TABLE OF CONTENTS

SECTION 1 – CHILDREN'S MEDICAL SERVICES BRANCH AND PROGRAM DESCRIPTIONS 1

CHILDREN'S MEDICAL SERVICES BRANCH OVERVIEW 3
Information Technology Section 3
Program Support Section 3
Regional Operations Sections 4
Statewide Programs Section 4
Program Development Section 5
CALIFORNIA CHILDREN'S SERVICES OVERVIEW 6
Program Description 6
Legislative Authority 8
Funding Description 8
CHILD HEALTH AND DISABILITY PREVENTION PROGRAM OVERVIEW 11
Program Description 11
Legislative Authority 12
Funding Description 13
GENETICALLY HANDICAPPED PERSONS PROGRAM OVERVIEW 14
Program Description 14
Legislative Authority 15
Funding Description 16
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE OVERVIEW 17
Program Description 17
Legislative Authority 17
Funding Description 18
References 18
NEWBORN HEARING SCREENING PROGRAM OVERVIEW 19
Program Description 19
Legislative Authority 19
Funding Description 19

SECTION 2 – PLAN AND BUDGET SUBMISSION 1

GENERAL INSTRUCTIONS 2
PLAN AND BUDGET REQUIRED DOCUMENTS CHECKLIST 7
AGENCY INFORMATION SHEET 9
CERTIFICATION STATEMENT - CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM 10
CERTIFICATION STATEMENT - CALIFORNIA CHILDREN'S SERVICES (CCS) 11
INCUMBENT LIST - CALIFORNIA CHILDREN'S SERVICES 12
INCUMBENT LIST - CHILD HEALTH AND DISABILITY PREVENTION PROGRAM 13
INCUMBENT LIST - HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE 14
MEMORANDA OF UNDERSTANDING/INTERAGENCY AGREEMENT LIST 15

SECTION 3 – SCOPE OF WORK AND PERFORMANCE MEASURES 1

CMS GOALS 2

CMS PROGRAM COMPONENTS – SCOPE OF WORK 3
USING AND REPORTING PERFORMANCE MEASURES IN CMS PROGRAMS 10
DIRECTIONS FOR COMPLETING THE REPORT OF PERFORMANCE MEASURES 11
CHDP PERFORMANCE MEASURE 1 - CARE COORDINATION 12
REPORTING FORM: 12
CHDP PERFORMANCE MEASURE 2 - NEW PROVIDER ORIENTATION 13
REPORTING FORM: 13
CHDP PERFORMANCE MEASURE 3 - PROVIDER RECERTIFICATION 14
REPORTING FORM: 14
CHDP PERFORMANCE MEASURE 4 - DESKTOP REVIEW 15
REPORTING FORM: 15
CHDP PERFORMANCE MEASURE 5 - CHILDHOOD OVERWEIGHT 16
REPORTING FORM*: OVERWEIGHT PREVALENCE RATE BY CRITICAL AGE GROUP 16
CHDP PERFORMANCE MEASURE 6 - SCHOOL ENTRY EXAMS - OPTIONAL - 19
CHDP Optional Performance Measures *20*
HCPCFC PERFORMANCE MEASURE 1 - CARE COORDINATION 21
REPORTING FORM: 21
HCPCFC PERFORMANCE MEASURE 2 - HEALTH AND DENTAL EXAMS FOR CHILDREN IN OUT-OF-HOME PLACEMENT 22
REPORTING FORM: 22
CCS PERFORMANCE MEASURES 23
CCS PERFORMANCE MEASURE 1 – MEDICAL HOME 24
CCS PERFORMANCE MEASURE 2 – DETERMINATION OF CCS PROGRAM ELIGIBILITY 25
CCS PERFORMANCE MEASURE 3(A) – SPECIAL CARE CENTER 26
CCS PERFORMANCE MEASURE 3(B) – SPECIAL CARE CENTER 27
CCS PERFORMANCE MEASURE 4 – TRANSITION PLANNING 28
CCS - TRANSITION PLANNING CHECKLIST 29
CCS PERFORMANCE MEASURE 5 – FAMILY PARTICIPATION 30
REPORTING FORM: 31
PERFORMANCE MEASURE PROFILE 32

