

Department Information and Narrative Questions
Fall 2022 for FY24 (July 1, 2023 – June 30, 2024)

DEPARTMENT INFORMATION

1. Department: Student Health and Wellness
 - a. Staff involved in preparing budget:
 - i. Department Head: Suzanne Onorato
 - ii. Budget staff: Sheyda Younessi
 - iii. Other staff: N/A

2. Organization of Department – please attach a current organization chart to your submission

FINANCIAL INFORMATION

Please complete the attached spreadsheet and submit with the qualitative information below. All the previous year and current year information was pre-populated by Katherine Wilson from the Budget Office. Current year information was derived from the data entered for the Budget Construction process last spring. Should you have questions about the information, please contact Katherine Wilson at your earliest convenience to clarify. Please review the narrative questions below in advance of completing the spreadsheet to understand how the two parts mutually shape your submission.

NARRATIVE INFORMATION

Please answer the following questions in as much detail as necessary to support your budget proposal. For your current year (FY23) and next year's (FY24) budget, it will be important to know your true expenses and the necessary revenue to cover these expenses. The following questions are designed to collect the important information that will help the Committee and the senior administration understand your specific circumstances,

3. **Briefly describe the programs and services provided that are funded by a) GUF (Student Health & Wellness Fee), and b) are funded by other revenue (if applicable).**

Programs and Services – Student Health & Wellness Fee Funded

- 24/7 Advice Nurse
- 24/7 On-Call Mental Health Crisis Line (NEW in FY22)
- Mental Health Drop in and Consultation Services
- Mental Health Initial Phone Assessment and Screening
- Mental Health Case Management & Referral Services
- Mental Health Same Day Crisis Intervention/Immediate Help Services
- Routine Mental Health Triage and Assessment
- Suicide Prevention Week Events and Activities
- UConn HELPS (Helping Everyone Learn to Prevent Suicide) Training for Faculty and Staff
- Ask, Listen, Refer Online Suicide Prevention Training for Faculty and Staff
- BeWell@UConn Wellness Hub (featuring articles and videos on wellness topics) (NEW in FY22)
- Nurse Coach Wellness Visits
- Sexual Assault Forensic Examiner (SAFE) Program
- Support Groups for Survivors of Sexual Violence
- Nutrition, Physical Activity and Eating Disorders Services
- All Health Promotion Services and Outreach, including the Wellness Coalition Work
- UConn Recovery Community (URC)
- Infusions

- Campus-wide Flu Clinics
- Sexually Transmitted Disease Screening Clinics
- Care Coordination for Medical Conditions
- Parent/Student Chronic Condition Transition to Campus Meetings
- Infirmary Overnight Services
- Immunization Compliance
- International Student Health Screenings
- American College Health Association and Mental Health Study National Student Health Surveys
- Student Health Fairs and Screenings
- Consultations and Presentations for Departments throughout the University
- Management of Public Health Emergencies (including but not limited to COVID)
- Fresh Check Mental Health Awareness Day
- Mindfulness Workshops
- Sunset Yoga and Yoga Classes
- Meditation Classes
- Perfectionism and Stress Reduction Workshops
- Various Workshop Series on Topics of Interest
- Online Mental Health Screening Tools
- Connect and Challenge (C2) Programs
- AlcoholEdu Mandatory Education Program for all new students
- Alcohol and Marijuana Screening and Intervention
- Alcohol and Drug Abuse Prevention Programs
- Sexual Health Education
- Stress Management Programs, including Pet Therapy, and more
- Education Programs to Residential Life, Greek Life, Cultural Centers, and Student Groups

Fee For Service Services and Programs

- Primary Care Office Visit
- Gynecological Care Office Visit
- Allergy and Travel Medicine
- Pharmacy
- Phlebotomy (Blood Draw)
- Radiology
- Psychiatric Services and Medication Management
- Alcohol and Other Drugs Counseling Services
- Individual Therapy
- Group Therapy

4. Please explain any significant changes in this year's budget/spending plan since your budget was submitted for Budget Construction in the spring.

- Other Revenue Income (includes the loss ratio-percentage of SHIP insurance premiums minus claims paid), will be approximately \$200,000 less than forecasted due to a few high medication and medical claims at the end of last academic year.
- Fee for Service revenue will also be less than original forecasted as clinical staff and providers are still physically at the Alternative Care Site taking care of COVID related cases, which are not billable at the same rate as non-COVID care.
- Salary and benefit expenses will be lower than budgeted as there are still more than 12 vacant positions at SHaW.

