



*To Protect and Promote the Health and the Environment of the People of Kittitas County*

Date: October 7, 2013  
To: Kittitas County Board of Health & Board of County Commissioners  
From: Kittitas County Public Health Department (KCPHD)  
Re: 2014 KCPHD Fee Schedule and Policy

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### Summary

KCPHD has been working to bring its fees for services in line with a cost recovery model over the past several years. Most fees were brought up to cost recovery between 2011 and 2013. A few fees have been increased in phases in order to avoid a dramatic increase in the fee. Those fees will be brought to full cost recovery in 2014. In addition, KCPHD is proposing to eliminate a few fees, reduce some clinical fees, as well as add some new fees for services currently provided or services that may be provided in the future. There are also some proposed changes to the fee policy.

### Fee Schedule Policy Changes

- The format of the policy has been changed to be consistent KCPHD's current internal policy format.
- The public input process has been clarified to indicate that a public hearing will be held.
- The sliding fee scale has been updated with the the 2013 Federal Poverty Guidelines. It has also been adjusted to be in line with the Medicaid eligibility guidelines.
- The policy language for inability to pay has been clarified to be in line with our public health mission of protecting the public from communicable diseases.
- The policy language on collection of fees has been adjusted to provide more clarity for when the department actually collects fees, to include reference to the Kittitas County Cash Handling Policy and Procedures, and to indicate that we will bill private or public insurance when possible.
- The policy language on late payments has been changed to add clarification on late fees, and language has been added to allow permits to be withheld and/or send an account to collections when there are unpaid balances.
- The policy on vaccine fees has been updated to provide more clarity about how we charge for vaccinations, how children's vaccines are administered, and to propose an exception for influenza vaccine fees to be comparable to local pharmacies.
- Procedures for fee development have been added to the policy and include descriptions for how the hourly service rates and the division hourly rates are calculated, and the costs included in the fee calculations.
- The language for rounding fee calculations was updated to reflect the rounding policy for the hourly services rate used in calculating fees (round up to \$1.00) and changed to round the division hourly rates and the fee calculations up to \$5.00, instead of the nearest \$5.00.
- The actual sliding fee scale, the reference to the vital records RCW, and the calculations for the hourly service rates and division hourly rates have been moved into attachments to the policy.



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Hourly Rate Changes

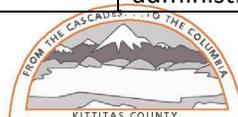
- Hourly Services Rates were updated using budgeted salary amounts for 2014, the budgeted average benefit rate for 2014, and the current indirect rate which includes both the county and the department overhead. The health officer's benefit rate uses the budgeted actual. Hourly services rates were rounded up to the nearest \$1.00. Compared to 2013, most rates went up slightly due to salary increases; the support staff rate went down due to staff turnover and hiring in at lower rates.

<b>HOURLY SERVICE RATES</b>	<b>2014</b>	<b>2013</b>
Environmental Health	<b>\$44.00</b>	<b>\$44.00</b>
Community Health (Nursing)	<b>\$47.00</b>	<b>\$46.00</b>
Community Health (Non-Nursing)	<b>\$35.00</b>	<b>\$34.00</b>
Support Staff	<b>\$24.00</b>	<b>\$30.00</b>
Health Officer	<b>\$118.00</b>	<b>\$113.00</b>

- The former department hourly rate has been changed to a division hourly rate which depends on which staff classification performs the service which requires the division hourly rate be charged. The divisions are environmental health, community health nursing, and community health non-nursing. Also, an incidental line was added to the hourly rate to account for costs such as operational supplies, computers, and fuel. The department hourly rate in 2013 was \$80.00. The proposed rates for environmental health and community health nursing will remain at \$80.00/hour, while the rate for community health non-nursing is proposed at \$65.00/hour.

New Fees

<b>Fee Name</b>	<b>Proposed 2014 Fee</b>	<b>Explanation</b>
<b>ENVIRONMENTAL HEALTH FEES</b>		
Limited Review for Adequate Water Supply Determinations	\$95.00	For applications which do not require a full review (e.g. adding a bathroom to a currently plumbed structure, adding plumbing to a non-residential building such as a pool house or barn)
On Site Sewage System Site Evaluation (4 or more at same location)	\$350.00	A discounted fee for four or more On-Site Sewage System Site Evaluations at the same site, which reflects a reduced amount of travel and inspection time
Pre-Opening Inspection/New Construction for Pools	\$415.00	A fee for Pre-Opening Inspections for pools and spas, to recuperate costs associated with new construction of pools and spas.
Influenza Vaccine	\$30.00	A set fee for influenza vaccination that is comparable to local pharmacies, instead of charging the cost of the vaccine plus a vaccine administrative charge.





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Eliminated Fees

Fee Name	2013 Fee	Explanation
<b>ENVIRONMENTAL HEALTH FEES</b>		
Hydrogeological Review Short Plat	\$775.00 Deposit + cost of hydrogeologist and PH Admin	Current county code requires a 4 hour draw down making hydrogeological evaluations unnecessary.
Hydrogeological Review Long Plat	\$1,295.00 Deposit + cost of hydrogeologist and PH Admin	Current county code requires a 4 hour draw down making hydrogeological evaluations unnecessary.
CWU Food Inspections	Annual Contract	It is not necessary to have this in our fee schedule. We have an annual contract with CWU to conduct quarterly food inspections. We charge them our current hourly rate.
Copies of Food Regulations	\$2.00	It would cost us more to collect and receipt the \$2.00 than to refer people to the website to print their own copies.
Community Class 2 hour HIV/AIDS Education and Blood Borne Pathogen Certification	\$35.00	We are no longer offering this service. Individuals can receive this training online.
Community Class 4 hour HIV/AIDS Education and Blood Borne Pathogen Certification	\$45.00	We are no longer offering this service. Individuals can receive this training online.
Individual Class 1 hour Blood Born Pathogen Certification	\$130.00	This fee has never been used and is very unlikely to be used. Individuals can receive this training online.
Individual 2 hour HIV/AIDS Education and Blood Borne Pathogen Certification	\$165.00	This fee has never been used and is very unlikely to be used. Individuals can receive this training online.



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Increased Fees

Fee	2013 Fee	2014 Fee	Explanation
<b>ENVIRONMENTAL HEALTH FEES</b>			
Pool, Spa, Spray, or Wading Pool, Open less than 6 months	\$280.00	\$300.00	Cost recovery for this fee has hovered around \$300.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$250.00, increasing to \$280.00 in 2013. Raising the fee to \$300.00, brings the service to full cost recovery.
Pool, Spa, Spray, or Wading Pool, Open 6-12 months	\$400.00	\$440.00	Cost recovery for this fee has hovered around \$440.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$350.00, increasing to \$400.00 in 2013. Raising the fee to \$440.00, brings the service to full cost recovery.
On Site Sewage Redesign Submittal (same designer)	\$185.00	\$210.00	Cost recovery for this fee has hovered around \$210.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$150.00, increasing to \$180.00 in 2013. Raising the fee to \$210.00, brings the service to full cost recovery.
Privy/Compost Toilet	\$335.00	\$375.00	Cost recovery for this fee has hovered around \$375.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$290.00, increasing to \$335.00 in 2013. Raising the fee to \$375.00, brings the service to full cost recovery.
Long Plat Fee	\$725.00	\$765.00	Cost recovery for this fee has hovered around \$765.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$675.00, increasing to \$725.00 in 2013. Raising the fee to \$765.00, brings the service to full cost recovery.



