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CMS Budget Instructions General Information and Descriptions for all CMS Budgets

I. General Information

- A. All CMS administrative budgets are composed of the following five major line items:
 - 1. Personnel Expenses,
 - 2. Operating Expenses,
 - 3. Capital Expenses, (excluding HCPCFC and CHDP Foster Care Match Budgets)
 - 4. Indirect Expenses, and
 - 5. Other Expenses (excluding HCPCFC and CHDP Foster Care Match Budgets)

(See Definitions and Guidelines on page 7)

- B. **All CMS budget submissions must include a budget worksheet, budget summary, budget justification narrative, and if applicable, County/City Capital Expenses Justification Form or County/City Other Expenses Justification Form.**
- C. List specific line items for individual staffing positions, services, supplies, and other operating expenses on the budget worksheet.
- D. Round all amounts, **except totals**, to the nearest dollar.

If the calculation results in **50 cents or more**, then **round up to the next whole number**, e.g., \$3,009.52 is rounded up to \$3,010.

If the calculation results in **less than 50 cents**, then **round down to the next whole number**, e.g., \$5,110.43 is rounded down to \$5,110.

- E. **Do not round totals.** The amounts used to calculate the totals have already been rounded up or down. When calculating total amounts, add the amounts in the column down or in the line across.

Using the examples from 1.D. above, the total is \$8,120.

Calculation X	\$ 3,010	
Calculation Y	5,110	
	\$ 8,120	Total

- F. Staff for whom enhanced Title XIX (Medicaid) funding is budgeted must be county/city employees.
- G. Use an acceptable accounting distribution method (e.g., square footage for rent or historic charges for telephone numbers assigned to the program) to determine rent, utilities, and communications costs. Allocate these costs to each budget

based on full time equivalent (FTE) ratios when the same staff is included on more than one budget, when staff work for more than one program, and when direct charges cannot be otherwise determined.

- H. Staff should be budgeted at actual salary step for filled positions and at mid-step in the salary range for vacant positions.
- I. The Budget Worksheet and Budget Summary must be signed by the department fiscal officer and a county/city official with authority to sign on behalf of the local jurisdiction (for the CHDP Program, the CHDP Director and or Deputy Director has regulatory authority to sign program documents). An original signature is required. Signature stamps are not acceptable.
- J. Highest rate of pay in salary range is to be used. If a lower rate is used, please explain in budget justification narrative.
- K. A budget justification narrative must accompany each budget worksheet and budget summary, and must justify budget line items, e.g.:
 - 1. The basis or formula used to determine travel costs, space rental, etc.,
 - 2. Increases/decreases in FTE and enhanced/non-enhanced time,
 - 3. Significant increases/decreases in line item amounts,
 - 4. Identify all new, changed, or eliminated positions or changes in duties, and
 - 5. Staff benefits and indirect cost plan
- L. CMS Budget Revisions are no longer required. Due to the current capped allocation methodology, budgets may not exceed the initial allocation. Local Match budgets are also capped at the amount of federal matching funds requested to augment local funds based upon a local program's initial request and will not be increased.

II. CMS Budget Description

- A. CHDP Administrative Budgets
 - 1. **CHDP Administrative Budget (No County/City Match)** – represents the local program's estimate of administrative expenditures for CHDP and the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program for the fiscal year given the available State funding.

The CHDP Administrative Budget is comprised of five major line items: Personnel Expenses, Operating Expenses, Capital Expenses, Indirect Expenses, and Other Expenses. This budget is funded through the State General Fund and Medi-Cal State/Title XIX Federal Funds.
 - 2. **CHDP Administrative Local Match Budget (County/City Match)** – a CHDP Program may request additional funding through submission of a

CHDP Administrative Local Match Budget (County/City Match) when the program is requesting federal matching funds to augment local program funds. The additional funds enable the local program to perform activities dedicated to Medi-Cal beneficiaries meeting the federal EPSDT Program mandates over and above those funded through the CHDP Administrative Budget (No County/City Match) allocation.

The CHDP Administrative Local Match Budget (County/City Match) is comprised of five major line items: Personnel Expenses, Operating Expenses, Capital Expenses, Indirect Expenses, and Other Expenses. This budget is funded through county/city and Title XIX Federal Funds.

3. **CHDP Foster Care Administrative Local Match Budget (County/City Match)** – A CHDP Program may request additional funding for SPHN(s) and PHN(s) staff working in support of children and youth in out-of-home placement or foster care through the use of the CHDP Foster Care Administrative Budget (County/City Match). Local county/city funds, specified on the budget category summary sheet, are matched with federal funds to augment local program activities. The three major line items of this optional budget are: Personnel Expenses, Operating Expenses, and Indirect Expenses. This budget is funded through county/city and Title XIX Federal Funds.

B. HCPCFC Administrative Budget

Health Care Program for Children in Foster Care (HCPCFC) Budget – represents the local program's estimate of administrative expenditures for the HCPCFC for the fiscal year given the available state funding. It is comprised of three major line items: Personnel Expenses, Operating Expenses, and Indirect Expenses. State General Funds matched with federal Medicaid, Title XIX, funds are the source of funds for this program.

C. CCS Administrative Budget

CCS Administrative Budget – represents a county request for CCS program funding for utilization review and management and administrative costs. The CCS Administrative Budget is comprised of five major line items: Personnel Expenses, Operating Expenses, Capital Expenses, Indirect Expenses, and Other Expenses. CCS Administrative Budgets are funded with a mix of County, State, Healthy Families Title XXI federal funds, and Medi-Cal Title XIX federal funds. Fund Source amounts are distributed based on types of caseload served.

Included in the Personnel category is a county's request for funding administrative Skilled Professional Medical Personnel (SPMP) costs in accordance with the Federal Financial Participation guidelines. Funding is based on the requested number of SPMP to serve the CCS Medi-Cal caseload in the following specific areas: concurrent hospital review, intensive medical utilization review and management, liaison activities with Medi-Cal managed care systems, and early childhood coordination.

Budget Tips

The items listed below will assist in the preparation of budgets. This list represents common mistakes that CMS staff have noted in the review of local program budgets.

- I. All budgets must be submitted on the current budget worksheet forms.
- II. Double-Check the math. The figures for both percentages and calculated amounts must add down and across.
- III. Annual salaries must match when the same personnel are listed on multiple budgets.
- IV. Professional License Renewals are to be budgeted within the Benefits line item,
- V. FTE on the duty statement must match FTE on the budget worksheet and incumbent listing.
- VI. No staff total time can exceed 100 percent.
- VII. No full-time FTE in a single program can be 100 percent enhanced.
- VIII. Line item amounts on the budget worksheets and budget justification narrative must match.
- IX. A "County/City Capital Expenses Justification Form" must be submitted for items of equipment purchased with CMS Program funds that exceed \$5,000 per item (see page 15).
- X. Staff must be appropriately classified under enhanced and non-enhanced in accordance with Federal Financial Participation (FFP) Guidelines (See Section 8).
- XI. Staff listed on the budget worksheet must correspond with the incumbent listing and organizational chart.
- XII. Enhanced clerical staff must be under direct supervision of an SPMP.
- XIII. A CHDP Director who is also the County Health Officer cannot be included on the CHDP budget.
- XIV. Any other operating expenses not noted in Section 6, page 7 and are not included in the Indirect Expenses with overhead costs may be listed as an expense line item (e.g. liability & malpractice insurance, equipment/connectivity charges).
- XV. The Budget Worksheet and Budget Summary must be signed by the department fiscal officer and a county/city official with authority to sign on behalf of the local jurisdiction;
 - a. For the CHDP Program, the CHDP Director and or the CHDP Deputy Director has regulatory authority to sign program documents.
 - b. An original signature is required. Signature stamps are not acceptable.

Definitions and Guidelines

The five major line items for each budget are identified and defined below:

- I. Personnel Expenses – Includes county/city staff salaries, wages, and benefits.**
- A. Local program staff assigned to work on any of the CMS programs and for whom salary, wages, benefits, and bilingual or any other differential expenses are claimed through the appropriate CMS budgets. Detailed information, including specific classifications, percentages of time, and incumbents' names, are included on the budget worksheet.
 - B. Time base and personnel expenses are calculated using total full-time annual salary per position. For a position allocated to more than one budget, the same annual salary must be used on each budget.
 - C. Percentages of time for positions allocated to multiple budgets cannot exceed 100 percent of the time base for those positions, e.g., one full-time position cannot be shown as 50 percent on a CHDP budget, 50 percent on a CCS budget, and 20 percent on a HCPCFC budget.
 - D. Percentages or estimates for staff benefits may be budgeted based on actual dollar amounts. A change of more than 5 percent in staff benefits from the prior fiscal year must be explained in the budget justification narrative.
 - E. Professional License Renewals is a benefit handled in employee bargaining agreements and should be budgeted as part of the Benefits line item.
- II. Operating Expenses – Includes, but not limited to, expenses such as travel, training, space rental, office supplies, and furniture.**
- A. Personnel Travel (includes per diem, commercial auto rental, motor pool, air travel and private vehicle mileage, etc.).
NOTE: All training costs (e.g., registration fees and tuition) must be included under "Training".
 - 1. Allowable in-state travel expenses are those necessary to administer CMS programs, provide utilization review and management services, attend State-required meetings, and participate in training workshops.
 - 2. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State.
 - 3. The following documentation must be maintained at the local level to support travel expenditures:
 - a. Purpose of travel,
 - b. Travel expense documents, and

- c. Total cost.
 - 4. Travel costs incurred by county/city program staff are reimbursed at the county/city designated rate.
- B. Personnel Training

NOTE: All travel costs (e.g., per diem, mileage, etc.) related to training must be included under "Travel."

 - 1. Training/conference registration and tuition fees are specifically for events relevant to CMS programs.
 - 2. The following documentation must be maintained at the local level to support training expenditures:
 - a. Description of training course or conference,
 - b. The required training log for SPMP claiming Title XIX funds,
 - c. Justification for attendance,
 - d. Total cost, and
 - e. Confirmation of attendance.
- C. Space Rental
 - 1. Direct costs for rental of space needed to conduct CMS programs may be budgeted as either "Operating Expenses" or "Indirect Expenses."
 - 2. Space rental costs are determined by total square feet and cost per square foot or other calculation methodology. Common and shared space costs are prorated among program users. (See K.1 on page 3 and space rental on page 12.)
- D. Office Supplies
 - 1. Personal computers, printers, cabling, surge protectors, etc., and commercially available software of less than \$5,000 per unit cost. (See III D and E on page 8.)
 - 2. Miscellaneous office supplies such as pens, pencils, paper, staplers, etc.
- E. Furniture
 - 1. Costs of small office furniture and small office machines which do not meet the definitions of "capital expenses" equipment below.
 - 2. Costs of modular office furniture work stations.

3. Costs of individual replacement parts (for a unit of equipment) having a base unit cost of less than \$5,000 (excluding tax, delivery, and installation charges).
- F. Any other operating expenses not noted above and not included in the Indirect Expenses with overhead costs may be listed as an expense line item (e.g. liability & malpractice insurance, equipment/connectivity charges).

III. Capital Expenses – Includes tangible property (equipment).

- A. Equipment with a unit cost of \$5,000 or more (excluding tax, delivery, and installation charges) and a useful life of four years or more.
- B. Automated Data Processing (ADP) hardware with a unit cost of \$5,000 or more.
- C. A unit of equipment and ADP hardware shall be defined as all connecting parts, modifications, attachments, or auxiliary apparatus necessary to make it usable.
- D. Miscellaneous equipment such as personal computers, printers, cabling, surge protectors, etc., and commercially available software of less than \$5,000 per unit cost is not defined as equipment and shall **not** be budgeted in the "Capital Expenses" line item. These items shall be budgeted as office supplies and detailed on a budget worksheet under "Operating Expenses."
- E. Considerations for Approval of Request for Computers in CHDP and CCS Budgets:
1. Does the number of computers correspond to program FTE?
 2. Is the county on, or transitioning to, CMS Net?
 3. When was the last request for computers?
 4. What is the intended use of the equipment? (Is it appropriate for classification(s) and duties?)
- F. Written justification for capital expenses must be submitted with the CMS Plan and Budget package and approved by CMS prior to expenditure of State funds. Written approval by CMS must accompany the county/city quarterly administrative invoice for this expenditure. See County/City Capital Expenses Justification Form, page 14.
- G. A county/city with an established procurement system may use its system to make equipment purchases of up to \$50,000 as allowed in Health and Safety Code, Subsection 1033, Section 38078.5 (Statutes of 1993). However, the system must be described when requesting State approval of the purchase and State authorization must be received in writing by the local agency prior to the purchase(s).

- H. If the entire line item totals \$50,000 or more, all items of equipment included in the line item are subject to procurement for the local agency by the State.
Contact your CMS Regional Office for guidance before purchasing.
- I. All equipment requested for purchase with State funds shall be the property of the State and shall be subject to the provisions listed below:
 - 1. State property shall be used only to conduct business related to programs funded by CMS.
 - 2. The county/city is required to maintain and administer, in accordance with sound business practice, a program for the utilization, maintenance, repair, protection, and preservation of State property to assure its full availability and usefulness.
 - 3. The county/city is required to submit, upon request, an annual inventory of equipment purchased with State funds.
 - 4. Specific instructions on managing, invoicing, and disposing equipment purchased with State funds are found in Section 7 – Expenditure Claims and Property Management.
- J. Other expenses associated with relocation may be Capital Expenses. Consult your regional office for guidance.

IV. Indirect Expenses – Includes all internal and external administrative overhead costs including county/city and departmental overhead costs. External administrative overhead allocations must have an approved plan on file with the State Controller's Office (A-87 plan. Internal administrative overhead costs must be developed with a cost allocation plan (CAP) prepared in accordance with federal guidelines, “Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government, Implementation Guide for Office of Management and Budget, Circular A-87”. See VI on pages 39-40 and IV on pages 51-52.)

- A. County/city agencies must maintain internal records supporting indirect costs. The county/city must maintain documentation of methods for claiming internal and external overhead. This information shall be readily available for review by CMS.
- B. Indirect cost rates may be applied to “Total Salaries and Wages or Total Personnel Expense, depending upon the base used by the county/city to develop the approved rate.

V. Other Expenses – Other expenses not defined above include:

- A. Subcontractors/consultants shall be used only for activities directly related to CMS program(s). The use of subcontractors/consultants must be clearly described. Complete the County/City Other Expenses Justification Form (see page 16) for subcontract/consultant services. Local programs shall notify CMS staff at the CMS Regional Office of any proposed use of

subcontractors/consultants to ensure that appropriate State and federal requirements regarding such agreements are met. All employees with paid benefits including bilingual or other differentials shall be included under Personnel Expense. Paid benefits are vacation, sick leave, health/medical insurance, worker's compensation, social security, etc.

- B. Maintenance and transportation is a line item that was first included during FY 2000-01. Inclusion of this line item changed the reimbursement of the CCS Maintenance & Transportation benefits to an administrative cost. County CCS programs that include an anticipated expenditure on the CCS Administrative Budget may claim actual expenditures incurred by CCS clients to provide the maintenance and transportation benefit allowed in federal Medi-Cal regulations and defined in CCS Numbered Letter 01-0104. (See Section 7 of this manual for claiming instructions.)

Sample Budget Justification Narrative

**Children's Medical Services
Gold County
Budget Narrative
Fiscal Year 2011-2012**

I. PERSONNEL EXPENSES

Identify and explain any changes in Personnel including FTE percentage changes.

Total Salaries: \$1,528,586

Total Benefits: \$ 489,148

Changes in staff benefits and whether benefits are actual or estimated must be stated. A change of more than 5 percent in benefits from the prior fiscal year must be explained.

Total Personnel Expenses: \$2,017,734

Supervising PHN (2)

Two Supervising PHN positions have been added. These positions have been upgraded from Senior PHN to Supervising PHN.

Public Health Nurse

An increase of .10 FTE for Program Administration and a decrease of .10 FTE for Medical Utilization Review and Management functions. Additional time is being allocated to program administration to oversee continued quality assurance and MTU implementation activities for the MTP and or continued development of family participation services for performance measurement.

PHN II

One new PHN II has been added to meet State staffing standards.

PHN I

Two new PHN I positions requested to meet State staffing standards.

Office Assistant III (2)

Two new positions added to meet State staffing standards.

Office Assistant II (1)

One new position added.

Office Assistant I

OA I moved from extra help (Other Expense) to full time.

II. OPERATING EXPENSES

List all Operating Expense line items. Identify and explain any increase, decrease, or newly listed line item.

Travel \$ 7,500

Includes per diem, private vehicle mileage, commercial auto rental, air travel, etc. Example: mileage reimbursement @\$.505 per mile for CCS

		staff travel to regional and State meetings, conferences and trainings, and other program related travel.
Training	\$ 6,500	Includes registration and/or tuition fees for CCS trainings, seminars, conferences, etc. This is a 25% decrease based on prior fiscal year expenditures.
Office Supplies and Services	\$ 14,636	Increase by 7% due to additional personnel needing office supplies and increased cost of office supplies over late year. Includes printer supplies, on-going chart supplies; copy, print and reproduction costs.
Postage & Shipping	\$ 13,600	Cost of postage for anticipated volume of mailing CMSNet correspondence and other miscellaneous mailing based on history.
Space Rental	\$130,500	Increase of 63%. Present building location can not accommodate increase in personnel, telephone lines, and computer lines. Building relocation is necessary. This figure is based upon 8,700 square feet @ \$15 per square foot.
Telephone	\$ 21,434	Increased by 17% from last year. To accommodate new position requests.
Computer upgrade/ maintenance	\$ 5,700	Increase 100%. Upgrade of CCS computers to Windows 2000.
Office Equipment	\$ 78,194	Increase 100%. Modular furniture needed for re-location of division to another building.
Hook-up computers to Hub	\$ 3,000	Increase 100%. For re-location of division.
Computer and Monitor (6)	\$ 12,000	Increase 100%. Computer access for additional staff requested. For 6 computers and 6 monitors for new positions @ \$2,000 each.
Total Operating Expenses:	<u>\$293,064</u>	

III. CAPITAL EXPENSES

List all Capital Expense line items. Identify and explain any newly listed Capital Expense. Include County/City Capital Expenses Justification Form.

Total Capital Expenses:	<u>0</u>	None
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IV. INDIRECT EXPENSES

A. Internal @ 15.79%	\$241,364	According to Cost Allocation Plan on file.
B. External @ 1.20%	\$ 18,343	County-Wide Cost Allocation Plan (COWCAP) allocates audited expenses by County Budget Unit. The rate for the Children's Medical Services Programs is 1.20% applied to total net salaries.
Total Indirect Expenses:	<u>\$259,707</u>	

V. OTHER EXPENSES

List all Other Expense line items. Identify and explain increased, decreased, or newly listed line items. Include County/City Other Expenses Justification Form.

