



MATTHEW G. BEVIN
GOVERNOR

EXECUTIVE ORDER

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ALISON LINDER GAN GRIMES
SECRETARY OF STATE
COMMONWEALTH OF KENTUCKY
BY AG

Secretary of State
Frankfort
Kentucky

2019-719
September 17, 2019

**RELATING TO THE REORGANIZATION OF THE
CABINET FOR HEALTH AND FAMILY SERVICES**

WHEREAS, this Administration desires and will implement more effective and efficient management of state government operations; and

WHEREAS, greater efficiency, economy and improved administration will result from the alteration of current organizational units as set out in this Executive Order; and

WHEREAS, the provisions of this Executive Order will streamline governmental operations, result in greater efficiency, economy and improved administration, and enhance the provision of services to the citizens of the Commonwealth of Kentucky:

NOW, THEREFORE, I, Matthew G. Bevin, Governor of the Commonwealth of Kentucky, by virtue of the authority vested in me by the Constitution, Sections 69 and 81, and KRS 12.028, do hereby Order and Direct the following organizational changes within the Cabinet for Health and Family Services:

- I. The Department for Aging and Independent Living shall have the following changes in organizational structure:
 - A. The Division of Quality Living is hereby altered and renamed the Division of Aging and Physical Disabilities.
 - B. The Division of Operations and Support is hereby altered and renamed the Division of Finance and Administration.
 - C. The Division of Quality Assurance and Improvement is hereby created and shall be headed by a director appointed by the Secretary of the Cabinet for Health and Family Services pursuant to KRS 12.050 who shall report to the commissioner of the Department for Aging and Independent Living.
- II. The Office of the Ombudsman and Administrative Review shall have the following changes in organizational structure:
 - A. The Division of Program Performance is hereby created and shall be headed by a director appointed by the Secretary of the Cabinet for Health and Family Services pursuant to KRS 12.050 who shall report to the executive director of the Office of the Ombudsman and Administrative Review.



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- B. The Division of Performance Enhancement is hereby altered and renamed the Division of Citizen Services and Policy Integrity.
- III. The Department for Community Based Services shall have the following changes in organizational structure:
- A. The Division of Program Performance is hereby abolished. All personnel, records, files, equipment and funds shall be transferred to the newly created Division of Program Performance within the Office of the Ombudsman and Administrative Review.
- IV. The Cabinet for Health and Family Services, the Finance and Administration Cabinet, Office of State Budget Director and the Personnel Cabinet are directed to initiate all actions that are necessary to effectuate the provisions of this Order.

This Order is effective as of September 16, 2019.


MATTHEW G. BEVIN, Governor
Commonwealth of Kentucky


ALISON LUNDERGAN GRIMES
Secretary of State



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REORGANIZATION PLAN

INTRODUCTION

The Cabinet for Health and Family Services (Cabinet) seeks to reorganize the Department for Aging and Independent Living (DAIL), the Department for Behavioral Health, Developmental and Intellectual Disabilities (DHBDID), the Department for Community Based Services (DCBS), the Department for Income Support (DIS), and the Office of the Ombudsman and Administrative Review (OOAR). The following narrative describes the new structure and organizational mission, goals and objectives. These changes will better align services within the Cabinet's structure and improve efficiencies in staff management.

SUMMARY OF THE PLAN

DEPARTMENT FOR AGING AND INDEPENDENT LIVING

Division of Guardianship

The Division of Guardianship will restructure its branches and sections to align the division's service areas with the other DAIL programs and community partners.

The Northern Region Branch will be renamed the Metro Region Branch. Two (2) sections will be established; the Metro Section I and the Metro Section II. The North Central Section and Jefferson Section will be abolished; current employees will be moved to new sections.

The Southern Region Branch will be renamed the Central Region Branch. The Cumberland Section will be abolished. The Cumberland Section 1 and Cumberland Section II will be established. Employees in the current Cumberland Section will be moved to these new sections.

This restructuring will require the addition of one Family Services Office Supervisor position be established in the newly established Cumberland Section II. This restructuring will realign the service areas to more closely match the service areas of other programs administered and operated by the DAIL and community partners. It will also distribute the staff to a more manageable supervisor/employee ratio.

Division of Quality Living

The Division of Quality Living will be renamed the Division of Aging and Physical Disabilities. The Aging and Physical Disabilities Branch will be renamed the Aging Services Branch. The Waiver and Participant Directed Services Branch will be renamed the Participant Directed Services Branch. The SHIP/ADRC Section in the Aging Services Branch will be renamed the Information and Assistance Section. All existing employees in the current division and branches will remain in their current positions.

These changes will allow the department to bring the Aging Services to the forefront and establish the needed visibility for the aging population. The aging population is the



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fastest growing segment of the population and the Commonwealth has not kept up with the increasing population and demands. Having a branch dedicated solely to the aging population and services to assist them with remaining in their own home for as long as possible is needed and long overdue.

Division of Operations and Support

The Division of Operations and Support will be renamed the Division of Finance and Administration. The renaming of this Division is to better describe functions and responsibilities of the division. The Program Integrity Branch will be moved to a newly established Division of Quality Assurance and Improvement.

