



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



EDMUND G. BROWN JR.
GOVERNOR

Date: August 29, 2013

CMS Information Notice: 13-01

TO: ALL COUNTY CALIFORNIA CHILDREN SERVICES (CCS)
ADMINISTRATORS, CHILD HEALTH AND DISABILITY PREVENTION
(CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, MEDICAL
CONSULTANTS, AND SYSTEMS OF CARE DIVISION (SCD) STAFF

SUBJECT: PLAN AND FISCAL GUIDELINES (PFG) UPDATE

The purpose of this Children's Medical Services (CMS) Information Notice is to inform you that the updated CMS Plan and Fiscal Guidelines (PFG) is now available on the CMS website. Local programs may download all sections of the manual, including forms for the budgets, plan submissions, quarterly expenditure invoicing and data collection at: http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMS_PFG.aspx.

The forms on this website are those needed for Fiscal Year (FY) 2013-2014. The FY 2012-2013 PFG, with its associated forms, is still available through CMS Information Notice No. 11-02.

The PFG is no longer posted by individual FY and 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 most significant PFG section updates are as follows:

Section 1-Program Description

Transition of Healthy Families Program (HFP) Subscribers to Medi-Cal has been added to the CCS Overview Discussion. This includes the description of the Medi-Cal Targeted Low Income Children's Program (MC/TLICP).

The Program Support Section (PSS) is composed of two units; these units have changed names and function descriptions:

New Name
Fiscal Unit
Administrative Unit

Former Name
Administrative Unit
Provider Services Unit

Section 2- Plan and Budget Submission

Please refer to changes on the Modified Plan and Budget Required Documents Checklist.

Section 3- Scope of Work and Performance Measures

Please refer to CHDP Information Notice 12-C, released January 11, 2013, regarding the Revised Performance Measures for CHDP and Health Care Program for Children in Foster Care (HCPCFC). The Report on these Performance Measures is due November 30, 2013.

Section 4- Data Forms

The CCS Caseload Summary Instructions and Summary Forms have been deleted.

Section 6 -Budget Instructions

The CCS Administrative Budget Information, Staffing Standards, and Caseload Summary Instructions have been updated to reflect the MC/TLICP population. The CCS Administrative Budget Worksheet Instructions have been revised to include the addition of the MC/TLICP.

Section 7-Expenditure Claims and Property Management

The CCS Quarterly Administrative Expenditure Invoice Instructions have been revised to include the addition of the MC/TLICP. The CCS Healthy Families (HF) and MC/TLICP Quarterly Report of Expenditures Instructions have been added. The updated invoices for CCS and CCS Healthy Families and MC/TLICP include Caseload Summary Instructions. Please note that the instructions related to the CCS Caseload for the CCS Administrative Invoices have been updated to reflect the required usage of the CMS Net Active Caseload Report. This report is electronically sent to CCS Administrators monthly.

Please note the following requirements for your electronic submissions:

- The PFG Plan and Budget package is due 60 days after the posting of this Information Notice. All pages of the submitted plan must be numbered and dated. Each page must list the name of the city/county. Fully executed Certification Statements may be sent separately.
- The Performance Measures Report for FY 2012-2013 is due November 30, 2013.

Please contact Mr. Ron Valdez, Chief, Systems of Care Division Fiscal Unit, at (916) 322-8704, or via email at Ron.Valdez@dhcs.ca.gov, to arrange secure delivery of your electronic submission.

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If you have questions regarding completion of your submissions, please contact Ms. Lynelle Buckner at (213) 897-4497, or via email at Lynelle.Buckner@dhcs.ca.gov .

ORIGINAL SIGNED BY LOUIS .R RICO, CHIEF

Louis R. Rico, Chief
Systems of Care Division