Table of Contents

Section	Page
FY22 YE Forecast and FY23 Proposed Budget Narratives	i
Financial Statements	
Entity Level Statement of Activities	1
Balance Sheet	2
Cashflow	3
Indirect and Fringe Rates by Year	4
Supporting Documents	
Schedule A-FY23 Revenue Detail	6
Schedule A1-CY22 Contract	7
Schedule A2-CY23 Proposed Contract Work Scope and Values	8
Schedule B-Salary Forecast	9
Schedule C-Fringe	10
Schedule D-Indirect and Fringe Rate Details	11
Acronyms-Glossary	12

VITL Fiscal Year 2022 Year-End Forecast Narrative

VITL prepared a year-end forecast for Fiscal Year 2022 (FY22), which reflects our best estimate of VITL's financial performance through the end of the current fiscal year on June 30.

FY 22 Forecast Change in Net Assets

- Change in Net Assets (also known as "net income") is projected to be $250K, which is better than budget. VITL intends to use $175K of this surplus to invest in a project to improve our Rhapsody Integration Engine to gain operational efficiencies and improve services, as reflected in the Proposed FY23 Budget.

FY22 Forecast Revenues

- As part of this forecast, VITL reviewed the status of projects that were initiated with our Calendar Year 2020 (CY20) and Calendar Year 2021 (CY21) contracts and are still underway, to determine their estimated percentage of completion by the fiscal year end.
- Overall, revenue is forecast to be $1M less than plan as some project work shifts into FY23.
- For the CY21 contract, a number of projects have continued in the current calendar year. Those include the upgrade of the data platform to the newest Fast Healthcare Interoperability Resource (FHIR) standard, and launch of tools to allow patients easier access to their data (APIs). This is reflected in the deferment of $1,443K of revenue which will be realized in FY23 as the work is completed. The deferrals were not accounted for in the FY22 budget. They reflect our understanding the new revenue recognition standard (ASC-606) which was implemented in our FY21 Audited Financials.
- The CY20 contract had $588K of deferred revenue associated with on-going work on the new data platform project. This revenue will be recognized in FY22 in accordance with the analysis prepared as part of VITL's FY21 audit.
- The estimate of revenue for our OneCare Vermont (OCV) contract reflects the decrease in their fees for our current contract, which began on January 1. In our presentation for the FY22 Budget, we had reflected the possibility of a fee decrease of $212K in the "Potential Impacts to Revenue" line. We have adjusted the FY22 Budget and the FY22 forecast to recognize this outcome.

FY22 Forecast Expenses

- Overall, expenses for FY22 are forecast to be $1.2M less than the FY22 Budget as project expenses shift into FY23, as mentioned above.
- Labor related expenses are anticipated to be $100K lower than the FY22 Budget due to vacancies, some of which were filled on an interim basis with temporary help.
- Largely due to the shift in timing of some projects, Network Expenses are below budget by $278K, Software is below by $494K, and Outside Support is below by $359K.
- Unfulfilled (UFF) Contract Costs of $161K were recognized in FY22. These are costs that were incurred in FY21 for projects where VITL did not bill or recognize revenue until these projects were completed in FY22.

Balance Sheet and Cash

FY21 Balance Sheet is projected to remain strong with $5,139K of cash on hand or 189 days. The combination of accounts receivable of $655K and accrued receivables of $1,677K, means that there is an additional $2,332K which will be converted to cash within 45 to 60 days. This would add another 83 days of cash.

VITL Proposed Fiscal Year 2023 Budget Narrative

The Proposed FY23 Budget reflects completion of projects underway and those included in our CY22 contract, as well as work that is projected to be included in our CY23 contract with the Department of Vermont Health Access (DVHA). As usual, the CY23 contract is a projection developed in partnership with the State's HIE Program team; however, it has not been approved by the Centers for Medicare and Medicaid (CMS). CMS approval typically occurs in the fall.

FY23 Budgeted Change in Net Assets

- Change in Net Assets (also known as "net income") is projected to be $114K. This is 1.1% of total revenue.
- In this budget, VITL is proposing the use of $175K of net income from FY22 to invest in a project to improve the design of our Rhapsody Integration Engine to gain operational efficiencies and enhance the service we provide to participants.

FY23 Budgeted Revenues

- The FY23 Budget reflects revenue from:
  - CY21 projects which will be completed in FY23 totaling $1,443K, as mentioned above,
  - The completion of projects associated with the remaining development project funding ($1,745K) in the CY22 contract, and
  - Funding that is projected to be included in our CY23 contract with DVHA.
- We have included a modest estimate of funding for Public Health purposes for the creation of interfaces to collect additional immunization and laboratory data, and integration with the Immunization Registry. This work will be supported by funds from CDC and other grants.
- There is no revenue reflected for non-public health interface connections or replacements, as CMS will no longer fund connections to the VHIE to submit data. We are working on an approach to fill the gap, and this will likely be part of our new revenue model.
- The revenue projected for the OCV contract represents a full year at the reduced funding of the latest contract.
- We are in discussions with DVHA about providing the Medicaid program with some data warehousing services. This project is not included in this proposed budget, as we are still in discussions about scope and costs. We expect a budget amendment will be required later in the year for this project.

