



State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

May 1, 2007

CMS Information Notice No.: 07-02

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, STATE CHILDREN'S MEDICAL SERVICES (CMS)
BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: CMS PLAN AND FISCAL GUIDELINES – FISCAL YEAR (FY) 2007-2008

The purpose of this notice is to inform you that the CMS Plan and Fiscal Guidelines (PFG) for FY 2007-2008 is now available on the CMS website. Local programs can download all sections of the manual at <http://www.dhs.ca.gov/pcfh/cms/pfg.htm>. The forms for the budgets, plan submission, quarterly expenditure invoicing, and data collection, as well as templates for the Memorandum of Understanding and the Interagency Agreement (IAA) are also available at this website. The forms on the website are for FY 2007-2008. The FY 2006-2007 PFG with the associated forms are still available at the link in CMS Information Notice No.: 06-02.

A "bookmark" which is similar to a table of contents is on the left-hand side of the screen of the full PFG document. You can move from section to section, or sub-section to sub-section, by clicking on the desired headings in the bookmark. To open or close the bookmark, simply click once on the vertical **BOOKMARK** tab.

The FY 2007-2008 PFG sections which have significant changes are as follows:

Section 1 – Program Descriptions

CMS Branch Overview:

- Due to the split of the California Department of Health Services into two separate departments effective July 1, 2007, the name of the department will be changed to Department of Health Care Services (DHCS). The CMS Branch, will be in the new Systems of Care Division.

- Deleted reference to funding for the Medical Therapy Program (MTP) Claims Preparation Budget, which is eliminated effective FY 2007-08.

Section 2 – Plan and Budget Submission

- Page 2, Item II., E, added the words “(must be a physician)”.
- Page 4, Item VI., A, deleted the forms “Examples of Children Helped for CCS, CHDP and Health Care Program for Children in Foster Care (HCPCFC) – these forms are no longer required.
- Page 6, Item VIII, F, deleted “CCS Medical Therapy Program (MTP) Claims Preparation Budget”, which is eliminated effective FY 2007-2008.
- Page 12, CCS Incumbent List – deleted column “FTE percent on CCS MTP Claims Preparation Budget”.

Section 3 – Scope of Work and Performance Measures

- Performance Measures are separated by program. CCS, CHDP, and HCPCFC programs are to submit program specific performance measures.
- Includes new reporting forms for each program performance measure.

Section 4 – Data Forms

- Eliminated “Examples of Children Helped through CMS” for all programs – no longer required.
- Page 6, new language has been added to clarify reports for calculation of Eligible Months and Reporting of Caseload.
- Page 9, CCS Caseload Summary Form, Dates of reporting Actual Caseload updated for past three years (FY 2004-2005, FY 2005-2006, and FY 2006-2007).
- CHDP Program Management Data, Page 12, Deleted Items Numbers 7 and 8.
- Deleted CHDP Target Population Estimate Table for FY 2004-2005 and added a new table for FY 2007-2008.

Section 6 – Budget Instructions

- Page 1, deleted CCS MTP Claims Preparation Budget Information and Instructions and Worksheets.
- Page 5, Item 3, Foster Care Administrative Local Match Budget (County/City Match) revised to read three major line items, instead of five major line items.
- Page 6, removed MTP Claims Preparation Budget Information.
- Page 7, Section 1, Item D.: language added to explain a change of five percent or more in staff benefits needs to be explained in the budget justification narrative.
- Pages 61-64, Foster Care Administrative (County/City Match) Budget Worksheet Instructions revised to include the limitations of Public Health Nurses and Supervising Public Health Nurses on the budget and to also reflect only Internal Indirect Expenses are allowed on this budget with a 10 percent cap.
- Page 65, Foster Care Administrative (County/City Match) Budget Worksheet revised to reflect what is allowed on the budget.
- Page 68, Foster Care Administrative (County/City Match) Budget Summary Page updated to reflect new shaded out areas where expenses are no longer allowed.
- In all CMS Budget Summary Pages, a line has been added for email addresses for the signature lines.

Section 8 – Expenditure Claims and Property Management

- The “eligible months” information was updated to include the report titles for Business Objects and the CMS Net Legacy system, and the “This Computes” bulletin number and location of where it can be found.
- The invoice and instructions for the Healthy Families (HF) program are now identified independently from those of the Diagnostic, Treatment, and Therapy Program. The HF invoice and instructions can be found in the Section’s Table of Contents. The HF documents have not been revised.

- The Diagnostic, Treatment, and Therapy Invoice and Instructions for the therapy portion have been updated and revised. The major change is the requirement of a detail document to Part II. Summary Report of Therapy Expenditures, Section IV. MTU Expenditures.

Section 9 – Federal Financial Participation (FFP)

- The Monthly Summary of FFP Time Study Information Worksheets have been removed from Section 10 and added to Section 9.

Section 10 – References

- The FFP Form and Excel File Instructions have been removed from this section and moved to Section 9, FFP.
- For ease in downloading this section, certain forms and applications have been removed; however, they have been replaced by website links to connect to the most current version.

Section 12 – Index

The Index has been reformatted.

Your CMS Plan and Budget package is due June 29, 2007. Please submit one original and three copies to your CMS Branch Regional Administrative Consultant/Analyst. All pages in the plan you submit must be numbered and dated and should include the name of the county/city on each page. Reporting on the Performance Measures for FY 2006-2007 is due November 30, 2007. Please submit one original and three copies of the Performance Measure Report to your CMS Branch Regional Administrative Consultant/Analyst.

Individual CHDP, HCPCFC, and CCS budgets will be approved when all required documents have been submitted and reviewed by appropriate regional office staff. Fully executed Certification Statements and Interagency Agreements may be sent under separate cover after other documents have been submitted.

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If you have questions about completing your plan and budget, please contact your CMS Branch Regional Nurse Consultant or Administrative Consultant/Analyst.

Original Signed by Marian Dalsey, M.D., Chief

Marian Dalsey, M.D., M.P.H., Chief
Children's Medical Services Branch