BARS SUPPLEMENTAL HANDBOOK for PUBLIC HEALTH

Expenditure and Object Codes and Descriptions

Revenue Source Code 2011-2012 Crosswalk

For fiscal years starting January 1, 2012
Summary of Expenditure Accounts – Public Health

508.00 Ending Fund Balance

562.00 Public Health
562.1_ Public Health Administration/Policy Development
562.21 Child Death Review
562.22 Maternal/Infant/Child/Adolescent Health
562.24 Oral Health
562.25 Children with Special Health Care Needs
562.26 Family Planning - non Title X
562.27 Family Planning-Title X
562.28 Women, Infant, Children (WIC)
562.29 Other Family and Individual Health
562.32 Immunization
562.33 Sexually Transmitted Diseases
562.34 Tuberculosis
562.35 HIV/AIDS
562.39 Other Communicable Diseases
562.41 Cardiovascular Risk Reduction
562.42 Obesity
562.43 Cancer Prevention and Control
562.44 Tobacco Prevention and Control
562.45 Violence and Injury Prevention
562.49 Other Non-communicable Diseases and Chronic Illnesses
562.52 Drinking Water Quality
562.53 Solid and Hazardous waste
562.54 OSS and Land Development
562.55 Vector
562.56 Food
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562.71 Vital Records
562.72 Laboratory
562.73 General Health Education
562.74 Services Performed by Other Agencies
562.78 Pharmacy
562.79 Epidemiology
562.8_ Assessment
562.88 Emergency Preparedness and Response
562.9_ Miscellaneous
Expenditure Account Definitions (Not unique to Public Health)

The following accounts are used by all agencies in reporting expenditures:

508.00  Ending Fund Balance. To be used to indicate the estimated and actual amounts of fund balance at the end of the year. It represents the excess of assets over liabilities. This account may be used in budget preparation if the law requires or permits the accumulation of moneys for future use.

508.10  Reserved Fund Balance
508.20  Nonspendable Fund Balance (GAAP entities only)
508.30  Restricted Fund Balance (GAAP entities only)
508.40  Committed Fund Balance (GAAP entities only)
508.50  Assigned Fund Balance (GAAP entities only)
508.80  Unreserved Fund Balance
508.90  Unassigned Fund Balance (GAAP entities only)
The following expenditure accounts are to be used by the local health jurisdictions if they provide services in these areas. Supplemental Handbooks are available through the DSHS Finance Division Director’s Office or from the State Auditor's Office website under BARS Manuals.

**BARS Supplemental Handbook for Aging and Adult Services (555.00)**  
Programs administered through this Handbook include: disease prevention and health promotion, senior nutrition, prevention of elder abuse, etc.

**BARS Supplemental Handbook for Mental Health (564.00)**  
Programs administered through this Handbook include: RSN-county department program administration, consultation, education and public information, community support, crisis response systems, etc.

**BARS Supplemental Handbook for Alcohol and Substance Abuse (566.00)**  
Programs administered through this Handbook include: prevention, community information, outreach and referral, intervention and interim services, assessment and treatment services, support services, shelter services, detoxification and sobering services, etc.

**BARS Supplemental Handbook for Developmental Disabilities (568.00)**  
Programs administered through this Handbook include: early intervention services (ITEIP, Part H), County Interagency Coordinating Council (CICC), child development services (birth to three), etc.

**Public Health Expenditure Account Definitions**

**562.1  Administration/Policy Development**  
Services for department wide administration, finance, planning, supervision, evaluation, policy-making decisions, training, other administrative services (e.g., environmental health administration, personal health administration). The 5th digit should be used at the discretion of the health jurisdiction to track activities separately according administrative functions.

**Family and Individual Health**

**562.21  Child Death Review**  
Services/activities related to the review of all unexpected deaths of children under the age of eighteen within the jurisdiction. Deaths due to prematurity are excepted unless the infant's family had a history of the CPS involvement during the previous twelve months.

