

NC DHHS DDS Cost Allocation Plan**Section:****RCC:** 2410**Title:** Disability Determination Services Administrator**Effective Date:** 07-01-13**Prior Effective Date:****Budget:** \$1,307,285**DCA Reference:** NCDHHS PACAP 7-1-13**Approved:** 04-23-14**Description of Services Provided:**

This office is responsible for the administration of the entire Disability Determination Services (DDS) Program, excluding personnel functions in RCC 2486. This responsibility includes determining eligibility for:

1. Social Security Disability - Title II and Supplemental Security Income - Title XVI for the Social Security Administration (SSA).

2. Medical Disability on all no money payment cases - Title XIX for the Division of Medical Assistance (DMA).

3. Disability for Temporary Assistance for Needy Families (TANF) incapacitated on referral by county and certain disabled and special assistance to adults for the Division of Social Services (DSS).

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supervised.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).**Time Period Used:** Current Month**Benefiting Program(s) List:** Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001**Updates:**

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2412

Title: Disability Deter. Deputy Admin., Operations

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$275,480

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office is responsible for the management of all case processing personnel assigned to the case processing units performing adjudication of Social Security Administration (SSA) and Division of Medical Assistance (DMA) disability claims.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supervised.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2430

Title: Case Processing - Branch I and Branch II

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$48,773,276

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office has responsibility for case adjudication of Social Security and Supplemental Security Income disability claims.

Allocation Base Definition:

Costs are charged directly to benefiting program(s).

Source of Statistical Data: N/A

Time Period Used: N/A

Benefiting Program(s) List: Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan**Section:****RCC:** 2444**Title:** Processing Center**Effective Date:** 07-01-13**Prior Effective Date:****Budget:** \$2,214,581**DCA Reference:** NCDHHS PACAP 7-1-13**Approved:** 04-23-14**Description of Services Provided:**

Processing Center Staff opens and distributes mail, sets up claim files, codes in newly received claims and meters outgoing mail. The unit maintains records on Disability Determination Services (DDS) claim receipts and closures and prepares statistical reports. The unit also codes and assembles claims for final agency closure and teletypes decisions to Social Security Administration (SSA) offices, answers the agency's Private Branch Exchange (PBX) phone system referring incoming non-watts line calls to the appropriate employee, types dictation and provides messenger service.

Allocation Base Definition:

Costs are allocated between the Division of Medical Assistance, the Division of Social Services, and Social Security Administration programs on the basis on the number of cases closed in these programs.

Source of Statistical Data: Cases Closed Report.**Time Period Used:** Prior Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2446

Title: Purchasing

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$100,162

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office does the purchasing for Disability Determination Services (DDS).

Allocation Base Definition:

Costs are allocated based on monthly purchase order counts by program.

Source of Statistical Data: North Carolina Accounting System - Purchase Order Line Report.

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2447

Title: Consultative Exam Unit

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$875,275

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office schedules medical examinations and ancillary studies, prepares physician services authorization forms, checks in medical reports and approves for payment medical reports received by Disability Determination Services.

Allocation Base Definition:

Costs are allocated between the Social Security Administration and the Division of Medical Assistance based on the number of Consultative Examinations scheduled.

Source of Statistical Data: Number of Consultative Examinations Scheduled Report.

Time Period Used: Prior Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2450

Title: Assistant Chief of Case Processing - Branch III

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$123,954

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office manages the case processing units which make decisions on Medical Assistance cases for the Division of Medical Assistance, decisions on referrals by the County Departments of Social Services on some money payment cases (Programs 26, 32, 33, and hearings) and also case adjudication for Social Security and Supplemental Security Income disability claims.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supervised.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2451

Title: Case Processing - Branch III - DMA, DSS, SSA

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$4,246,665

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

The units in Case Processing make decisions on all Medical Assistance cases for the Division of Medical Assistance, decisions on referrals by the County Departments of Social Services on some money payment cases (Programs 26, 32, 33, and hearings) and also case adjudication for Social Security and Supplemental Security Income disability claims.

Allocation Base Definition:

Costs are allocated between the Division of Medical Assistance, the Division of Social Services and Social Security Administration based on the number of cases closed by these units in these programs.

Source of Statistical Data: Cases Closed Report.

Time Period Used: Prior Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2452

Title: Case Processing - Branch III - SSA only

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$3,339,308

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

These units have responsibility for case adjudication for Social Security Administration (SSA) and Supplemental Security Income (SSI) disability claims.

Allocation Base Definition:

Costs are charged directly to benefiting program(s).