FY23 Budgeted Expenses

- The most significant changes in expenses are in personnel, software, and outside support.
- Personnel Costs increase by $187K relative to FY22 year-end (YE) forecast:
  - Personnel costs (Salaries & Fringe) represent 35% of the total FY23 expenditures
  - The budget assumes all current open positions are filled for the full year.
  - The budget allows for the creation of three positions:
    - Clinical Advisor (part time)
    - Outreach/Communication Specialist (starting October)

        - Finance Analyst
    - Two currently vacant roles are not included in the Labor budget, and are captured as Outside Support for FY23 to allow us to benefit from specific skills needed for project work that is underway and to help define the long term needs for these positions. We anticipate these positions will be hired as regular employees for FY24.
        - Database Analyst
        - Rhapsody Programmer
    - Budget includes a 3.0% COLA increase for staff and anticipated health care cost increases
- Software expenses increase by $92K over the FY22 YE Forecast and reflect ongoing licensing commitments and contracted development work. Approximately 25% of these costs are associated with projects and are not ongoing expenses.
- Outside Support is $206K lower than the FY22 YE Forecast and reflects continued use of contractors as development work completes. Approximately 75% of these costs are associated with project work.
- Education & Outreach costs are projected to be $66K over FY22 reflecting increased patient communications efforts.
- We have included a contingency of $100K to provide an allowance for unforeseen costs. It represents 1.5% of total material expenditures for the FY23 Budget.

FY23 Budget Risks and Opportunities

- VITL makes efforts to maintain a consistent work force, one that is not unduly affected by significant shifts in year-to-year work volume. Therefore, our estimate for labor force includes a modest increase in employee headcount, while using consulting and contracted labor to fill the gap between current staffing and expected labor needs to complete contracted project work.
- VITL is a lean organization. Loss of crucial talent could impact the delivery of contractual requirements particularly in this competitive hiring market. While this has been an on-going risk, VITL continues to work to minimize potential impacts through cross-training of existing staff and contracting service providers for specific skills to backup critical skill areas.
- The FY23 proposed budget includes consultants with specific skill sets to help ensure our ability to deliver projects. Their availability could impact the delivery of contractual requirements, though we have been successful in securing the needed skills to date.
- This budget assumes approval of estimated cost allocations and the CY23 contract by CMS.

Balance Sheet and Cash

The FY23 Budget balance sheet shows that our end of year financial position will remain strong with $5,015K of cash on hand or 172 days. The combination of accounts receivables of $850K and accrued receivables of $790K, means that there is an additional $1,288K which will be converted to cash within 45 to 60 days. This would add another 44 days of cash.

FY23 Budget
Section 2: Proposed Budget
Financial Statements
Statement of Activities