5. Describe other sources of revenues for your unit, if any. Do you anticipate any changes in the other sources of revenue (either increases or decreases), during the current year (FY23) or for your proposed budget in FY24? If so, please explain.

FY23 is the first full year that Athletics will be transferring funds to support the hire by SHaW of a Multicultural Mental Health Clinician position dedicated to support student athletes. This will include a 100% transfer funds to cover salary and full annual benefits for this position. This will be in addition to the funds that Athletics was already transferring to SHaW to cover 50% of a Mental Health Clinician for student athletes.

6. Staff counts

- a. Please identify the number of filled full-time equivalent staff (this may be different than the number of employees if any staff work less than 100%.) and how they are funded – GUF vs other revenue. Note: Graduate Assistantship count as .5 FTE.

Hours	Number of Staff	Vacant Positions	Number of FTEs (filled & vacant)
40	20	1	20.7 (based on 40 hours)
35	55	9.5	64.5 (based on 35 hours)
11 month staff	3	0	2.76 (based on 35 hours)
10 month staff	18	2	16.92 (based on 35 hours)
9 month staff	13	0	9.99 (based on 35 hours)
Requested New Positions		4	4.0 (based on 35 hours)
TOTAL	109	16.5	118.9

*Does not include 3 pre-doctoral interns and 7 graduate assistants in mental health.

- b. Please identify the number of vacant full-time equivalent staff (again, this may be different than the number of positions unfilled if any of the vacancies are designated as less than 100%).

- One 40 hours/12 months Management position
- Eight 35 hours/12 months positions
- Four 35 hours/10 months positions
- Total = 16.5 vacancies

- c. Do you have any special payroll staff? If so, what is their role? 1) in place of vacant positions, 2) supporting temporary needs, or 3) other (please explain)?

Yes, special payroll staff are used in place of vacant positions and one is supporting a temporary need.

7. **For planning purposes, the collective bargaining increases for FY24 for all staff is 4.5% and the increase in the fringe benefits rate should be increased by 1%. Based on this information, do you anticipate needing additional funds to cover any annual increase in either fringe benefits or salary expenses for your current staff that are not able to be covered with your current (FY23) budget? If so, what is the anticipated total increase needed (% increase over FY23 AND actual dollar amount)? Note: If additional funds are needed and approved by the central administration, the Budget Office will determine the amount to be allocated based on ACTUAL changes to staff salaries and fringe benefits once those increases are known (late FY23). Are there other increases for Personnel Services for current FTE's that are not related to CBI or fringe benefit increases? If yes, please explain.**

Yes, the total increase in the FY23 budget for the anticipated FY24 budget will be approximately \$300,000 (or 1.5%). The increase would have been more than \$700,000 but many vacant positions filled at SHaW were budgeted at the UCPEA salary band mid-point range, but were filled at lower than the mid-point range. This resulted in savings of more than \$350K.

There are also requests for new staffing which is the addition of four mental health clinicians totaling \$763,000.

8. **After developing your FY24 current services budget proposal (budget for your current programs, services, and staff) and identifying your corresponding expenses, is your budget supported by your current revenue? If no, please provide the necessary details for the following (note there may be additional information requested in support of your budget proposal. If such additional information is needed, the Committee will inform you of this request as soon as possible). Due to the collectively bargained increases for staff, it will be unlikely that additional funds above your current allocation will be available.**

- a. **CURRENT SERVICES - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for operating funds to maintain current services, (i.e., no additional programs or services)?**

1.5% or \$300,000 is needed to cover current services.

- b. **NEW PROGRAM(S)/SERVICE(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new program(s)/service(s)? Have these programs/services been vetted and supported by senior administration (Provost or President)? If applicable, please explain the new program(s)/service(s) and the dollars associated with EACH new program/service.**

None

- c. **NEW POSITION(S) - What portion of the requested amount (% increase over FY23 AND actual dollar amount) is for new positions?**

\$763,000 for four (4) new Mental Health Clinicians and \$364,757 as a transfer to the Care and Concern department to cover the salaries of Care and Concern Case Managers.

Have these positions been reviewed and approved by the appropriate senior administrator (Provost or President)? If applicable, please explain the new position(s) and the dollars associated with EACH (salary and fringe).

These requests were presented to the President and Provost as part of the Phase 2 of the Mental Health Task Force recommendations.

d. What opportunities have you taken to reduce, eliminate or reallocate funds to mitigate these requested increases?