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Fee	2013 Fee	2014 Fee	Explanation
Short Plat Fee	\$470.00	\$545.00	Cost recovery for this fee has hovered around \$545.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$430.00, increasing to \$470.00 in 2013. Raising the fee to \$545.00, brings the service to full cost recovery.
Water & Sewage Re-evaluations	\$195.00	\$265.00	Cost recovery for this fee has hovered around \$265.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$155.00, increasing to \$195.00 in 2013. Raising the fee to \$265.00, brings the service to full cost recovery.
Well Site Review	\$125.00	\$165.00	Cost recovery for this fee has hovered around \$165.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$100.00, increasing to \$125.00 in 2013. Raising the fee to \$165.00, brings the service to full cost recovery.
Water Sample Collection	\$200.00	\$280.00	Cost recovery for this fee has hovered around \$280.00. In order to meet cost recovery without causing a dramatic increase in a single year, the increase has been phased in over the past several years. In 2012, the fee was \$155.00, increasing to \$200.00 in 2013. Raising the fee to \$280.00, brings the service to full cost recovery.
Smoking in Public Places violation re-inspection	\$75.00	\$80.00	Fee increase due to moving this activity from non-nursing community health staff to environmental health staff at a higher hourly services rate.
<b>COMMUNITY HEALTH FEES</b>			
Overseas Travel Group Consultation Fee	\$240.00	\$290.00	Nursing time and support staff time was increased for this fee, given our experience doing several group consultations during 2013.
Child Care Consultation	\$125.00	\$135.00	Cost recovery for this fee was actually reduced, however the previous fee was being phased in to cost recovery. Raising the fee to \$135.00 will bring it to the current cost recovery.



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Fee	2013 Fee	2014 Fee	Explanation
Purified Protein Derivative Tuberculin Skin Test (PPD TST) Placement	\$6.00	\$10.00	Including staff time for handling testing supplies, in addition to the actual cost of the supplies.
TB Initial Positive Visit	\$140.00	\$145.00	Due to the increase in hourly service rates for nursing staff, health officer, and support staff.
TB Follow Up Positive Visit	\$75.00	\$80.00	Due to the increase in hourly service rates for nursing staff, health officer, and support staff.
TB Home Visit, New Positive	\$160.00	\$175.00	Due to the increase in hourly service rates for nursing staff, health officer, and support staff.
TB Home Visit, Established Positive	\$75.00	\$80.00	Due to the increase in hourly service rates for nursing staff, health officer, and support staff.
1 hour BBP Course	\$135.00	\$140.00	Due to the increase in hourly service rates for non-nursing staff.
2 hour HIV/AIDS and BBP Course	\$170.00	\$175.00	Due to the increase in hourly service rates for non-nursing staff.
Hepatitis C Test	\$45.00	\$50.00	Due to the increase in hourly service rates.

Decreased Fees

Fee	2013 Fee	2014 Fee	Explanation
<b>COMMUNITY HEALTH FEES</b>			
Brief Office Visit (15 min.)	\$65.00	\$50.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
Limited Office Visit (30 min.)	\$75.00	\$60.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
Blood Draw Fee	\$60.00	\$55.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
Child Care Consulting Hourly Rate	\$95.00	\$80.00	This fee was reduced to reflect the current hourly rate for nursing staff time.
Quantiferon Gold Processing	\$50.00	\$40.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.



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Fee	2013 Fee	2014 Fee	Explanation
TB Results Only	\$50.00	\$35.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
Pre-test Counseling	\$90.00	\$70.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
Post-test Counseling	\$90.00	\$70.00	The health officer time for this fee was reduced from .25 hours (15 minutes) to .083 hours (5 minutes) to be more realistic. In addition, the support staff rate was reduced.
BBP Replacement Certificate	\$20.00	\$15.00	Reflects a reduction in support staff rate.

Fee Changes

- Several places in the fee schedule included a line for charging the department hourly rate for activities exceeding a certain number of hours. These were removed in favor of having one line under general fees for charging the hourly rate for activities that do not have an established fee or activities which are above and beyond what is included in the the fee calculation.
- The fee for temporary food service level 1 was changed to reflect the actual dollar amount of the fee rather than “60% of the temporary food services level 2 fee”.
- The fee for a Smoking In Public Places violation re-inspection was moved from the Health Promotion fee schedule to the Environmental Health fee schedule under living environment programs, to reflect the transfer of responsibilities for this program
- All other Health Promotion fees were moved into the Community Health Fee Schedule to reflect the department restructure.
- The same day birth certificate fee was reworded to reflect the fee of \$30.00 for same day service, instead of an addition \$10.00.



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