of the proposed legislation lists the exercise cardiac stress test, radionucleide stress test, stress echocardiography, and physiologic stress test to be used for screenings, however these tests are not used by physicians to screen for the risk of heart disease. Generally, these tests would instead be conducted if the woman had symptoms of heart disease. The sponsor may consider removing the following language: “*Screening shall include, but not be limited to an exercise cardiac stress test, radionucleide stress test, stress echocardiography, and physiologic stress test*”. The sponsor may wish to consider adding the tests to the last line, which specifies appropriate follow-up health care services for women whose screening indicates an increased risk for heart disease. In addition, the sponsor may wish to consider adding provisions to increase the health care provider universe from only the Show Me Healthy Women providers to those who could provide the medical expertise to perform these tests.

FISCAL ESTIMATE WORKSHEET

FISCAL NOTE: 4679-02N

BILL NO: HCS for HB
1898-
Confidential
Draft

TECHNICAL MEMO

Use this form to point out errors in the draft bill. Technical errors include but are not limited to typos, inaccurate or inappropriate section references, and omitted words, lines, and subsections. Please use the Comment Memo to communicate comments, suggestions for additional provisions or deletions of existing provisions, etc. (Note: This information will be forwarded to the bill drafter.)

Analyst:	<u>Jim Pruitt</u>	Date:	<u>2/16/10</u>
Agency:	<u>DHSS</u>	Telephone:	<u>573-522-2844</u>
Division:	<u>DCPH</u>	E-Mail:	<u>Jim.Pruitt@health.mo.gov</u>

Comments:

Section 191.425.3 says that “ADL” shall be included in the screening tests. It is believed that this should be changed instead to “HDL” which is one indicator of the level of cholesterol in the blood.

*** NOT FOR DISTRIBUTION OUTSIDE OF DHSS *
INTERNAL DOCUMENT**

STAFF REVIEW OF BILLS PERTAINING TO DHSS

Fiscal Note #

Bill #

Brief Description of Bill:

Issues/Concerns with the Bill, including any negative or positive impact on the department or the public:
and Accountability Act (HIPAA).

Reviewer's Recommendation: (please place an X in front of your choice below)

Support

Oppose

No Position

Suggestions for Amendment(s) Attached

Reviewer's Signature

Date

**OFFICE OF ADMINISTRATION
DIVISION OF PERSONNEL**

**UNIFORM CLASSIFICATION AND PAY SYSTEM
ALPHABETICAL PAY PLAN**

(Broadbanded classes appear at the end of the pay plan.)
Revised October 1, 2016 per Memo Number #716

This chart should be used to determine the salary in which to request new staff for fiscal note requests. All salaries requested should be equal to entry plus two steps which can be found in the last column of this spreadsheet. The full list of job classifications with corresponding salaries can be found at <http://dhssnet/forms/index.html> under Salaries for Fiscal Notes 17.