Item	FY21 Audited	FY22 Approved Budget	FY22 YTD March (Interim)	FY22 Year End Forecast	FY23 Proposed Budget	Variance FY23 Proposed Budget & FY22 YE Forecast	% Change FY23 Budget to FY22 YE Forecast
VITL Revenue							
CY20 DVHA	4,852,171	98,924		588,345	-	(588,345)	
CY21 DVHA	2,765,273	6,627,115	5,667,097	5,156,574	1,443,338	(3,713,236)	
CY22 DVHA-M&O	-	2,948,187	1,536,595	3,023,189	3,073,188	49,999	
CY22 DVHA-DDI	-	1,111,405		804,500	1,747,799	943,299	
CY22 DVHA-BiState	-	-	-	150,000	150,000	-	
CY22 DVHA Total	-	4,059,592	1,536,595	3,977,689	4,970,987	993,298	
CY23 DVHA-M&O	-			-	3,491,106	3,491,106	
CY23 DVHA-DDI	-	-	-	-	-	-	
CY23 DVHA Total	-	-	-	-	3,491,106	3,491,106	
Public Health Grant Revenue	-	-	-	-	262,500	262,500	
Total State Contracts	7,617,444	10,785,631	7,203,692	9,722,608	10,167,931	445,323	5%
OCV Contract	849,996	637,497	532,498	639,998	430,000	(209,998)	-33%
Total Contracts	**8,467,440**	**11,423,128**	**7,736,190**	**10,362,606**	**10,597,931**	**235,325**	2%
Patient Ping Fees	71,684	70,000	56,074	72,216	72,000	(216)	0%
VITL Direct Fees	121,168	121,000	91,201	121,000	45,000	(76,000)	-63%
Collective Medical	-	-	1,375	2,500	2,500	-	
Route Notification Fees	27,333	32,000	41,333	52,833	26,693	(26,140)	-49%
Total Program Fees	220,185	223,000	189,983	248,549	146,193	(102,356)	-41%
Misc. Revenue	7,355	8,237	3,411	4,909	9,000	4,091	83%
Total Revenue	**$ 8,694,980**	**$ 11,654,365**	**$ 7,929,584**	**$ 10,616,064**	**$ 10,753,124**	**$ 137,060**	**1%**
VITL Expenses							
Labor Related Expenses							
Labor Cost	2,368,605	2,634,226	1,777,505	2,531,549	2,649,637	118,088	5%
Fringe	898,172	1,026,674	728,863	1,030,032	1,098,875	68,843	7%
Total Labor Related Expenses	3,266,777	3,660,900	2,506,368	3,561,581	3,748,512	186,931	5%
Material/Services							
Network Expenses	377,783	688,728	267,553	410,750	678,797	268,046	65%
Software	2,375,573	3,710,654	2,304,403	3,216,409	3,308,537	92,128	3%
Outside Support	1,349,563	2,672,711	1,572,228	2,313,370	2,107,200	(206,170)	-9%
Education & Outreach	42,762	91,150	32,818	90,390	157,076	66,686	74%
Travel	-	20,000	1,337	5,000	30,000	25,000	500%
Supplies	4,660	61,415	6,653	51,415	10,850	(40,565)	-79%
Occupancy	147,555	147,897	108,473	117,568	63,120	(54,448)	-46%
Telecom	54,917	59,241	41,355	59,241	44,699	(14,543)	-25%
Insurance	77,406	102,848	71,352	102,848	163,190	60,342	59%
Other	114,270	124,270	75,847	104,270	50,000	(54,270)	-52%
Training/Prof. Develop.	79,178	121,883	41,361	121,883	177,438	55,555	46%
UFF Contract Costs	(161,263)	-	161,263	161,263	-	(161,263)	-100%
Loss Provision	231,354	-	-	-	-	-	0%
Contingency	-	100,000	-	50,000	100,000	50,000	100%
Total Material/Services	4,693,758	7,900,797	4,684,643	6,804,408	6,890,906	86,498	
Total All Expenses	**$ 7,960,535**	**$ 11,561,697**	**$ 7,191,011**	**$ 10,365,989**	**$ 10,639,418**	**$ 273,429**	**3%**
Change in Net Assets	**$ 734,445**	**$ 92,668**	**$ 738,573**	**$ 250,075**	**$ 113,706**	**$ (136,369)**	**-55%**
Carry Forward Project Investment				$ (175,000)	$ 175,000		
Investment: Rhapsody Redesign					(175,000)		
Add back CAPEX		(37,050)	-	-	(40,000)	(40,000)	0%
Adjusted Net Assets	**$ 734,445**	**$ 55,618**	**$ 738,573**	**$ 75,075**	**$ 73,706**	**$ (1,369)**	**-2%**

Vermont Information
Technology Leaders, Inc.

FY23 Budget
Section 2: Proposed Budget
Financial Statements
Balance Sheet

As of:5/18/2022

	FY21 Audited	Variance FY22 YTD from FY21	FY22 YTD March (Interim)	Variance FY22 YE from FY21	FY22 Year End Forecast	Variance FY23 Budget from FY22 YE	FY23 Proposed
ASSETS							
Current Assets							
Cash-All Accounts	4,471,854	2,005,859	6,477,713	668,013	5,139,867	-124,594	5,015,274
Accounts Receivable	117,002	14,729	131,731	537,587	654,589	15,595	670,184
Unbilled Accounts Receivables	1,570,635	-34,041	1,536,594	105,869	1,676,504	-1,058,820	617,684
Prepaid Expenses	255,759	-18,516	237,243	56,187	311,946	2,603	314,549
Deferred Contract Costs	244,912	-244,912	0	-244,912	0	0	0
Total Current Assets	**6,660,162**	**1,723,119**	**8,383,281**	**1,122,744**	**7,782,906**	**-1,165,215**	**6,617,691**
Property and Equipment							
Construction in Progress	0	0	0	0	0	0	0
Furniture & Equipment	369,087	-74,859	294,228	-74,859	294,228	40,000	334,228
Leasehold Improvements	98,185	-83,541	14,644	-83,541	14,644	0	14,644
Accumulated Depreciation	-333,668	101,259	-232,409	101,259	-232,409	-25,000	-257,409
Total Property and Equipment	**133,604**	**-57,141**	**76,463**	**-57,141**	**76,463**	**15,000**	**91,463**
Other Assets							
Security Deposits	12,781	-9,271	3,510	-9,271	3,510	0	3,510
Total Other Assets	**12,781**	**-9,271**	**3,510**	**-9,271**	**3,510**	**0**	**3,510**
Total Assets	**6,806,547**	**1,656,707**	**8,463,254**	**1,056,332**	**7,862,879**	**-1,150,215**	**6,712,664**
LIABILITIES AND CAPITAL							
Current Liabilities							
Accounts Payable	464,240	368,458	832,698	344,915	809,155	139,711	948,866
Accrued Expenses	517,866	-174,793	343,073	-140,260	377,606	39,705	417,311
Accrued loss provisions	315,003	-315,003	0		0	0	0
Deferred Revenue	536,816	1,039,399	1,576,215	916,605	1,453,421	-1,443,338	10,083
Total Current Liabilities	**1,833,925**	**918,061**	**2,751,986**	**806,257**	**2,640,182**	**-1,263,921**	**1,376,261**
Net Assets-All Unrestricted	4,972,622	738,645	5,711,267	250,075	5,222,697	113,706	5,336,403
Total Liabilities & Net Assets	**6,806,547**	**1,656,706**	**8,463,253**	**1,056,332**	**7,862,879**	**-1,150,215**	**6,712,664**