Source of Statistical Data: N/A

Time Period Used: N/A

Benefiting Program(s) List: Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2453

Title: DMA/DSS Liaison

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$2,515,288

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office serves as the Disability Determination Services liaison between the State Hearings and Appeals Section and Social Security Administration (SSA). Staff in this office retrieves and copies SSA files from other SSA components for the State Hearing and Appeals Section. This office also retrieves and copies SSA files requested by the Division of Medical Assistance (DMA) and the Department of Social Services (DSS) on monitored claims.

Allocation Base Definition:

Costs are allocated between DMA and DSS based on the number of cases closed in these programs.

Source of Statistical Data: Cases Closed Report.

Time Period Used: Prior Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees

Updates:

NC DHHS DDS Cost Allocation Plan**Section:****RCC:** 2455**Title:** Professional Relations**Effective Date:** 07-01-13**Prior Effective Date:****Budget:** \$950,354**DCA Reference:** NCDHHS PACAP 7-1-13**Approved:** 04-23-14**Description of Services Provided:**

The Professional Relations Office works with all facets of the disability adjudication process within Disability Determination Services (DDS), i.e., examiners, supervisors, physicians, training, quality assurance, the processing center, purchasing and systems. In addition, this office serves as a liaison between DDS and the medical community. This function involves recruiting medical consultants for the consultative examination panel and maintaining an ongoing educational training program for physicians, medical records personnel, advocacy groups and other providers of medical evidence. This office is also responsible for identifying and resolving problems and complaints originating from the medical community, consultative examination panel, advocacy groups, national health organizations, congress, claimants and their representatives. This office is responsible for monitoring costs in regard to purchased medical evidence and presents concerns and plans of corrective action, if needed, to the Assistant Chief of Administrative Services.

Allocation Base Definition:

Costs are allocated based on paid full time equivalents (FTE) positions supported.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).**Time Period Used:** Current Month**Benefiting Program(s) List:** Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001**Updates:**

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2456

Title: Budget and Analysis

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$110,964

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office compiles state and federal budget data and processes agency travel and employee leave.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supported.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2460

Title: Chief of Admin. Services, Program Integrity

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$4,965,380

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office is primarily responsible for the policy and program integrity for Disability Determination Services. Additional responsibilities of the Chief of Administrative Services, Program Integrity are training, systems, quality assurance, vocational consultations, and the processing center.

Allocation Base Definition:

Costs are allocated based on paid full time equivalents (FTE) positions supervised.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2464

Title: Budget and Planning

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$98,954

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

The Budget and Planning office is responsible for overseeing a variety of state and federal budget activities to comply with policies and procedures governing the state budget process and federal fiscal reporting requirements. This office also manages the Purchasing Unit.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supervised

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2466

Title: Quality Assurance/Vocational

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$1,718,896

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This unit provides medical, vocational, and psychological consultations, oversees case sampling and conducts special studies to assure a high standard of performance in the review of Social Security Administration cases.

Allocation Base Definition:

Costs are charged directly to benefiting program(s).

Source of Statistical Data: N/A

Time Period Used: N/A

Benefiting Program(s) List: Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2467

Title: Systems

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$1,741,628

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This unit is responsible for the daily operations of the computer system. Other functions include programming, negotiating with vendors, developing system applications and maintaining the Private Branch Exchange telephone system, telefax equipment, and the state Local Area Network.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supported.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2469

Title: Training Unit

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$878,559

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office is responsible for all Disability Determination Services (DDS) training procedures, oversight of the initial examiner training course and staff development training. The training unit also has oversight responsibility for the performance management system in the DDS.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supported.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2480

Title: Disability Hearings Section

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$675,820

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

This office is responsible for conducting administrative hearings for claimants to present new evidence, provide witnesses and be represented by counsel in support of their claim for disability benefits. Decisions are made as to continuing disability according to Social Security regulations.

Allocation Base Definition:

Costs are charged directly to benefiting program(s).

Source of Statistical Data: N/A

Time Period Used: N/A

Benefiting Program(s) List: Social Security_Disability Insurance, CFDA # 96.001

Updates:

NC DHHS DDS Cost Allocation Plan

Section:

RCC: 2486

Title: Personnel Services

Effective Date: 07-01-13

Prior Effective Date:

Budget: \$313,333

DCA Reference: NCDHHS PACAP 7-1-13

Approved: 04-23-14

Description of Services Provided:

Personnel Services provide a full range of personnel services for Disability Determination Services as an on-site representative of the Division of Vocational Rehabilitation Personnel Office.

Allocation Base Definition:

Costs are allocated based on paid full time equivalent (FTE) positions supported.

Source of Statistical Data: B0149 - Positions by Funding Source - BEACON (Payroll System).

Time Period Used: Current Month

Benefiting Program(s) List: Medical Assistance Program, CFDA # 93.778
Physician Review Fees
Social Security_Disability Insurance, CFDA # 96.001

Updates: