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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 CMS Information 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 including forms for the budgets, plan submission, quarterly expenditure invoicing and data collection at

<http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSPFG.aspx>. In addition, templates for the Memorandum of Understanding (MOU) and the Interagency Agreement are available at the same site. The forms on this website are those needed for Fiscal Year (FY) 2010-2011. The FY 2009-2010 PFG with its associated forms are still available through CMS Information Notice No.: 09-08.

The PFG is no longer posted by individual FY. The PFG will be updated or revised for each upcoming FY as programmatic and budget changes occur. Therefore, the PFG is no longer referenced by any designated FY.

The PFG sections which have significant changes from FY 2009-2010 are as follows:

Section 1 – Children's Medical Services Branch and Program Descriptions

- A description of the Pediatric Palliative Care Waiver Program-Partners for Children has been added.

Section 2 – Plan and Budget Submission

- The Plan and Budget Required Documents Checklist has been modified to reflect additional changes in the documents that are required for submission to the Regional Offices with local programs' CMS Plan and Budget packages.

- To ensure that local programs are in compliance with the Department of Health Care Services Asset Management policies, Form 1204 (Inventory/Disposition of DHCS-Funded Equipment Form) is now required with CMS Plan and Budget packages submission. The required form has been added to the Checklist. Detailed information on the Management of Equipment purchased with State Funds is located in Section 7.

Section 3 – Scope of Work and Performance Measures

- CCS, CHDP and the Health Care Program for Children in Foster Care (HCPCFC) programs under joint administrations submit a **single joint** performance report to your local program's appropriate CMS Regional Office staff.
- **Narrative:** The narrative should outline the methods that each program implemented for data collection and any unique issues related to the measure, (e.g. sampling methodology, information used to validate the data to ensure measures were being correctly tracked). In addition, the narrative should include collaborative relationships with other departments, agencies and organizations, (e.g. meeting frequency, signed MOU and identified CHDP liaison). **The total narrative length is not to exceed three pages.**
- Performance Measures require the denominator to be divided by the numerator to determine the percentage. Once the percentage is determined, complete the Performance Measure Profile template located on pages 12 and 13. The Performance Measure Profile **must** be submitted with the Performance Measures and the Narrative.
- A Performance Measure Profile Example Form has been provided on pages 14 and 15.
- The Performance Measures reporting cycles for CCS and CHDP/HCPCFC are different. Information for the appropriate FY should be recorded.
- Identification of numerator and denominator must be included on the Reporting Form.
- CHDP Optional Performance Measures has been changed from the "bullet" format to the "number" format.

- CCS Performance Measure 1 – Medical Home – The data source language has been changed to “Sample of 100 charts or 10 percent of caseload if caseload under 1,000”.

Section 6 - Budget Instructions and Section 7 Expenditure Claims and Property Management

- The HCPCFC Budget for Internal Indirect Expenses has been changed to be consistent with CHDP Internal Indirect Expenses. HCPCFC Indirect Expenses for any departmental overhead costs must now be developed with a cost allocation plan prepared in accordance with Title 2 CFR Part 225, which is the relocated and reformatted federal Office of Management and Budget (OMB) circular A-87. See the following link for more information http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a87.pdf External Indirect Expenses have not changed for the HCPCFC program and continue to be excluded from the HCPCFC budget.
- The Palliative Care Waiver Program Invoicing Instructions have been added to Section 7.

Please submit the CMS Plan and Budget package to the CMS Branch 60 days after the posting of this CMS Information Notice. Please submit one original and **one copy** of your Plan and Budget to your appropriate CMS Regional Office staff. All pages in the submitted plan must be numbered and dated. Each page must list the name of the county/city. Fully executed Certification Statements may be sent under separate cover after other documents have been submitted.

Performance Measures Reports for FY 2009-2010 are due November 30, 2010. Please submit one original and **one copy** of the Performance Measure Report to your local program's appropriate CMS Regional Office staff.

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

Original signed by Louis R. Rico

Louis R. Rico, Chief
Systems of Care Division