FY23 Budget
Section 2: Proposed Budget
Financial Statements
Cashflow

	FY22 YTD March (Interim)	FY22 Year End Forecast	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23 Proposed Budget
Collections															
CY21	7,970,280	7,970,280	-	-	-	-	-	-	-	-	-	-	-	-	-
CY22	-	1,511,594	582,923	1,640,671	385,923	565,923	919,748	798,222	408,423	1,835,248	-	-	-	-	7,137,081
CY22-BiState	-	-	-	-	150,000	25,000	25,000	25,000	25,000	25,000	25,000	-	-	-	300,000
CY23	-	-	-	-	-	-	-	-	-	-	581,851	581,851	581,851	581,851	2,327,404
Public Health Grant	-	-	-	-	-	-	-	-	-	-	52,500	52,500	52,500	52,500	210,000
OCV Mthly Fee	566,664	674,164	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	430,000
Patient Ping	69,228	87,228	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
VITL Direct Fees	121,200	121,200	-	-	-	45,000	-	-	-	-	-	-	-	-	45,000
Collective Medical	1,375	2,375	-	-	-	-	-	1,250	-	-	-	-	-	1,250	2,500
Route Notification Fees	43,500	43,500	-	15,693	-	-	-	-	-	-	11,000	-	-	-	26,693
Interface Development Fees		-													-
Other	8,432	8,432													-
Interest	2,865	4,398	750	750	750	750	750	750	750	750	750	750	750	750	9,000
Total Collections	**8,783,544**	**10,423,171**	**625,506**	**1,698,947**	**578,506**	**678,506**	**987,331**	**867,055**	**476,006**	**1,902,831**	**712,934**	**676,934**	**676,934**	**678,184**	**10,559,678**
Disbursements															
Major Subcontractors	3,141,329	4,235,922	488,007	310,444	305,244	394,311	289,711	319,511	416,573	208,011	208,011	209,355	209,355	209,355	3,567,887
Payroll	2,011,784	2,648,414	233,598	233,598	233,598	249,938	249,938	249,938	249,938	249,938	249,938	249,938	249,938	249,938	2,950,233
Fringe Expense	462,103	627,535	49,807	49,807	49,807	53,291	53,291	53,291	53,291	53,291	53,291	53,291	53,291	53,291	629,036
All Other	1,162,470	2,133,287	258,330	239,655	410,570	249,430	243,605	278,920	255,097	296,497	243,222	302,348	213,222	231,222	3,222,116
Contingency	-	50,000												100,000	100,000
Investment Project: Rhapsody		-	29,167	29,167	29,167	29,167	29,167	29,167							175,000
Accrued Expenses paid	-	60,000													-
Capital Projects		-	6,667	-	6,667	-	6,667	-	6,667	-	6,667	-	6,667	-	40,000
Total Disbursements	6,777,686	9,755,157	1,065,575	862,671	1,035,052	976,135	872,377	930,825	981,565	807,736	761,128	814,931	732,471	843,805	10,684,271
Starting Cash	4,471,854	4,471,854	5,139,867	4,699,799	5,536,076	5,079,530	4,781,901	4,896,855	4,833,085	4,327,526	5,422,622	5,374,428	5,236,432	5,180,894	5,139,867
Net Collections/Disbursements	2,005,858	668,013	(440,068)	836,277	(456,546)	(297,629)	114,954	(63,770)	(505,559)	1,095,095	(48,193)	(137,997)	(55,537)	(165,621)	(124,594)
Ending Cash	6,477,712	5,139,867	4,699,799	5,536,076	5,079,530	4,781,901	4,896,855	4,833,085	4,327,526	5,422,622	5,374,428	5,236,432	5,180,894	5,015,274	5,015,274

Indirect Rates by Year

Element	FY21 YE (Audited)	FY22 YE (Forecast)	FY23 (Proposed Budget)
Direct Labor Costs	1,528,290	1,622,479	1,744,544
Fringe applied to Dir. Labor	579,526	660,151	723,509
Direct Material/Services	3,938,107	5,912,196	5,882,509
Total Indirect Base	6,045,923	8,194,826	8,350,561
Indirect Labor Costs	840,314	909,071	905,094
Fringe applied to Ind. Labor	318,646	369,881	375,366
Indirect Material/Services	685,633	892,211	1,008,397
Total Indirect Expense	1,844,593	2,171,163	2,288,857
Indirect Rate	30.51%	26.49%	27.41%
Total Cost	7,890,516	10,365,989	10,639,418

Fringe Rates by Year

Direct Labor Costs	1,528,290	1,622,479	1,744,544
Indirect Labor Costs	840,314	909,071	905,094
Base for Fringe	2,368,604	2,531,549	2,649,637
Employee Benefits	232,452	234,330	258,712
HRA Benefits	77,848	90,000	94,338
Payroll Taxes	208,363	231,579	227,347
Performance Incentive	-	-	-
PTO Expense	296,807.58	376,693	394,265
Retirement Contributions	69,331	77,246	80,849
Payroll & Benef Adm	17,816	20,184	24,097
COBRA Payments	(4,446)	-	-
Accrued Vacation/PTO	-	-	-
Health Insurance increase Contrir	-	-	19,267
Total Fringe Expense	898,172	1,030,032	1,098,875
Fringe Rate	37.92%	40.69%	41.47%
Total Personnel Cost	3,266,776	3,561,581	3,748,512
Material/Services Cost	4,623,740	6,804,408	6,890,906
Total Expenses	7,890,516	10,365,989	10,639,418

Supporting Documents

FY23 Budget

Contract	FY22 Year End Forecast	Jul 2022 Revenue	Aug 2022 Revenue	Sep 2022 Revenue	Oct 2022 Revenue	Nov 2022 Revenue	Dec FY22 Revenue	Jan 2023 Revenue	Feb 2023 Revenue	Mar 2023 Revenue	Apr 2023 Revenue	May 2023 Revenue	Jun 2023 Revenue	Total FY23 Revenue
CY20 DVHA	588,345	-												-
CY21 DVHA	5,156,574	270,290	224,990	224,990	224,990	119,965	119,965	119,965	119,965	9,107	9,107	-	-	1,443,338
CY22 DVHA-M&O	3,023,189	503,865	503,865	503,865	503,865	503,865	553,865	-	-	-	-	-	-	3,073,188
CY22 DVHA-DDI	804,500	227,658	382,658	300,158	262,658	240,833	333,833	-	-	-	-	-	-	1,747,799
CY22 DVHA-BiState	150,000	25,000	25,000	25,000	25,000	25,000	25,000	-	-	-	-	-	-	150,000
CY22 DVHA Total	3,977,689	756,523	911,523	829,023	791,523	769,698	912,698	-	-	-	-	-	-	4,970,987
CY23 DVHA-M&O	-	-	-	-	-	-	-	581,851	581,851	581,851	581,851	581,851	581,851	3,491,106
CY23 DVHA-DDI	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CY23 DVHA Total	-	-	-	-	-	-	-	581,851	581,851	581,851	581,851	581,851	581,851	3,491,106
Public Health Grant Revenue	-	-	-	-	-	-	-	52,500	52,500	52,500	52,500	52,500	-	262,500
State Contracts	9,722,608	1,026,813	1,136,513	1,054,013	1,016,513	889,663	1,032,663	754,316	754,316	643,458	643,458	634,351	581,851	10,167,931
OCV	639,998	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	35,833	430,000
Total Contracts	10,362,606	1,062,647	1,172,347	1,089,847	1,052,347	925,497	1,068,497	790,150	790,150	679,291	679,291	670,184	617,684	10,597,931
Patient Ping	72,216	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	72,000
Collective Medical	2,500	-	-	-	1,250	-	-	-	-	-	1,250	-	-	2,500
VITL Direct	121,000	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Interface Development Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Route Notification	52,833	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	26,693
Total Program Fees	248,549	11,974	11,974	11,974	13,224	11,974	11,974	11,974	11,974	11,974	13,224	11,974	11,974	146,193
Interest	4,909	750	750	750	750	750	750	750	750	750	750	750	750	9,000
														-
Grand Total All Revenue	**10,616,064**	**1,075,371**	**1,185,071**	**1,102,571**	**1,066,321**	**938,221**	**1,081,221**	**802,874**	**802,874**	**692,016**	**693,266**	**682,909**	**630,409**	**10,753,124**

CY22 Contract

Sec. #	Section	Total Contract Value	Less CLINs not expected to be realized	Resulting Contract Value	CY22 Revenue by Fiscal Year: FY22 Year End Forecast	FY23 Proposed Budget	Total CY22 Revenue
3	Operations	5,128,536	(100,000)	5,028,536	2,489,268	2,539,268	5,028,536
4	Security	1,067,840	-	1,067,840	533,920	533,920	1,067,840
	M&O	6,196,376	(100,000)	6,096,376	3,023,188	3,073,188	6,096,376
5	Connecting Patients, Providers & Other Users to Health Data	1,144,735	-	1,144,735	667,000	477,000	1,144,000
6*	Final Implementation of the VHIE Unified Health Data Architecture	950,299	(500,000)	450,299	70,000	380,299	450,299
7	Leveraging the Unified Technical Architecture to Support and Enhance Public Health Efforts	80,000	-	80,000	12,500	67,500	80,000
8	Enhancing Medicaid Operations with Health Data and Data Services available through the VHIE	300,000	-	300,000	-	300,000	300,000
9	Streamlining HIE Architecture and adding data types	578,000	-	578,000	55,000	523,000	578,000
	TaskOrders-Year 1	50,000	(50,000)	-	-	-	-
	TaskOrders-Year 2	50,000	(50,000)	-	-	-	-
	CY22 Contracted Work	9,349,410	(700,000)	8,649,410	3,827,688	4,820,987	8,648,675
	Expected amendment for CY22 BiState Data Qualify Effort	300,000	-	300,000	150,000	150,000	300,000
	Total Estimated CY22 Contract after amendment	9,649,410	(700,000)	8,949,410	3,977,688	4,970,987	8,948,675

Note: 6*: The $500,000 shown in section 6 reflects a contingency allowance that was available for unanticipated platform implementation costs which were not needed.

Work Scope	Proposed Work Scope Value	CY23 Revenue by Fiscal Year FY23 Proposed Budget	FY24 Assumed Value
Maintenance & Operations			
Security	714,492	357,246	357,246
Network & Infrastructure	446,944	223,472	223,472
Clinical Data Repository-All Categories	1,296,707	648,354	648,354
Data Warehouse (DWH) & Reporting	464,859	232,429	232,429
Master Patient Index	522,947	261,473	261,473
Integration Engine	742,588	371,294	371,294
Terminology Services	164,245	82,123	82,123
Claims Maintenance	340,782	170,391	170,391
Patient Consent Education & Management	158,656	79,328	79,328
Provider Portal Maintenance	404,022	202,011	202,011
Provider Portal Education & Onboarding	111,774	55,887	55,887
Interface maintenance and remediation	408,459	204,229	204,229
Blueprint Report & Knack	121,395	60,697	60,697
VCCI	43,952	21,976	21,976
Patient API Maintenance & Education	418,077	209,039	209,039
Results Delivery	365,648	182,824	182,824
National Exchange	38,230	19,115	19,115
Public Health - COVID Reporting monitoring and maintenance	57,696	28,848	28,848
State Reporting	160,739	80,370	80,370
Total M&O	**6,982,211**	**3,491,106**	**3,491,106**
Projects (DDI)			
	-	-	-
Total Projects	**-**	**-**	**-**
Total Proposed CY23 Contract	**6,982,211**	**3,491,106**	**3,491,106**
Public Health Grant Revenue (shown as a separate line on the Statement of Activities)	262,500	262,500	-
Total all DVHA proposed work scope	**7,244,711**	**3,753,606**	**3,491,106**

FY23 Budget
Section 2: Proposed Budget
Supporting Schedule
Schedule B Salary Forecast

Department	Roles	FY22 Year End Forecast Salaries	FY23 Projected FTE	FY23 Proposed Budget Cost of Living (COLA) Increase $s	FY23 Proposed Budget Salaries	Direct (To Contracts)	Program Allocation (To Program)	Indirect (Entity Level)	PTO (Vacations, Holidays)
Administration	CEO	601,771	6.18	16,249	688,825	75,933	1,132	520,232	91,528
	Executive Assistant								
	Clinical Advisor								
	Finance/HR (CFO, Accounting Mgr, Bus. Ops. Mgr, Financial Analyst)								
Portfolio Management	Portfolio Manager	199,986	2.00	6,968	239,218	63,073	119,828	20,441	35,876
	Project Manager								
Operations	Director of Operations	764,080	8.83	23,218	980,881	793,661	35,003	51,644	100,572
	Operations Mgr								
	Application Systems Analysts (3.7)								
	Clinical Data Architect (start Oct)								
	Interface Analyst (2)								
	PT Medical Coder (.4)								
Client Engagement	Director of Client Engagement	238,291	3.75	6,600	387,850	204,893	74,114	68,234	40,609
	Product Mgr								
	Client relationship Mgr								
	Education/Outreach Mgr (start Oct)								
Technical Support	Technical Support Specialists	233,298	4.00	8,246	301,065	231,363	10,861	5,318	53,522
Technology	Director of Technology	494,124	4.00	11,985	411,485	103,471	31,211	209,224	67,579
	Systems Engineer								
	Security Analyst								
	Network Administrator								
	Total Salaries & Wagesall employees	2,531,549	28.75	73,266	3,009,324	1,472,395	272,149	875,094	389,686
	PTO	(332,184)			(389,686)				
	Productive Salaries & Wages Less PTO	2,233,082			2,619,637	1,472,395	272,149	875,094	

	FY22 Approved Budget	FY22 YE Forecast	Variance btwn FY22 YE FC & FY23 Budget	FY23 Budget
Gross Salaries	2,851,980	2,565,267	444,057	3,009,324
PTO/Holidays	(217,754)	(332,184)	(57,502)	(389,686)
Net Salaries (Base for fringe)	2,634,226	2,233,083	386,554	2,619,637
	-7.6%			
Base				
Programs (5000-10)	1,724,004	1,163,698	308,697	1,472,395
Prg Alloc (7000-10)	156,799	240,025	32,124	272,149
G&A (8000-10)	753,423	820,257	44,159	864,416
G&A B&P (8950-10)	-	9,102	1,576	10,677
UNA (9000-10)	-	-	-	-
Total Salaries (Productive)	2,634,226	2,233,082	386,555	2,619,637
Bonus (8000-20)				
Programs Temp (5000-15)		148,920	(148,920)	-
Programs Temp (5000-15)		37,464		-
Prg Alloc Temp (7000-15)		32,371	(32,371)	-
G&A Temp (8000-15)		79,712	(79,712)	-
Other		-	30,000	30,000
Total Labor (Base for Fringe)	**2,634,226**	**2,531,549**	**155,552**	**2,649,637**
Fringe Expense				
Health Insurance	223,519	196,332	22,609	218,942
Dental	15,006	12,501	583	13,084
Vision	4,271	3,687	172	3,859
Life	23,067	21,811	1,017	22,828
FSA	-	-	-	-
Employee Benefits	265,863	234,330	24,382	258,712
HRA Employee Benefits	80,000	90,000	4,338	94,338
Payroll Taxes	231,579	231,579	(4,231)	227,347
PTO	248,737	229,337	10,698	240,035
Holiday Exp	91,965	125,266	5,843	131,109
Other Leave	15,362	22,090	1,030	23,121
Retirement Contributions	75,169	77,246	3,603	80,849
Payroll & Benef Adm	18,000	20,184	3,913	24,097
COBRA Payments	-	-	-	-
Health Insurance increase Contringency	-	-	19,267	19,267
Total Fringe Expense	**1,026,674**	**1,030,032**	**68,843**	**1,098,875**
Fringe Rate	39.0%	40.69%	44.3%	41.47%
Total Personnel Expenses	**3,660,900**	**3,561,581**	**186,931**	**3,748,512**

Vermont Information
Technology Leaders, Inc.

FY23 Budget
Section 2: Proposed Budget
Supporting Document
Schedule D Indirect Rate Calc

As of:5/19/2022

	FY22 YE Forecast				FY23 Proposed Budget			
Element	Direct (To Contracts)	Indirect (Entity Level)	Unallowable	Total	Direct (To Contracts)	Indirect (Entity Level)	Unallowable	Total
Total Salaries & Wages	1,403,723	829,359		2,233,082	1,744,544	875,094		2,619,637
Temp Labor	218,755	79,712		298,467	-	-		-
All other	-	-	-	-	-	30,000	-	30,000
Labor Cost	1,622,479	909,071	-	2,531,549	1,744,544	905,094	-	2,649,637
Fringe Rate				40.69%				41.47%
Fringe	660,151	369,881	-	1,030,032	723,509	375,366	-	1,098,875
Total Labor Related Expenses	2,282,630	1,278,952	-	3,561,581	2,468,052	1,280,460	-	3,748,512
Material/Services								
Network Expenses	300,888	109,862		410,750	497,241	181,556		678,797
Software	3,178,603	37,806		3,216,409	3,269,648	38,889		3,308,537
Outside Support	1,911,244	402,126		2,313,370	1,740,912	366,288		2,107,200
Education & Outreach	82,189	8,201		90,390	142,824	14,252		157,076
Travel	-	5,000		5,000	-	30,000		30,000
Supplies	10,396	41,019		51,415	2,194	8,656		10,850
Occupancy	71,512	46,056		117,568	38,393	24,727		63,120
Telecom	39,739	19,502		59,241	29,984	14,715		44,699
Insurance	73,738	29,109		102,848	117,002	46,188		163,190
Other	59,954	23,316	21,000	104,270	20,880	8,120	21,000	50,000
Training/Prof. Develop.	1,671	120,212		121,883	2,433	175,005		177,438
UFF Contract Costs	161,263	-		161,263	-	-		-
Loss Provision	-	-		-	-	-		-
Contingency	-	50,000		50,000	-	100,000		100,000
Total Material/Services	5,891,196	892,211	21,000	6,804,408	5,861,509	1,008,397	21,000	6,890,906
Total Expenses	8,173,826	2,171,163	21,000	10,365,989	8,329,561	2,288,857	21,000	10,639,418
								-
BASE								
Direct Labor				1,622,479				1,744,544
Applied Fringe Benefits				660,151				723,509
Direct Material/Services				5,891,196				5,861,509
Unallowables				21,000				21,000
BASE FOR INDIRECT RATE				8,194,826				8,350,561
TOTAL INDIRECT EXPENSE				2,171,163				2,288,857
INDIRECT COST RATE (INDIRECT EXPENSE/BASE)				26.49%				27.41%

