

Attachment for Office of the Secretary

GENERAL

Division Name: Office of the Secretary

Organizational Chart: A copy is available on our website:
www.dhhr.wv.gov/pages/legisreq.aspx.

Agency Mission Statement: Our mission statement is available in the Governor's Proposed Executive Budget--Volume 2 Operating Detail. This document is available here:
<http://www.budget.wv.gov/executivebudget/Documents/VIOD2015.pdf>.

Enacting Statute: W. Va. Code [Code Section, Articles or Chapters]

Office of Inspector General – W. Va. Code § 9-2-6(6);
Board of Review – W. Va. Code § 9-2-6(12);
Criminal Background Checks Unit – Title VI, Subtitle B, Part III, Subtitle C, § 6201 of the ACA;
Investigations and Fraud Management Unit – W. Va. Code §§ 9-2-6(6) and 9-5-8b;
Medicaid Fraud Control Unit – W. Va. Code § 9-7-1;
Olmstead Office – W. Va. Executive Order 11-05;
Office of Health Facility Licensure and Certification (OHFLAC) – 42 CFR Part 488; and
Quality Control Unit – W. Va. Code § 9-2-6(6), 7 CFR Part 275 and 42 CFR Part 431.800.

Number of Allocated FTEs and Vacancies: A report including this information is being forwarded to you under separate cover by the Office of the Governor. Additionally, monthly FTE reports are available on the State Budget Office website:
<http://www.budget.wv.gov/reportsandcharts/Pages/OtherReports.aspx>. Also provided is a Division breakdown located at: www.dhhr.wv.gov/pages/legisreq.aspx.

Licenses/Permits: Office of the Secretary does issue licenses/permits. A fee schedule for such licenses/permits and the past five years revenue is available here:
www.dhhr.wv.gov/legisreq.aspx.

CONTRACTS

Exemption from Purchasing: A list of all exemptions from State purchasing guidelines is available here: <http://www.state.wv.us/admin/purchase/PurchasingExemptions/default.html>.

Current Contracts/MOUs: A chart including (1) contracts considered material; and (2) sole source contracts for the Office of the Secretary; and (3) classifications of the types of other contracts entered into by Office of the Secretary is located here: Also provided is a Division breakdown located at: www.dhhr.wv.gov/pages/legisreq.aspx. Additionally, for detailed information regarding payments made by Office of the Secretary to vendors, please visit VISTA: <https://vista.wvsao.gov/>. Finally, information regarding current State contracts is available from

the Department of Administration's Division of Purchasing:
<http://www.state.wv.us/admin/purchase/contracts.html>.

Federal Agencies: Most Federal agency interactions occur at the Division level. The Division has regular interaction with the following agencies of the federal government as part of the Division's programs:

- United States Department of Health and Human Services, Office of the Inspector General
- United States Department of Health and Human Services – Center for Medicare and Medicaid Services
- United States Department of Health and Human Services – Administration for Community Living (Developmental Disabilities Council)

FUNDING

Amount of total State appropriations for past five fiscal years: This information is available on the State Budget Office's website:

<http://www.budget.wv.gov/approvedbudget/Pages/default.aspx>

<http://www.budget.wv.gov/reportsandcharts/appropriations/Pages/default.aspx>

Amount of total federal appropriations for past five fiscal years: This information is available on the State Budget Office's website:

<http://www.budget.wv.gov/approvedbudget/Pages/default.aspx>

<http://www.budget.wv.gov/reportsandcharts/federalfunds/Pages/default.aspx>

Financial Chart of Accounts: A summary of all State accounts is included in the Governor's Executive Budget Account Detail, a copy of which is available here:

<http://www.budget.wv.gov/executivebudget/Documents/AD2015.pdf>.

List of Cash Balances: A listing of current cash balances is available on wvOASIS, which is accessible by the Legislature.

GRANTS

Total amount of grant awards for past five State fiscal years: A list of the past five years' grant awards is available here: www.dhhr.wv.gov/pages/legisreq.aspx. Also, a listing of State agency grant awards is available on the Legislature's website:

<http://www.legis.state.wv.us/SAGA/Agency.cfm>.

List of current State and federal grants received: A listing of all federal grants received is available in the annual West Virginia Consolidated Report of Federal Funds, copies of which are available here: <http://www.budget.wv.gov/reportsandcharts/federalfunds/Pages/default.aspx>.

Also, a listing of State agency grant awards is available on the Legislature's website: <http://www.legis.state.wv.us/SAGA/Agency.cfm>.

List of current sub-grantees: A listing of State agency grant awards is available on the Legislature's website: <http://www.legis.state.wv.us/SAGA/Agency.cfm>. Please see list provided at: www.dhhr.wv.gov/pages/legisreq.aspx.

PERFORMANCE

Agency Performance Measures: Our performance measures are available in the Governor's Proposed Executive Budget--Volume 2 Operating Detail. This document is available here: <http://www.budget.wv.gov/executivebudget/Documents/VIIOD2015.pdf>. The Legislative Auditor's Performance Evaluation & Research Division has also completed numerous performance evaluations of State agencies, which are available here: <http://www.legis.state.wv.us/Joint/PERD/reports.cfm>.

Explanation of how agency evaluates its own performance:

Each agency of the Department develops and revises performance measures based upon a results-oriented system of accountability. Each agency evaluates its own performance by an integrated combination of internal audits, program level audits and external audits, as well as internal process improvement initiatives. Internal performance evaluations of personnel, processes and policies, as well as an annual review of programs and funding, play a critical role in the measurement of performance. External audits used by agencies in evaluating performance may include State and Federal audits, findings and reports. External audits provide the agencies with guidance to improve performance and help ensure that agencies operate within the law. Internal process improvement initiatives include various internal analysis of the functioning of agencies and individual programs with the goal of improving and refining the identified functions. These internal and external processes reflect the Department's mission to improve the health and well-being of the citizens of West Virginia.

Findings of most recent State and federal audits:

The State's Comprehensive Annual Financial Report (CAFR) also provides findings, and is available here: <http://www.finance.wv.gov/FARS/CAFR/Pages/default.aspx>.

The Legislative Auditor's Performance Evaluation & Research Division has completed numerous performance evaluations of State agencies, which are available here: <http://www.legis.state.wv.us/Joint/PERD/reports.cfm>.

Finally, the Legislative Auditor's State Agency Reports and Post Audit Reports provide more information and findings, and are available here:

http://www.legis.state.wv.us/Reports/Agency_Reports/agencylist_all.cfm and
<http://www.legis.state.wv.us/Joint/Postaudit/reports.cfm>.

Copies of our most recent audit findings, other than those above, are available here: www.dhhr.wv.gov/pages/legisreq.aspx.