



State of California—Health and Human Services Agency
Department of Health Care Services



ARNOLD SCHWARZENEGGER
Governor

May 23, 2008

CMS Information Notice No.: 08-03

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) 2008-2009

The purpose of this Notice is to inform you that the CMS Plan and Fiscal Guidelines (PFG) for FY 2008-2009 is now available on the CMS website. Local programs may download all sections of the manual at <http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSPFG.aspx>. 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 the same website. The forms on this website are those needed for FY 2008-2009. The FY 2007-2008 PFG with the associated forms are still available through CMS Information Notice No.: 07-02.

There remains uncertainty about the impact of the FY 2008-09 10 percent Budget Balancing Reductions on the Plan and Fiscal Guidelines. The HCPCFC allocation letters for FY 2008/2009 have already been mailed to county CHDP programs. The county CHDP administrative budget allocation letters for FY 2008/2009 will be forthcoming. The CHDP allocations are final and will include the 10 percent budget reduction. The proposed CCS administrative and MTP budget county allocation should be available shortly. When these allocations are transmitted to county CCS programs, the county programs will have an opportunity to provide their comments, concerns, and questions on the allocations to the Branch.

Also, please be advised that FY 2007-08 CCS, CHDP and HCPCFC cost reports that are submitted to the Branch for adjudication and payment on or after July 1, 2008 will not be reduced by 10 percent and will be reimbursed at the full adjudicated value.

The FY 2008-2009 PFG sections which have significant changes are as follows:

Section 3 – Scope of Work and Performance Measures

- All Performance Measures are titled by program and are numbered.
- The Performance Measure Profile form is updated.

Section 6 – Budget Instructions

- Instructions have been added to explain the due dates for Health Care Program for Children in Foster Care (HCPCFC) Budget revisions and invoices. These due dates are different than those for the other CMS programs. All requests for HCPCFC budget revisions must be submitted to the Regional Office Administrative Consultant/Analyst by July 31, 2008 for budget revision requests for FY 2007-2008. All HCPCFC invoices and supplemental invoices must be submitted no later than September 30, 2008 for FY 2007-2008 budgets.
- All references to the Foster Care Administrative County/City Match Budgets have been changed to now read CHDP Foster Care Administrative County/City Match Budgets.
- In all CMS Budgets and Summary pages, a signature line has been added for the signature of the fiscal officer who prepared the budget and a line has been added for their e-mail address.

Section 7 – CHDP Special Projects – this section has been eliminated.

- Sections 8-12 have been renumbered accordingly; e.g., Section 8 Expenditure Claims and Property Management is now Section 7, Federal Financial Participation is now Section 8, etc.

Section 7 (formerly Section 8) – Expenditure Claims and Property Management

- HCPCFC supplemental invoice submittal date has been changed from December 31, 2008 to September 30, 2008.
- The contact person's email address line has been added to the forms in Section 7.
- The HAS 1203 and HAS 1204 have been changed to DHCS 1203 and DHCS 1204 for Management of Equipment Purchased with State Funds with the new forms included in the manual.

Any additional changes to the Plan and Fiscal Guidelines necessary to reasonably accommodate the 10 percent budget balancing reductions will be issued on a flow basis.

Please submit the CHDP and HCPCFC components of your CMS Plan and Budget package to the Branch by June 30, 2008. Please submit one original and three copies to your CMS Regional Administrative Consultant/Analyst. All pages in the submitted plan must be numbered, dated and include the name of the county/city on each page. Reporting on the Performance Measures Reports for FY 2007-2008 are due November 30, 2008. Please submit one original and three copies of the Performance Measure Report to your CMS 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 IAAs may be sent under separate cover after other documents have been submitted. If you have questions about completing your plan and budget, please contact your Regional Nurse Consultant or Administrative Consultant/Analyst. Thank you for your cooperation in this difficult budget cycle.

Original Signed by Marian Dalsey, MD., M.P.H.

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