Maintenance and Transportation	\$ 40,241	Increase of 7%. Reimbursements and payments to families for travel, lodging and meals incurred while obtaining CCS authorized services allowing for special circumstances and other contingencies. This is based on last year's expenditures.
Student Internship	\$ 12,480	Increase 100%. Cost per student is \$3.00 per hour. Colleges place students interested in Public Service to gain working knowledge of CMS. There is a contract per each student outlining goals and objectives to be accomplished by the student. CMS benefits from the assistance students provide the program. Students are sometimes hired as PHN, office support staff, etc.
Total Other Expenses:	\$ 52,721	
BUDGET GRAND TOTAL	\$2,623,226	

California Department of Health Care
Services

Children's Medical Services

County/City Capital Expenses Justification Form

County/City: _____

Contact Person: _____

Date: _____

Telephone Number: _____

A. List all equipment and each item's price.

B. How is the equipment going to benefit the CMS program(s)?

C. Describe what functions will be performed on the equipment and why the current process can no longer be used.

D. Specify if the new equipment must have enhanced capabilities and why.

NOTE: If additional space is required, please include the information on a separate sheet of paper and attach it to this form.

CHDP Budget Information and Staffing Guidelines

I. Budget Information

- A. Each CHDP local program is provided an annual allocation of Early and Periodic, Screening, Diagnosis, and Treatment (EPSDT) State funds based on the EPSDT State appropriation for the Fiscal Year. The allocation is comprised of a base allocation and a proportion applied to the remaining funds beyond those distributed through the base allocation.
- B. The base allocation is the sum of the allocations in three Program Activities areas. One portion of the base allocation is related to size of target population (Informing/Linking). A second portion of the base allocation is related to the number of health screens (Care Coordination); and a third portion is related to the number of active CHDP provider numbers (Provider Orientation and Training). The CHDP local program falls within a range specific to one of seven groups in each program activity area.
- C. Assigning a proportion of the remaining allocation to each local program extends the base allocation. The proportion of the remaining allocation is distributed according to the average proportion of the local program of the statewide totals. As a result, each CHDP local program receives a unique allocation of EPSDT State funds for their administrative activities. (See CHDP EPSDT Base Allocation Table, page 34)
- D. The EPSDT State funds allocation is matched through the federal Medicaid (Title XIX) program for administrative activities in support of the Medicaid program (Medi-Cal in California).
- E. Each CHDP local program is also provided an annual allocation of State General or State-only funds based on the non Medi-Cal State appropriation for the Fiscal Year. The allocation is distributed according to the average proportion of the local program in the statewide totals. The State-only funds may not be matched with Federal Title XIX funds.
- F. If a local program determines it is necessary to request additional funds for staff who perform administration program activities in support of the Medicaid (Medi-Cal) program, an optional CHDP Administrative Budget, County/City Match may be submitted (see page 4).

II. Staffing Guidelines

- A. The CHDP Staffing Matrix Profile Guidelines and the Guidelines Summary and the CHDP Guidelines Worksheet for Full-time Equivalent Calculations are provided to assist programs in the evaluation and preparation of their staffing patterns for the local administration of the CHDP Program. Program administrative activities are in three broad areas:

- Program Activities which includes Informing/Linking, Care Coordination, Provider Orientation and Training, and Liaison;
 - Program Management which includes Supervision and Administration and Information Technology; and
 - Program Support which includes Clerical Support.
- B. With the EPSDT State allocation, the CHDP local program is expected to carry out the basic administrative activities of the program. The foundation of these activities with staffing guidelines is outlined below and is followed by a worksheet to assist with planning. The CHDP Staffing Matrix Profile Guidelines (page 35) shows a range of total FTE by program area.

PROGRAM ACTIVITIES

INFORMING/LINKING

Ancillary (ANC) Informing/Linking

Basis of Formula

- designated staff = non skilled professional medical personnel (non SPMP) paraprofessionals who possess higher levels of knowledge, problem-solving capabilities, and follow-up skills
- total annual target population estimate for CHDP program
 - varies by county/city
 - source of data is:
 - Budget Year CHDP Target Population Estimate column entitled Total Children
 - location of source of data is:
 - Plan and Fiscal Guidelines, Section 4
- total number of children within a group to whom an ANC would address = 25 children per group
- total hours that ANC spends addressing each group = 1 hour per group
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

Health Professional (HP) Informing/Linking

Basis of Formula

- designated staff = e.g., dental staff, health educators, nutritionists, physicians, public health nurses who meet skilled professional medical personnel (SPMP) qualifications in accordance with Title 42, Code of Federal Regulations (CFR), Chapter IV
- total annual target population estimate for CHDP program
 - varies by county/city
 - source of data is:

Budget Year CHDP Target Population Estimate column entitled Total Children

➤ location of source of data is:

Plan and Fiscal Guidelines, Section 4

- total number of children within a group to whom HP would address = 25 children per group
- total hours that HP spends addressing each group = 0.5 hour or 30 minutes per group
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

Public Health Nurse Informing/Linking

To be determined by each county/city's needs as calculated in the Health Professional category.

CARE COORDINATION

Public Health Nurse (PHN) Care Coordination

Basis of Formula

- designated staff = public health nurse
 - total annual number of screens or health assessments performed
 - varies by county/city
 - source of data is:

CHDP Annual Summary of Screens by Funding Source for Fiscal Year 07-01-2003 – 06-30-2004, CHDP Data Reporting System, Business Objects
 - total number of screens through Medi-Cal Managed Care Plans (M-C MCP)
 - varies by county/city
 - source of data is:

Medi-Cal Managed Care Plan Provider Numbers and reported Health Assessments found in “CHDP Provider Claims and Amount Paid by County and Funding Source” (prompted report for Fiscal Year 07-01-2003 – 06-30-2004), CHDP Data Reporting System, Business Objects
 - count the number of health assessments completed by M-C MCP in your county/city
 - percentage of screens that require follow-up or acuity rate
 - acuity rate = use 16.5 percent (%); includes 1.5% for required follow-up with newborn hearing, elevated blood lead levels, California Children's Services (CCS), and self-referrals among others
 - total hours that PHN spends performing care coordination activities per counted health assessment = 1 hour
 - total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week
- * For counties/cities with M-C MCP, reduce the total annual number of screens by the number of screens provided through Medi-Cal plans. If you need help in calculating this proportion or no data are available, contact your Regional Consultant.

Health Professional (HP) Care Coordination

Basis of Formula

- designated staff = e.g., dental staff, health educators, nutritionists, physicians, public health nurses who meet skilled professional medical personnel (SPMP) qualifications in accordance with Title 42, Code of Federal Regulations (CFR), Chapter IV
- total annual number of screens or health assessments performed
 - varies by county/city
 - source of data is:

CHDP Annual Summary of Screens by Funding Source for Fiscal Year 07-01-2003 – 06-30-2004, CHDP Data Reporting System, Business Objects
- total number of screens through Medi-Cal Managed Care Plans (M-C MCP)
 - varies by county/city
 - source of data is:

Medi-Cal Managed Care Plan Provider Numbers and reported Health Assessments found in “CHDP Provider Claims and Amount Paid by County and Funding Source” (prompted report for Fiscal Year 07-01-2003 – 06-30-2004), CHDP Data Reporting System, Business Objects
- count the number of health assessments completed by M-C MCP in your county/city
- percentage of screens that require follow-up or acuity rate
 - acuity rate = use 16.5 percent (%); includes 1.5% for required follow-up with newborn hearing, elevated blood lead levels, California Children's Services (CCS), and self-referrals among others
- total hours that HP spends performing care coordination activities per counted health assessment = 0.25 hour or 15 minutes per screen
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

Ancillary (ANC) Care Coordination

Basis of Formula

- designated staff = non skilled professional medical personnel (non SPMP) paraprofessionals who possess higher levels of knowledge, problem-solving capabilities, and follow-up skills
- total annual number of screens or health assessments performed
 - varies by county/city
 - source of data is:
 - CHDP Annual Summary of Screens by Funding Source for Fiscal Year 07-01-2003 – 06-30-2004, CHDP Data Reporting System, Business Objects
- total number of screens through Medi-Cal Managed Care Plans (M-C MCP)
 - varies by county/city
 - source of data is:
 - Medi-Cal Managed Care Plan Provider Numbers and reported Health Assessments found in “CHDP Provider Claims and Amount Paid by County and Funding Source” (prompted report for Fiscal Year 07-01-2003 – 06-30-2004), CHDP Data Reporting System, Business Objects
- count the number of health assessments completed by M-C MCP in your county/city
- percentage of screens that require follow-up or acuity rate
 - acuity rate = use 16.5 percent (%); includes 1.5% for required follow-up with newborn hearing, elevated blood lead levels, California Children's Services (CCS), and self-referrals among others
- total hours that ANC spends performing care coordination = 45 minutes per screen or 0.75 hour per screen
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week . 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

*For counties/cities with M-C MCP, reduce the total annual number of screens by the number of screens provided through Medi-Cal plans. If you need help in calculating this proportion or no data are available, contact your Regional Consultant.

PROVIDER ORIENTATION AND TRAINING

Public Health Nurse (PHN) Provider Orientation and Training

Basis of Formula

- designated staff = public health nurse
- total CHDP provider numbers, hereafter referred to as enrolled providers
 - varies by county/city
 - source of data is:

“Active CHDP Providers by County/City and Provider Name”, CHDP Data Reporting System, Business Objects
- total annual hours that PHN spends with each enrolled provider = 18 hours per year
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

Health Professional (HP) Provider Orientation and Training

Basis of Formula

- designated staff = e.g., nutritionists, dental staff, physicians, public health nurses, and health educators who meet skilled professional medical personnel (SPMP) qualifications in accordance with Title 42, Code of Federal Regulations (CFR), Chapter IV
- total number of providers, hereafter referred to as enrolled providers
 - varies by county/city
 - source of data is:

“Active CHDP Providers by County/City and Provider Name”, CHDP Data Reporting System, Business Objects
- total annual hours that HP spends with each enrolled provider = 9 hours per year
- total annual work hours per full-time equivalent (FTE) = 2080 hours per year (40 hours per week x 52 weeks per year = 2080 hours per year); for counties/cities whose official work week may be less than 40 hours per week, make the appropriate adjustment and explain the reasons for the lower hours per week

Ancillary (ANC) Provider Orientation and Training

Basis of Formula

- total FTE of PHN for Provider Orientation and Training
- total FTE of HP for Provider Orientation and Training
- established ratio
 - 1:5
 - one (1) ANC to every five (5) FTE of PHN and HP

Liaison

Basis of Formula

- designated staff = e.g., dental staff, health educators, nutritionists, physicians, public health nurses who meet skilled professional medical personnel (SPMP) qualifications in accordance with Title 42, Code of Federal Regulations (CFR), Chapter IV
- county/city has an established Medi-Cal Managed Care program (M-C MCP)
 - County/City has a two-plan or geographic managed care model of M-C MCP
 - County/City has an established county-organized health system (COHS)
- coordination with other county/city public health department (PHD) programs such as the following:
 - California Children's Services (CCS)
 - Immunization (IZ)
 - Childhood Lead Poisoning Prevention Program (CLPPP)
 - Maternal and Child Health (MCH)
 - Women's, Infants, and Children (WIC)
- coordination with other community and school programs
- counties/cities are entitled to a range (0.01 to 0.5) of HP FTE for liaison for established M-C MCP, COHS, and coordination efforts with other county/city PHD programs and with other community and school programs

PROGRAM MANAGEMENT

Supervision (SUPV)

Basis of Formula

- total FTE of PHN for Care Coordination and Provider Orientation and Training
- total FTE of HP for Informing/Linking, Care Coordination, Provider Orientation and Training, and Liaison.
- total FTE of ANC for Informing/Linking, Care Coordination, and Provider Orientation and Training
- established ratio
 - 1:10
 - one (1) SUPV FTE to every ten (10) FTE of PHN, HP, and ANC

Administration and Information Technology (AIT)

Basis of Formula

- total FTE of PHN for Care Coordination and Provider Orientation and Training
- total FTE of HP for Informing/Linking, Care Coordination, Provider Orientation and Training, and Liaison
- total FTE of ANC for Informing/Linking, Care Coordination, and Provider Orientation and Training
- percentage of AIT staff oversight, guidance, direction, and technical support of all other staff excluding SUPV = 10 percent (%)
- budget sufficient Information Technology (IT) support not only for software and hardware maintenance but also for development of reports, LAN administration, technical support, desktop assistance, statistical extrapolation, etc.

PROGRAM SUPPORT

Clerical Support (CS)

Basis of Formula

- total FTE of PHN for Care Coordination and Provider Orientation and Training
- total FTE of HP for Informing/Linking, Care Coordination, Provider Orientation and Training, and Liaison

- total FTE of ANC for Informing/Linking, Care Coordination, and Provider Orientation and Training
- total FTE of Supervision (SUPV)
- total FTE of Administration and Information Technology (AIT)
- established ratio
 - 1:6
 - one (1) Clerical Support (CS) FTE to every six (6) FTE of PHN, HP, ANC, SUPV, and AIT
- defined as clerical support to CHDP program activity and management personnel
- duties include tracking providers, maintaining and updating files, scheduling appointments, finalizing correspondence for release, etc.

**CHDP GUIDELINES
STAFFING FACTORS
FISCAL YEAR 2008 – 2009
WORKSHEET FOR FULL-TIME EQUIVALENT (FTE) CALCULATIONS**

Based on the experience of CHDP local program staff in their preparation of the Staffing Matrix for Fiscal Year 2003 – 2004, this worksheet is redesigned for use as a framework in staffing CHDP local programs. The formulas for Provider Orientation and Training, and Liaison have been adjusted. With these formulas and the use of the allocation, the FTE should be attainable within the range shown in the Staffing Matrix Profile Guidelines that follow the worksheet.

As an electronic document, the areas for numerical entries are highlighted by marching red ants. As a paper document, the areas for numerical entries are not highlighted and left blank. Whether this worksheet is used as an electronic or paper document, the individual completing the worksheet is still required to compute the full-time equivalent calculations by hand.

PROGRAM ACTIVITIES

INFORMING/LINKING

Ancillary (ANC)

Total annual target population estimate for CHDP program		children
÷ Total children within a group to whom ANC would address		÷ 25 children/group
= Number of groups that ANC addresses each year	=	groups
× Total hours that ANC spends addressing each group		× 1 hr/group
= Total annual hours spent on addressing groups	=	hours
÷ Total annual work hours per FTE		÷ 2,080 hrs/FTE
= Annual FTE of ANC	=	FTE of ANC

Health Professional (HP)

Total annual target population estimate for CHDP program		children
÷ Total children within a group to whom HP would address		÷ 25 children/group
= Number of groups that HP addresses each year	=	groups
× Total hours that HP spends addressing each group		× 0.5 hr/group
= Total annual hours spent on addressing groups	=	hours
÷ Total annual work hours per FTE		÷ 2,080 hrs/FTE
= Annual FTE of HP	=	FTE of HP

Public Health Nurse (PHN)

To be determined by each county/city's needs as calculated in the Health Professional category.

PROGRAM ACTIVITIES

CARE COORDINATION

Public Health Nurse (PHN)

Total annual number of screens performed	screens
<u>- Total screens reported through Medi-Cal Managed Care Plans (M-C MCP)</u>	<u>- screens via M-C MCP</u>
= Net total of annual screens performed	= screens
<u>× Percentage 16.5% of screens that require follow-up</u>	<u>× 16.5%</u>
= Total of screens requiring follow-up	= screens
<u>× Total hours PHN spends performing care coordination</u>	<u>× 1 hr/screen</u>
= Total annual hours spent on care coordination	= hours
<u>÷ Total annual work hours per FTE</u>	<u>÷ 2080 hrs/FTE</u>
= Annual FTE of PHN	= FTE of PHN

Health Professional (HP)

Total annual number of screens performed	screens
<u>- Total screens reported through M-C MCP</u>	<u>- screens via M-C MCP</u>
= Net total of annual screens performed	= screens
<u>× Percentage 16.5% of screens that require follow-up</u>	<u>× 16.5%</u>
= Total of screens requiring follow-up	= screens
<u>× Total hours HP spends performing care coordination</u>	<u>× 0.25 hr/screen</u>
= Total annual hours spent on care coordination	= hours
<u>÷ Total annual work hours per FTE</u>	<u>÷ 2080 hrs/FTE</u>
= Annual FTE of HP	= FTE of HP

Ancillary (ANC)

Total annual number of screens performed	screens
<u>- Total screens reported through M-C MCP</u>	<u>- screens via M-C MCP</u>
= Net total of annual screens performed	= screens
<u>× Percentage 16.5% of screens that require follow-up</u>	<u>× 16.5%</u>
= Total of screens requiring follow-up	= screens
<u>× Total hours ANC spends performing care coordination</u>	<u>× 0.75 creen</u>
= Total annual hours spent on care coordination	= hours
<u>÷ Total annual work hours per FTE</u>	<u>÷ 2080 hrs/FTE</u>
= Annual FTE of ANC	= FTE of ANC

PROGRAM ACTIVITIES

PROVIDER ORIENTATION AND TRAINING

Public Health Nurse (PHN)

Total number of enrolled providers	=	Providers
× <u>Total annual time PHN spends with each enrolled provider</u>		<u>× 18 hrs/yr</u>
= Total annual work hours	=	hrs/yr
÷ <u>Total annual work hours per FTE</u>		<u>÷ 2,080 hrs/FTE</u>
= Annual FTE of PHN	=	FTE of PHN

Health Professional (HP)

Total number of enrolled providers	=	Providers
× <u>Total annual time HP spends with each enrolled provider</u>		<u>× 9 hrs/yr</u>
= Total annual work hours	=	hrs/yr
÷ <u>Total annual work hours per FTE</u>		<u>÷ 2,080 hrs/FTE</u>
= Annual FTE of HP	=	FTE of HP

Ancillary (ANC)

Total FTE of PHN		FTE of PHNs
+ <u>Total FTE of HP</u>	+	<u>FTE of HPs</u>
= Total FTE of PHN and HP	=	FTE of PHNs and HPs
÷ <u>Established ratio of ANC to PHN and HP</u>		<u>÷ 5</u>
= Annual FTE of ANC	=	FTE of ANC

PROGRAM ACTIVITIES

Liaison

The Health Professional (HP) full-time equivalents (FTE) for the program activity entitled Liaison (L) is determined by the target population for each county/city. Please locate the target population range in which your local program's target population falls. The target population range indicates a predetermined FTE of HP-L.