**562.22  Maternal/Infant/Child/Adolescent Health/Children with Special Health Care Needs**  
(Also see 562.25.) Services/activities related to the health of pregnant women, infants,
children, and adolescents through age 19 including children with or at risk for special health/developmental needs.

562.24 Oral Health
Services/activities relating to oral health/dental care activity for individuals or the community.

562.25 Children with Special Health Care Needs (also see 562.22)
At the local health jurisdiction’s discretion, this BARS code may be used to track CSHCN expenditures separately from the MICA Health (562.22).

562.26 Family Planning - Non Title X
Services/activities for family planning and reproductive health issues. Does not include Title X funding.

562.27 Family Planning - Title X
Services/activities relating to Title X funded family planning and reproductive health activities. (Includes Title X and 10 percent local funds for match.)

562.28 Women, Infants, Children (WIC)
Nutrition education, supplemental foods and referrals to needed health services for pregnant and breastfeeding women, infants, and children under age five who are at nutritional risk.

562.29 Other Family and Individual Health
Services/activities for families and individuals that cannot be otherwise categorized. May include Adult Health, School Health, Home Health, Refugee Health, Migrant Health, Jail Health, Rural Health, Minority Health, etc. Programs should be set up for each unrelated activity within the expenditure basic account.

Communicable Diseases

562.32 Immunization
Services/activities to administer and distribute vaccine for vaccine preventable diseases for individuals of all ages.

562.33 Sexually Transmitted Diseases
Services/activities for the diagnosis, treatment, and control of sexually transmitted diseases.

562.34 Tuberculosis
Services/activities for the diagnosis, treatment, and control of tuberculosis.
562.35 HIV/AIDS
Services/activities for the education, surveillance, clinical care, intervention, community planning, and prevention of HIV/AIDS and persons infected with the virus. Regional lead agencies should report only those dollars expended for their jurisdiction. Money passed through to other agencies in their region will be reported as expenditures by those agencies.

562.39 Other Communicable Diseases
Services/activities for the diagnosis, treatment, and control of communicable diseases that cannot be otherwise categorized.

Non-communicable Diseases

562.41 Cardiovascular Risk Reduction
Services/activities to prevent cardiovascular (heart) disease.

562.42 Obesity
Services/activities to address the threat of obesity in Washington state.

562.43 Cancer Prevention and Control
Services/activities related to the prevention and control of cancer (e.g., Breast and Cervical Health Program).

562.44 Tobacco Prevention and Control
Services/activities to decrease access and use of tobacco by youth and adults.

562.45 Violence and Injury Prevention
Services/activities to promote personal safety and decrease intentional and unintentional violence.

562.49 Other Non-Communicable Diseases and Chronic Illnesses
Services/activities to promote prevention and control of non-communicable diseases and chronic illnesses not otherwise categorized.

Environmental Health

562.52 Drinking Water Quality
Services/activities related to the planning development and on-going operation of safe drinking water systems. Includes conducting plan reviews, carrying out regulatory oversight of public supplies, following up on incidents of water system contamination, consulting with individual well owners.

562.53 Solid and Hazardous Waste
Services/activities related to implementing the waste management priorities of waste reduction, recycling, and disposal as well as responding to incidents of illegal storage/disposal of solid/hazardous waste. Includes implementing applicable state and local regulations governing the collection, transportation, storage, disposal of solid/hazardous wastes, investigation of complaints, pursuing remedial clean-ups, promoting/implementing waste reduction and recycling efforts.

562.54 OSS and Land Development
Services/activities related to the planning and provision of safe collection, treatment, and disposal of residential sewage. Services/activities related to the planning and provision of environmentally sound uses of land. Includes environmental reviews of proposed land use projects as well as site evaluations, inspections, investigations of improper sewage disposal, advising planning groups on locating solid waste disposal sites, chemical storage, light industry noise abatement, pursuing corrective actions.

562.55 Vector
Rabies investigations, animal bite infections, miscellaneous public health activities and services involving animals.

