



## Frequently Asked Questions (FAQ's)

### Ohio Costing of FPHS / Annual Financial Report (AFR)

FY2022

#### EXPENSES

1. [The Health Commissioner occupation is not on the list of occupations on the payroll page and the spreadsheet will not allow me to type it in.](#) The Health Commissioner occupation was inadvertently left off the list. Just leave the occupation cell blank and we will fix this for next year. We used the AOHC salary survey titles and definitions for this tool and COVID titles were not known at the time the list was developed. If you have COVID job titles, leave that occupation cell blank too. It is very important to use the titles listed in the dropdown box as much as possible, so we have consistency across the state. Find the best match for your job titles. If you have a job title that matches one on the list but the qualifications are different, go ahead and use that title anyway. If there are other titles that you just can't match, please email Susan Tilgner at [ophp@ohiopublichealth.org](mailto:ophp@ohiopublichealth.org) so they can be added next year.
2. [What if my jurisdiction is missing from the drop-down box on the payroll page and the spreadsheet will not allow me to type it in?](#) Leave it blank and we will fix this for next year. Be sure to name your spreadsheet as follows so we know it belongs to your jurisdiction: HEALTH DEPARTMENT NAME Costing of FPHS FY2022
3. [Can you allow us to type our own words into the column if the drop-down options don't cover what we have?](#) It is best to leave the drop-down boxes the way they are not only for consistency but also for the integrity of the spreadsheet. If something is missing from the drop-down box that you need, please email Susan Tilgner at [ophp@ohiopublichealth.org](mailto:ophp@ohiopublichealth.org).
4. [For PG 1 Payroll, what if I have more than 203 staff to list? Should I combine some staff by their positions?](#) You can only combine staff on the same rows if those staff spend exactly the same amount of time in the FPHS. So, if you have 3 REHS's who do food inspections and that's all they do for the entire year, you can group them because their percentage of time across the FPHS will be the same. But if one of those REHS's spends only 80% of their time doing food inspections and the other 20% of their time doing marina inspections, you need to record their percentages differently. (*Food inspections are foundational environmental health, while marina inspections are community-specific environmental health*). You will need to record them in different rows. If you need more rows, you can add rows between Cells A5 and A207 without affecting the formulas.

5. For PG 1 Payroll, what do the green and blue colors in Cells A5 through A21 mean? Those were originally meant to distinguish between Option A and Option B, but that designation is not needed, and the colors do not affect any formulas in the spreadsheet. Disregard them.
6. Would the down payment and mortgage costs be considered “Organizational Competencies” under the Foundational Capabilities? Costs for facilities or buildings most often benefit all programs and services provided by the LHD. These costs should be recorded on PG 2, Non-Labor, Step 3, in Cell B48. This way they will be prorated across the entire department. However, if you have a building or satellite facility that is used only for a specific program or service (such as a primary care clinic) and is not available to the entire department, you can put those costs in Step 2.
7. Does our Infant Mortality Program go under Community-Specific Maternal and Child Health (MCH)? It depends on what activities you are doing. If you are doing a media or educational campaign for awareness about infant safe sleep, that would be population health under Foundational Area MCH. But if the program provides individual public health nurse visits for safe sleep, that would be Community-Specific MCH. In many cases, one program may have both activities. In that case you would estimate how much time and cost is allocated to each activity within the program. Staff time in the program goes on PG1 and non-labor costs go on PG2.
8. Where would the following Grant Non-Labor Expenses land on the AFR Expense Worksheet: COVID19 Enhanced Operations, COVID Response Supplemental and Enhanced Operations? Funds and activities related to COVID19 response should fall under Emergency Response. However, as we moved through 2022 and now in 2023, those activities should be shifting from emergency response into more normal operations which would put them in communicable disease.
9. Under the Shared Services section, there are no drop-down options for the question "Do you have a formal agreement for services?" When you click on the drop-down menu, there are yes or no choices, and you cannot type in yes or no. There should be a yes or no option and we will fix that for next year. Please leave it blank for now.
10. What kind of expenses go under Community Partnership Development under Non-labor? There may not be many non-labor costs associated with Community Partnership Development beyond staff time. The list of non-labor costs is in Appendix C (Page 65) of the User Guide. Possible expenses would be a contract to facilitate a process with a community partnership or hosting a media campaign on behalf of the partnership. However most expenses associated with Community Partnership Development are staff time. It is ok not to have an expense in every category.
11. Would Vital Statistics fall into the Foundational Area? Yes, it is a Foundational Capability under Assessment & Surveillance.

12. **What is an example of an equity cost?** In this revised framework, equity is called out more intentionally. If you look at the graphic, you will see equity encompasses the entire FPHS framework and there is also a new Foundational Capability titled “Equity”. This reinforces that public health considers equity in all its work. However, when it comes to costing out specific equity activities, it tends to be a little difficult. It’s best to start with those activities that are clearly Foundational and focused on equity. This could be an ongoing committee or collaboration of partners to specifically work on equity issues, or a developing and internal equity policy. Some health departments have a dedicated staff person for equity, diversity, or inclusion. That staff person’s time and activities would be counted under the Foundational Capability for Equity.

## REVENUE

13. **Where should I put WPCLF Loan Revenue on the spreadsheet? Would this go under sewage?**  
Yes, under Environmental Health.
14. **We received a payment from the Local Public Health Services Collaborative for an HHS State 4 Stimulus Payout in 2022. Which revenue line that would fall under?** Since it is a combination of a through d in the Personal Health Services section, put it on the "Other" line in the Personal Health Services section.
15. **Where do you put the Medicaid Administrative Claiming (MAC) funds?** MAC goes under “Other State (non-ODH) funded projects”.

## GENERAL

16. **Is it correct that across the spreadsheet we are required to fill in all the “salmon” color boxes?**  
Yes, and it’s a good idea if something is not calculating as you go through your spreadsheet, first check to make sure that all those boxes are filled in. One salmon box easily missed on the PG6 per capita sheet is the population, Cell A4. It is the only salmon box on the page and none of the rest of the sheet will populate without it.
17. **In the last Webinar it was stated that when we put the information in the Ohio Gateway for the ODH AFR, we combine FC.7 and FC.8 with Organizational competencies since they do not have those 2 categories in the AFR.** Yes, that was the information in the last Webinar, however since then ODH has said that LHDs could also just put the per capita figure for Foundational Capability “Accountability & Performance Management” and the per capita for Foundational Capability “Equity” in the notes section. Both means of submitting the per capita to ODH will be accepted. This adjustment is necessary because the Costing Spreadsheet was updated to reflect the revised national framework, while the AFR in the Gateway has not been updated yet.

18. [When is the AFR due to ODH?](#) This year the AFR is due July 1, 2023
19. [Where do I send my completed Costing of FPHS Spreadsheet?](#) The spreadsheets are collected by the Ohio Public Health Partnership (OPHP) on behalf of the Association of Ohio Health Commissioners (AOHC). When you submit the AFR to ODH, please send your completed excel spreadsheet to [ophp@ohiopublichealth.org](mailto:ophp@ohiopublichealth.org). Please rename your spreadsheet using the following format: **LHD NAME FPHS Spreadsheet FISCAL YEAR**. Example: Buckeye County Health Department FPHS Spreadsheet FY2022.
20. [How are the spreadsheets used?](#) The data is analyzed, and a statewide summary of results is compiled into a report annually. No individual health department data is ever shared or reported. The summary data is used in public health decision-making about what additional funding is needed and how resources are best allocated across the state to serve communities.