<u>FTE</u>	<u>Target Population Range</u>
0.50	180,000 to 1,500,000
0.25	100,000 to 179,999
0.15	30,000 to 99,999
0.10	8,000 to 29,999
0.05	3,000 to 7,999
0.01	under 3,000

Minimum Liaison FTE = FTE of HP

PROGRAM MANAGEMENT

Supervision (SUPV)

$$\begin{array}{r}
 \text{Total FTE of PHN} \\
 + \text{ Total FTE of HP} \\
 + \text{ Total FTE of ANC} \\
 \hline
 = \text{ Total FTE of PHN, HP, and ANC} \\
 \div \text{ Established ratio of SUPV to PHN, HP, and ANC} \\
 \hline
 = \text{ Annual FTE of SUPV}
 \end{array}$$

$$\begin{array}{r}
 \text{FTE of PHN} \\
 + \text{ FTE of HP} \\
 + \text{ FTE of ANC} \\
 \hline
 = \text{ FTE of PHN, HP, and ANC} \\
 \hline
 \div 10 \\
 \hline
 = \text{ FTE of SUPV}
 \end{array}$$

Administration and Information Technology (AIT)

$$\begin{array}{r}
 \text{Total FTE of PHN} \\
 + \text{ Total FTE of HP} \\
 + \text{ Total FTE of ANC} \\
 \hline
 = \text{ Total FTE of PHN, HP, and ANC} \\
 \times \text{ Percentage of AIT for oversight, guidance,} \\
 \text{direction, and technical support of all other staff,} \\
 \text{excluding SUPV} \\
 \hline
 = \text{ Annual FTE of AIT}
 \end{array}$$

$$\begin{array}{r}
 \text{FTE of PHN} \\
 + \text{ FTE of HP} \\
 + \text{ FTE of ANC} \\
 \hline
 = \text{ FTE of PHN, HP, and ANC} \\
 \hline
 \times 10\% \\
 \hline
 = \text{ FTE of AIT}
 \end{array}$$

PROGRAM SUPPORT

Clerical Support (CS)

	Total FTE of PHN		FTE of PHN
+	Total FTE of HP	+	FTE of HP
+	Total FTE of ANC	+	FTE of ANC
+	Total FTE of SUPV	+	FTE of SUPV
+	Total FTE of AIT	+	FTE of AIT
=	<u>Total FTE of PHN, HP, ANC, SUPV and AIT</u>	=	<u>FTE</u>
÷	<u>Established ratio of CS to PHN, HP, ANC, SUPV, and AIT</u>		<u>÷ 6</u>
=	Annual FTE of CS	=	FTE of CS

Children's Medical Services Plan and Fiscal Guidelines

**CHDP EPSDT
FISCAL YEAR 2009 - 2010
BASE ALLOCATION TABLE**

Group	1	2	3	4	5	6	7
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Target Population	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Base Allocation	\$ 10,000	\$ 30,000	\$ 45,000	\$ 60,000	\$ 105,000	\$ 150,000	\$ 300,000

Screens	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Base Allocation	\$ 10,000	\$ 30,000	\$ 45,000	\$ 60,000	\$ 105,000	\$ 150,000	\$ 300,000

Providers	1 - 6	7 - 15	16 - 40	41 - 80	81 - 140	141 - 220	> 220
Base Allocation	\$ 10,000	\$ 30,000	\$ 45,000	\$ 60,000	\$ 105,000	\$ 150,000	\$ 300,000

The Total EPSDT State Allocation is the sum of the base allocation for each area of program activity plus a portion of the unallocated base funds. The unallocated base funds are distributed by the CHDP Local Program's statewide proportion in each of the Program Activity Areas.

CHDP Staffing Matrix Profile Guidelines

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Target Population (Informing and Linking)	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Screens (Care Coordination)	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Active Providers (Provider Orientation and Training)	1 - 6	7 - 15	16 - 40	41 - 80	81 - 140	141 - 220	> 220
FTE Program Activities*							
Informing and Linking	0.01 - 0.14	0.14 - 0.43	0.43 - 0.89	0.87 - 1.4	1.44 - 2.9	2.9 - 10.1	
Care Coordination	0.01 - 0.8	0.8 - 2.4	2.4 - 4.8	4.8 - 8.0	8.0 - 15.9	15.9 - 47.6	
Provider Orientation and Training	0.03 - 0.09	0.1 - 0.2	0.2 - 0.6	0.6 - 1.2	1.2 - 2.2	2.2 - 3.4	
Liaison	0.01 - 0.05	0.05 - 0.1	0.1	0.15	0.15	0.25 - 0.50	0.5
Subtotal	0.06 - 1.08	0.4 - 3.1	3.1 - 6.4	6.4 - 10.8	10.8 - 21.2	21.3 - 61.6	
FTE Program Management*							
Supervision	0.01 - 0.04	0.04 - 0.3	0.3 - 0.6	0.6 - 1.1	1.1 - 2.1	2.1 - 6.2	
Administration and Information Technology Support	0.01 - 0.04	0.04 - 0.3	0.3 - 0.6	0.6 - 1.1	1.1 - 2.1	2.1 - 6.2	
Subtotal	0.02 - 0.08	0.08 - 0.6	0.6 - 1.2	1.2 - 2.2	2.2 - 4.2	4.2 - 12.4	
FTE Program Support							
Clerical	0.01 - 0.08	0.08 - 0.6	0.6 - 1.3	1.5 - 2.2	2.2 - 4.2	4.2 - 12.3	
Total FTE	0.1 - 0.6	0.6 - 4.4	4.3 - 8.9	9.1 - 15.2	14.8 - 29.6	29.7 - 86.3	

*Additional Liaison activities are incorporated into these functions.

**Staffing for Program Activities include Ancillary non skilled professional medical personnel (non SPMP) paraprofessionals and Health Professionals (SPMP) including but not limited to dental staff, health educators, nutritionists, physicians, and public health nurses (PHN) who meet skilled professional medical personnel qualifications.

Summary CHDP Staffing Profile

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7
Target Population (Informing and Linking)	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Screens (Care Coordination)	1 - 4,999	5,000 - 14,999	15,000 - 29,999	30,000 - 49,999	50,000 - 99,999	100,000 - 350,000	> 350,000
Active Providers (Provider Orientation and Training)	1 - 6	7 - 15	16 - 40	41 - 80	81 - 140	141 - 220	> 220
FTE Program Activities*							
Informing and Linking, Care Coordination, Provider Orientation and Training, and Liaison**	0.06 - 0.4	0.4 - 3.1	3.1 - 6.4	6.4 - 10.8	10.8 - 21.2	21.3 - 61.6	
FTE Program Management*							
Supervision (1:10) and Administration and Information Technology Support (1:10)	0.02 – 0.08	0.08 - 0.6	0.6 - 1.2	1.2 - 2.2	2.2 - 4.2	4.2 - 12.4	
FTE Program Support							
Clerical	0.01 – 0.08	0.08 - 0.6	0.6 - 1.3	1.5 - 2.2	2.2 - 4.2	4.2 - 12.3	
Total FTE	0.1 - 0.6	0.6 - 4.4	4.3 - 8.9	9.1 - 15.2	14.8 - 29.6	29.7 - 86.3	

* Additional Liaison activities are incorporated into these functions.

** Staffing for Program Activities include Ancillary non skilled professional medical personnel (non SPMP) paraprofessionals and Health Professionals (SPMP) including but not limited to dental staff, health educators, nutritionists, physicians, and public health nurses (PHNs) who meet skilled professional medical personnel qualifications.

CHDP Administrative Budget Worksheet Instructions (No County/City Match)

CHDP State General Funds and Medi-Cal State/Federal Funds

The CHDP Administrative Budget Worksheet for FY 2011-2012 (No County/City Match) shows percentages and dollar amounts in both the State-funded CHDP budget and the Medi-Cal funded CHDP budget. These dollar amounts are not to exceed the amounts allocated annually by CMS.

Complete the County/City Name and Budget Fiscal Year. See sample on pages 43 and 44.

I. Personnel Expenses

In this section, list each funded position by classification and incumbent name as a separate line item and complete the following Columns:

- 1A. Percentage or FTE:** Enter the portion of the FTE in Column 1A for the percentage of time spent on program activities during the budget fiscal year for each position listed in the "Personnel Expenses" section.

Formula: Time base multiplied by twelve months.

Example: Employee works one day per week (1/5 time) $1/5 = 0.2$ or 20%

- 1B. Annual Salary:** Enter in Column 1B the annual salary for the full-time position listed in the "Personnel Expenses" section.

1. Total Budget

- Multiply each entry in Column 1A "% FTE" by the corresponding entry in Column 1B "Annual Salary"
- Enter the amount in Column 1, "Total Budget." The amount in Column 1 is also the sum of Columns 2 and 3.

2A. Percentage or FTE/Total CHDP Budget

- The percentages of Columns 2A (State-funded CHDP budget) and 3A (Medi-Cal Budget) must total 100%. In Column 2A enter the portion of the FTE for program activities directed to non-Medi-Cal children and youth for each position listed.
- Multiply the FTE in Column 2A by the Total Budget in Column 1 and enter this amount in Column 2, entitled "Total CHDP Budget."

3A. Percentage of FTE/Total Medi-Cal Budget

- Subtract the % FTE in Column 2A from 100% and enter the percentage in Column 3A. Percentage of time in the Medi-Cal budget shall be spent on program activities directed to Medi-Cal children and youth for each position listed.
- Multiply the FTE in Column 3A by the Total Budget in Column 1 and enter this amount in Column 3, entitled, "Total Medi-Cal Budget."
- The sum of Column 2 and Column 3 is equal to the Total Budget Column.

4A. Percentage of FTE/Enhanced State/Federal (25/75)

- Columns 4A plus 5A must equal 100% in order to accurately show percentages of enhanced and non-enhanced Medi-Cal-funded activities.
- For each line item in Personnel Expenses, enter in Column 4A the percentage of the FTE in Column 3A for program activities eligible for enhanced Medi-Cal funding. See FFP Information in Section 9 for qualifying position descriptions.
- Multiply the amount in Column 3 "Total Medi-Cal Budget" by the FTE entered in Column 4A for each position, and
- Enter this amount in Column 4 "Enhanced."

NOTE: If your local program uses one cost center for time studies in the CHDP program, and the time studies are used to invoice expenditures for the No County/City Match and the County/City Match Budgets, the proportions of enhanced and non-enhanced time for personnel claimed in the two budgets must be the same.

5A. Percentage of FTE/Non-enhanced State/Federal (50/50)

- For each line item in Personnel Expenses, enter in Column 5A the percentage of the FTE in Column 3A for program activities eligible for non-enhanced Medi-Cal funding for each position. See FFP Information in Section 8.
- Multiply the amount in Column 3 "Total Medi-Cal Budget" by the FTE entered in Column 5A for each position, and
- Enter this amount in Column 5 "Non-enhanced."
- The sum of Columns 4A and 5A equals 100 percent.

Total Salaries and Wages

- Add the amounts itemized in Columns 1, 2, 3, 4, and 5, and
- Enter the total for each column on the "Total Salaries and Wages" line item.

Less Salary Savings

- Complete the "Less Salary Savings" line item only if the county/city government mandates salary savings.
- Multiply the county/city salary savings percentage by the amount of "Total Salaries and Wages" in each column, and
- Enter the negative amount on the "Salary Savings" line for each column.

Net Salaries and Wages

- Subtract the "Salary Savings" amount from the "Total Salaries and Wages" amount in Columns 1, 2, 3, 4, and 5 and
- Enter the balance of each column on the line entitled, "Net Salaries and Wages."

Staff Benefits

The Staff Benefits line item shall include the county/city share of expenses for (a) employee benefits, e.g., employee group insurance (health, dental, life, accident, and unemployment insurance) and (b) worker's compensation insurance.

- Multiply the approved county/city staff benefits percentage by the "Net Salaries and Wages" for Columns 1, 2, 3, 4, and 5, and enter the amount on this line, or
- Enter the actual staff benefits amount as determined by the county/city on this line.
- If a percentage is used, the county/city must enter this percentage next to the words "Staff Benefits" on the form.

Total Personnel Expenses

- Add the "Staff Benefits" amount to the "Net Salaries and Wages" amount in Columns 1, 2, 3, 4, and 5, and
- Enter the total for each column on the "Total Personnel Expenses" line item.

II. Operating Expenses

Personnel Travel – Includes per diem, commercial automobile rental, motor pool, air travel, and private vehicle mileage, etc.

Personnel Training – Includes registration fees and tuition costs for training of program staff.

NOTE: All travel costs related to training must be included under "Travel."

- Enter the amounts budgeted for each item in CHDP in Column 2, Medi-Cal Enhanced in Column 4, and Medi-Cal Non-enhanced in Column 5.
- Add Column 4 and Column 5 for each line and enter in the sum Column 3.

- Add Column 3 and Column 2 for each line and enter in the sum Column 1.

Additional Operating Expenses

- List all other line items separately, e.g., rent, supplies.
- Enter the amounts budgeted for each line item of additional operating expenses in CHDP in Column 2 and Medi-Cal Non-enhanced in Column 5.
- Enter each amount in Column 5 and in Column 3.
- Add Column 2 and Column 3 and enter the sum in Column 1 for each line.

NOTE: The only "Operating Expenses" line items that are eligible for enhanced costs are travel and training.

Total Operating Expenses

- Add the "Operating Expenses" amounts itemized in Columns 1, 2, 3, 4, and 5 and
- Enter the total for each column on the "Total Operating Expenses" line item.

III. Capital Expenses – Includes all equipment and Automated Data Processing (ADP) hardware.

- Enter the approved "CHDP Budget" amount in Column 2 for each item.
- Enter the approved "Medi-Cal Budget" amounts in Column 5 and Column 3 for each item.
- Add Columns 2 and 3 for each line and enter the sum in Column 1.

Total Capital Expenses

- Add the "Capital Expenses" amounts itemized in Columns 1, 2, 3, and 5, and
- Enter the totals for each column on the "Total Capital Expenses" line item.

VI. Indirect Expenses (See IV, page 10.)

External – Any countywide overhead costs must have an approved plan on file with the State Controller's Office (A-87 plan).

Internal – Any departmental overhead costs must be developed with a cost allocation plan (CAP) prepared in accordance with federal guidelines, "Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government, Implementation Guide for Office of Management and Budget, Circular A-87".

The amount of "External Indirect Expenses" and "Internal Indirect Expenses" will be calculated by multiplying the percentages (assigned by the county/city fiscal staff for

each type of Indirect Expenses) by the budgeted amounts for "Total Salaries, Wages and Benefits," depending upon the base amount used to develop the percentage. Some counties/cities may have a flat dollar amount versus a percentage to distribute. This may be accomplished by developing ratios from total FTE or from the budgeted amounts as described above.

- Enter calculated amounts for all "External Indirect Expenses" and "Internal Indirect Expenses" on the appropriate lines in Columns 2 and 5.
- For each line, enter the amounts from Column 5 in Column 3.
- Add the amounts for each line in Columns 2 and 3, and enter the sum in Column 1.

Total Indirect Expenses

- All "Indirect Expenses" are non-enhanced.
- Add all "Indirect Expenses" amounts itemized in Columns 1, 2, 3, and 5, and
- Enter the totals for each column on the "Total Indirect Expenses" line item.

V. Other Expenses – Includes any expenses not directly attributable to one of the above "Operating Expenses" line items.

List each "Other Expenses" item individually under this section.

- Enter the budgeted amount in CHDP, Column 2 and Medi-Cal Non-enhanced, Column 5 for each line.
- Enter the amount from Column 5 in Column 3 for each line.
- Add Columns 2 and 3 for each line and enter the sum in Column 1.

Total Other Expenses

- Add all "Other Expenses" amounts itemized in Columns 1, 2, 3, and 5, and
- Enter the total for each column on the "Total Other Expenses" line item.

Budget Grand Total

- Add the "Total Personnel Expenses," "Total Operating Expenses," "Total Capital Expenses," "Total Indirect Expenses," and "Total Other Expenses" lines for Columns 1, 2, 3, 4, and 5, and
- Enter the grand total of each column on the "Budget Grand Total" line item.

**CHDP Administrative Budget Worksheet for FY 2011-2012
No County/City Match
State and State/Federal**

County/City Name: _____

Column	1A	1B	1	2A	2	3A	3	4A	4	5A	5
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	CHDP % or FTE	Total CHDP Budget	Total Medi-Cal %	Total Medi-Cal Budget (4 + 5)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Non-enhanced State/Federal (50/50)
I. Personnel Expenses											
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
Total Salaries and Wages											
Less Salary Savings											
Net Salaries and Wages											
Staff Benefits (Specify %)	%										
I. Total Personnel Expenses											
II. Operating Expenses											
1. Travel											
2. Training											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
II. Total Operating Expenses											

**CHDP Administrative Budget Worksheet for FY 2011-2012
No County/City Match
State and State/Federal**

County/City Name: _____

Column	1A	1B	1	2A	2	3A	3	4A	4	5A	5
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	CHDP % or FTE	Total CHDP Budget	Total Medi-Cal %	Total Medi-Cal Budget (4 + 5)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Non-enhanced State/Federal (50/50)
III. Capital Expenses											
1.											
2.											
3.											
4.											
5.											
II. Total Capital Expenses											
IV. Indirect Expenses											
1. Internal (Specify %) %											
2. External (Specify %) %											
IV. Total Indirect Expenses											
V. Other Expenses											
1.											
2.											
3.											
4.											
5.											
V. Total Other Expenses											
Budget Grand Total											

Prepared By (Signature) _____ Date Prepared _____ Phone Number _____ E-mail Address _____

CHDP Director or Deputy Director (Signature) _____ Date _____ Phone Number _____ E-mail Address _____

SAMPLE

**CHDP Administrative Budget Worksheet for FY 2011-2012
No County/City Match
State and State/Federal**

County/City Name: Golden

Column	1A	1B	1	2A	2	3A	3	4A	4	5A	5
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	CHDP % or FTE	Total CHDP Budget	Total Medi-Cal %	Total Medi-Cal Budget (4 + 5)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Non-enhanced State/Federal (50/50)
Personnel Expenses											
1. Deputy Director – James	50%	\$61,000	\$30,500	20%	\$6,100	80%	\$24,400	60%	\$14,640	40%	\$9,760
2. Public Health Nurse – Wade	80%	\$55,423	\$44,338	30%	\$13,301	70%	\$31,037	75%	\$23,278	25%	\$7,759
3. PH Education Assistant – Smith	75%	\$40,000	\$30,000	30%	\$9,000	70%	\$21,000			100%	\$21,000
4. Account Technician – Roe	15%	\$25,650	\$3,848	15%	\$577	85%	\$3,271			100%	\$3,271
5.											
6.											
7.											
8.											
9.											
10.											
Total Salaries and Wages			\$108,686		\$28,978		\$79,708		\$37,918		\$41,790
Less Salary Savings											
Net Salaries and Wages			\$108,686		\$28,978		\$79,708		\$37,918		\$41,790
Staff Benefits (Specify %)	25%		\$27,172		\$7,245		\$19,927		\$11,580		\$8,347
I. Total Personnel Expenses			\$135,858		\$36,223		\$99,635		\$49,498		\$50,137
II. Operating Expenses											
1. Travel			\$1,500		\$900		\$600		\$300		\$300
2. Training			\$3,500		\$1,601		\$1,899		\$1,000		\$899
3. Office Expenses			\$4,427		\$3,500		\$927				\$927
4. Communication			\$1,000		\$500		\$500				\$500
5.											
6.											
7.											
8.											
9.											
10.											
II. Total Operating Expenses			\$10,427		\$6,501		\$3,926		\$1,300		\$2,626

CHDP No County/City Match Administrative Budget Summary Instructions

I. Budget Summary Instructions

- Transfer the dollar amount from each Total Line item in each column of the CHDP No County/City Match Budget to the CHDP Administrative Budget Summary Form (see sample, page 48).
- Compute the amounts in the "Source of Funds" section of the budget as described below.

II. Source of Funds (No County/City Match)

A. State General Funds

Total CHDP Budget

Enter the "Budget Grand Total" amount from Column 2 "Total CHDP Budget" in the "Source of Funds" section, "Total CHDP" column, on the State General Funds line. The total CHDP funds may not exceed the funds allocated by CMS.

B. Medi-Cal Funds

1. Enhanced Funds

- Multiply the Enhanced, Column 4 "Budget Grand Total" amount by 25 percent, and enter the amount in the "Source of Funds" section, Enhanced column, on the State Funds line.
- Multiply the Enhanced, Column 4 "Budget Grand Total" amount by 75 percent, and enter the amount in the "Source of Funds" section, Enhanced column, on the Federal Funds line.

2. Non-enhanced Funds

- Multiply the Non-enhanced, Column 5, "Budget Grand Total" amount by 50 percent, and enter the amount in the "Source of Funds" section, Non-enhanced column, on the State Funds line.
- Multiply the Non-enhanced, Column 5, "Budget Grand Total" amount by 50 percent, and enter the amount in the "Source of Funds" section, Non-enhanced column, on the Federal Funds line.

3. Total Medi-Cal Funds

- Add Columns 4 and 5 and enter the sum in Column 3 "Source of Funds."
- The total Medi-Cal State Funds for the CHDP No County/City Match Budget may not exceed the funds allocated annually Allocation letter by CMS.

4. Total Funds

- Enter the State General Funds amount from Column 2, Total CHDP Budget, in Column 1.
- For both State and Federal, enter the amounts from Column 3, Total Medi-Cal Budget, in Column 1, Total Funds

State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

CHDP Administrative Budget Summary for FY 2011-2012
No County/City Match
 County/City Name: _____

Column	1	2	3	4	5
Category/Line Item	Total Budget (2 + 3)	Total CHDP Budget	Total Medi-Cal Budget (4 + 5)	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expenses					
II. Total Operating Expenses					
III. Total Capital Expenses					
IV. Total Indirect Expenses					
V. Total Other Expenses					
Budget Grand Total					

Column	1	2	3	4	5
Source of Funds	Total Funds	Total CHDP Budget	Total Medi-Cal Budget	Enhanced State/Federal	Non-enhanced State/Federal
State General Funds					
Medi-Cal Funds:					
State					
Federal (Title XIX)					

Prepared By (Signature)	Date Prepared	Phone Number	Email Address
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CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address
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State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

SAMPLE

CHDP Administrative Budget Summary for FY 2011-2012
No County/City Match
County/City Name: Golden

Column	1	2	3	4	5
Category/Line Item	Total Budget (2 + 3)	Total CHDP Budget	Total Medi-Cal Budget (4 + 5)	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expenses	\$135,858	\$36,223	\$99,635	\$49,498	\$50,137
II. Total Operating Expenses	\$10,427	\$6,501	\$3,926	\$1,300	\$2,626
III. Total Capital Expenses	\$0	\$0	\$0		\$0
IV. Total Indirect Expenses	\$14,537	\$3,876	\$10,661		\$10,661
V. Total Other Expenses	\$0	\$0	\$0		\$0
Budget Grand Total	\$160,822	\$46,600	\$114,222	\$50,798	\$63,424

Column	1	2	3	4	5
Source of Funds	Total Funds	Total CHDP Budget	Total Medi-Cal Budget	Enhanced State/Federal	Non-enhanced State/Federal
State General Funds	\$46,600	\$46,600			
Medi-Cal Funds:	\$114,222		\$114,222		
State	\$44,412		\$44,412	\$12,700	\$31,712
Federal (Title XIX)	\$69,810		\$69,810	\$38,098	\$31,712

John Smith	05/01/08	916-555-1212	jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	5/01/08	916-555-1122	jdoe@golden.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CHDP Administrative Budget Worksheet Instructions (County/City Match)

County/City Funds and Title XIX Federal Funds

I. Personnel Expenses

In this section, list each funded position as a separate line item by incumbent name and classification and complete the following columns (see sample on pages 55 and 56).

1A. Percentage or FTE: Enter the portion of the FTE in Column 1A for the percentage of time spent on program activities during the budget fiscal year for each position listed in "Personnel Expenses" section.

Formula: Time base multiplied by twelve months.

Example: Employee works one day per week (1/5 time) $1/5 = 0.2$ or 20 percent

1B. Annual Salary: Enter in Column 1B the salary for each full-time position listed in the "Personnel Expenses" section.

Total Budget

- Multiply each entry in Column 1A "% FTE" by the corresponding entry Column 1B "Annual Salary" and
- Enter the amount in Column 1 "Total Budget" (Columns 2 plus 3 must equal this amount.)

2A. Percentage of FTE/Enhanced (25/75)

- Enter in Column 2A, the percentage of the FTE in Column 1A for eligible enhanced program activities for each position listed.
- Multiply the FTE in Column 2A by the "Total Budget" in Column 1, and
- Enter the amount in Column 2, Enhanced.

NOTE: If your local program uses one cost center for time studies in the CHDP program, and the time studies are used to invoice expenditures for the No County/City Match and the County/City Match Budgets the proportions of enhanced and non-enhanced time for personnel claimed in the two budgets must be the same.

3A. Percentage of FTE/Non-enhanced

- Enter in Column 3A, the percentage of the FTE in Column 1A for eligible non-enhanced program activities for each position listed.
- Multiply the FTE in Column 3A by the Total Budget in Column 1 and
- Enter the amount in Column 3, Non-enhanced.

Total Salaries and Wages

- Add the "Salaries and Wages" amounts itemized in Columns 1, 2, and 3, and
- Enter the total for each column on the "Total Salaries and Wages" line item.

Less Salary Savings

NOTE: Complete only if the county/city government mandates salary savings.

- Multiply the county/city salary savings percentage by the "Total Salaries and Wages" line for each column, and
- Enter the negative amount on the "Salary Savings" line for each column.

Net Salaries and Wages

- Subtract the "Salary Savings" amount from the "Total Salaries and Wages" in Columns 1, 2, and 3, and
- Enter the balance of each column on the line entitled "Net Salaries and Wages."

Staff Benefits

- Multiply the approved county/city staff benefits percentages by the "Net Salaries and Wages" in Columns 1, 2, and 3, and enter the amounts on this line, or
- Enter the actual staff benefits amount as determined by the county/city on this line.

Total Personnel Expenses

- Add the "Staff Benefits" amounts to the "Net Salaries and Wages" amounts in Columns 1, 2, and 3, and
- Enter the total for each column on the "Total Personnel Expenses" line item.

II. Operating Expenses

Personnel Travel – Includes per diem, commercial automobile rental, motor pool, air travel, and private vehicle mileage, etc.

Personnel Training – Includes registration fees and tuition costs for training of program staff.

NOTE: All travel costs related to training must be included under "Travel."

- Enter the amounts budgeted for each item in Medi-Cal Enhanced in Column 2 and Medi-Cal Non-enhanced in Column 3.
- Add Columns 2 and 3 for each line and enter the sum in Column 1.

Additional Operating Expenses

List all other operating expenses line items separately, e.g., rent, supplies.

- Enter the amounts budgeted for each line item of additional operating expenses in Medi-Cal Non-enhanced (Column 3).
- Enter amount of Column 3 in Column 1 for each line.

NOTE: The only "Operating Expenses" line items that are eligible for enhanced costs are travel and training.

Total Operating Expenses

- Add the "Operating Expenses" amounts itemized in Columns 1, 2, and 3, and
- Enter the total for each column on the "Total Operating Expenses" line.

III. Capital Expenses

- Enter the approved budget amounts in Column 3.
- Enter the same amount in Column 1.

Total Capital Expenses

- Add the "Capital Expenses" amounts itemized, and
- Enter the total for each column on the "Total Capital Expenses" line item.

IV. Indirect Expenses (See page 10.)

External – Any countywide overhead costs must have an approved plan on file with the State Controller's Office (A-87 plan).

Internal – Any departmental overhead costs must be developed with a cost allocation plan (CAP) prepared in accordance with federal guidelines, "Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal Government, Implementation Guide for Office of Management and Budget, Circular A-87".

The amount of "External Indirect Expenses" and "Internal Indirect Expenses" will be calculated by multiplying the percentages (assigned by the county/city fiscal staff for each type of Indirect Expenses) by the budgeted amounts for "Total Salaries, Wages and Benefits," depending on the base amount used to develop the percentage. Some counties/cities may have a flat dollar amount versus a percentage to distribute. This may be accomplished by developing ratios from total FTE or from the budgeted amounts as described above.

- Enter the calculated amounts of "External Indirect Expenses" and "Internal Indirect Expenses" on the appropriate lines in Column 3.

- Enter the amounts from Column 3 for each line in Column 1.

Total Indirect Expenses

- All "Indirect Expenses" are non-enhanced.
- Add all "Indirect Expenses" amounts itemized, and
- Enter the total for Columns 1 and 3 on the "Total Indirect Expenses" line item.

V. Other Expenses

This Section includes any expenses not directly attributable to one of the above "Operating Expenses" line items.

List each "Other Expenses" item individually under this section.

- Enter the budgeted amount in Medi-Cal Non-enhanced, Column 3.
- Enter the amount from Column 3 in Column 1.

Total Other Expenses

- Add all "Other Expenses" amounts itemized, and
- Enter the totals for each column on the "Total Other Expenses" line item.

Budget Grand Total

- Add the "Total Personnel Expenses," "Total Operating Expenses," "Total Capital Expenses," "Total Indirect Expenses," and "Total Other Expenses" lines in Columns 1, 2, and 3, and
- Enter the grand total for each column on the "Budget Grand Total" line item.

CHDP Administrative Budget Worksheet for FY 2011-2012

County/City Match

County/City Name: _____

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced County/City/Federal (25/75)	% or FTE	Non-enhanced County/ City/Federal (50/50)
I. Personnel Expenses							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages							
Less Salary Savings							
Net Salaries and Wages							
Staff Benefits (Specify %) %							
I. Total Personnel Expenses							
II. Operating Expenses							
1. Travel							
2. Training							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
II. Total Operating Expenses							

CHDP Administrative Budget Worksheet for FY 2011-2012

County/City Match

County/City Name: _____

Column	1A	1B	1	2A	2	3A	3
III. Capital Expenses							
1.							
2.							
3.							
4.							
5.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) %							
2. External (Specify %) %							
IV. Total Indirect Expenses							
V. Other Expenses							
1.							
2.							
3.							
4.							
5.							
V. Total Other Expenses							
Budget Grand Total							

Prepared By (Signature) _____ Date Prepared _____ Phone Number _____ Email Address _____

CHPD Director or Deputy Director (Signature) _____ Date _____ Phone Number _____ Email Address _____

SAMPLE

CHDP Administrative Budget Worksheet for FY 2011-2012

County/City Match

County/City Name: Golden

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced County/City/Federal (25/75)	% or FTE	Non-enhanced County/City/Federal (50/50)
I. Personnel Expenses							
1. Deputy Director - James	50%	\$61,000	\$30,500	60%	\$18,300	40%	\$12,200
2. Public Health Nurse - Smith	20%	\$55,423	\$11,085	75%	\$8,314	25%	\$2,771
3. PH Education Asst - Jones	25%	\$40,000	\$10,000	0%		100%	\$10,000
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages			\$51,585		\$26,614		\$24,971
Less Salary Savings							
Net Salaries and Wages			\$51,585		\$26,614		\$24,971
Staff Benefits (Specify %) 25%			\$12,897		\$6,654		\$6,243
I. Total Personnel Expenses			\$64,482		\$33,268		\$31,214
II. Operating Expenses							
1. Travel			\$500		\$350		\$150
2. Training			\$700		\$500		\$200
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
II. Total Operating Expenses			\$1,200		\$850		\$350

CHDP Administrative Budget Worksheet for FY 2011-2012

County/City Match

County/City Name: Golden

Column	1A	1B	1	2A	2	3A	3
III. Capital Expenses							
1.							
2.							
3.							
4.							
5.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 0.00%							
2. External (Specify %) 0.00%							
IV. Total Indirect Expenses							
V. Other Expenses							
1.							
2.							
3.							
4.							
5.							
V. Total Other Expenses							
Budget Grand Total			\$65,682		\$34,118		\$31,564

John Smith	May 1, 2011	916-555-1212	Jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address

<i>Dr. Jane Doe</i>	May 1, 2011	916-555-1122	Jdoe@golden.ca.us
CHPD Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CHDP County/City Match Administrative Budget Summary Instructions

I. CHDP County/City Administrative Budget Summary

- Transfer the dollar amount from the total amount of each line item and column of the CHDP Budget Worksheet to the CHDP Administrative Budget Summary Form (see sample on page 60). Compute the amounts in the "Source of Funds" section of the budget as described below.

II. Source of Funds (County/City Match)

A. Enhanced Funds

- Multiply the Enhanced "Budget Grand Total" amount in Column 2 by 25 percent. Enter the amount on the County/City Funds line, Enhanced column, in the "Source of Funds" section.
- Multiply the Enhanced, Column 3, "Budget Grand Total" amount by 75 percent, and enter the amount in the "Source of Funds" section, Enhanced column, on the Federal Funds line.

B. Non-enhanced Funds

- Multiply the Non-enhanced "Budget Grand Total" amount in Column 3 by 50 percent. Enter this amount on the County/City Funds line, Non-enhanced column, in "Source of Funds" section.
- Multiply the Non-enhanced, Column 3, "Budget Grand Total" amount by 50 percent, and enter the amount in the "Source of Funds" section, Non-enhanced column, on the Federal Funds line.

C. Total Funds

- Total Funds will equal the Enhanced plus the Non-enhanced County/City Funds for the County/City Funds line and the Enhanced plus the Non-enhanced Funds for the Federal Funds line.

NOTE: The total of funding amounts entered under each column in the Source of Funds section must agree with the totals for the same column entered on the Budget Grand Total line.

State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

CHDP Administrative Budget Summary for FY 2011-2012
County/City Match
County/City Name: _____

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced County/City /Federal (25/75)	Non-enhanced County/City/Federal (50/50)
I. Total Personnel Expenses			
II. Total Operating Expenses			
III. Total Capital Expenses			
IV. Total Indirect Expenses			
V. Total Other Expenses			
Budget Grand Total			

Column	1	2	3
Source of Funds	Total Funds	Enhanced County/City /Federal (25/75)	Non-enhanced County/City/Federal (50/50)
County/City Funds			
Federal Funds (Title XIX)			

Prepared By (Signature)	Date Prepared	Phone Number	Email Address
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

CHDP Administrative Budget Summary for FY 2011-2012
County/City Match
County/City Name: Golden

SAMPLE

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced County/City /Federal (25/75)	Non-enhanced County/City/Federal (50/50)
I. Total Personnel Expenses	\$64,482	\$33,268	\$31,214
II. Total Operating Expenses	\$1,200	\$850	\$350
III. Total Capital Expenses			
IV. Total Indirect Expenses			
V. Total Other Expenses			
Budget Grand Total	\$65,682	\$34,118	\$31,564

Column	1	2	3
Source of Funds	Total Funds	Enhanced County/City/Federal (25/75)	Non-enhanced County/City /Federal (50/50)
County/City Funds	\$24,312	\$8,530	\$15,782
Federal Funds (Title XIX)	\$41,370	\$25,588	\$15,782

John Smith	05/01/2011	916-555-1212	jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	05/01/2011	916-555-1122	jdoe@golden.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CHDP Foster Care Administrative (County/City Match) Budget Worksheet Instructions

The budget has three line items, Personnel, Operating and Indirect Expenses

I. Personnel Expenses

Personnel Expenses are limited to PHN(s) and SPHN(s) who meet the federal definition of Skilled Professional Medical Personnel (SPMP) and clerical staff providing direct support to the PHN(s) who meet the federal definition of SPMP. (See section 8.) In this section, list each funded position as a separate line item by incumbent name and classification and complete the following columns (see sample, page 66):

1A. Percentage of FTE: Enter the portion of the FTE in Column 1A for the percentage of time spent on program activities during the budget fiscal year for each position listed in "Personnel Expense" section.

Formula: Time base multiplied by twelve months.

Example: Employee works one day per week (1/5 time) $1/5 = 0.2$ or 20 percent

1B. Annual Salary: Enter in Column 1B the salary for each full-time position listed in the "Personnel Expense" section.

Total Budget

- Multiply each entry in Column 1A "% FTE" by the corresponding entry Column 1B "Annual Salary" and
- Enter the amount in Column 1 "Total Budget" (Columns 2 plus 3 must equal this amount.)

2A. Percentage of FTE/Enhanced (25/75)

- Enter in Column 2A, "% FTE" the portion of the annualized FTE to be spent on eligible enhanced program activities for each position listed. The sum of Column 2A and 3A must equal 100 percent.
- Multiply the FTE in Column 2A by the "Total Budget" in Column 1, and
- Enter the amount in Column 2, Enhanced.

NOTE: If your local program uses one cost center for time studies in the CHDP program, and the time studies are used to invoice expenditures for the HCPCFC Administrative Budget and the CHDP Foster Care County/City Match Budget the proportions of enhanced and non-enhanced time for personnel claimed in the two budgets must be the same.

3A. Percentage of FTE/Non-enhanced

- Enter in Column 3A, the percentage of the FTE in Column 1A for eligible non-enhanced program activities for each position listed.
- Multiply the FTE in Column 3A by the Total Budget in Column 1 and
- Enter the amount in Column 3, Non-enhanced.

Total Salaries and Wages

- Add the "Salaries and Wages" amounts itemized in Columns 1, 2 and 3, and
- Enter the total for each column on the "Total Salaries and Wages" line item.

Less Salary Savings

NOTE: Complete only if the county/city government mandates salary savings.

- Multiply the county/city salary savings percentage by the "Total Salaries and Wages" line for each column, and
- Enter the negative amount on the "Salary Savings" line for each column.

Net Salaries and Wages

- Subtract the "Salary Savings" amount from the "Total Salaries and Wages" in Columns 1, 2, and 3, and
- Enter the balance of each column on the line entitled "Net Salaries and Wages."

Staff Benefits

- Multiply the approved county/city staff benefits percentages by the "Net Salaries and Wages" in Column 1, 2, and 3, and enter the amounts this line, or
- Enter the actual staff benefits amount as determined by the county/city on this line.

Total Personnel Expenses

- Add the "Staff Benefits" amounts to the "Net Salaries and Wages" amounts in Columns 1, 2, and 3, and
- Enter the total for each column on the "Total Personnel Expenses" line item.

II. Operating Expenses

Operating Expenses to support the PHN and SPHN are limited to travel and training. Space and computer access are provided by the child welfare agency.

Personnel Travel – Includes per diem, commercial automobile rental, motor pool, air travel, and private vehicle mileage, etc.

Personnel Training – Includes registration fees and tuition costs for training of program staff.

NOTE: All travel costs related to training must be included under “Travel.”

- Enter the amounts budgeted for each item in Medi-Cal Enhanced in Column 2 and Medi-Cal Non-enhanced in Column 3.
- Add Columns 2 and 3 for each line and enter the sum in Column 1.

NOTE: The only “Operating Expenses” line items that are eligible for enhanced costs are travel and training.

Total Operating Expenses

- Add the “Operating Expenses” amounts itemized in Columns 1, 2, and 3, and
- Enter the total for each column on the “Total Operating Expenses” line.

III. Capital Expenses

- “Capital Expenses” cannot be claimed on this budget.

IV. Indirect Expenses

External Indirect Expenses cannot be claimed on this budget.

Internal – Any departmental overhead costs that are allocated must be developed with a cost allocation plan (CAP) prepared in accordance with federal guidelines, “Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates for Agreements with the Federal, Implementation Guide for Office of Management and Budget, Circular A-87.”

- Enter the calculated amounts of External and Internal Indirect expenses on the appropriate lines in Column 3.
- Enter the amounts from Column 3 for each line in Column 1.

Total Indirect Expenses

- All indirect expenses are non-enhanced.
- Add all "Indirect Expenses" amounts itemized, and
- Enter the totals for Columns 1 and 3 on the “Total Indirect Expenses” line item.

V. Other Expenses

“Other Expenses” cannot be included on this budget.

Budget Grand Total

- Enter the sum of the "Total Personnel Expenses," "Total Operating Expenses," and "Total Indirect Expenses," and lines in Columns 1, 2, and 3, and
- Enter the grand total for each column on the "Budget Grand Total" line item.

CHDP Foster Care Administrative Budget Fiscal Year 2011-2012
County-City/Federal Match
County/Title XIX Federal Funds
County/City Name: _____

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced County-City/Federal (25/75)	% or FTE	Non-enhanced County-City/Federal (50/50)
I. Personnel Expenses							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages							
Less Salary Savings							
Net Salaries and Wages							
Staff Benefits (Specify %) 0.00%							
I. Total Personnel Expenses							
II. Operating Expenses							
1. Travel							
2. Training							
II. Total Operating Expenses							
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 0.00%							
2. External							
IV. Total Indirect Expenses							
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total							

Prepared By (Signature) _____ Date Prepared _____ Phone Number _____ Email Address _____

CHDP Director or Deputy Director (Signature) _____ Date _____ Phone Number _____ Email Address _____

CHDP Foster Care Administrative Budget Fiscal Year 2011-2012

County-City/Federal Match

County/Title XIX Federal Funds

County/City Name: Golden

SAMPLE

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced County-City/Federal (25/75)	% or FTE	Non-enhanced County-City/Federal (50/50)
I. Personnel Expenses							
1. SPHN Jones	5%	\$61,000	\$3,050	60%	\$1,830	40%	\$1,220
2. PHN II Adams	25%	\$55,420	\$13,855	85%	\$11,777	15%	\$2,078
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages			\$16,905		\$13,607		\$3,298
Less Salary Savings							
Net Salaries and Wages			\$16,905		\$13,607		\$3,298
Staff Benefits (Specify %) 15.00%			\$2,536		\$2,041		\$495
I. Total Personnel Expenses			\$19,441		\$15,648		\$3,793
II. Operating Expenses							
1. Travel			\$500		\$200		\$300
2. Training			\$200		\$100		\$100
II. Total Operating Expenses			\$700		\$300		\$400
III. Capital Expenses							
1.							
2.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) %			\$1,944				\$1,944
2. External							
IV. Total Indirect Expenses			\$1,944				\$1,944
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$22,085		\$15,948		\$6,137

John Smith	May 1, 2009	916-555-1122	Jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address

Dr. Jane Doe	May 1, 2009	915-555-1122	Jdoe@golden.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CHDP Foster Care Administrative (County/City Match) Budget Summary Instructions

I. Foster Care County/City Administrative Budget Summary

Transfer the dollar amount from the total amount of each line item and column of the CHDP Foster Care Administrative Budget County/City Match Worksheet to the CHDP Foster Care Administrative Budget County/City Match Summary form. Compute the amounts in the "Source of Funds" section of the budget as described below (see sample, page 69).

II. Source of Funds (County/City Match)

The source of local funds for the county/city match must be identified on the budget summary and included in the budget justification narrative.

A. Enhanced Funds

- Multiply the Enhanced Budget Grand Total amount in Column 2 by 25 percent. Enter the amount on the County/City Funds line, Enhanced column, in the Source of Funds section.
- Subtract the County/City Funds amount from the Budget Grand Total in Column 2, and enter this amount on the Federal Funds line, Enhanced Column, in the Source of Funds section.

B. Non-enhanced Funds

- Multiply the Non-enhanced Budget Grand Total amount in Column 3 by 50 percent. Enter this amount on the County/City Funds line, Non-enhanced column, in Source of Funds section.
- Subtract the County/City Funds amount from the Budget Grand Total in Column 3, and enter this amount on the Federal Funds line, Non-enhanced column, of the Source of Funds section.

C. Total Funds and Grand Total

- Add the amount of State Funds in Column 1 in the Source of Funds section to the Federal Funds (Title XIX) in Column 1 in the Source of Funds section to arrive at a Grand Total.

NOTE: The Total Funds will equal the Enhanced plus the Non-enhanced State Funds for the State Funds line and the Enhanced plus the Non-enhanced Funds for the Federal Funds line.

The total of funding amounts entered under each column in the Source of Funds section must agree with the totals for the same column entered on the Budget Grand Total line.

CHDP Foster Care Administrative Budget Summary Fiscal Year 2011-2012
County-City Match
County/Title XIX Federal Funds
County/City Name:

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced County/City/Federal (25/75)	Non-enhanced County/City/Federal (50/50)
I. Total Personnel Expenses			
II. Total Operating Expenses			
III. Total Capital Expenses			
IV. Total Indirect Expenses			
V. Total Other Expenses			
Budget Grand Total			

Column	1	2	3
Source of Funds	Total Funds	Enhanced County/City/Federal (25/75)	Non-enhanced County/City/Federal (50/50)
County/City Funds			
Federal Funds (Title XIX)			
Budget Grand Total			

Source County-City Funds: _____ (Specify source of funds, e.g. county child welfare, probation, grant, etc.)

Prepared By (Signature)	Date Prepared	Phone Number	Email Address
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CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address
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SAMPLE

**CHDP Foster Care Administrative Budget Summary Fiscal Year 2011-2012
County-City Match
County/Title XIX Federal Funds
County/City Name: Golden**

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced County/City/Federal (25/75)	Non-enhanced County/City/Federal (50/50)
I. Total Personnel Expenses	\$19,441	\$15,648	\$3,793
II. Total Operating Expenses	\$700	\$300	\$400
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$1,944		\$1,944
V. Total Other Expenses			
Budget Grand Total	\$22,085	\$15,948	\$6,137

Column	1	2	3
Source of Funds	Total Funds	Enhanced County/City/Federal (25/75)	Non-enhanced County/City/Federal (50/50)
County/City Funds	\$7,056	\$3,987	\$3,069
Federal Funds (Title XIX)	\$15,029	\$11,961	\$3,068
Budget Grand Total	\$22,085		

Source County/City Funds:

(Specify source of funds, e.g. county child welfare, probation, grant, etc.)

John Smith	05/01/11	916-555-1212	jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	05/01/11	916-555-1122	jdoe@golden.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

HPCFC Budget Information and Staffing Guidelines

I. Budget Information

The State Budget Act of 1999 appropriated State General Funds to the California Department of Social Services for the purpose of increasing the use of public health nurses in meeting the health care needs of children in foster care. These funds were transferred to the State California Department of Health Care Services for distribution through the CHDP program in the form of a fiscal augmentation to operate the HPCFC.

- A. State General funds are matched through the federal Medicaid (XIX) program for administrative activities in support of the Medicaid program (Medi-Cal in California) and therefore must be used for activities that are administrative case management functions.
- B. Funds for this program are not to supplant public health nurse (PHN) positions in local programs that provide administrative case management services to children in foster care unless the PHN to child ratio is less than 1:200.
- C. The required annual administrative budget and quarterly expenditure invoices are prepared and submitted by local CHDP programs in accordance with CMS Budget instructions and guidelines (see Section 7).
- D. Program administrative oversight for the HPCFC PHNs is provided by the local CHDP program. PHN(s) funded by the HPCFC are hired by the local health department and physically located at local child welfare agency and probation department offices.
- E. State General Funds are distributed to local programs based on caseload data from the Child Welfare System/Case Management System (CWS/CMS), maintained by the California Department of Social Services (CDSS).
- F. The caseload data reflect the annual monthly average of children and probation youth in out of home placement, or foster care, supervised by the County and placed in the County from other counties.
- G. The local HPCFC Administrative budgets should reflect the total Public Health Nurse (PHN), Supervising PHN (SPHN), and clerical FTE staffing obtainable with the allocation of State General funds as matched through Federal Financial Participation.
- H. The budget has three line items, Personnel, Operating and Indirect Expenses.
 - 1. Personnel Expenses are limited to PHN(s) and SPHN(s) who meet the federal definition of Skilled Professional Medical Personnel (SPMP), and for clerical staff who directly support and are supervised by the SPMP. (See Section 8).
 - 2. Operating Expenses to support the PHN and SPHN are limited to travel and training. Space and computer access are provided by the child welfare agency.

3. Internal Indirect Expenses are all non-enhanced. External Indirect Expenses are not allowed on the HCPCFC Budget (see page 74).
 4. Total expenses are not to exceed the amount of State General funds allocated to the CHDP program for implementation and operation of the HCPCFC.
- I. A local program that determines it is necessary to request additional funds for staff who perform administrative case management activities in support of children in out-of-home placement, may submit an optional CHDP Foster Care Administrative Budget (see page 65). A statement identifying the source of local funds is required (e.g. county child welfare, probation, grant, etc).

II. Staffing Guidelines

- A. PHN(s) implementing the Health Care Program for Children in Foster Care are to be located on site at the child welfare services agency and probation department. PHN(s) funded by the HCPCFC are dedicated personnel and participate with the social worker/probation officer in the development of health care plan located in the child's case record. In collaboration with the child's social worker/probation officer, PHN(s) plan and coordinate health care services for children in out-of-home placement in accordance with the PHN responsibilities and program activities outlined in the model interdepartmental HCPCFC MOU (see Section 5) and Scope of Work (see Section 3).
- B. The administrative activities of the PHN include Informing and Linking; Care Coordination; Orientation and Training with Caseworkers, Probation Officers, Foster Care Providers, Health Care Providers, Officers Of The Court and Others; and Liaison Functions.
1. Informing and Linking activities focus on promoting knowledge of the need for preventive health services; how to access services; and the need to maintain a link to health care services provided through the Child Health and Disability Prevention (CHDP) and Medi-Cal programs. The PHN collaborates with a multi-disciplinary team of health care professionals, community providers and agencies, and understands the principles of child health promotion and nursing care of children with special needs.
 2. Care Coordination activities focus on ensuring appropriate health services are accessed; assisting with the health plan as a part of the case plan; providing follow up to maintain continuity of care; providing consultation to the foster care team members, and assisting with the maintenance of the child's Health and Education Passport. PHN need knowledge and experience in primary and secondary care in order to assure children in out-of-home placement obtain necessary health care services.
 3. Orientation and Training activities focus on the provision of health and medical information to the foster care team as it relates to the special health needs of the child in foster care. The PHN serve as consultants to social workers; probation officers; biological and substitute care providers, and health care providers.

4. Liaison activities focus on coordinating and problem solving with CHDP program staff, health care providers, community agencies, and transitional programs to ensure the continued effective and appropriate use of the Medi-Cal program; coordinating with county/city social services programs, Independent Living Skills Program; coordinating with other county/city public health department (PHD) programs and social services programs such as the following:
 - California Children's Services (CCS)
 - Schools
 - Regional Center
 - Mental and Behavioral Health programs
 - Immunization (IZ)
 - Childhood Lead Poisoning Prevention
 - Maternal and Child Health (MCH)
 - Women's, Infants, and Children (WIC)
 - Child Health and Disability Prevention (CHDP)

- C. For children in foster care placed out of the supervising county of residence, the PHN will work with the Foster Care PHN in the county of placement to locate and arrange for needed health care services.

- D. PHN(s) working in the HCPCFC require professional nursing supervision. The HCPCFC established ratio is one (1) SPHN FTE to every ten (10) FTE of PHN, 1:10.

- E. Clerical personnel must be supervised by SPMP.

HPCFC Budget Worksheet Instructions (State/Federal Match)

I. Personnel Expenses

List as a separate line item each funded position by incumbent name and classification. For each line item complete the following columns (see sample, page 77):

1A. Percentage or Full Time Equivalent (FTE): Enter the annualized FTE in Column 1A, i.e., percentage of time to be spent on program activities during the budget fiscal year for each position listed under "Personnel Expenses."

Formula: Time base multiplied by number of months to be worked in fiscal year divided by number of months in year equals FTE.

Example: Employee works one day per week (1/5 time) for six months out of 12 months (6/12); Formula: $1/5 \times 6/12 = 6/60 = 1/10$ FTE or .10.

NOTE: The totals of Columns 2A plus 3A must equal 100%. The totals of Column 2 plus 3 must equal the total of Column 1.

1B. Annual Salary: Enter in Column 1B, the annual full time salary for each position listed under "Personnel Expenses."

1. Total Budget

- Multiply each entry in Column 1A, "% FTE", by the corresponding entry in Column 1B, "Annual Salary", and
- Enter the amount in Column 1 "Total Budget." (Column 2 plus Column 3 must equal this amount.)

2A. Percentage of FTE/Enhanced (25/75)

- Enter in Column 2A, "% FTE", the portion of annualized FTE to be spent on eligible enhanced program activities for each position listed.
- Multiply the amount in Column 1, "Total Budget" by the percent of FTE in Column 2A, "% FTE", and
- Enter the amount in Column 2, Enhanced.

3A. Percentage of FTE/Non-enhanced (50/50)

- Enter in Column 3A, the portion of annualized FTE to be spent on eligible non-enhanced program activities for each position listed.
- Multiply the amount in Column 1, "Total Budget" by the FTE in Column 3A, and
- Enter the amount in Column 3, Non-enhanced.

Total Salaries and Wages

- Add the "Salaries and Wages" amounts itemized in Columns 1, 2, and 3, and
- Enter the total for each column on the "Total Salary and Wages" line item.

Less Salary Savings

- "Salary Savings" cannot be included on this budget.

Net Salaries and Wages

- Re-enter the balance of each column on the line entitled "Net Salaries and Wages."

Staff Benefits

- Multiply the approved county/city staff benefits percentages by the "Net Salaries and Wages" in Columns 1,2, and 3, and enter the amount on this line, or
- Enter the actual staff benefits amount as determined by the county/city on this line.

Total Personnel Expenses

- Add the "Staff Benefits" amounts in each column (1,2, and 3) to the "Net Salaries and Wages" in each column, and
- Enter the total of each column on the "Total Personnel Expenses" line item.

III. Operating Expenses

- Travel. (includes per diem, commercial auto rental, motor pool, air travel and private vehicle mileage, etc.), and
- Training.
- Documents related to these expenses are to be maintained on file by the local program in accordance with the FFP Guidelines, Section 8.

IV. Capital Expenses

- "Capital Expenses" cannot be included on this budget.

V. Indirect Expenses

External – "External Indirect Expenses" cannot be included on this budget.

NOTE: Public Health Nurses working in the HCPCFC are located in the local offices of child welfare services or departments of probation. External Indirect Expenses are not incurred by local health departments.

Internal – Any departmental overhead costs, which are allocated, must be developed with a cost allocation plan (CAP) prepared in accordance with federal guidelines, "Cost Principles and Procedures for Developing Cost Allocation Plans and Indirect Cost Rates

for Agreements with the Federal Government, Implementation Guide for Office of Management and Budget, Circular A-87.”

- Enter the amount of Internal Indirect Expenses on the appropriate line in Column
- Enter the amounts from Column 3 for each line in Column 1.

NOTE: When calculating indirect expenses for Title XIX funding, apply the non-enhanced (50/50) rate to all qualified expenses in Column 3, regardless of whether personnel expenses are enhanced or non-enhanced.

Total Indirect Expenses

Enter the total for Columns 1 and 3 on the “Total Indirect Expenses” line item.

VI. Other Expenses

“Other Expenses” **cannot** be included on this budget.

Budget Grand Total

- Enter the sum of the “Total Personnel Expenses,” “Total Operating Expenses,” and “Total Indirect Expenses” lines in each Column (1,2, and 3), and
- Enter the grand total for each column on the “Budget Grand Total” line item.

NOTE: These dollar amounts are not to exceed the amounts allocated annually by CMS.

HPCFC Administrative Budget Worksheet for FY 2011-2012

County/City Name: _____

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Non-enhanced State/Federal (50/50)
I. Personnel Expenses							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages							
Less Salary Savings							
Net Salaries and Wages							
Staff Benefits (Specify %) %							
I. Total Personnel Expenses							
II. Operating Expenses							
1. Travel							
2. Training							
II. Total Operating Expenses							
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) %							
2.							
IV. Total Indirect Expenses							
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total							

Prepared By (Signature) _____ Date Prepared _____ Phone Number _____ Email Address _____

CHDP Director or Deputy Director (Signature) _____ Date _____ Phone Number _____ Email Address _____

HCPCFC Administrative Budget Summary Instructions

I. HCPCFC Administrative Budget Summary

Transfer the dollar amount from the total amount of each line item and column of the HCPCFC Administrative Budget Worksheet to the HCPCFC Administrative Budget Summary form. Compute the amounts in the "Source of Funds" section of the budget as described below (see sample, page 80).

II. Source of Funds

A. Enhanced Funds

- Multiply the Enhanced "Budget Grand Total" amount in Column 2 by 25 percent. Enter the amount on the "State Funds" line, Enhanced column, in the "Source of Funds" section.
- Multiply the Enhanced Column 2 "Budget Grand Total" amount by 75 percent, and enter the amount in the "Source of Funds" section, Enhanced column, on the Federal Funds line.

B. Non-enhanced Funds

- Multiply the Non-enhanced "Budget Grand Total" amount (Column 3) by 50%. Enter this amount on the "State Funds" line, Non-enhanced column, in "Source of Funds" section.
- Multiply the Non-enhanced, Column 3, "Budget Grand Total" amount by 50 percent, and enter the amount in the "Source of Funds" section, Non-enhanced column, on the Federal Funds line.

C. Total Funds and Grand Total

- Add the amount of State Funds in Column 1 in the Source of Funds section to the Federal Funds (Title XIX) in Column 1 in the Source of Funds section to arrive at a Grand Total.

NOTE: The Total Funds will equal the Enhanced plus the Non-enhanced State Funds for the State Funds line and the Enhanced plus the Non-enhanced Funds for the Federal Funds line.

The total of funding amounts entered under each column in the Source of Funds section must agree with the totals for the same column entered on the Budget Grand Total line.

State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

HPCFC Administrative Budget Summary for FY 2011-2012

County/City Name: _____

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expenses			
II. Total Operating Expenses			
III. Total Capital Expenses			
IV. Total Indirect Expenses			
V. Total Other Expenses			
Budget Grand Total			

Column	1	2	3
Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
State Funds			
Federal Funds (Title XIX)			
Budget Grand Total			

Prepared By (Signature) _____ Date Prepared _____ Phone Number _____ Email Address _____

CHDP Director or Deputy Director (Signature) _____ Date _____ Phone Number _____ Email Address _____

State of California – Health and Human Services Agency

California Department of Health Care Services – Children's Medical Services

SAMPLE

HCPCFC Administrative Budget Summary for FY 2011-2012

County/City Name: Golden

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expenses	\$54,815	\$44,839	\$9,976
II. Total Operating Expenses	\$1,000	\$750	\$250
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$5,481		\$5,481
V. Total Other Expenses			
Budget Grand Total	\$61,296	\$45,589	\$15,707

Column	1	2	3
Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
State Funds	\$19,251	\$11,397	\$7,854
Federal Funds (Title XIX)	\$42,045	\$34,192	\$7,853
Budget Grand Total	\$61,296		

John Smith	May 1, 2009	916-555-1212	jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	May 1, 2009	916-555-1122	jdoe@golden.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CCS Administrative Budget Information, Staffing Standards, and Caseload Instructions

I. Funding for the Administrative Budget

The State and counties share in the administrative cost of the CCS program at the local level (Health and Safety Code Section 123955 [a]). Effective Fiscal Year (FY) 2003-04, Healthy Families (HF) funding was approved to share in the cost of utilization review and management and administration of the CCS Program.

A. The county CCS program shall:

1. Appropriate one-half of the required match of Healthy Families funds and one-half of the straight CCS non Medi-Cal funds and the State is responsible to match the costs to the extent funds are available in the State budget (Health and Safety Code Section 123955 [e] [1]).
2. Receive reimbursement from the State for utilization review and management and administrative costs for the county's Healthy Families caseload and Medi-Cal beneficiary caseload and comply with the Federal Financial Participation (FFP) requirements (see Section 8).
3. Submit by September 15 of each year for the subsequent fiscal year, the Administrative Budget Request (also known as an "application" per Health and Safety Code Section 123955 [e][2]) for the county cost of administration of the CCS program.

B. The State shall:

1. Determine the amount of State funds available for each county from the funds appropriated in the State CCS budget for CCS county utilization review and management and administration of the Healthy Families and non-Medi-Cal portion of the CCS caseload.
2. Review the county budget request to ensure that the county CCS program meets the minimum State administrative staffing standards. (Health and Safety Code, Section 123955 [b]).
3. Notify the county of the amount of funds to be:
 - a. Appropriated by the State for utilization review and management and administrative costs for one-half of the non-federal Healthy Families and one-half of the Straight CCS non Medi-Cal caseload, and
 - b. Provided by the State for administrative costs for utilization review and management of Medi-Cal beneficiaries.

4. Reimburse the county quarterly based upon submission of the invoice for actual administrative expenditures not to exceed the amount of the allocation.

II. CCS Staffing Standards

A. Overview of Staffing Standards

In order to meet the Health and Safety Code, Section 123955 requirement regarding administrative costs for county CCS programs, staffing for the CCS Administrative Program must be based on staffing standards. CCS staffing standards pertain to all personnel included in the CCS Administrative Budget who are 1) directly employed by CCS, and 2) responsible for CCS program administration, operation, and implementation of State mandates in counties. Staff composition in county CCS programs will vary based on county size, CCS caseload, and county needs.

The Staffing Standards Profile (Page 93) was developed to allow for flexibility based on county need, to reflect the diversity of personnel requirements needed for CCS program administration/operation, and to create manageable caseloads to allow for the provision of proactive medical utilization review and management. The Staffing Standards Profile stipulates the minimum staff required in each category to manage the caseload.

The following five administrative functions/categories are included on the Staffing Standards Profile: Program Administration, Medical Utilization Review and Management, Other Health Care Professionals, Ancillary Support, and Clerical and Claims Support.

NOTE: It is recognized that in some counties, one individual may function in several of the above categories. This will require staff time to be distributed and time studied appropriately.

B. Using the CCS County Staffing Standards Profile

1. CCS Independent Counties

- a. Utilizing total county caseload, determine the total FTE needed according to the CCS County Staffing Standards Profile.
- b. Counties may elect to utilize the Independent County tab of the Staffing Standards Calculator which produces a caseload specific Total FTE based upon the CCS County Staffing Standards Profile.
- c. Medi-Cal Managed Care liaison positions are not included in the 1:400 nurse ratio in the Staffing Standards Profile Calculator. If your county has Medi-Cal Managed Care, you may add up to a 1.0 FTE nurse liaison position to your budget. The total FTE, up to a maximum, **should be based upon the number of Medi-Cal Managed Care Plans and volume of liaison duties required in your county.**

- d. The grand total FTEs identified via the CCS County Staffing Standards Profile/Calculator, before the addition of the Medi-Cal Managed Care Nurse Liaison position, if eligible, represents the maximum FTE that can be submitted on the CCS Administrative budget.
- e. To determine the number of non-ratio based staff (Administrator, Information Technology Support, Parent Liaison, Physician and Chief Therapist) required to implement the CCS county program responsibilities in an Independent County CCS program with a caseload below the Staffing Standards Profile, the county shall determine the percentage to be applied for CCS staffing requirements based on the lowest caseload figure of 500. To obtain the percentage to apply to the staffing standards, divide the total number of cases by 500.

Example for a county with a caseload of 300:

Divide the county caseload of 300 by the 500 caseload on the CCS Staffing Standards Profile ($300 \div 500 = .60$ or 60 percent). The 60 percent is applied to the total number of staff in appropriate sections of the CCS Staffing Standard Profile. For example, applying 60 percent to the CCS Staffing Standards Profile for Program Administration for a caseload of 300 would provide for .3 FTE Administrative time ($.60 \times .50 = .30$). (The Staffing Standards Calculator also produces this calculation.)

2. CCS Dependent Counties

- a. Small Dependent counties (generally with caseloads under 190) will develop their administrative budgets by applying a baseline staffing level and integrating estimated costs in accordance with the following :
 - i. Integrate a baseline budget allocation for staffing. The baseline staffing level in a small county CCS program will include:
 - 1.0 FTE Nurse
 - 0.5 FTE Eligibility Worker
 - 0.25 FTE Clerical support
 - 0.25 FTE Administrator
 - ii. Budgets developed within the staffing baseline are not required to follow CCS Staffing Standards (because of small caseloads).

- b. Budgets for dependent counties with larger caseloads that will exceed the dependent county staffing baseline above should be developed as follows:
 - i. Utilizing total county caseload, determine Total FTE needed, based upon CCS Staffing Standards with the following exclusions/modifications:
 - 1. Physician and Other Health Care Professionals are excluded position for all Dependent Counties.
 - 2. Case Management Technician, Chief Therapist, and Therapist (OT/PT) are only available to Level III Dependent Counties.
 - 3. Fiscal Personnel is limited to CCS Dependent Counties who elect to review and correct the Paid Claims Data Reports.
 - ii. Counties may elect to utilize the appropriate Dependent County tab (Below Level 3, Level 3 no MTU or Level 3 with MTU) of the Staffing Standards Calculator which produces a caseload specific Total FTE based upon the CCS County Staffing Standards Profile and the exclusions/modifications listed above.
 - iii. To determine the number of non-ratio based staff (Administrator, Information Technology Support, Parent Liaison, Physician and Chief Therapist) required to implement the CCS county program responsibilities in an Dependent County CCS program with a caseload below the Staffing Standards Profile, the county shall determine the percentage to be applied for CCS staffing requirements based on the lowest caseload figure of 500. To obtain the percentage to apply to the staffing standards, divide the total number of cases by 500.

Example for a county with a caseload of 300:

Divide the county caseload of 300 by the 500 caseload on the CCS Staffing Standards Profile ($300 \div 500 = .60$ or 60 percent). The 60 percent is applied to the total number of staff in appropriate sections of the CCS Staffing Standard Profile. For example, applying 60 percent to the CCS Staffing Standards Profile for Program Administration for a caseload of 300 would provide for .3 FTE Administrative time ($.60 \times .50 = .30$). (The Staffing Standards Calculator also produces this calculation.)

- d. Determination of the percentage of time required for intensive utilization review and management functions within the CCS Dependent County by a PHN is based on the ratio of one FTE PHN per 80 cases for 15 percent of the county's CCS caseload. To calculate the percentage of FTE PHN time:

Example for a county with a caseload of 300: Determine 15 percent of the CCS caseload: $300 \times 15 \text{ percent} = 45$.

Divide 45 by 80, which equals .56 or 56 percent FTE PHN staff ($45 \div 80 = .56$ or 56 percent).

C. Staffing Profile Personnel

1. Program Administration

These are staff responsible for overall program direction and/or supervision of program-wide activities. Professional staff may be budgeted in this section for performance of administrative duties when these responsibilities are reflected in the professional's position description. Examples of positions that may be charged to the administration section are as follows:

- a. Program Administrator
- b. Fiscal/Budget Management staff
- c. Administrative Assistants/Secretary
- d. Administrative staff whose time is split between program administrative responsibilities and medical (Administrative) utilization review and management
- e. Information Technology Support staff
- f. Chief/Supervising Therapist for CCS and MTP Program Administration
- g. Parent Liaison – This position is **highly recommended but not required**. Only one position (or portion of an FTE) is allocated per county.

2. Medical Utilization Review and Management

- a. Staff in this section are physicians, registered nurses, physical therapists, and occupational therapists who are responsible for day-to-day CCS medical utilization review and management activities.
- b. Staff in this section shall meet the federal definition of a "skilled medical professional" required for claiming FFP at the enhanced level for Administrative Utilization Review and Management services. Please refer to Section 8 for the federal definition of a "skilled medical professional."
- c. Utilization Review and Management includes coordination of care, identification and processing of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) supplemental services requests evaluating the needs of a child/family, and identifying other resources for eligible children and their families.

- d. The Utilization Review and Management role includes the proactive medical utilization review and management function of concurrent review of documents to provide authorizations for services anticipated over the next 3 – 6 months. This is a function that shall be performed by all utilization review and management personnel.
- e. The nurse staffing roles may also include the following functions:
 - **Concurrent Hospital Review** of the medical necessity of inpatient hospital stays completed by Registered Nurses (RN) located on-site at facilities where the CCS caseload supports this activity such as Children's Hospitals, University of California medical centers, and county hospital facilities. (Concurrent hospital review medical utilization review and management services may be provided at the CCS program office for those hospitals with smaller CCS caseloads. RNs must be identified as dedicated to the task of performing inpatient hospital utilization reviews based on information received via fax and/or phone.)

Responsibilities of RNs assigned to perform concurrent review of inpatient hospital stays include, but are not limited to, active participation in discharge planning, Utilization Review and Management and coordination of care in the community with the CCS nursing staff designated at the local CCS program.

The number of nursing staff requested for concurrent hospital review shall be based on the number of CCS-approved inpatient tertiary facilities, expected hours of on-site assignments, and the number of CCS cases discharged from the facility.

- **Intensive Medical Utilization Review and Management** of selected cases is required to ensure optimal coordination of medical services. Children in need of Utilization Review and Management are best identified through use of a risk assessment tool with a numerical scale. It is recommended that counties develop an assessment tool and implement a mechanism for documentation of intensive utilization review and management cases. Intensive Utilization Review and Management responsibilities require the knowledge and skill of a RN with a PHN certificate to ensure coordination of services for children with complex medical conditions requiring coordination between providers and agencies.
- **Early Childhood Nurse Liaison** provides care coordination and liaison services to programs that serve children aged 0-3. Examples of CCS programs requiring liaison activities are the Newborn Hearing Screening Program, Medically Vulnerable Infant Program, the High Risk Infant Follow-up Program and CHDP. Early Start and the Department of

Education Individual Family Service Plan (IFSP) are examples of public programs requiring care collaboration to coordinate care.

The liaison responsibilities may include technical assistance to programs, problem resolution to families and providers involved with these agencies, and care coordination of a caseload.

- **Healthy Families/Medi-Cal Managed Care Liaison** is responsible for providing ongoing technical assistance and consultation to Plans and Plan providers to resolve issues/problems; coordinating and providing authorizations for services for Healthy Families and Medi-Cal-eligible beneficiaries with CCS-eligible conditions; and coordinating training and systems development activities with state CMS staff.

- f. Therapy staff responsible for administrative Medical Utilization Review and Management of CCS eligible clients shall be listed in this section. This includes review of eligibility for inpatient rehabilitation services, appropriate durable medical equipment, etc. Therapy staff time may be split between the CCS Administrative Budget and costs charged to the MTP.

NOTE: FTE for CCS employed therapists who are in authorized MTP positions that provide direct therapy services to children are funded through the diagnosis, treatment, and therapy allocations and cannot be reflected on this budget. However, the percentage of therapy staff time devoted to non-MTP-related administrative activities is reflected on this budget.

3. Other Health Care Professionals

- a. Staffing in this category includes the following professionals who must meet the SPMP requirement stipulated in Section 8 of this manual: audiologist, speech therapist, nutritionist, social worker and dental consultant.
- b. The number of FTE for these positions for a county is based on county need and caseload. These positions are not mandatory, but are highly recommended for administrative Medical Utilization Review and Management. The need for these types of health care professionals is determined by the county.

4. Ancillary Support

- a. This category includes personnel who may be called case managers, financial eligibility workers, CCS coordinators, etc. The Staffing Standards Profile refers to case managers as Utilization Review and Management Technicians and financial eligibility workers as Program Eligibility Technicians.

- b. This category includes CCS county employees, under general supervision, who are responsible for making decisions and taking action on individual CCS applicant/client services. They conduct interviews to determine financial and residential eligibility; review and take action on request for services; communicate with providers/vendors; code CCS medical records using appropriate ICD-9 (International Classification of Disease, Ninth Edition) classifications; etc.
5. Clerical and Fiscal Support
- a. This category includes CCS County clerical staff working under direct supervision of Administrative or Medical Utilization Review and Management staff.
 - b. The program support staff duties include functions such as: processing mail; answering and directing phone calls; filing CCS records and other documents; typing assignments such as authorizations, notice of actions, appeal response, and other general program correspondence; photocopying; and performing other miscellaneous general office operation assignments.
 - c. Clerical staff who provide support to the MTP shall not be charged to this portion of the budget. Transcription of the medical therapy conference reports is not accepted on the CCS administrative budget. These charges shall be reflected in quarterly CCS MTP invoices.
 - d. Clerical staff charged to enhanced funding or who support staff performing intensive utilization review and management services shall have a job description and duty statement that reflects the areas of responsibility and percent of time spent in those functions that support the skilled medical professional. Staff charged as enhanced shall also appear on the organization chart as being directly supervised by a skilled medical professional. Clerical staff supporting intensive utilization review and management services must time study appropriately for that portion of time spent in those activities.
 - e. Staff who provide support for provider relations, billing/fiscal technical assistance, maintenance of fiscal data, review of MR 940/910 reports, preparation and submission of corrections to CMS, and development of quarterly expenditure reports.

III. County CCS Caseload

Calculation of Eligible Months and Reporting as Caseload

Beginning in fiscal year (FY) 2006-07, the terminology for caseload changed to "eligible months." **However, the word caseload will be seen throughout the Plan and Fiscal Guidelines manual as this is the terminology that is most familiar to the previous users of this manual.**

Caseload in FY 2008-09 will be calculated based upon the months the client was eligible for services. Below are examples of types of cases for which a child would be counted as an eligible month:

- If a child has Medi-Cal in a month, that child has an eligible month as a California Children's Services (CCS)/Medi-Cal client.
- If a child is a Healthy Families (HF) subscriber on any day in the month, the child has an eligible month as a CCS/HF client. However, HF will only pay for the dates of service in the month for which the child is actually a HF subscriber.
- If a child has CCS only eligibility on any day in the month, then the child has an eligible month as a CCS-only client. However, CCS-only will only pay for a date of service in the month for which the child has CCS-only eligibility.

There are two reports that can be accessed to calculate "eligible months" for caseload. There is one report in CMS Net Legacy titled "Monthly Caseload Count Report" (for Medi-Cal and Non-Medi-Cal counts), and the second report is in Business Objects (BO) titled "Healthy Families Caseload Count Report." In the CMS Net Legacy report the non-Medi-Cal count is both HF and CCS together. Counties need to subtract HF from the total to get the CCS population.

The CMS Net Legacy report has a history so the report "Monthly Caseload Count Report" (Medi-Cal and non-Medi-Cal) can be processed whenever a county needs the information. However, the HF count in the Business Objects report "Healthy Families Caseload County" only contains information as of the prior day so it is critical for counties to run the report every month to get the HF totals if they want to use BO to retrieve the caseload counts.

This Computes Information Bulletin #167 provides more details regarding these reports. This can be found at:

<http://www.dhcs.ca.gov/services/ccs/cmsnet/Documents/thiscomputes167.pdf>

The eligible month information should be retrieved for each type of case for which a child would be counted, e.g. CCS/Medi-Cal, CCS/HF, and CCS-only. At the end of the three month period the total number of "eligible months" from the three combined reports would need to be divided by three to achieve the "average caseload" number for the quarter.

An example would be:

- Month One = 150 eligible months
- Month Two = 148 eligible months
- Month Three = 167 eligible months

TOTAL 465 Eligible Months

465 eligible months ÷ 3 = 155 eligible months/caseload for the reporting quarter.

A. Caseload Determination using quarterly invoices

Caseload is determined using the average quarterly active record as reported on CCS Administrative quarterly invoices from July 1 to June 30 of the previous fiscal

year, plus a method for counting pending cases for the same period. In this section, "previous year" refers to the most recent fiscal year for which actual, end of year caseload data is available. For budget purposes, counties may submit actual caseload data from a more recent 12-month period (for example, April 1 to March 31). If using a different 12-month period than the fiscal year, the CCS Caseload Summary should still reflect fiscal year data.

Pending cases represent the work required on non-open cases referred to CCS and are cases for which CCS eligibility determination has not been completed. The pending caseload shall not include cases that have been opened because these cases are already included in the active caseload.

1. Add the average open (active) caseload number for all quarterly invoices from the previous fiscal year and divide by four.
2. Determine the number of pending cases by:
 - a. An average count of pending cases assigned a temporary number if the county CCS Program is using CMS Net, or
 - b. An average count of pending cases if the county CCS Program has a method for assigning a temporary number when the county is not on CMS Net, or
 - c. An estimate of pending cases may be used based on the county's experience.

3. Medi-Cal

Add the average total open (average) caseload (row 1, column A) to the pending cases (row 2, column A) to get the Total Medi-Cal caseload (row 3, column A).

4. Non Medi-Cal

- a. Add the average total open (active) caseload (row 4, column A) to the pending cases (row 5, column A) to get the Total Healthy Families caseload (row 6, column A). **NOTE:** If Healthy Families data are not available for one or more of the requested fiscal years, use zeros.
- b. Add the average total open (active) caseload (row 7, column A) to the pending cases (row 8, column A) to get the Total Straight CCS (row 9, column A).
- c. Add Total Healthy Families (row 6, column A) to the Straight CCS caseload (row 9, column A) to get the Total Non Medi-Cal caseload (row 10, column A).

5. Grand Total

Add Total Medi-Cal (row 3, column A), to Total Non Medi-Cal (row 10, column A), and place the result in row 11, column A.

6. Determine the total Medi-Cal and Non Medi-Cal percentage split:

(NOTE: Percentages are calculated as a percentage of the Grand Total.)

- a. Medi-Cal: Divide row 3, column A, by the Grand Total in row 11, column A. The resulting percentage is placed in row 3, column B.
- b. Non Medi-Cal: Divide row 10, column A by the Grand Total in row 11, column A. The resulting percentage is placed in row 10, column B.
- c. The percentages in row 3, column B added to row 10, column B, will equal 100 percent.

- B. Application of Caseload to Budget Year (BY)

The CCS caseload number to be used to determine the staffing requirements for the budget year are based on the last fiscal year average total CCS caseload. The caseload numbers based on the instruction in A. above are to be used in applying the CCS Staffing Standards to the minimum staff required by a county CCS program to operate its program.

- C. The percentage to be applied to the Budget Worksheets for the Medi-Cal/Non Medi-Cal split are from Total Medi-Cal (row 3, column B) and Total Non Medi-Cal (row 10, column B).

Sample CCS Caseload Box

CCS Caseload 0 to 21 Years		A	B
		Caseload	% of Grand Total
	MEDI-CAL		
1	Average of Total Open (Active) Medi-Cal Children	372	48%
2	Pending Case Medi-Cal	110	14%
3	TOTAL MEDI-CAL (Row 1 + Row 2)	482	62%
	NON MEDI-CAL		
	Healthy Families		
4	Average of Total Open (Active) Healthy Families	18	2%
5	Pending Cases Healthy Families	5	1%
6	Total Healthy Families (Row 4 + Row 5)	23	3%
	Straight CCS		
7	Average of Total Open (Active) Straight CCS Children	211	27%
8	Pending Cases Straight CCS Children	64	8%
9	Total Straight CCS (Row 7 + Row 8)	275	35%
10	TOTAL NON MEDI-CAL (Row 6 + Row 9)	298	38%
11	GRAND TOTAL (Row 3 + Row 10)	780	100%

CCS County Staffing Standards Profile

Number of Staff by Personnel Class and Caseload

CCS Caseload	500-1000	1001-1500	1501-3000	3001-4500	4501-6000	6001-7500	7501-9000	9001-10500	10501-12000	12001-13500	13501-15000	15001-16500	16501-18000	18001-19500	19501-21000	21001-25500	50000+ (A)
Program Administration																	
Administrator	0.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Assistant Personnel	0	0	0	calculated by using 1 staff to 6000 caseload													
Information Technology Support	0.25	0.5	1.0	1.0	1.0	1.0	1.5	1.5	1.5	1.5	2.0	2.0	2.0	2.0	2.5	2.5	13.5
Parent Liaison ^(B)	0.5	0.5	0.75	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Medical Case Management																	
Physician ^(C)	0.5	0.5	0.5	calculated by using 1 staff to 4000 caseload													
Chief Therapist	0.1	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Therapist (OT/PT)	calculated by using 1 staff to 6000 caseload																
Nurse ^(D, E)	calculated by using 1 staff to 400 caseload																
Other Health Care Professionals																	
Other Health Care Professionals ^(F)	calculated by using 1 staff to 4500 caseload																
Ancillary Support																	
Case Management Technician	calculated by using 1 staff to 400 caseload																
Program Eligibility Technician	calculated by using 1 staff to 800 caseload																
Clerical and Claims Support																	
Clerical Personnel	calculated by using 1 staff to 1100 caseload																
Fiscal Personnel	calculated by using 1 staff to 1500 caseload																
Supervision																	
Global Supervision (For all positions listed above)	calculated by using 1 supervisor to 10 FTE staff																

- A. Los Angeles County
- B. The Parent Liaison position is highly recommended but not required.
- C. Counties with more than one physician position shall designate a Medical Director.
- D. The nursing allocation includes Medical Case Management, Concurrent/Utilization Review, and Early Childhood Coordinator. The nurse positions for Medi-Cal Managed Care and Healthy Families Liaison are calculated according to the number of plans and volume of liaison duties in each county as outlined in Section 5.
- E. The positions are recommended but not required. These include Audiologist, Speech Therapist, Nutritionist, Social Worker, and Dental Consultant.

Children's Medical Services Plan and Fiscal Guidelines

Caseload		0-499	500-1000	1001-1500	1501-3000	3001-4500	4501-6000	6001-7500	7501-9000	9001-10500	10501-12000	12001-13500	13501-15000	15001-16500	16501-18000	18001-19500	19501-21000	21001-25500	Los Angeles
Active Caseload:	1583	← Enter Active Caseload																	
Pending Caseload:	77	(Independent County)																	
Total Caseload:	1660	SAMPLE																	
Program Administration		0.00	0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Administrator		0.00	0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Admin Asst Personnel		0.00	0	0	0	0.5	0.8	1.1	1.4	1.7	2	2.3	2.6	2.9	3.2	3.5	3.8	4.1	4.5
Information Technology Support		0.00	0.25	0.5	1	1	1	1	1.5	1.5	1.5	1.5	2	2	2	2	2.5	2.5	3.5
Parent Liaison		0.00	0.5	0.5	0.75	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Subtotal		0.00	1.25	2	2.75	3.5	3.8	4.1	4.9	5.2	5.5	5.8	6.6	6.9	7.2	7.5	8.3	9.2	9.2
Medical Case Management		0.00	0.5	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Physician		0.00	0.5	0.5	0.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chief Therapist		0.00	0.1	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Therapist (OT/PT)		0.00	0.00	0.00	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nurse		0.00	0.00	0.00	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal		0.00	0.60	0.50	5.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Other Health Care Prof		0.00	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Health Care Professionals		0.00	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ancillary Support		0.00	0.00	0.00	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Case Mgmt Technician		0.00	0.00	0.00	4.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Program Eligibility Technician		0.00	0.00	0.00	2.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal		0.00	0.00	0.00	6.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clerical & Claims Support		0.00	0.00	0.00	1.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clerical Personnel		0.00	0.00	0.00	1.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fiscal Personnel		0.00	0.00	0.00	1.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal		0.00	0	0	2.7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total (without Supervision)		0.00	1.85	2.50	17.35	3.70	4.00	4.30	5.10	5.20	5.20	6.00	6.30	7.10	7.40	7.70	8.50	9.40	9.20
Supervision (No. specifies on Staffing Grid - FTEs)		0.00	0.70	0.30	1.75	0.40	0.40	0.45	0.55	0.55	0.60	0.60	0.70	0.75	0.85	0.90	0.95	0.95	1.25
Global Supervision (1.10 FTE Ratio for all positions listed above)		0.00	0.70	0.30	1.75	0.40	0.40	0.45	0.55	0.55	0.60	0.60	0.70	0.75	0.85	0.90	0.95	0.95	1.25
GRAND TOTAL FTE (with supervision)		0.00	2.55	3.00	19.10	4.10	4.40	4.75	5.65	5.75	5.80	6.60	6.90	7.85	8.25	8.60	9.35	10.35	10.45

Caseload		SAMPLE			
Active Caseload:	145	← Enter Active Caseload			
Pending Caseload:	19	<i>(Dependent County: Not Level 3)</i>			
Total Caseload:	164				
Caseload Range		0-499	500-1000	1001-1500	1501-3000
Program Administration	Administrator	0.16	0.5	1	1
	Admin Asst Personnel	0.00	0	0	0
	Information Technology Support	0.08	0.25	0.5	1
	Parent Liaison	0.16	0.5	0.5	0.75
	<i>Subtotal</i>	0.41	1.25	2	2.75
Medical Case Management	Physician	0.00	0	0	0
	Chief Therapist	0.00	0	0	0
	Therapist (OT/PT)	0.00	0	0	0
	Nurse	0.45	0.00	0.00	0.00
	<i>Subtotal</i>	0.45	0.000	0.000	0.000
Other Health Care Prof	Other Health Care Professionals	0.00	0.00	0.00	0.00
Ancillary Support	Case Mgmt Technician	0.00	0.00	0.00	0.00
	Program Eligibility Technician	0.25	0.00	0.00	0.00
	<i>Subtotal</i>	0.25	0.00	0.00	0.00
Clerical & Claims Support	Clerical Personnel	0.15	0.00	0.00	0.00
	Fiscal Personnel	0.15	0.00	0.00	0.00
	<i>Subtotal</i>	0.30	0	0	0
Sub-Total (without Supervision)		1.41	1.250	2.00	2.75
Supervision <small>(Not specified on Staffing Sds Profile)</small>	Global Supervision <i>(1:10 FTE Ratio for all positions listed above)</i>	0.14	0.15	0.20	0.30
GRAND TOTAL FTE (with supervision)		1.60	1.400	2.20	3.05
If Grand Total FTE is less than 2.0 -- Use Baseline Staffing <i>(See Budget Instructions)</i>					

Caseload	
Active Caseload:	538
Pending Caseload:	71
Total Caseload:	609

← Enter Active Caseload
 (Dependent County: Level 3 without MTU)
SAMPLE

Caseload Range		0-499	500-1000	1001-1500	1501-3000
Program Administration	Administrator		0.5		
	Admin Asst Personnel		0		
	Information Technology Support		0.25		
	Parent Liaison		0.5		
	<i>Subtotal</i>		1.25		
Medical Case Management	Physician		0		
	Chief Therapist		0		
	Therapist (OT/PT)		0		
	Nurse		1.55		
	<i>Subtotal</i>		1.550		
Other Health Care Prof	Other Health Care Professionals		0.00		
Ancillary Support	Case Mgmt Technician		1.55		
	Program Eligibility Technician		0.80		
	<i>Subtotal</i>		2.35		
Clerical & Claims Support	Clerical Personnel		0.60		
	Fiscal Personnel		0.45		
	<i>Subtotal</i>		1.05		
Sub-Total (without Supervision)			6.200		
Supervision <small>(Not specified on Staffing Strds Profile)</small>	Global Supervision <i>(1:10 FTE Ratio for all positions listed above)</i>		0.65		
GRAND TOTAL FTE (with supervision)			6.850		

If Grand Total FTE is less than 2.0 -- Use Baseline Staffing
(See Budget Instructions)

Caseload	
Active Caseload:	876
Pending Caseload:	115
Total Caseload:	991

← Enter Active Caseload
 (Dependent County: Level 3 with MTU)
SAMPLE

Caseload Range		0-499	500-1000	1001-1500	1501-3000
Program Administration	Administrator		0.5		
	Admin Asst Personnel		0		
	Information Technology Support		0.25		
	Parent Liaison		0.5		
	<i>Subtotal</i>		1.25		
Medical Case Management	Physician		0		
	Chief Therapist		0.1		
	Therapist (OT/PT)		0.125		
	Nurse		2.50		
	<i>Subtotal</i>		2.725		
Other Health Care Prof	Other Health Care Professionals		0.00		
Ancillary Support	Case Mgmt Technician		2.50		
	Program Eligibility Technician		1.25		
	<i>Subtotal</i>		3.75		
Clerical & Claims Support	Clerical Personnel		0.95		
	Fiscal Personnel		0.70		
	<i>Subtotal</i>		1.65		
Sub-Total (without Supervision)			9.375		
Supervision (Not specified on Staffing Strds Profile)	Global Supervision (1:10 FTE Ratio for all positions listed above)		0.95		
GRAND TOTAL FTE (with supervision)			10.325		

If Grand Total FTE is less than 2.0 -- Use Baseline Staffing
 (See Budget Instructions)

CCS Administrative Budget Worksheet Instructions

Use the CCS Administrative Budget Worksheet on page 97 (see sample on pages 99 and 100). The Caseload box in the upper left corner of the worksheet must first be completed (see instructions on page 89)

I. Personnel Expenses

List each funded position as a separate line item under the appropriate subcategory (Administration, Medical Utilization Review and Management, Other Health Care Professionals, Ancillary Support, and Clerical and Claims Support). In addition, follow steps A – K below for each position:

- A. Column 1: Enter the FTE %.
- B. Column 2: Enter the annual full-time salary.
- C. Column 3: Multiply Column 1 by Column 2 and enter the result in Column 3.
- D. Column 4A: Enter the "Non Medi-Cal %" from the caseload box in Column 4A.
- E. Column 4: Multiply the amount in Column 3 by Column 4A and enter the results in Column 4.
- F. Column 5A: Enter the "Medi-Cal %" from the caseload box in Column 5A.
- G. Column 5: Multiply the amount in Column 3 by Column 5A and enter the result in Column 5 (Column 5 + Column 4 = Column 3).
- H. Column 6A: Enter the percentage of the total Medi-Cal dollars from Column 5 that are **enhanced**. The amount in this column shall be supported by time study documentation for each staff position.
- I. Column 6: Multiply the amount in Column 5 by the percentage in Column 6A and enter the result in Column 6.
- J. Column 7A: Enter the percentage of the total Medi-Cal dollars from Column 5 that are **not enhanced** (% in Column 7A + % in Column 6A = 100%).
- K. Column 7: Multiply the amount in Column 5 by the percentage in Column 7A and enter the result in Column 7 (Column 6 + Column 7 = total in Column 5). The amount in Column 7 shall be supported by time study documentation for each staff position.

Staff Benefits – This line item under "Personnel Expenses" requires special instructions as follows:

- If your county uses an **actual** staff benefits amount, enter this amount in column 3 on the "Staff Benefits" line **or**

- If your county uses an **approved staff benefits percentage rate** to calculate these costs, multiply the amount in Column 3 on the “Net Salaries and Wages” line by your county’s approved percentage rate and enter the product in Column 3 on the “Staff Benefits” line.
 1. From the “Net Salaries and Wages” line, divide the amount in Column 4 by the amount in Column 3 to calculate the overall percentage of Non-Medi-Cal “Personnel Expenses.”
 2. From the “Net Salaries and Wages” line, divide the amount in Column 6 by the amount in Column 3 to arrive at the percentage of enhanced salary costs. Multiply this percentage by the amount in Column 3 on the “Staff Benefits” line. Enter this amount in Column 6 on the “Staff Benefits” line.
 3. From the “Net Salaries and Wages” line, divide the amount in Column 7 by the amount in Column 3 to arrive at the percentage of non-enhanced salary costs. Multiply this percentage by the amount in Column 3 on the “Staff Benefits” line. Enter this amount in Column 7 on the “Staff Benefits” line.
 4. Add Columns 6 and 7 to get Column 5. Divide the amount in Column 5 by the amount in Column 3 to calculate the overall percentage of Medi-Cal personnel expense costs. This percentage will usually be the same as the Medi-Cal % in the Caseload Box.

II. Operating Expenses

- A. For “Travel” and “Training” line items under “Operating Expenses,” repeat steps under “Personnel Expenses,” above.
- B. Multiply the amount in Column 3 by the “Non-Medi-Cal Percent” from the “Caseload” box. Enter this amount in Column 4.
- C. Subtract Column 4 from Column 3 and enter the result in Column 5 and 7 (except for training and travel which can be enhanced).

III. Capital Expenses

- A. Multiply the amount in Column 3 by the “Non-Medi-Cal Percent” from the “Caseload” box. Enter this amount in Column 4.
- B. Subtract Column 4 from Column 3 and enter the result in Column 5 and 7 (except for training and travel which can be enhanced).

IV. Indirect Expenses

- A. Multiply the amount in Column 3 by the “Non-Medi-Cal Percent” from the “Caseload” box. Enter this amount in Column 4.

- B. Subtract Column 4 from Column 3 and enter the result in Column 5 and 7 (except for training and travel which can be enhanced).

V. Other Expenses

- A. For the "Maintenance and Transportation" line item under "Other Expenses":
 - 1. Average the amount of funds spent on Maintenance and Transportation over the last 3 budget years and add 10 percent to determine the budget total in Column 3, or
 - 2. Use actual expenditures from the previous year.
 - 3. Follow the steps identified in B below
- B. For all other line items under Other Expenses:
 - 1. Multiply the amount in Column 3 by the Non-Medi-Cal Percent from the Caseload Box. Enter this amount in Column 4.
 - 2. Subtract Column 4 from Column 3 and enter the result in Column 5 and 7.