SECTION 4 – DATA FORMS 1

GENERAL OVERVIEW 2
CALIFORNIA CHILDREN'S SERVICES CASELOAD SUMMARY INSTRUCTIONS 4
Caseload Determination (for each fiscal year requested) *5*
CALIFORNIA CHILDREN'S SERVICES CASELOAD SUMMARY FORM 7
CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM REFERRAL DATA INSTRUCTIONS 8
CHDP PROGRAM REFERRAL DATA 11
CHDP FY 2006-2007 TARGET POPULATION ESTIMATE 13
CHDP FY 2007-2008 TARGET POPULATION ESTIMATE 15
CHDP FY 2008-2009 TARGET POPULATION ESTIMATE 17
HCPCFC AVERAGE ANNUAL CASELOAD* 19

SECTION 5 – MEMORANDA OF UNDERSTANDING AND INTER/INTRA-AGENCY AGREEMENTS 1

GENERAL INSTRUCTIONS 2
CALIFORNIA CHILDREN'S SERVICES (CCS) 2
Healthy Families Program: *2*
Medi-Cal Managed Care Plans: *2*

Special Education/Local Education Agency: *2*
Other Programs: *2*
CHILD HEALTH AND DISABILITY PREVENTION PROGRAM (CHDP) 3
Department of Social Services: *3*
Health Care Program for Children in Foster Care (HCPCFC): *3*
Medi-Cal Managed Care Plans: *3*
Other Programs: *3*
MEMORANDUM OF UNDERSTANDING CALIFORNIA CHILDREN'S SERVICES PROGRAM/HEALTHY FAMILIES PROGRAM PLAN 4
DELINEATION OF RESPONSIBILITIES FOR CHILDREN'S MEDICAL SERVICES BRANCH, REGIONAL OFFICES, AND DEPENDENT COUNTIES AS THEY RELATE TO THE HEALTHY FAMILIES MEMORANDUM OF UNDERSTANDING 7
COUNTY/CITY CHDP PROGRAM MODEL INTERAGENCY AGREEMENT 10
MODEL HCPCFC MEMORANDUM OF UNDERSTANDING 25