INDEX#	CLASS TITLE	GRADE	Twice-A-Month Minimum	Twice-A-Month Maximum	Annual Minimum	Annual Maximum	OT	EEO	Entry Salary plus Two Step
003005	ACADEMIC TEACHER I	A17	\$1,232.50	\$1,716.00	\$29,580.00	\$41,184.00	1	B	\$1,274.00
003006	ACADEMIC TEACHER II	A21	\$1,434.00	\$2,035.50	\$34,416.00	\$48,852.00	1	B	\$1,485.00
003007	ACADEMIC TEACHER III	A23	\$1,538.50	\$2,171.50	\$36,924.00	\$52,116.00	1	B	\$1,596.00
000301	ACCOUNT CLERK I	A08	\$929.00	\$1,228.50	\$22,296.00	\$29,484.00	2	F	\$958.00
000302	ACCOUNT CLERK II	A12	\$1,064.00	\$1,429.50	\$25,536.00	\$34,308.00	2	F	\$1,097.50
000311	ACCOUNTANT I	A18	\$1,274.00	\$1,782.50	\$30,576.00	\$42,780.00	2	B	\$1,317.00
000312	ACCOUNTANT II	A23	\$1,538.50	\$2,171.50	\$36,924.00	\$52,116.00	1	B	\$1,596.00
000313	ACCOUNTANT III	A26	\$1,716.00	\$2,503.50	\$41,184.00	\$60,084.00	1	B	\$1,782.50
000352	ACCOUNTING ANAL I	A21	\$1,434.00	\$2,035.50	\$34,416.00	\$48,852.00	2	B	\$1,485.00
000353	ACCOUNTING ANAL II	A24	\$1,596.00	\$2,261.50	\$38,304.00	\$54,276.00	1	B	\$1,654.50
000354	ACCOUNTING ANAL III	A28	\$1,848.00	\$2,720.00	\$44,352.00	\$65,280.00	0	B	\$1,919.00
000372	ACCOUNTING CLERK	A12	\$1,064.00	\$1,429.50	\$25,536.00	\$34,308.00	2	F	\$1,097.50
000376	ACCOUNTING GENERALIST I	A18	\$1,274.00	\$1,782.50	\$30,576.00	\$42,780.00	2	B	\$1,317.00
000377	ACCOUNTING GENERALIST II	A22	\$1,485.00	\$2,088.00	\$35,640.00	\$50,112.00	1	B	\$1,538.50
000341	ACCOUNTING SPECIALIST I	A23	\$1,538.50	\$2,171.50	\$36,924.00	\$52,116.00	1	B	\$1,596.00
000342	ACCOUNTING SPECIALIST II	A25	\$1,654.50	\$2,355.00	\$39,708.00	\$56,520.00	0	B	\$1,716.00
000343	ACCOUNTING SPECIALIST III	A29	\$1,958.00	\$2,835.50	\$46,992.00	\$68,052.00	0	B	\$2,035.50
000379	ACCOUNTING SUPERVISOR	A25	\$1,654.50	\$2,355.00	\$39,708.00	\$56,520.00	0	B	\$1,716.00
000374	ACCOUNTING TECHNICIAN	A15	\$1,157.00	\$1,596.00	\$27,768.00	\$38,304.00	2	C	\$1,194.50
004418	ACTIVITY AIDE I	A57	\$939.00	\$1,215.00	\$22,536.00	\$29,160.00	2	E	\$966.00
004419	ACTIVITY AIDE II	A60	\$1,023.00	\$1,366.50	\$24,552.00	\$32,796.00	2	E	\$1,054.00
004420	ACTIVITY AIDE III	A63	\$1,141.00	\$1,567.00	\$27,384.00	\$37,608.00	2	E	\$1,177.00
004421	ACTIVITY THER	A64	\$1,166.50	\$1,599.50	\$27,996.00	\$38,388.00	2	B	\$1,202.50
004427	ACTIVITY THERAPY COOR	A32	\$2,261.50	\$3,158.00	\$54,276.00	\$75,792.00	0	B	\$2,355.00
005130	ADLT PROT & CMTY SUPV	A25	\$1,654.50	\$2,355.00	\$39,708.00	\$56,520.00	1	B	\$1,716.00
005199	ADLT PROT & CMTY WKR I	A18	\$1,274.00	\$1,782.50	\$30,576.00	\$42,780.00	2	B	\$1,317.00
005200	ADLT PROT & CMTY WKR II	A20	\$1,386.50	\$1,958.00	\$33,276.00	\$46,992.00	1	B	\$1,434.00
000004	ADMIN OFFICE SUPPORT ASSISTANT	A15	\$1,157.00	\$1,596.00	\$27,768.00	\$38,304.00	2	F	\$1,194.50
000761	ADMINISTRATIVE ANAL I	A17	\$1,232.50	\$1,716.00	\$29,580.00	\$41,184.00	2	B	\$1,274.00
000762	ADMINISTRATIVE ANAL II	A21	\$1,434.00	\$2,035.50	\$34,416.00	\$48,852.00	2	B	\$1,485.00
000763	ADMINISTRATIVE ANAL III	A25	\$1,654.50	\$2,355.00	\$39,708.00	\$56,520.00	1	B	\$1,716.00
000690	AFFORDABLE HOUSING CNSLT MH	A30	\$2,035.50	\$2,958.50	\$48,852.00	\$71,004.00	0	A	\$2,088.00
008561	AGENT (LIQUOR CONTROL)	A23	\$1,538.50	\$2,171.50	\$36,924.00	\$52,116.00	2	D	\$1,596.00
005139	AGING PROGRAM SPEC I	A22	\$1,485.00	\$2,088.00	\$35,640.00	\$50,112.00	1	B	\$1,538.50
005140	AGING PROGRAM SPEC II	A25	\$1,654.50	\$2,355.00	\$39,708.00	\$56,520.00	1	B	\$1,716.00

THINGS TO REMEMBER

If a note has no impact on your division or partners, the division does not need to fill out a fiscal note response. However, the division still needs to send an email to FNotes@health.mo.gov providing the fiscal note #, the bill #, and the division name, noting there is no fiscal impact for this legislation.

When incorporating a response from a previous bill, always work from the Department's final fiscal note response which is located on the shared drive. BS&A makes various changes to the responses sent by the divisions.

Always spell out acronyms the first time they are used. Individuals outside your division may not be familiar with the acronyms.

Fiscal Notes for bills that become Truly Agreed to and Finally Passed (TAFP) will be used the following year in requesting new decision items, therefore it is very important we respond as accurately as possible when preparing our responses.

Fiscal Notes are always a priority. Generally, we must respond to Oversight Division within five days of receiving fiscal note requests. Sometimes the turnaround time will literally be an hour or two (or yesterday!).

Confidential drafts are exactly that: confidential drafts of legislation the sponsor has not made a decision to file, or who wants to wait before filing, etc. If a fiscal note request is marked confidential, **do not** distribute it except to those employees necessary to complete the fiscal note. **Do not** share it with lobbyists, family, or other interested parties. If you are unsure, treat them all confidentially.