VI. Budget Grand Total

Add the amounts shown for "Total Personnel Expenses," "Total Operating Expenses," "Total Capital Expenses," "Total Indirect Expenses," and "Total Other Expenses" in each column. Enter the total for each column on the "Budget Grand Total" line.

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children		
Pending Cases Medi-Cal		
TOTAL MEDI-CAL		
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children		
Pending Cases HF		
Total Healthy Families		
Straight CCS		
Average of Total Open (Active) Straight CCS Children		
Pending Cases Straight CCS		
Total Straight CCS		
TOTAL NON MEDI-CAL		
GRAND TOTAL		

CCS Administrative Budget Worksheet for FY 2011-2012

County Name: _____

Column	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-enhanced State/Federal (50/50)
I. Personnel Expense											
Program Administration											
Subtotal											
Medical Case Management											
Subtotal											
Other Health Care Professionals											
Subtotal											
Ancillary Support											
Subtotal											
Clerical and Claims Support											
Subtotal											

CCS Administrative Budget Worksheet for FY 2011-2012

County Name: _____

Column	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	% FTE	% FTE	Medi-Cal Non-enhanced State/Federal (50/50)
Total Salary and Wages											
Less Salary Savings											
Net Salary and Wages											
Staff Benefits (Specify %)											
I. Total Personnel Expense											
II. Operating Expense											
1. Travel											
2. Training											
II. Total Operating Expense											
III. Capital Expense											
III. Total Capital Expense											
IV. Indirect Expense											
1. Internal (specify %)											
2. External (specify %)											
IV. Total Indirect Expense											
V. Other Expense											
1. Maintenance and Transportation											
V. Total Other Expense											
Budget Grand Total											

Prepared By (Signature)	Date Prepared	Phone Number	Email Address
_____	_____	_____	_____
CCS Administrator (Signature)	Date Signed	Phone Number	Email Address
_____	_____	_____	_____

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	542	58%
Pending Cases Medi-Cal	108	12%
TOTAL MEDI-CAL	650	70%
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	18	2%
Pending Cases HF	5	1%
Total Healthy Families	23	3%
Straight CCS		
Average of Total Open (Active) Straight CCS Children	214	23%
Pending Cases Straight CCS	41	4%
Total Straight CCS	255	27%
TOTAL NON MEDI-CAL	278	30%
GRAND TOTAL	928	100%

CCS Administrative Budget Worksheet FY 2011-2012

County Name: Golden

SAMPLE

Column	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-enhanced State/Federal (50/50)
I. Personnel Expense											
Program Administration											
1. CCS Administrator – J. Brown	100%	\$38,028	\$38,028	30%	\$11,408	70%	\$26,620			100%	\$26,620
2. Program Coordinator – S. Hill	50%	\$28,334	\$14,167	30%	\$4,250	70%	\$9,917			100%	\$9,917
3. Analyst – B. Huang	20%	\$39,397	\$7,879	30%	\$2,364	70%	\$5,515			100%	\$5,515
Subtotal		\$105,759	\$60,074		\$18,020		\$42,052				\$42,052
Medical Case Management											
1. Medical Consultant – T. Smith	17%	\$89,507	\$15,216	30%	\$4,565	70%	\$10,651	90%	\$9,586	10%	\$1,065
2. PHN – Y. Jones	100%	\$49,754	\$49,754	30%	\$14,926	70%	\$34,828	85%	\$29,604	15%	\$5,224
3. PHN – P. Ford	75%	\$47,780	\$35,835	30%	\$10,750	70%	\$25,085	85%	\$21,322	15%	\$3,763
Subtotal		\$187,041	\$100,805		\$30,241		\$70,564		\$60,512		\$10,052
Other Health Care Professionals											
Subtotal											
Ancillary Support											
1. Eligibility Worker I – R. Williams	100%	\$25,887	\$25,887	30%	\$7,766	70%	\$18,121			100%	\$18,121
2. Eligibility Worker I – T. Young	100%	\$25,887	\$25,887	30%	\$7,766	70%	\$18,121			100%	\$18,121
3. Eligibility Worker I – A. White	100%	\$25,887	\$25,887	30%	\$7,766	70%	\$18,121			100%	\$18,121
Subtotal		\$77,661	\$77,661		\$23,298		\$54,383				\$54,383
Clerical and Claims Support											
1. Senior Office Assistant – P. Hill	10%	\$28,206	\$2,821	30%	\$846	70%	\$1,975	85%	\$1,679	15%	\$296
2. Office Assistant – H. Davidson	100%	\$22,562	\$22,562	30%	\$6,769	70%	\$15,793			100%	\$15,793
3. Fiscal Assistant – F. Brown	70%	\$27,375	\$19,162	30%	\$5,749	70%	\$13,413			100%	\$13,413
Subtotal		\$78,143	\$44,545		\$13,364		\$31,181		\$1,679		\$29,502

CCS Administrative Budget Worksheet FY 2011-2012

County Name: Golden

Column	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-enhanced State/Federal (50/50)
Total Salary and Wages			\$283,085		\$84,924	70%	\$198,161		\$62,191		\$135,970
Less Salary Savings			\$0		\$0		\$0		\$0		\$0
Net Salary and Wages			\$283,085		\$84,924		\$198,161		\$62,191		\$135,970
Staff Benefits (Specify %)	32.00%		\$90,587		\$27,176		\$63,411		\$19,898		\$43,513
I. Total Personnel Expense			\$373,672		\$112,100		\$261,572		\$82,089		\$179,483
II. Operating Expense											
1. Travel			\$10,000	30%	3,000	70%	\$7,000	85%	\$5,950	15%	\$1,050
2. Training			\$2,500	30%	750	70%	\$1,750	85%	\$1,487	15%	\$263
3. Communication			\$4,500	30%	1350	70%	\$3,150			100%	\$3,150
4. Office Supplies			\$9,150	30%	2745	70%	\$6,405			100%	\$6,405
5. Reproduction Services			\$2,300	30%	690	70%	\$1,610			100%	\$1,610
6. Janitorial			\$5,600	30%	1680	70%	\$3,920			100%	\$3,920
7. Office Furniture/Modular			\$28,934	30%	8680	70%	\$20,254			100%	\$20,254
8. Rents/Lease			\$6,000	30%	1800	70%	\$4,200			100%	\$4,200
II. Total Operating Expense			\$68,984		20695		\$48,289		\$7,437		\$40,852
III. Capital Expense											
III. Total Capital Expense											
IV. Indirect Expense											
1. Internal (specify %)	2.7%		\$7,860	30%	2358	70%	\$5,502				\$5,502
2. External (specify %)	1.6%		\$4,509	30%	1353	70%	\$3,156				\$3,156
IV. Total Indirect Expense			\$12,369		3711		\$8,658				\$8,658
V. Other Expense											
1. Maintenance and Transportation			\$10,000	30%	3000	70%	\$7,000				\$7,000
2. Information Technology Consultant			\$5,000	30%	1500	70%	\$3,500				\$3,500
3. Translation Services			\$5,000	30%	1500	70%	\$3,500				\$3,500
V. Total Other Expense			\$20,000		6000		\$14,000				\$14,000
Budget Grand Total			\$475,025		142506		\$332,519		\$89,526		\$242,993

John Smith	May 1, 2011	916-555-2222	Jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	May 2, 2011	916-555-1111	Jdoe@golden.ca.us
CCS Administrator (Signature)	Date Signed	Phone Number	Email Address

CCS Administrative Budget Summary Instructions

I. CCS Administrative Budget Summary

A. Category/Line Item

Transfer total amounts from the budget worksheets for Personnel Expenses, Operating Expenses, Capital Expenses, and Other Expenses, and transfer the "Budget Grand Total" lines for each column to the CCS Administrative Budget Summary Form. See page 103 for the CCS Administrative Budget Summary Form and page 104 for a completed sample.

B. Source of Funds – State General Funds

C. Source of Funds – State General Funds

Administration of the county CCS programs is funded by the State General Fund (GF), county funds and federal funds. Each county is allocated discrete GF dollars for funding the CCS county program administration according to the three separate CCS caseload populations comprised of CCS-only, CCS-Healthy Families subscribers, and CCS-Medi-Cal beneficiaries. The total funds budgeted may not exceed the funds allocated annually by CMS.

- CCS-only funding is shared equally (50/50) by the county and State.
- The CCS-Healthy Families funding is shared 17.5% county, 17.5% State, and 65% federal.
- CCS-Medi-Cal funding is split between State GF and federal funds; the county does not contribute.

II. Source of Funds Instructions

This section displays the funding sources for the CCS Administrative Budget and serves as a control for the expenditure of funds for the local program.

A. Non-Medi-Cal Funds

- Enter the allocated state general fund amount for Straight CCS in Column 2 "Non-Medi-Cal County/State/HF Co/State/Federal" in the State funds line. Enter the same amount in Column 2 in the County funds line. The total Straight CCS funds may not exceed the funds allocated annually in the CCS allocation letter sent out by CMS.
- Enter the allocated state general fund amount for CCS Healthy Families in Column 2 "Non-Medi-Cal County/State/HF Co/State/Federal" in the State funds line. The total CCS Healthy Families funds may not exceed the funds allocated annually in the CCS allocation letter sent out by CMS.

Instructions for completing the Healthy Families Worksheet

- Complete the “Worksheet to Determine Funding Sources for Administrative Costs related to Healthy Families”.
- The Worksheet (see page ____ assists counties in completing Column 2 in the “Source of Funds” Section on the CCS Administrative Budget Summary.
- Caseload Percentages
- Line 1(a): enter the Total Non Medi-Cal Caseload from the Caseload Box on the Budget Summary.
- Line 2(a): enter the Total Healthy Families Caseload from the Caseload Box on the Budget Summary. Divide line 2(a) by the total Non Medi-Cal Caseload on Line 1(a) and enter the percentage on line 2(b) **(calculated automatically by formula on the worksheet)**.
- Line 3(a): enter the Total Straight CCS Caseload (from the Caseload Box on the Budget Summary. Divide line 3(a) by the total Non Medi-Cal Caseload on Line 1(a) and enter the percentage on line 3(b) **(calculated automatically by formula on the worksheet)**.
- Source of Funds – Straight CCS
- Line 4(a): enter the Budget Grand Total for Non Medi-Cal (from the Budget Summary, Column 2).
- Line 5(a): determine the Total Straight CCS dollars by multiplying the Total Non Medi-Cal dollars (line 4(a) by the CCS Percentage (line 3(b) **(calculated automatically by formula on the worksheet)**.
- Line 6(b): multiply the total Straight CCS Dollars (column 5(a) by 50 percent and enter on line 6(b) to get the State share of straight CCS (shared 50/50 by State/County) **(calculated automatically by formula on the worksheet)**.
- Line 7(b): subtract line 6(b) from line 5(a) to get County Match Dollars **(calculated automatically by formula on the worksheet)**.
- Source of Funds – CCS Healthy Families
- Line 8(b): determine the Total Healthy Families Dollars by multiplying the HF percentage (line 2(b) by the Total Straight CCS Dollars (line 5(a)) **(calculated automatically by formula on the worksheet)**.
- Line 9(a): Determine the Total State/County Share (35%) by multiplying the total Healthy Families Dollars (Line 8(a) by 35 percent **(calculated automatically by formula on the worksheet)**.

- Line 10(b): determine state share of the total State/County Healthy Families Dollars by multiplying Line 9(a) by 50 percent (**calculated automatically by formula on the worksheet**).
- Line 11(b): determine county share of the Total State/County Healthy Families dollars by subtracting Line 10(b) from Line 9(a) (**calculated automatically by formula on the worksheet**).
- Line 12(b): determine Federal Title XX1 (65%) dollars by multiplying Total Healthy Families dollars (line 8(a) by 65 percent (**calculated automatically by formula on the worksheet**).
- Transfer Lines 6(b), 7(b), 10(b), 11(b), and 12(b) to the Budget Summary, Source of Funds, Column 2.

B. Medi-Cal Enhanced Funds

- Multiply the amount in Column 4 on the "Budget Grand Total" line by 25 percent and enter this amount in Column 4 on the "Source of Funds" line titled "Medi-Cal State."
- Multiply the Enhanced, Column 4 "Budget Grand Total" amount by 75 percent, and enter the amount in the "Source of Funds" section, Enhanced column, on the Federal Funds line.

C. Medi-Cal Non-Enhanced Funds

- Multiply the amount in Column 5 on the "Budget Grand Total" line by 50 percent and enter this amount in Column 5 on the "Source of Funds" line titled "Medi-Cal State."
- Multiply the Non-enhanced, Column 5, "Budget Grand Total" amount by 50 percent, and enter the amount in the "Source of Funds" section, Non-enhanced column, on the Federal Funds line.

D. Total Medi-Cal Funds

- Add amounts from Columns 4 and 5 for each category and source of funds and enter totals in Column 3 "Total Medi-Cal".

E. Total Budget

- Add amounts across in Columns 2 and 3 for each of the four lines under "Source of Funds" and enter these totals in Column 1. The sum of these amounts equals "Budget Grand Total" in Column 1.

Children's Medical Services Plan and Fiscal Guidelines

WORKSHEET				
TO DETERMINE FUNDING SOURCES FOR ADMINISTRATIVE ACTIVITIES				
RELATED TO HEALTHY FAMILIES FOR FY 2007-08				
County _____				
**This worksheet is formula driven. Fill in shaded areas and the calculations will be entered automatically				
Caseload Percentages		(a)		(b)
Enter the total Non Medi-Cal Caseload (from the Caseload Box on the Budget Summary)				
Enter The total Healthy Families Caseload (from Caseload Box on the Budget Summary) and divide by the total Non Medi-Cal Caseload (line 2a divided by line 1(a))				#DIV/0!
Enter the Total CCS Caseload (from the caseload box on the Budget Summary) and divide by the total Non Medi-Cal Caseload (line 3(a) divided by line 1(a))				#DIV/0!
SOURCE OF FUNDS				
Straight CCS				
Enter Budget Grand Total for Non Medi-Cal (from Budget Summary, Column 2)				
Total Straight CCS Dollars (multiply CCS percentage, line 3(b) x line 4(a))		#DIV/0!		
State (Line 5(a) x 50%)	(Transfer to Budget Summary, Column 2)		→	#DIV/0!
County (subtract Line 6(b) from Line 5(a))	(Transfer to Budget Summary, Column 2)		→	#DIV/0!
CCS Healthy Families				
Determine Total Healthy Families Dollars (HF percentage from line 2, column b above x total Straight CCS dollars, Line 4, column a)		#DIV/0!		
State/County (35%) (multiply Total Healthy Families Dollars, line 8, column (a) by 35%)		#DIV/0!		
State (multiply line 9, column (a) by 50%)	(Transfer to Budget Summary, Column 2)		→	#DIV/0!
County (subtract line 10(b) from line 9(a))	(Transfer to Budget Summary, Column 2)		→	#DIV/0!
Federal Title XXI (65%) (multiply Total Healthy Families Dollars, line 8, column (a) by 65%)			→	#DIV/0!
Budget Grand Total (equals Budget Grand total for Non Medi-Cal from Budget Summary)		#DIV/0!		

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children		
Pending Cases Medi-Cal		
TOTAL MEDI-CAL		
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children		
Pending Cases HF		
Total Healthy Families		
Straight CCS		
Average of Total Open (Active) Straight CCS Children		
Pending Cases Straight CCS		
Total Straight CCS		
TOTAL NON MEDI-CAL		
GRAND TOTAL		

CCS Administrative Budget Summary for FY 2011-2012

County Name: _____

Column	1	2	3	4	5
Category/Line Item	Total Budget	Non-Medi-Cal County/State/HF Co/St/Federal	Total Medi-Cal State/Federal	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expense					
II. Total Operating Expense					
III. Total Capital Expense					
IV. Total Indirect Expense					
V. Total Other Expense					
Budget Grand Total					

Column	1	2	3	4	5
Source of Funds	Total Budget	Non-Medi-Cal County/State/HF Co/State/Federal	Total Medi-Cal State/Federal	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
Straight CCS					
State					
County					
CCS Healthy Families					
State					
County					
Federal (Title XXI)					
Medi-Cal Funds:					
State					
Federal (Title XIX)					

Prepared By (Signature)

Date Prepared

Phone Number Email Address

CCS Administrator (Signature)

Date

Phone Number Email Address

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	542	58%
Pending Cases Medi-Cal	108	12%
TOTAL MEDI-CAL	650	70%
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	18	2%
Pending Cases HF	5	1%
Total Healthy Families	23	3%
Straight CCS		
Average of Total Open (Active) Straight CCS Children	214	23%
Pending Cases Straight CCS	41	4%
Total Straight CCS	255	27%
TOTAL NON MEDI-CAL	278	30%
GRAND TOTAL	928	100%

CCS Administrative Budget Summary for FY 2011-2012

County Name: Golden

****SAMPLE****

Column	1	2	3	4	5
Category/Line Item	Total Budget	Non-Medi-Cal County/State/HF Co/St/Federal	Total Medi-Cal State/Federal	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
I. Total Personnel Expense	\$373,672	\$112,100	\$261,572	\$82,089	\$179,483
II. Total Operating Expense	\$68,984	\$20,695	\$48,289	\$7,437	\$40,852
III. Total Capital Expense	\$0	\$0	\$0		\$0
IV. Total Indirect Expense	\$12,369	\$3,711	\$8,658		\$8,658
V. Total Other Expense	\$20,000	\$6,000	\$14,000		\$14,000
Budget Grand Total	\$475,025	\$142,506	\$332,519	\$89,526	\$242,993

Column	1	2	3	4	5
Source of Funds	Total Budget	Non-Medi-Cal County/State/HF Co/State/Federal	Total Medi-Cal State/Federal	Enhanced State/Federal (25/75)	Non-enhanced State/Federal (50/50)
Straight CCS					
State	\$65,358	\$65,358			
County	\$65,358	\$65,358			
CCS Healthy Families					
State	\$2,063	\$2,063			
County	\$2,063	\$2,063			
Federal (Title XXI)	\$7,664	\$7,664			
Medi-Cal Funds:					
State	\$143,879		\$143,879	\$22,382	\$121,497
Federal (Title XIX)	\$188,640		\$188,640	\$67,144	\$121,496

John Smith	May 1, 2011	916-555-2222	Jsmith@golden.ca.us
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
<i>Dr. Jane Doe</i>	May 1, 2011	916-555-1111	Jdoe@golden.ca.us
CCS Administrator (Signature)	Date	Phone Number	Email Address

CMS Budget Revision General Information

I. Policies for CMS Budget Revisions

CMS BUDGET REVISIONS ARE NO LONGER REQUIRED. Due to the capped allocation methodology, budgets may not exceed the initial allocation. Local Match budgets are also capped at the amount of matching federal funds requested to augment local funds based upon a local program's initial request.