AB 85/SB 98 - Article 13 Counties
Data Submission Guide
FY 2015-16 Interim Data

This guide is intended for the following counties:

Fresno	Orange	San Luis Obispo	Tulare
Merced	San Diego	Santa Cruz	

The data submitted will be used:

- To calculate the interim redirection amount for the FY 2015-16 county savings determination process pursuant to the Welfare and Institutions (W&I) Code Section 17613.3.

The data requested in this guide must be submitted to the DHCS by September 22, 2014.

"Base year" means the fiscal year (FY) ending three years prior to the fiscal year for which the interim redirected amount is calculated. For the FY 2015-16 interim redirection calculation, the base year is FY 2012-13.

"Projected year" means the fiscal year for which the interim redirection amount is calculated, which is FY 2015-16.

Data Submission
The county's data submission must include the following components:

Signed County Certification Form
A signed hardcopy of the County Certification Form must be signed by an appropriate county official (Auditor/Controller, CAO, or the Health Agency Director) and be submitted to DHCS by September 22, 2014 attesting to the accuracy of the data submitted. The County Certification Form can be found on the AB 85 website at the link below.

http://www.dhcs.ca.gov/provgovpart/Pages/AB%2085.aspx

If the county would prefer to use its historical Health Realignment Indigent Care percentage for the interim calculation, please check the box for this option on the County Certification Form, review section 1 and the data, as provided by DHCS, for section 2.

All counties must review sections 1 and 2 of the data submission form to ensure that the applicable amounts and percentages are correct. Counties that choose the formula option must review and submit the entire data submission form.

Indexed Binder
All data and support documentation must be clearly organized and must be indexed by the line item on the data submission form. For example, line item 3a should be indexed as "3a" and should include the amount of county tobacco

settlement funds available from the Master Settlement Agreement. Each tab should include all the support documentation necessary for the Department to confirm the amounts reported. This includes general ledgers, spreadsheets, crosswalks…etc. Please see the support documentation section for more information.

Compact Disk
Due to the size of the data submissions, the Department is requesting that all data be submitted via US mail on a compact disc. Any calculations that were originally done in Excel, must be saved on the compact disc in Excel format, not PDF. DHCS will be checking the methodology used in the calculations. All files saved on the compact disc must be saved with a reference to the data submission form line. For example, a file that includes data for line item 3a would be named "3a - tobacco settlement available.xls"

Data Submission Form

Indigent Program Individuals
All references to the indigent program individuals are referring to the population included in the county's Section 17000 obligation. Section 17000 of the Welfare and Institutions code reads: "Every county and every city and county shall relieve and support all incompetent, poor, indigent persons, and those incapacitated by age, disease, or accident, lawfully resident therein, when such persons are not supported and relieved by their relatives or friends, by their own means, or by state hospitals or other state or private institutions."

All data requested in this guide, except where explicitly stated otherwise, should exclude the following as applicable:

- Mental Health (MH)
- Substance Use Disorder Services (SU)
- Jail Health and
- Public Health Services

1. Historical Amounts and Percentages

DHCS will use the historical amounts and percentages based on the most recent DHCS determination letter issued to the county. Please review to ensure the amounts and percentages are correct. The historical amounts and percentages can also be found on the AB 85 webpage and are linked below:

http://www.dhcs.ca.gov/provgovpart/Documents/AB%2085/DHCS_Historical_Determinations.pdf

2. Health Realignment

2a. Total 1991 Health Realignment funds projected to be received from the State by the county

For the projected year, report the total amount of 1991 Health Realignment funds projected to be allocated to the county as shown in the attached projection by the Department of Finance. DHCS will provide an updated total amount of 1991 Health Realignment funds to be allocated to the county when updated projections are available from the Department of Finance.

Health realignment funds include the amounts allocated to the county from the following accounts:

i. Sales Tax Account and Sales Tax Growth Account
ii. Vehicle License Fee Account and Vehicle License Fee Growth Account

3. *Special Local Health Funds (Tobacco Settlement Funds)*

Special local health funds are Tobacco Settlement Funds pursuant to the Master Settlement Agreement entered into on November 23, 1998 by the State and leading US tobacco product manufacturers that are expended by the county for the provision of health services to the indigent program individuals.