562.56 Food
Services/activities necessary for the assurance that safe and wholesome food is provided to the public. Includes educational efforts directed toward the public and food service operators/handlers, implementing applicable state and local regulations governing retail food establishments, public education, food handler permits, inspection of food establishments, investigating complaints of unsafe food handling practices, taking enforcement actions as needed.

562.57 Chemical and Physical
Services related to chemically contaminated (or potentially contaminated) sites and chemical spills.

562.58 Living Environment
Services/activities to ensure physical safety and social well-being. Includes reviewing plans and inspections of schools, camps, shelters, temporary worker housing, parks, other public buildings, swimming pools, spas, water parks, and natural bathing areas.

562.59 Other Environmental Health
Services/activities for promotion or protection of environmental health not otherwise categorized.

562.60 Environmental Water Quality
Services/activities related to the assessment and protection of overall water resources in the community including surface and ground waters. Includes conducting investigations,
collection and analysis of data, identifying pollution sources, developing pollution prevention plans, undertaking remedial actions, responding to area-wide contamination incidents, promoting water resource protection in community, monitoring surface waters including swimming, boating, and shellfish growing areas.

Other Public Health

562.71 Vital Records
Services/activities necessary for the registration and certification of vital records and transmittal of records to the State Center for Health Statistics.

562.72 Laboratory
Services/activities related to chemical and microscopic analysis of body tissue and fluids to identify disease-causing organisms and aid in the diagnosis and treatment of disease. Also includes analysis of groundwater/drinking water for toxic content. Classification includes costs associated with conducting the tests, but does not include outside laboratory service costs which are classified as a professional service within programs.

562.73 General Health Education
Services/activities which encourage people to adopt and maintain a healthy lifestyle as well as advocate social and environmental changes needed to facilitate healthful living conditions. Activities include workshops, prevention hotlines, health fairs, etc. If the education provided is categorical in nature, it should be classified in a program above (e.g. WIC, STD, TB, etc.).

562.74 Services Performed by Other Agencies
Services/activities which are not a part of the health department program responsibility instead are performed by other agencies under contractual pass-through arrangement. The pass through agency reports equal revenue and expenditures on BARS reports. The contracting agency reports actual revenue and expenditures.

562.78 Pharmacy
Services/activities related to the acquisition and dispensing of prescription medication, vaccine, general pharmaceutical items.

562.79 Epidemiology
Services/activities related to the investigation into the occurrence and control elements of diseases and health risks in the population.

562.8 Assessment
Services/activities related to the regular collection, analysis, and sharing of information about health conditions, risks and resources in the community, monitor health status and risk indicators, health emergencies, environmental risk factors, community concerns,
community health resources. Use 5th digit at the discretion of the health jurisdiction to track activities separately according to needs.

562.88 Emergency Preparedness and Response
Services/activities related to the planning, coordination, surveillance, training, and infrastructure and communication development of public health entities within the state, with the purpose of building capability to respond to acts of bioterrorism as well as other infectious disease outbreaks, public health threats, and emergencies. Regional lead agencies should report only those dollars expended for their jurisdiction. Money passed through to other agencies in their region will be reported as expenditures by those agencies.

562.9 Miscellaneous
Services/activities not previously categorized. Includes expenditures associated with one time or unique grant funding sources, activities not related to any other BARS code. Use 5th digit at the discretion of the health jurisdiction to track activities separately according to needs (e.g., 562.99 Child Profile).

Any unassigned codes may be used by the health department for internal tracking purposes of specific grants or special activities.

Summary of Expenditure Objects

10 Salaries and Wages
20 Personnel Benefits
30 Supplies
40 Services
50 Intergovernmental Services and Other Interfund Payments
60 Capital Outlays
70 Debt Service: Principal
80 Debt Service: Interest
90 Interfund Payments for Services
Expenditure Objects Definitions

10 Salaries and Wages
Amounts paid for personal services rendered by employees in accordance with the rates, hours, terms, and conditions authorized by law or stated in employment contracts. It does not include fees and out-of-pocket expenses for professional or consultant services performed on assignments.