SECTION 6 - BUDGET INSTRUCTIONS 1

CMS BUDGET INSTRUCTIONS GENERAL INFORMATION AND DESCRIPTIONS FOR ALL CMS BUDGETS 2
BUDGET TIPS 6
DEFINITIONS AND GUIDELINES 7
SAMPLE BUDGET JUSTIFICATION NARRATIVE 12
COUNTY/CITY CAPITAL EXPENSES JUSTIFICATION FORM 15
COUNTY/CITY OTHER EXPENSES JUSTIFICATION FORM 16
CHDP BUDGET INFORMATION AND STAFFING GUIDELINES 17
CHDP STAFFING MATRIX PROFILE GUIDELINES 35
SUMMARY CHDP STAFFING PROFILE 36
CHDP ADMINISTRATIVE BUDGET WORKSHEET INSTRUCTIONS (NO COUNTY/CITY MATCH) 37
CHDP State General Funds and Medi-Cal State/Federal Funds *37*
CHDP NO COUNTY/CITY MATCH ADMINISTRATIVE BUDGET SUMMARY INSTRUCTIONS 46
CHDP ADMINISTRATIVE BUDGET WORKSHEET INSTRUCTIONS (COUNTY/CITY MATCH) 50
CHDP COUNTY/CITY MATCH ADMINISTRATIVE BUDGET SUMMARY INSTRUCTIONS 58
CHDP FOSTER CARE ADMINISTRATIVE (COUNTY/CITY MATCH) BUDGET WORKSHEET INSTRUCTIONS 61
CHDP FOSTER CARE ADMINISTRATIVE (COUNTY/CITY MATCH) BUDGET SUMMARY INSTRUCTIONS 67
HCPCFC BUDGET INFORMATION AND STAFFING GUIDELINES 70
HCPCFC BUDGET WORKSHEET INSTRUCTIONS (STATE/FEDERAL MATCH) 73
HCPCFC ADMINISTRATIVE BUDGET SUMMARY INSTRUCTIONS 78
CCS ADMINISTRATIVE BUDGET INFORMATION, STAFFING STANDARDS, AND CASELOAD INSTRUCTIONS 81
CCS COUNTY STAFFING STANDARDS PROFILE 93
CCS ADMINISTRATIVE BUDGET WORKSHEET INSTRUCTIONS 94
CCS ADMINISTRATIVE BUDGET SUMMARY INSTRUCTIONS 101
CMS BUDGET REVISION GENERAL INFORMATION 108
CHDP ADMINISTRATIVE BUDGET REVISION INSTRUCTIONS (NO COUNTY/CITY MATCH) 110
CHDP ADMINISTRATIVE NO COUNTY/CITY MATCH BUDGET REVISION SUMMARY 110
CHDP ADMINISTRATIVE BUDGET REVISION INSTRUCTIONS (COUNTY/CITY MATCH) 114
CHDP FOSTER CARE ADMINISTRATIVE COUNTY/CITY MATCH BUDGET REVISION INSTRUCTIONS 118

HCPCFC BUDGET REVISION INSTRUCTIONS 122
CCS ADMINISTRATIVE BUDGET REVISION WORKSHEET INSTRUCTIONS 125
SAMPLE BUDGET REVISION JUSTIFICATION NARRATIVE 134

SECTION 7 – EXPENDITURE CLAIMS AND PROPERTY MANAGEMENT 1

GENERAL INFORMATION AND REQUIREMENTS FOR CHILDREN'S MEDICAL SERVICES (CMS) QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICES 2
GENERAL INFORMATION AND REQUIREMENTS FOR CHILDREN'S MEDICAL SERVICES (CMS) QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICES 2
CHDP QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICE INSTRUCTIONS 6
HCPCFC QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICE INSTRUCTIONS 15
INSTRUCTIONS FOR PREPARATION OF CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM FOSTER CARE QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICE 20
CCS QUARTERLY ADMINISTRATIVE EXPENDITURE INVOICE INSTRUCTIONS . 24
CCS ADMINISTRATIVE EXPENDITURE INVOICE INSTRUCTIONS (SUPPLEMENTAL A) 39
CCS ADMINISTRATIVE EXPENDITURE INVOICE INSTRUCTIONS (SUPPLEMENTAL B) 54
CCS DIAGNOSTIC, TREATMENT, AND THERAPY EXPENDITURE REPORTING .. 69
PART I. SUMMARY REPORT OF DIAGNOSTIC AND TREATMENT EXPENDITURES 69
PART II. SUMMARY REPORT OF THERAPY EXPENDITURES 72
CCS INSTRUCTIONS FOR CCS CLAIM FOR REIMBURSEMENT 85
CCS INSTRUCTIONS FOR CCS HEALTHY FAMILIES (HF) 87
QUARTERLY REPORT OF EXPENDITURES 87
MANAGEMENT OF EQUIPMENT PURCHASED WITH STATE FUNDS 90
DHCS 1203 92
INSTRUCTIONS FOR DHCS 1203 93
DHCS 1204 95
INSTRUCTIONS FOR DHCS 1204 96
STD 152 98
EQUIPMENT IDENTIFICATION TAG TRANSMITTAL LETTER 99

