



Lori A Weaver
Interim Commissioner

Ellen M Lapointe
Chief Executive Officer

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
NEW HAMPSHIRE HOSPITAL

36 CLINTON STREET, CONCORD, NH 03301
603-271-5300 1-800-852-3345 Ext. 5300
Fax: 603-271-5395 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

March 1, 2023

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court, and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to the provisions of RSA 9:16-a, Transfers Authorized, and RSA 9:17-a, III, Limitations, authorize the Department of Health and Human Services, New Hampshire Hospital, to transfer funds in the amount of \$959,000 between various class lines. The transfers are summarized below and detailed in the attached worksheets, effective upon approval of the Fiscal Committee and the Governor and Executive Council through June 30, 2023. **Source of Funds: 74% General Funds, 26% Other Funds.**

Accounting Unit	Transfers From	Transfers To
NH Community Residence	(\$70,500)	\$70,500
NHH Administration	\$0	\$37,000
NHH Facilities/Patient Support	(\$237,500)	\$851,500
Acute Psychiatric Services	(\$651,000)	\$0
Total New Hampshire Hospital	(\$959,000)	\$959,000

EXPLANATION

The Department of Health and Human Services, New Hampshire Hospital, is requesting authorization to transfer funds between various class lines in order to address staffing challenges with anticipated surpluses within the Department's authorized budget. Expenditure patterns for SFY 2023 to date have been analyzed and savings from vacant positions have been taken into consideration when projecting expenditures for the balance of the fiscal year. Based upon this review, the vacancy savings will be utilized to fund contracts for staffing placement services. This transfer will provide for the continued efficient operation of the New Hampshire Hospital.

The following is the information specifically required when transfers are requested, in accordance with the Budget Officer's instructional memorandum dated April 17, 1985, to support the above requested actions:

A. Justification:

See the attached Appendix B for justification of the availability of funds and required additional funds.

- B. Does this transfer involve continuing programs or one-time projects?
This transfer involves continuing programs.
- C. Is this transfer required to maintain existing program levels or will it increase the program?
This transfer is required to maintain existing program levels.
- D. Cite any requirements which make this program mandatory.
The programs of the Department are mandated by various state and federal laws.
- E. Identify the source of funds on all accounts listed on this transfer.
See Appendix A for the source of funds for all accounts.
- F. Will there be any effect on revenue if this transfer is not approved?
This request is revenue neutral.
- G. Are funds expected to lapse if this transfer is not approved?
Funds that are in excess of the budget would lapse if not transferred to cover shortfalls.
- H. Are personnel services involved?
Yes, this transfer will allow the department to contract for temp-to-hire staffing services.

The Department has conducted a detailed review of line items in the budget to ensure that available funds are maximized to the greatest degree possible.

Respectfully Submitted,



Lori A. Weaver
Interim Commissioner

Attachments:

- Appendix A Detail Accounting Spreadsheets
- Appendix B Narratives

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
1	Fund		AGY	Org	Cls	F	G	Class Title	Increase/Decrease Amount	Net Gen1 Fund by Org. Code	Net Gen1 Fund by Agency	GF Amount	B/T	FF	Transfer Amount OF	GF	FF		GF					
2	LAWSON ACCOUNTING FORMAT																							
3	COMPANY:		AGCY	ACCOUNTING	CLASS	ACCOUNT																		
4	NEW HAMPSHIRE HOSPITAL																							
5																								
6																								
7																								
8																								
9																								
10																								
11	010	094	80980000	009	405921	Other Funds			\$															
12	010	094	80980000			General Funds			\$	\$														
13	Total Revenue								\$0															
14																								
15	010	094	80980000	021	500211	Food Institutional			\$ (19,500)			\$ (19,500)		\$	\$	\$ (19,500)	0.00%	0.00%	100.00%					
16	010	094	80980000	019	500103	Hallway			\$			\$		\$	\$	\$	0.00%	0.00%	100.00%					
17	010	094	80980000	039	500180	Telecommunications			\$ 500			\$ 500		\$	\$	\$ 500	0.00%	0.00%	100.00%					
18	010	094	80980000	050	500108	Personal Services Temp Appoin			\$ 70,000			\$ 70,000		\$	\$	\$ 70,000	0.00%	0.00%	100.00%					
19	010	094	80980000	080	500602	Benefits			\$			\$		\$	\$	\$	0.00%	0.00%	100.00%					
20	010	094	80980000	102	500731	Contracts for Program Svcs			\$ (51,000)			\$ (51,000)		\$	\$	\$ (51,000)	0.00%	0.00%	100.00%					
21	010	094	80980000	501	500425	Payments to Clients			\$			\$		\$	\$	\$	0.00%	0.00%	100.00%					
22	Total Expense								\$0															
23																								
24																								
25																								
26																								
27																								
28																								
29																								
30																								
31																								
32																								
33																								
34																								
35																								
36																								
37																								
38																								
39	010	094	84000000	009	44	401478	Other Funds - Donation		\$															
40	010	094	84000000			General Funds			\$ 37,000	\$ 37,000														
41	Total Revenue								\$37,000															
42																								
43																								
44																								
45	010	094	84000000	018	500108	Overtime			\$ 17,000			\$ 17,000		\$	\$	\$ 17,000	0.00%	0.00%	100.00%					
46	010	094	84000000	057	500534	Books, Periodicals, Subscriptions			\$ 20,000			\$ 20,000		\$	\$	\$ 20,000	0.00%	0.00%	100.00%					
47	Total Expense								\$37,000				\$ 37,000											
48																								
49																								
50																								
51																								
52																								
53	010	094	84100000	007	28	402134	Other Funds - Cafe Revenue		\$ 250,960															
54	010	094	84100000			General Funds			\$ 363,040	\$ 363,040														
55	Total Revenue								\$614,000															
56																								
57																								
58	010	094	84100000	018	500108	Overtime			\$61,000			\$		\$	\$ 61,000	\$	0.00%	100.00%	0.00%					
59	010	094	84100000	019	500103	Holiday Pay			\$43,000			\$ 43,000		\$	\$	\$ 43,000	0.00%	0.00%	100.00%					
60	010	094	84100000	022	500255	Rents/Leases			\$2,500			\$ 2,500		\$	\$	\$ 2,500	0.00%	0.00%	100.00%					
61	010	094	84100000	023	500214	Heat, Electricity, Water			\$165,000			\$		\$	\$ 165,000	\$	0.00%	100.00%	0.00%					
62	010	094	84100000	047	500240	Own Forces Maint.			\$ 5,000			\$ 40		\$	\$ 4,960	\$ 40	0.00%	89.20%	0.80%					
63	010	094	84100000	048	500226	Contractual Maint.			\$ 100,000			\$ 100,000		\$	\$	\$ 100,000	0.00%	0.00%	100.00%					
64	010	094	84100000	050	500108	Personal Services Temp Appoin			\$ 55,000			\$ 55,000		\$	\$	\$ 55,000	0.00%	0.00%	100.00%					
65	010	094	84100000	080	500602	Benefits			\$ (237,500)			\$ (237,500)		\$	\$	\$ (237,500)	0.00%	0.00%	100.00%					
66	010	094	84100000	103	500736	Contracts for Program Svcs			\$ 400,000			\$ 400,000		\$	\$	\$ 400,000	0.00%	0.00%	100.00%					
67	Total Expense								\$ 614,000				\$ 363,040											
68																								
69																								
70	010	094	87500000	000	848	484947	Intra-Agency Medicaid OSH		\$															
71	010	094	87500000	009	68	405921	Other Funds		\$ (250,890)															
72	010	094	87500000			General Funds			\$ (400,040)	\$ (400,040)														
73	Total Revenue								\$ (651,000)															
74																								
75																								
76	010	094	87500000	058	500117	Temp Full Time			\$ (651,000)			\$ (400,040)		\$	\$ (250,890)	\$ (400,040)	0.00%	38.55%	61.45%					
77	Total Expense								\$ (651,000)				\$ (400,040)											
78																								
79																								
80																								
81																								
82																								
83																								
84	TOTAL NEW HAMPSHIRE HOSPITAL																							
85																								
86																								
87																								
88	FUNDS DISTRIBUTIONS																							
89	This row represents funds surrendered (transfer from)																							
90	The columns indicate where the funds are being applied (per to)																							
91	This detail is used to populate columns U & V																							
92																								
93																								
94																								
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100																								
101																								
102																								

APPENDIX B – NARRATIVES

NEW HAMPSHIRE HOSPITAL

05-095-094-940010-60960000

NH Community Residence

Funding in this Accounting Unit represents the costs associated with the operation of the Philbrook Adult Transitional Housing Program (PATH). Currently the PATH program is fully staffed and anticipated needs are less than budgeted for the remainder of the fiscal year. Funds are needed in Class 050 (Personal Services-Temp) to cover a projected shortfall as vacant positions were budgeted at step 1 and filled at a higher level. Additional funds are also projected to be needed in Class 039 (Telecommunications) due to the need for pagers and telephone services. Funds are available in Class 021 (Food Institutional) and Class 102 (Contracts for Program Services) to support the needs within this Accounting Unit. **Source of Funds: 100% General Funds.**

05-095-094-940010-84000000

NHH Administration

Funding in this Accounting Unit represents the costs associated with the administration of New Hampshire Hospital and PATH program. Funds are needed in Class 018 (Overtime) to support operations due to vacancies. Funding is needed in Class 057 (Books, Periodicals & Subscriptions) to support patient experience initiatives. **Source of Funds: 100% General Funds.**

05-095-094-940010-84100000

NHH Facilities/Patient Support

Funding in this Accounting Unit represents costs associated with facilities operations and support services for New Hampshire Hospital. Funds are projected to be available in Class 060 (Benefits) due to position vacancies. Funds are projected to be needed in Class 018 (Overtime), Class 019 (Holiday), Class 050 (Personal Services Temp Appointment) due to overtime resulting from vacancies and increased reliance on part-time staff to cover full-time vacancies in several program areas. Recruitment across all staff types at New Hampshire Hospital continues to be a challenge. Funds are also needed in Class 022 (Rents, Leases), Class 023 (Heat Electricity, Water), Class 047 (Own Forces Maint.), Class 048 (Contractual Maint.), and Class 103 (Contracts for Program Services) due to the rising costs of services and repairs required due to a recent sprinkler break which flooded a unit. **Source of Funds: Class 047 99% Other Funds, 1% General Funds; Class 018 and Class 023 100% Other Funds; all other classes 100% General Funds.**

05-095-094-940010-87500000

Acute Psychiatric Services

Funding in this Accounting Unit represents the costs associated with clinical operations of New Hampshire Hospital Acute Adult Psychiatric Program. Funds are projected to be available in Class 059 (Temp Full Time) as a result of vacancies and greater reliance on contracted staffing services. **Source of Funds: 39% Other Funds (Inter-agency) and 61% General Funds.**