Acronym	Description
ACO	Accountable Care Organization
API	Application Programming Interface
BOD	Board of Directors
CAPEX	Capital expense
CI	Cureous Innovations, for profit subsidiary of Maine HIN, provides Rhapsody and Term Atlas (terminology services) software to VITL
CDC	The Centers for Disease Control and Prevention is the national public health agency of the United States.
CMS	The Centers for Medicare & Medicaid Services, is a federal agency within the United States Department of Health and Human Services.
CLIN	Contract Line Item Number, section or paragraph of the contract
COLA	Cost of Living Adjustment
CSAC	Counseling Service of Addison County
CY	Calendar Year
DBA	Database Administrator
DDI	Design, Development and Implementation
DVHA	Department of Vermont Health Access
E&O	Errors & Omissions Insurance, professional liability insurance
ECW	EClinical Works, electronic health record (EHR)
EE	Employee
EST	Estimate
FC	Forecast
FHIR	Fast Healthcare Interoperability Resources is a standard describing data formats and elements and an application programming interface for exchanging electronic health records
FHIR STU 3	FHIR Release 3 Standard for Trial Use
FSA	Flexible Spending Account (Health Benefit)
FTE	Full Time Equivalent employee
FY	Fiscal Year
HCI	Health Catalyst, Inc. Provides the legacy VHIE platform
HIE	Health Information Exchange
HIN	HealthInfoNet, operates the health information exchange (HIE) for the State of Maine
HL	Health Language, VITL's current terminology services software provider
HRA	Health reimbursement account
HW	Computer hardware
IMR	Immunization Registry
M&O	Maintenance & Operations
MOO	Mutual of Omaha, VITL's life, ADD, and LTD provider
MPI	Master Patient Index, a database which provides a common registry of patients to bring together patient records from multiple sources
MSSP	Managed Security Service Provider implementation
MVP	MVP Health Care, VITL's health care insurance provider
NCQA DAV	National Committee for Quality Assurance - Data Aggregator Validation
NEDD	Northeast Delta Dental, VITL's dental provider
NEVRH	Northeastern Vermont Regional Hospital
NWMC	Northwestern Medical Center
OCV	OneCareVermont, an accountable care organization (ACO) operating in Vermont
OBC	Outcomes Based Certification
PTO	Paid Time Off, employee paid leave which incorporates vacation, personal days, sick leave, and holidays
RFP	Request For Proposal
ROS	Return on Sales
SaaS	Software as a Service. A subscription model of purchasing software.
SOV	State of Vermont
SOW	Statement of Work
SW	Software
SWVMC	Southwestern Vermont Medical Center
UVMMC	University of Vermont Medical Center
VHIE	Vermont Health Information Exchange
VCCI	Vermont Chronic Care Initiative
VDH	Vermont Department of Health
VSP	Vision Service Plan, VITL's vision insurance provider
WIP	Work in process
YE	Year end
YTD	Year to Date

Glossary of Column Headings	Description
FY21 Audited	VITL's FY20 (July 1st 2010 - June 30th, 2021) Audited Financial Statements.
FY22 Original Budget	VITL's FY22 Budget approved by VITL's Board of Directors and the GMCB.
FY22 YTD March (Unaudited)	VITL's most recent financial statements as of year to date March (July 1st, 2021 to March 31st, 2022). Values are unaudited.
FY22 Year End Forecast	VITL's most recent estimate of it's year end FY22 financial results.
FY23 Proposed Budget	VITL's FY23 Proposed Budget, approved by it's Board of Director.
Variance FY23 Proposed Budget & FY22 YE Forecast	Variance between the FY23 Proposed Budget and VITL's most recent estimate, the FY22 Year End Forecast.
% Change FY23 Budget to FY22 YE Forecast	Percentage chage between the FY23 Proposed Budget and VITL's most recent estimate, the FY22 Year End Forecast.