SECTION 8 – FEDERAL FINANCIAL PARTICIPATION 1

TIME STUDY INSTRUCTIONS FOR ENHANCED/NONENHANCED TITLE XIX MEDICAID FUNDING 4
SKILLED PROFESSIONAL MEDICAL PERSONNEL QUIZ 13
TIME STUDY FUNCTION CODE DESCRIPTIONS AND GENERAL ACTIVITIES 15
FUNCTION 1 – OUTREACH 15
FUNCTION 2 – SPMP ADMINISTRATIVE MEDICAL CASE MANAGEMENT 15
FUNCTION 3 – SPMP INTRA/INTERAGENCY COORDINATION, COLLABORATION, AND ADMINISTRATION 16
FUNCTION 4 – NON-SPMP INTRA/INTERAGENCY COORDINATION, COLLABORATION, AND ADMINISTRATION 16
FUNCTION 5 – PROGRAM SPECIFIC ADMINISTRATION 17
FUNCTION 6 – SPMP TRAINING 17
FUNCTION 7 – NON-SPMP TRAINING 18
FUNCTION 8 – SPMP PROGRAM PLANNING AND POLICY DEVELOPMENT 18
FUNCTION 9 – QUALITY MANAGEMENT BY SKILLED PROFESSIONAL MEDICAL PERSONNEL 19

FUNCTION 10 – NON-PROGRAM SPECIFIC GENERAL ADMINISTRATION 19
FUNCTION 11 – OTHER ACTIVITIES 20
FUNCTION 12 – PAID TIME OFF 21
FEDERAL FINANCIAL PARTICIPATION EXAMPLES OF ACTIVITIES FOR CMS PROGRAMS 22
FUNCTION 1 – OUTREACH 22
California Children's Services 22
Child Health and Disability Prevention Program 22
Health Care Program for Children in Foster Care 23
FUNCTION 2 – SPMP ADMINISTRATIVE MEDICAL CASE MANAGEMENT 23
California Children's Services 23
Child Health and Disability Prevention Program 24
Health Care Program for Children in Foster Care 25
FUNCTION 3 – SPMP INTRA/INTERAGENCY COORDINATION, COLLABORATION, AND ADMINISTRATION 26
California Children's Services 26
Child Health and Disability Prevention Program 26
Health Care Program for Children in Foster Care 27
FUNCTION 4 – NON-SPMP INTRA/INTERAGENCY COORDINATION, COLLABORATION, AND ADMINISTRATION 28
California Children's Services 28
Child Health and Disability Prevention Program 28
FUNCTION 5 – PROGRAM SPECIFIC ADMINISTRATION 28
California Children's Services 28
Child Health and Disability Prevention Program 29
Health Care Program for Children in Foster Care 30
FUNCTION 6 – SPMP TRAINING 31
California Children's Services 31
Child Health and Disability Prevention Program 31
Health Care Program for Children in Foster Care 31
FUNCTION 7 – NON-SPMP TRAINING 32
California Children's Services 32
Child Health and Disability Prevention Program 32
Health Care Program for Children in Foster Care 33
FUNCTION 8 – SPMP PROGRAM PLANNING AND POLICY DEVELOPMENT 33
California Children's Services 33
Child Health and Disability Prevention Program 33
Health Care Program for Children in Foster Care 34
FUNCTION 9 – QUALITY MANAGEMENT BY SKILLED PROFESSIONAL MEDICAL PERSONNEL 34
California Children's Services 34
Child Health and Disability Prevention Program 35
Health Care Program for Children in Foster Care 36
FUNCTION 10 – NON-PROGRAM SPECIFIC GENERAL ADMINISTRATION 36
California Children's Services, Child Health and Disability Prevention Program, and Health Care Program for Children in Foster Care 36
FUNCTION 11 – OTHER ACTIVITIES 37
California Children's Services, Child Health and Disability Prevention Program, and Health Care Program for Children in Foster Care 37
FUNCTION 12 – PAID TIME OFF 37
FEDERAL FINANCIAL PARTICIPATION FORM AND EXCEL FILE INSTRUCTIONS 38