3a. Projected county tobacco settlement funds available to the county

For the projected year, report the projected amount of tobacco settlement funds available to the county pursuant to the Master Settlement Agreement as shown in the attached projection by the Department of Finance DHCS will provide an updated amount of tobacco settlement funds available to the county pursuant to the Master Settlement Agreement when updated projections are available from the Department of Finance.

3b. Projected tobacco settlement funds used for bonds and securitization

Report the amount of county tobacco settlement funds projected to be used for bonds and securitization in the projected year.

3c. Projected tobacco settlement funds used by the county to provide health services to indigent program individuals

Report the total amount of tobacco settlement funds projected to be used by the county for health services to indigent program individuals in the projected year. This amount should be net any projected costs of bonds and securitization.

The county may apply an allocation to determine the amount of tobacco settlement funds used for health services to indigent program individuals, if this information is not tracked separately. If an allocation is applied, a detailed written methodology, supporting calculations, and documentation must be submitted in addition to the amount reported in the data submission form.

4. Indigent Program Revenues

Indigent program revenues are self-pay payments made by or on behalf of indigent program individuals to the county for the services rendered.

4a. Projected self-pay payments made by or on behalf of indigent program individuals to the county for services rendered

Report the total amount of self-pay payments projected to be made by or on behalf of indigent program individuals to the county for the services rendered in the projected year. The amounts reported should exclude self-pay payments received for services other than health services to the indigent, such as payments for:

- Mental health
- Substance use disorder services
- Public health services
- Jail health services

5. Indigent Program Costs

Indigent program costs are costs incurred by the county for purchasing, providing, or ensuring the availability of services to indigent program individuals.

The county may apply an allocation to determine the amount of costs for these health services to indigent program individuals if this information is not tracked separately. If an allocation is applied, a detailed written methodology, supporting calculations, and documentation must be submitted in addition to the amount reported in the data submission form.

5a. Base year county owned clinic costs

Report the base year cost of providing indigent health services at county owned clinics.

5b. Base year contract costs

Report the base year contract costs incurred for providing indigent health services at contracted clinics, hospitals, specialty providers, etc. (including the costs of third-party administrators).

5c. Projected year county owned clinic costs

Report the county's projected costs for providing indigent health services at county owned clinics in FY 2015-16.

5d. Projected year contract costs

Report the county's projected contract costs incurred for providing indigent health services at contracted clinics, hospitals, specialty providers, etc. (including the costs of third-party administrators) in FY 2015-16.

6. Indigent Program Enrollment

Indigent program enrollment is used to determine a cost per enrollee to the indigent program.

6a. Base year indigent program enrollment

Report the total base year enrollment in the county's indigent program.

6b. Projected year indigent program enrollment

Report the total projected year enrollment in the county's indigent program.

7. Projected Year Interim Redirection Amount

7a. Interim amount to be redirected to the Family Support Subaccount

The information reported in sections 1-6 above, will be used to calculate the county's projected year interim amount that will be redirected to the Family Support Subaccount.

<u>SUPPORTING DOCUMENTATION</u>

Source Data

Source data contains the original amounts prior to any allocation methodologies or calculations being applied. For example, a county's general ledger before a cost allocation methodology is applied would be considered source data as it contains the original amounts recorded by the county.

Narrative
A detailed narrative must be submitted. The narrative must include assumptions and explanations to guide the reviewer through the documents provided.

Supporting Calculations
Supporting calculations must contain formulas or steps that were performed in the development of the data included in the data submission form. One example is an allocation methodology. Providing supporting calculations in Excel allows the reviewer to follow each step that was performed, from the original source data amount to the final amount that is reported on the data submission form. All supporting calculations must be included in the binder.

Examples of supporting documentation

- Comprehensive Annual Financial Report
- SCO published reports
- Contracts
- Chart of Accounts
- General ledger for expenditures and revenue by fund account
- Bridging documents maintained by program or accounting staff (e.g., Excel tracking spreadsheets)
- Expenditure reports for each fiscal year
- County Budgets
- County Ad hoc Reports
- County Invoices
- Remittance advices
- Paid Claims Reports