20 Personnel Benefits
Those benefits paid by the employer as part of the conditions of employment. Subdivide as needed for local purposes. Examples: health/dental insurance, FICA (employer paid), unemployment compensation, workers’ compensation, pension, etc.

30 Supplies
This is a basic classification of expenditures by object for articles and commodities purchased for consumption or resale.

31 Office and Operating Supplies. Articles purchased directly and consumed by operating departments. Examples: office stationery, forms, maps, chemicals, clothing, cleaning supplies, drugs, laboratory supplies, medicines, publications, etc.

32 Fuel Consumed. Fuel used to generate power, fuel for heating, and fuel for operating engines and vehicles. See subobject 47 for electricity and natural gas.

33 Power, Water, Gas Purchased for Resale only. See subobject 47 for power, water, and gas purchased for own consumption.

34 Items Purchased for Inventory or Resale. Examples: central stores, code books, maps, food, worker booklets, concession supplies, fuel, pamphlets, etc.

35 Small Tools and Minor Equipment

40 Services
Basic classification by object for services other than personal services which are needed by the government. Such services may be provided by a governmental agency or by private business organizations.

41 Professional Services. Examples: accounting and auditing, management consulting, engineering, legal services, medical, dental, hospital, custodial and cleaning, computer programming, messenger, etc.

42 Communications. Examples: telephone, internet connections, postage, facsimile, etc.
43 Travel. Examples: per diem, meals, lodging, mileage, etc.

44 Advertising

45 Operating Rentals and Leases. (See subobject 66 for the distinction between operating and capitalized leases or rentals.)

46 Insurance. Use object 20 for insurance applicable to personnel benefits. Examples: fire, theft, other casualty, liability bonds, etc.

47 Utility Services. Use subobject 33 for power, water or gas purchased for resale. Examples: gas, electricity, water, waste disposal, sewer, cable TV, etc.

48 Repairs and Maintenance. Contracted (external) labor and supplies furnished by the contractors. See object 60 for construction contracts. Examples: buildings, structures, improvements, equipment, etc.

49 Miscellaneous. Examples: court costs, investigations, judgments and damages, registration, dues, subscriptions, membership, information/credit services, filing, recording, witness fees, printing and binding, tuition, contractual services not otherwise classified.

50 Intergovernmental Services and Other Interfund Payments
To segregate intergovernmental purchases of those specialized services typically performed by local governments.

51 Intergovernmental Professional Services. Expenditures made to other governmental entities for services rendered. Intergovernmental services are limited to those functions normally provided by governments and not by private businesses.

52 Intergovernmental Payments from Federal, State, or Local Funds. Contributions made to other local governments out of federal shared revenues, including flood control lease receipts and general revenue sharing. Also use this subobject for disbursement of state or local revenues to other governments.

60 Capital Outlays
Expenditures which result in the acquisition of, rights to, or additions to capital assets, including incidental costs such as legal, appraisal and brokerage fees, land preparation and demolishing buildings, fixtures and delivery costs. This classification pertains only to those assets which are purchased, not those constructed or fabricated by the municipality.

61 Land

63 Other Improvements

64 Machinery and Equipment

65 Construction of Capital Assets

66 Capital Leases. At the time an asset is acquired, use this classification for the total principal to be paid for a capital asset under executory conditional sales contracts, lease-purchase agreements, installment purchase agreements, and similar arrangements that defer payment for capital outlays over a period of time.

70 **Debt Service Principal** (Use with BASUB 581, 591, 593, and 599.)

71 General Obligation Bonds

72 Revenue Bonds

73 Special Assessment Bonds

74 Revenue Warrant

75 Capital Leases and Installment Purchases

76 Anticipation Notes/Warrants

77 Other Notes

78 Intergovernmental Loans

79 Other Debt. Include interfund loans principle payments, LID assessments, etc.

80 **Debt Service: Interest and Related Costs** (Use with Basub 592 and 596, or if interest expenses are capitalized, use Basub 594.)