We hired new staff below the average midpoint for UCPEA positions. We have balanced student need with 9-, 10- & 11-month positions. We have been reviewing office visit coding post-COVID and implemented par levels for inventory and negotiating rates with insurance companies.

9. What would be the potential impact on your programs/services and on the overall student experience if the proposed increase listed above were not approved?

Longer wait times for mental health services, and potential staffing cuts due to union contract obligations which are mandatory increases to the budget.

10. What are the current (end of FY22) and projected (end of FY23 and end of FY24) levels of your reserves/fund balances for all accounts under your purview? What plans do you have for these resources and over what period of time? Please explain in as much detail as necessary to help the Committee understand the level and purpose of any fund balance/other account.

	FY21 Actual	FY22 Actual	FY23 Forecast	FY24 Forecast
FUND BALANCE	8,277,342	4,393,626	2,140,327	1,719,904
Loss of Revenue	2,350,900	552,700	730,000	N/A

Please note, approximately one million in medical supplies expenses, equipment rentals, contact tracers' salaries were not covered by COVID reimbursement fund, and covered by the SHaW Fund Balance. Also, mandatory contract obligated salary and benefit adjustments in the past few years, were not covered by GUF received fund. Out of \$1,719,904 remaining FY24 in fund balance, \$500,000 will be kept for the management of small public health outbreaks and the rest belongs to the student care account (revenue received from loss ratio and is required to be dedicated a benefit to students that are not part of regular operations).

11. Within the next three years (FY24-FY26), do you anticipate any needs that are not able to be covered by your annual operating budget? If yes, please provide a description of the need, why it is necessary, the anticipated cost, if known, and any additional information that would be useful for the committee to understand. No

12. Please describe how students (number/percentage of students) utilize your services and/or participate in your programs. Do others benefit from your programs and services? If yes, please explain.

Ultimately, SHaW touches every UConn student through such programs as orientation, outreach and education, trainings, health screenings and medical record requirements. Of course, throughout COVID there were additional opportunities to interact with SHaW prevention, testing and treatment services. In addition to the many ways SHaW supports students in maintaining their health, in FY22 SHaW medical services provided care through approximately 30,000 visits to over 10,000 students and SHaW mental health services provided care through approximately 14,000 visits to over 2,000 students. SHaW medical and mental health services are provided to approximately 46% of the overall student population, including graduate and undergraduate students, each year.

- 13. Are students involved in providing input and/or feedback in your budget process? If yes, please describe.**

We work with students for input on programming and services, using various tools to get feedback including patient satisfaction surveys, our website comment card and suggestions email, large national benchmark surveys, social media crowd sourcing, and surveying at tabling events. In addition, we sponsor student focus groups and we work closely with over 75 SHaW student employees to solicit feedback on SHaW programming and service offerings. This student feedback and their recommendations are integrated into the SHaW planning and strategic direction, which ultimately affects how we allocate resources.

- 14. Is there any additional information that the committee should be aware of in reviewing your budget proposal?** Not at this time.



*Note: For current and next year forecasts, we are not looking for minor changes at this point. Please use this as an opportunity to show significant swings to budget, or changes that may affect your annual allocation request.

