



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



EDMUND G. BROWN JR.  
GOVERNOR

Date: September 16, 2014

CMS Information Notice: 14-01

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

SUBJECT: Fiscal Year (FY) 2014-2015 PLAN AND FISCAL GUIDELINES (PFG)

The purpose of this Children's Medical Services (CMS) Information Notice is to inform you that the updated CMS Plan and Fiscal Guidelines (PFG) are 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>.

The forms on this website are those needed for FY 2014-2015. The FY 2013-2014 PFG, with its associated forms, are still available through CMS Information Notice No.: 13-01.

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

The most significant PFG section changes for FY 2014-2015 are as follows:

Section 2 - Plan and Budget Submission

- All items referenced under Section 2 are now accessible in the PFG online version for FY 2013-2014.

### Section 3 - Scope of Work and Performance Measures

- Performance Measures for the CCS Program will be released at a later date. The Information Notice releasing these revised Performance Measures will also include the reporting due date. The CHDP and Health Care Program for Children in Foster Care Program's Performance Measures referenced in Section 3 are due on November 30, 2014.

#### **Please note the following requirements for electronic submission of Plans and Budgets:**

- The Plan and Budget package is due 60 days after the posting of this Information Notice.
- All pages of the plan submission package must be numbered and dated.
- Each page must list the name of the county/city.
- All budget documents must contain required signatures.
- CMS plans/budgets should be submitted electronically via e-mail to:  
[DHCSADMIN@dhcs.ca.gov](mailto:DHCSADMIN@dhcs.ca.gov)

Please consult with the Plans Team regarding staffing/personnel changes, Memorandum of Understanding, Interagency Agreements, programmatic concerns, or duty statements related to the submission of CMS plan packages. If you anticipate that any part of your county/city plan will not be ready by the due date, please contact the Plans Team by e-mail requesting an extension. Notify the Plans Team if additional time will be required to obtain the fully executed Certification Statements and if so, the estimated submission date for the Certification Statements or just the estimated submission date.

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If you have any questions regarding completion of your submissions, please contact Ms. Lynelle Buckner at (213) 576-1330, or via e-mail at [Lynelle.Buckner@dhcs.ca.gov](mailto:Lynelle.Buckner@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY JAMES DELGADO FOR LOUIS R. RICO.**

Louis R. Rico, Chief  
Systems of Care Division