81 Interest on Short-Term External Debt

82 Interest on Interfund Debt. Include interest on debt to joint ventures and affiliates, LID assessments.

83 Interest on Long-Term External Debt. Include intergovernmental, leases, etc.
84 Debt Issue Costs

85 Debt Registration Costs

89 Other Interest and Debt Service Costs. Include interest paid on overdue taxes (RCW 84.69.070), etc.

90 Interfund Payments for Services
Expenditures made to other funds (or other departments of the same fund) for services rendered. Use subobject 54 for interfund taxes and subobject 82 for interfund interest. Use subobject 47 for utility payments and 49 for interfund licenses. Do not include reimbursements of contributions (subsidies). Use Glossary definitions of the various kinds of interfund transactions. If you accounting system has additional digits available in the object field, the purposes accomplished here by subobjects 91-99 can be achieved even more effectively be appending subobject codes 10-89 to a “9” (e.g., 941 for interfund professional services).

91 Interfund Professional Services. For example of professional services see subobjects 41 and 51.

92 Interfund Communications. For example of communications, see object 42.

93 Interfund Supplies. For example of supplies, see subobjects 31-35.

94 Interfund Capital Outlays. For example of capital outlays, see subobjects 61-66.

95 Interfund Operating Rentals and Leases. For examples of operating rentals and leases, see subobject 45.

96 Interfund Insurance Services. For examples of insurance services, see subobject 46.

98 Interfund Repairs and Maintenance. For examples of repairs and maintenance, see subobject 48.

99 Other Interfund Services and Charges
Revenue Codes for Indirect Federal Grants (Non-ARRA) Administered by the DOH

The following is a listing of the 2012 BARS Revenue Codes for all DOH federal grants as of May 2012 and a crosswalk to the old 2011 BARS Revenue Codes. Remember, you may not be participating in all of the following programs.

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Cooperative Agreements to Support State-Based Safe Motherhood and Infant Health Initiative Programs

Preventive Health Services – STD Control Grants

Preventive Health and Health Services Block Grant

Maternal and Child Health Services Block Grant

Revenue Codes for Direct Federal Grants

Direct federal grants are coded in the same manner as the federal indirect with one significant difference. The initial three numbers are 331, with the final "1" indicating that the funding was received directly from the awarding federal agency without passing through another government.

Revenue Codes for ARRA Indirect Federal Grants Administered by the DOH

The following is a listing of the 2012 BARS Revenue Codes for all DOH ARRA federal grants as of May 2012, and a crosswalk to the old 2011 BARS Revenue Codes. Remember, you may not be participating in all of the following programs.

All federal grants or subgrants must be treated and reported on separately, even if it has the same BARS code as another subgrant. In addition to the regular reporting of a federal subgrant, ARRA reporting also requires additional reporting of worker hours funded and project completion information on a quarterly basis. This latter reporting requirement is unique to ARRA grants and is not related to annual BARS reports.

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Grant Title</th>
<th>BARS 2012</th>
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<tr>
<td>66.468</td>
<td>ARRA Drinking Water State Revolving Fund</td>
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<td>93.411</td>
<td>ARRA Equipment to Enhance Training for Health Professionals</td>
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<td>339.44.11</td>
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<td>93.414</td>
<td>ARRA – State Primary Care Offices</td>
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<td>93.712</td>
<td>ARRA Immunizations</td>
<td>339.29.37</td>
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<td>ARRA Comparative Effectiveness Research AHRQ</td>
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<td>ARRA Preventing Healthcare Associated Infections</td>
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<td>ARRA Ambulatory Surgical Center Infection Prevention</td>
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<td>ARRA Prevention and Wellness</td>
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<td>ARRA Prevention and Wellness – Communities Putting Prevention to Work</td>
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<td>93.729</td>
<td>ARRA – Health Information Technology and Public Health</td>
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QUESTIONS?

If you have questions, please contact:

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