Any member of the General Assembly can contest a fiscal note. If a challenge hearing is held for a fiscal note we submitted, the division involved will send a representative along with someone from Office of Governmental Policy and Legislation and someone from the Division of Administration and/or the program(s). The Oversight analyst will also be present. Be prepared to testify on how your assumptions and costs were determined. Once the challenge hearing committee has made changes to the fiscal note, all future responses on that note must be consistent with the committee's changes.

Be committed to providing accurate and complete fiscal notes in a timely manner. Be committed to providing the best estimate you can realistically determine for the legislation as it currently reads. If it is challenged, you will not want to have given a figure that you can't justify and defend. This does not set well with the Oversight Division, nor should it.

If at all possible, do not put a fiscal impact as unknown. However, if you are not able to determine a cost, try to estimate the general impact with "(unknown, greater than \$100,000)", "(unknown, less than \$100,000)", etc.

Watch words such as "may" and "shall." You usually would have a range of costs if the bill says DHSS "may" do something (\$0 to \$_____), as it is implied the legislation is not required to be implemented. If it says DHSS "shall," you should try to assess a specific amount, as the department does not have the option not to implement. If you must provide a range, contact BS&A for any needed assistance prior to overriding formulas.

Ignore “subject to appropriation” language added to a bill. All bills are subject to appropriation, therefore our response should not be any different than if that language was not included.

Proposed Legislation contains the following:

- **BOLD** or Underlined Text = proposed new legislation language
- Text inside brackets [] = current legislation that is proposed to be deleted
- Regular text without underline or [] is current law with no changes suggested

Items to check on fiscal notes prior to sending to BS&A:

- Check that the salaries listed are at step two for the job title. This can be verified by going to the DHSS Intranet page’s “Forms” link. The FY 14 Pay Grid is listed under “Tools” section. If a salary is listed that is above step two, it must be explained in question 12 on the overview questions.
- Verify totals on the Fiscal Estimate Worksheets balance to the Fiscal Estimate Worksheet Overview-Questions and any other documents. A fiscal impact with net costs should be included in brackets () to denote a cost to the state. Fiscal impacts that have a positive impact should not have brackets () to show it is revenue generating.
- Fiscal notes should be unbiased and not contain opinions. Only staff reviews can include opinions.
- A desk and a cubicle should not both be requested for an FTE. If in doubt what to use, include the cubicle.
- Travel should not be requested for support staff.
- Check for the following (writing guidelines):
 - Use of complete sentences;
 - Grammar;
 - Two spaces after a period;
 - Acronyms are spelled out;
 - Replace % signs with the word *percent*;
 - Numbers 0 to 9 should be spelled out, 10 and above use numbers;
 - N/A should be spelled out as Not applicable;
 - One word responses such as No and Yes should be followed by a period;
 - Check that spacing between questions and responses are consistent with one blank line;
 - When three or more items are listed in a series and the last item is preceded by and, or, or nor, place a comma before the conjunction as well as between the other items;
 - Always use “and” instead of “&”; and

Keep communication lines open between you, your division, and BS&A. If during review, BS&A has a question, (s)he will contact you to attempt to clarify gray areas. BS&A will attempt to send each division an email if major changes were made to the division’s original response. Divisions should always review the department’s final response and incorporate any changes made into subsequent fiscal note responses.

Common Fiscal Note Mistakes

- Not spelling out acronyms.
- Not spell checking and proofing submission.
- Adding both a desk and cubicle for the same FTE (desk for managerial or professional FTE; cubicles for all others).
- Not using a range \$0 to \$??? when legislation uses “may” instead of “shall”.
- Not justifying the need for non-standard costs in question 12 - assumptions and methodology.
- Not working with OA - ITSD on non-standard information technology costs.
- Incorrectly calculating question 4 (rental space).
- Not filling in question 11 when submitting a revised fiscal note (Revised submissions need to explain what we are changing in our fiscal response and why).
- Not listing the changes affecting your program in a bill when submitting a statement of no change.
- Not adjusting the number of months of funding needed in the first year when there is an emergency clause (If legislation will be implemented immediately upon passage and approval by the Governor, costs to DHSS will be needed for 12 months the first year, instead of the 10 months provided by default on the fund costs by category spreadsheet).
- Including long-range implications to question 10 that deal with programmatic, rather than fiscal, long-range implications. (This section is designed to address any unforeseen fiscal impacts. Long-range programmatic implications should be addressed in a comment memo to the sponsor.)
- Including personal opinion in a Comment Memo (CM) or Technical Memo (TM). CMs and TMs should not include personal opinions. Also, the tone used should always be pleasant and not disrespectful of the sponsor’s ideas/legislation.
- Forgetting to review similar fiscal note responses submitted in the prior fiscal year and/or fiscal notes already submitted during the current year before completing the response. This includes the overview questions; excel sheet, comment memo, and technical memo. It is very important our response remains consistent for similar bills.
- Not listing the section number from the proposed legislation in question 12 on the Overview Questions.

- Not listing salaries at entry plus two steps.
- Not using two spaces after each period.
- Using % instead of spelling out the word 'percent'.
- Not spelling out numbers 0 to 9.
- Request travel expense for support staff. Travel should not be requested for support staff.

FISCAL NOTE DECISION TREE