Student Health and Wellness	Student Fee Advisory Committee											
	General University, Student Health and Summer Program Fee Budget Projection Form											
	FY22 GUF Actuals	FY22 Non-GUF Actuals	FY22 Total Actuals	FY23 GUF Original Budget	FY23 Non-GUF Original Budget	FY23 Total Original Budget	FY23 GUF Current Forecast	FY23 Non-GUF Current Forecast	FY23 Total Current Forecast	FY24 GUF Budget	FY24 Non-GUF Budget	FY24 Total Budget
Revenue												
GUF Allocation	13,958,578	-	13,958,578	14,248,303	-	14,248,303	14,248,303	-	14,248,303	16,153,349	-	16,153,349
University Supported Permanent Funds	-	-	-	-	-	-	-	-	-	-	-	-
Fee Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Grants and Contracts	-	-	-	-	-	-	-	-	-	-	-	-
Foundation, Investments & Gifts	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Educational Activities	-	-	-	-	-	-	-	-	-	-	-	-
Sales & Services Of Auxiliary Enterprises	-	2,440,347	2,440,347	-	3,850,000	3,850,000	-	3,329,000	3,329,000	-	3,783,650	3,783,650
Other Revenue	-	321,204	321,204	-	280,000	280,000	-	72,000	72,000	-	175,000	175,000
Transfers In (Outside Unit)	-	1,253,023	1,253,023	4,541,781	-	4,541,781	4,541,781	-	4,541,781	4,541,781	-	4,541,781
Total Revenues	13,958,578	4,014,573	17,973,151	18,790,084	4,130,000	22,920,084	18,790,084	3,401,000	22,191,084	20,695,130	3,958,650	24,653,780
Expense												
Permanent & Continuing Salaries	6,346,206	1,857,555	8,203,761	8,474,766	2,203,179	10,677,945	8,019,766	2,071,954	10,091,720	9,095,877	2,267,493	11,363,370
Temporary Salaries	829,679	186,479	1,016,159	582,981	49,000	631,981	618,271	59,730	678,001	603,400	48,500	651,900
Other Personal Services	467,342	103,393	570,736	182,450	39,700	222,150	278,500	49,710	-	289,000	51,100	340,100
Fringe Benefits	5,556,053	1,633,406	7,189,459	7,041,856	1,840,782	8,882,638	6,686,856	1,679,042	8,365,898	7,289,289	1,797,789	9,087,078
Salary/Benefits	13,199,281	3,780,833	16,980,114	16,282,053	4,132,661	20,414,714	15,603,393	3,860,436	19,135,619	17,277,566	4,164,882	21,442,448
Services	476,712	29,603	506,315	528,158	269,178	797,336	529,500	254,700	784,200	549,950	257,700	807,650
Supplies	550,419	1,062,027	1,612,447	1,099,511	43,441	1,142,952	1,650,000	35,500	1,685,500	1,090,000	38,300	1,128,300
Travel	7,405	-	7,405	44,638	9,168	53,806	43,477	8,865	52,342	46,085	9,574	55,659
Equipment	15,901	1,109	17,010	79,126	12,095	91,221	85,500	12,100	97,600	46,800	5,450	52,250
Fees, Dues & Memberships	46,297	7,743	54,041	58,691	13,041	71,732	49,670	8,350	58,020	50,350	8,575	58,925
Rentals And Leases	3,515	89,028	92,543	28,400	8,135	36,535	26,600	8,670	35,270	-	-	-
Telecommunications	48,841	49,898	98,739	42,142	58,347	100,489	51,300	50,550	101,850	51,500	50,750	102,250
Financial Aid	3,000	-	3,000	6,800	10,000	16,800	6,800	-	6,800	-	-	-
Other Expense	11,691	8,904	20,595	-	872	872	10,400	5,500	15,900	2,350	890	3,240
Transfers Out (Outside Unit)	134,852	699,390	834,242	-	638,406	638,406	-	638,406	638,406	-	1,003,163	1,003,163
Total Non-PS Expense	1,298,633	1,947,703	3,246,336	1,887,466	1,062,683	2,950,149	2,453,247	1,022,641	3,475,888	1,837,035	1,374,402	3,211,437
Total Expense	14,497,914	5,728,536	20,226,450	18,169,519	5,195,344	23,364,863	18,056,640	4,883,077	22,611,507	19,114,601	5,539,284	24,653,885
Net Within Unit Transfers (In)/Out*	(0)	-	(0)	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	(539,336)	(1,713,963)	(2,253,299)	620,565	(1,065,344)	(444,779)	733,444	(1,482,077)	(420,423)	1,580,529	(1,580,634)	(105)
Prior Year Fund Balance	1,282,353	3,111,273	4,393,626	743,017	1,397,310	2,140,327	743,017	1,397,310	2,140,327	1,476,461	(84,767)	1,719,904
Total Funds	743,017	1,397,310	2,140,327	1,363,582	331,966	1,695,548	1,476,461	(84,767)	1,719,904	3,056,990	(1,665,401)	1,719,799
Restricted Funds**												
Restricted Funds Reason												

*Note that "Net Within Unit Transfers" will not net to zero if an account that was part of "Within Unit" transfer transactions is now part of a different unit

**If any funds that are listed in "Prior Year Fund Balance" are unavailable/restricted, please indicate the total that is unavailable, and the reason for restriction.

Please note:

Other Revenue line is reduced as we have had very high medical claims which means decrease in predicted loss ratio check.

