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Director

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



ARNOLD SCHWARZENEGGER
Governor

September 14, 2009

CMS Information Notice No.:09-08

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 BRANCH PLAN AND FISCAL GUIDELINES (PFG)

The purpose of this Notice is to inform you that the updated CMS PFG 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 are also available at the same site. The forms on this website are those needed for Fiscal Year (FY) 2009-2010. The FY 2008-2009 PFG with the associated forms are still available through CMS Information Notice No.: 08-03.

The PFG will no longer be posted by individual fiscal year. As with other manuals the CMS Branch makes available on the CMS website, the PFG will be updated/revised as programmatic and budget changes occur and for each upcoming fiscal year. Therefore, the PFG will no longer be referenced by any designated fiscal year.

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

Section 2 – Plan and Budget Submission

- The Plan and Budget Required Documents Checklist has been modified to reflect the changes in the documents that are required for submission in the FY 2009-2010 CMS Plan and Budget packages.

Section 3 – Scope of Work and Performance Measures

- All references to “case management” have been removed and replaced with “care coordination/utilization, review and management”.
- CHDP Performance Measure (PM) 4: Desktop Review – “Total” and “Percent Average Compliance for all three highest volume providers” columns have been added.
- Health Care Program for Children in Foster Care (HCPCFC) PM 1 – Care Coordination: Data defined as “Data may be collected utilizing the PM 160, local program health contact form, or electronic database used by the local program”.

Section 6 – Budget Instructions

- All CMS Budgets (CHDP, HCPCFC, and CCS), are operating on fixed allocations issued annually by the CMS Branch. Each local program remains responsible for overseeing and tracking its administrative budget expenditures. Local programs will only be reimbursed up to the amount of their allocation.
- CMS budget revisions are no longer required. Under the current capped allocation methodology, all CMS budgets once submitted are capped at the allocation and the appropriate federal funds.

Section 7 – Expenditure Claims and Property Management

- The instructions and format for the submission of CCS Administrative Budget County Match invoices have been added on pages 50 – 53. Instruction regarding the CCS Administrative County Match Budget preparation is not included in Section 6 as this instruction is issued separately by the CMS Branch.
- The CHDP Supplemental Invoice with instructions has been added on pages 14 – 27.

Please submit one original and three copies of your plan and budget to your appropriate CMS Regional Office staff. All pages in the submitted plan must be numbered, dated and include the name of the county/city on each page. Fully executed Certification Statements may be sent under separate cover after other documents have been submitted.

Performance Measures Reports for FY 2008-2009 are due November 30, 2009. Please submit one original and three copies of the Performance Measure Report to your local program’s appropriate CMS Regional Office staff.

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If you have questions about completing your local program's plan and budget or Performance Measures, please contact the appropriate Regional Office staff. Thank you for your cooperation in this difficult budget cycle.

Original Signed by Joleen Heider-Freeman for Luis R. Rico

Luis R. Rico, Acting Chief
Children's Medical Services Branch