Time Study Forms *38*
Monthly Form *38*
Weekly Form *39*
FFP Calculations *39*

SECTION 9 – REFERENCES 1

STAFFING STANDARDS FOR CALIFORNIA CHILDREN'S SERVICES (HISTORICAL DOCUMENT) 3
Figure 2: County Estimates of FTEs Required (Type and Number of Staff) *10*
Figure 3: County Staffing Profiles (Number of Staff by Personnel Class and Active Cases) *11*
THE STAFFING MATRIX AND FUNDING OF THE CHILD HEALTH AND DISABILITY PREVENTION PROGRAM (HISTORICAL DOCUMENT) 12
LEGISLATION, REGULATIONS, AND GUIDELINES FOR CCS 15
SELECTED STATE LAWS RELATING TO CCS 16
Health and Safety Code Section *16*
Government Code Sections (Re: School Therapy Services) *29*
Insurance Code (Re: Healthy Families) *33*
Welfare and Institutions Code (Re: Medi-Cal Managed Care Contract Laws) *34*
LEGISLATION, REGULATIONS, AND GUIDELINES FOR THE CHDP PROGRAM 39
SELECTED STATE LAWS RELATING TO THE CHDP PROGRAM 41
Health and Safety Code Section *41*
Insurance Code (Re: CHDP Gateway) *52*
Welfare and Institutions Code (Re: CHDP Gateway) *53*
LEGISLATION, REGULATIONS, AND GUIDELINES FOR THE HCPCFC 57
SELECTED STATE LAWS RELATING TO THE HCPCFC 59
Welfare and Institutions Code Section *59*
ANNUAL REVIEW FOR CASH AID AND FOOD STAMPS (TEMP CA 600) 65
CHDP PRE-ENROLLMENT APPLICATION (DHS 4073) 66
CHDP REFERRAL (PM 357) 67
CHDP REFERRAL FOR SAWS AUTOMATED TEMPLATE 70
CHDP REFERRAL FOR WELFARE CASE DATA SYSTEM COUNTIES 71
CONFIDENTIAL REFERRAL/FOLLOW-UP REPORT (PM 161) 72
CONFIDENTIAL SCREENING/BILLING REPORT – STANDARD (PM 160) 73
CONFIDENTIAL SCREENING/BILLING REPORT – INFORMATION ONLY (PM 160 INFO ONLY) 75
MEDICAL AND DENTAL EXAMS FOR CHILDREN AND YOUTH AND FAMILY PLANNING SERVICES (TEMP 602 B) 78
IMPORTANT INFORMATION FOR PERSONS REQUESTING MEDI-CAL (MC 219) 79
MEDI-CAL/HEALTHY FAMILIES MAIL-IN APPLICATION (MC 321 HFP) 80
STATEMENT OF CITIZENSHIP, ALIENAGE, AND IMMIGRATION STATUS (MC 13) 81
STATEMENT OF FACTS FOR CASH AID, FOOD STAMPS, AND MEDI-CAL/STATE-RUN COUNTY MEDICAL SERVICES PROGRAM (SAWS 2) 82
MEDI-CAL NEW MAIL-IN APPLICATION AND INSTRUCTIONS (MC 210) 83

SECTION 10 – APPENDIX 1

THE ESSENTIAL SERVICES OF PUBLIC HEALTH AND TEN ESSENTIAL PUBLIC HEALTH SERVICES TO PROMOTE CHILD HEALTH IN AMERICA 2
DATA AND RESEARCH RESOURCE GUIDE 4
Child Care *4*
Demographics *4*

Education *4*
Health *5*
Social Services *7*
ABBREVIATIONS AND ACRONYMS 8
REPORT OF HEALTH EXAMINATIONS -- ANNUAL SCHOOL REPORT (OPTIONAL) 12

SECTION 11 – INDEX 1