Division of Quality Assurance and Improvement

The establishment of a new Division of Quality Assurance and Improvement will place emphasis on the importance of contract monitoring and program compliance. The Program Integrity Branch will be established and employees currently located in the Division of Operations and Support will move over to the new division. This division will be responsible for the establishment of quality measures for all department programs including contracted agencies and internal operations. A new director position will be established to provide administrative and supervisory oversight.

DEPARTMENT FOR BEHAVIORAL HEALTH, DEVELOPMENTAL AND INTELLECTUAL DISABILITIES (DBHDID)

Division of Program Integrity

The Substance Use Disorder and Program Licensure Branch will be established. House Bill 124 was signed into law on April 2, 2018 giving the cabinet the responsibility to develop enhanced licensure and quality standards for substance use disorder (SUD) treatment and recovery. Currently, the Office of Inspector General (OIG) within CHFS licenses and regulates Alcohol and Other Drug Entities (AODE). This function will be moved from the OIG and consolidated into this new branch.

Division of Behavioral Health

The Behavioral Health Quality Assurance Branch will be abolished. The functionality of this branch has been disbursed to other organizational structures with DBHDID. The branch does not have any employees.

DEPARTMENT FOR INCOME SUPPORT (DIS)

Division of Child Support Enforcement:

The Customer Service Section under the Field Management Services Branch will be abolished. The programmatic function of the section no longer exists as it was outsourced to Conduent in May 2019 as a cost savings measure. The staff in this section have all voluntarily transferred to other program and duties within the DIS.

The Bluegrass Section will be abolished. Two (2) new sections will be established, the Southern Bluegrass Section and the Northern Bluegrass Section. The employees of the current Bluegrass Section will be moved to the new Southern Bluegrass Section. One (1) employee will be moved to the new Northern Bluegrass Section; an additional six (6)



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employees will be employed to staff the new Northern Bluegrass Section. Staffing will increase by one (1) supervisor, and five (5) Child Support Specialists. This will improve service delivery to the twenty-two (22) counties in this region as the volume of work is extremely high. There are approximately 67,000 child support cases at present. These changes will create a more effective management structure and attention to case load.

DEPARTMENT FOR COMMUNITY BASED SERVICES (DCBS)

Division of Program Performance

The Division of Program Performance, in its entirety, will be moved to the Office of the Ombudsman and Administrative Review (OOAR). This Division encompasses two (2) branches and six (6) sections. The Quality Control Public Assistance Branch, inclusive of the Central, East and West Sections will be abolished and re-established within OOAR. The Quality Control Supplemental Nutrition Assistant (SNAP) Program Branch, inclusive of the Central, East and West Sections will be abolished and re-established within OOAR.

OFFICE OF THE OMBUDSMAN AND ADMINISTRATIVE REVIEW (OOAR)

Division of Program Enhancement

The Division of Program Enhancement will be renamed the Division of Citizen Services and Policy Integrity. The renaming of this Division will accurately reflect the programmatic duties assigned to the Division.

The Program Enhancement Branch will be abolished and its sections, the Program Access and Compliance Section and the Management Evaluation Section, will be abolished. These structures will be re-established in the new Division of Program Performance.

Division of Program Performance

The Division of Program Performance will be established. This Division will include three (3) branches and eight (8) sections.

The Quality Control Public Assistance Branch will be established. Within this branch, there will be three (3) sections, the Central Section, East Section and West Section. The Quality Control Supplemental Nutrition Assistant (SNAP) Program Branch will be established. Within this branch there will be three sections, the Central Section, East Section and West Section.

The Program Enhancement Branch will be established. It will contain two (2) sections, the Program Access and Compliance Section and the Management Evaluation Section. The employees from the abolished structures in the Division of Program Enhancement will all be moved to these new structures.

The Division of Program Performance will conduct federally mandated reviews of SNAP benefits issued through DCBS. By altering the structure, the division will become an independent entity within CHFS, thus promoting an unbiased and objective assessment of agency performance. By placing the Program Enhancement Branch within the Division of Program Performance, we can consolidate Food and Nutritional Services (FNS) review functions into one (1) organizational area within CHFS.



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PERSONNEL AND FISCAL IMPACTS

There will be a minimal net increase in organizational structure and additional supervisory positions within the DAIL.

There will be a minimal net increase in organization structure and additional supervisory duties within BHDID. Five (5) existing DHBDID employees will be moved to the new branch and five (5) new positions will be established, to include a manager. Personnel from OIG will not be impacted as the duties are currently minimal and will increase in focus with this organizational addition.

There will be a net increase of six (6) positions in the organizational structure for building adjustments and additional positions for DIS. The additional positions are necessary and can be funded within the agency's current budget and cap. For the Customer Service Section, staff have accepted voluntary transfers to other vacant positions within the program and vacated positions will be abolished.

There will be no additional personnel or fiscal impact to the organizational changes in OOAR and DCBS. All existing Division of Program Performance employees will be relocated in the reorganization along with funding.

The entire reorganization will not negatively impact personnel. The establishment of new positions will be made within current cap and budget. Any resulting personnel actions will be accomplished in accordance with KRS 18A and 101 KAR, Chapters 1, 2 and 3. Fiscal impacts and adjustments will be within current Cabinet budget allocations.

NET EFFECT

The organizational enhancements being made are designed to improve efficiency and provide a more effective management structure. Combining and compressing programmatic functions will improve the cabinet's ability to serve the citizens of the Commonwealth.