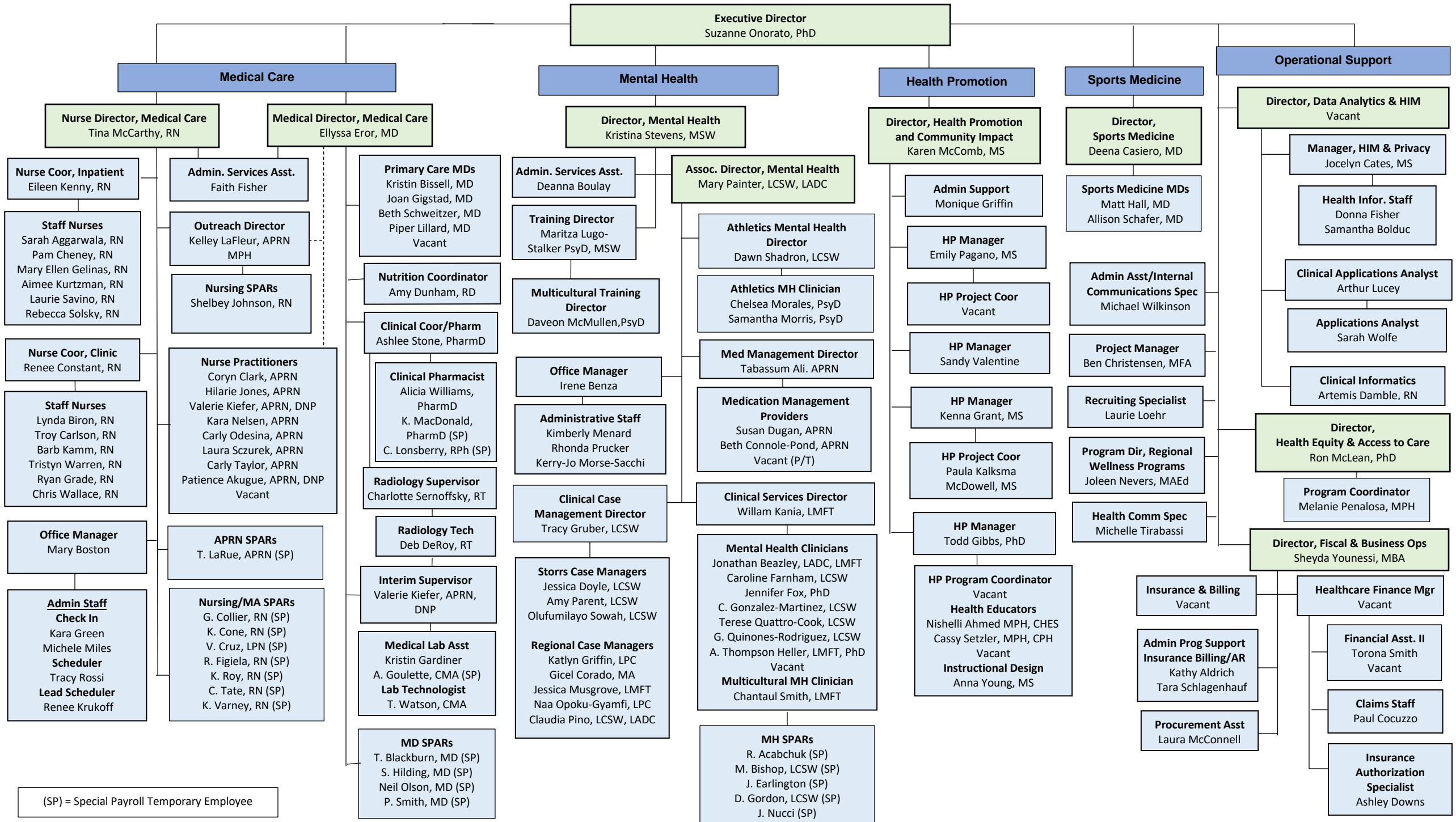
Fee For Service Revenue was reduced as we are still managing COVID. Staff are not able to allocate 100% of their time to billable services.

FY24 requested GUF fund is higher than FY23 to cover 4 mental health storrs positions (added to permanent salaries and benefit lines) and to cover 3 Care and Concern case managers (added to transfer out line). Also to cover 4.5% salary adjustments.

Expenses associated with COVID care, testing, vaccination, etc. were not added to the current budget as we were told they will be allocated to a different KFS. The transfer in covers those expenses so the expenses were added to match revenue with associated expense line.

Student Health and Wellness

(version 10/19/2022)



(SP) = Special Payroll Temporary Employee