

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2022-23

Certification Statement - California Children's Services (CCS)County/City: Shasta County

Fiscal Year: 2022-23

I certify that the CCS Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 5, (commencing with Section 123800) and Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000-14200), and any applicable rules or regulations promulgated by DHCS pursuant to this article and these Chapters. I further certify that this CCS Program will comply with the Children's Medical Services Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CCS Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.) and recipients of funds allotted to states for the Maternal and Child Health Services Block Grant pursuant to Title V of the Social Security Act (42 U.S.C. Section 701 et seq.). I further agree that this CCS Program may be subject to all sanctions or other remedies applicable if this CCS Program violates any of the above laws, regulations and policies with which it has certified it will comply.

DocuSigned by:
Charlene Ramont
BCAF3B0E031840D

12/19/2023 | 8:43 AM PST

Signature of CCS Administrator

Date Signed

DocuSigned by:
Robin Schurig
A429ACA5C819449

12/21/2023 | 6:29 PM PST

Signature of Director or Health Officer

Date Signed

Signature and Title of Other – Optional

Date Signed

I certify that this plan has been approved by the local governing body.

Signature of Local Governing Body Chairperson

Date

APPROVED AS TO FORM:

DocuSigned by:
Kimberly R. H. Lewis
347EB95AD00P420

12/22/2023 | 11:15 AM PST

DocuSigned by:
James D. Johnson
0DB025ED751A456

12/22/2023 | 8:01 AM PST

Kimberly R.H. Lewis
Senior Deputy County Counsel

Date

James D. Johnson
Risk Management Analyst III

Date

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2022-2023

State of California - Health and Human Services Agency Department of Health Care Services - Children's Medical Services Branch

Memoranda of Understanding/Interagency Agreement List

List all current Memoranda of Understanding (MOU) and/or Interagency Agreements (IAA) in California Children's Services, Child Health and Disability Prevention Program, and Health Care Program for Children in Foster Care. Specify whether the MOU or IAA has changed. Submit only those MOU and IAA that are new, have been renewed, or have been revised. For audit purposes, counties and cities should maintain current MOU and IAA on file.

County/City: Shasta County**Fiscal Year: 2022-2023**

Title or Name of MOU/IAA	Is this a MOU or an IAA?	Effective Dates From/To	Date Last Reviewed by County/ City	Name of Person Responsible for this MOU/IAA?	Did this MOU/IAA Change? (Yes or No)

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2022-23

State of California - Health and Human Services Agency Department of Health Care Services - Children's Medical Services Branch

Incumbent List - California Children's Services Baseline Budget

For FY 2022-23 complete the table below for all personnel listed in the CCS budgets. Use **the same** job titles for both the budget and the incumbent list. Total percent for an individual incumbent should **not be over 100 percent**.

Specify whether job duty statements or civil service classification statements have been revised or changed. Only submit job duty statements and civil service classification statements that are new or have been revised. This includes (1) changes in job duties or activities, (2) changes in percentage of time spent for each activity, and (3) changes in percentage of time spent for enhanced and non-enhanced job duties or activities.

Identify Nurse Liaison positions using: **MCMC** for Medi-Cal Managed Care; **HF** for Healthy Families; **IHO** for In-Home Operations, and; **RC** for Regional Center.

County/City: **Shasta** **Fiscal Year: 2022-23**

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Program Manager/Administrator	Linda Singler	37%	No	No
Therapist Supervisor	Christine Triantafyllou	20%	No	No
Supv. Public Health Nurse	Caryl Greenwood	60%	No	No
Public Health Nurse	Susan Pluss	50%	No	No

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2022-23

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Social Worker	Christine Wolfe	100%	No	No
Social Worker	Kathie Saechao	100%	No	No
Typist Clerk III	Alma Marks	25%	No	No
Medical Services Clerk	Kelly Lynn Potter	24%	No	No

State of California – Health and Human Services Agency
Revised 2/11/20

Department of Health Care Services – Integrated Systems of Care Division

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	35	3.52%
OTLJCP - Total Cases of Open (Active) OTLJCP Children	111	11.18%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLJCP) Children	847	85.30%
TOTAL CCS CASELOAD	993	100%

CCS Administrative Baseline Budget Summary

Fiscal Year: 2022-23

County: SHASTA

	Col 1 = Col 2+3+4	Straight CCS	OTLJCP	Medi-Cal (non-OTLJCP) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLJCP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Total Personnel Expense	465,488	16,442	52,145	397,901	77,168	320,733
II. Total Operating Expense	125,259	4,416	14,002	106,841	891	105,950
III. Total Capital Expense	0	0	0	0		0
IV. Total Indirect Expense	115,622	4,111	13,036	99,475		99,475
V. Total Other Expense	0	0	0	0		0
Budget Grand Total	708,369	24,969	79,183	604,217	78,059	526,158

	Col 1 = Col 2+3+4	Straight CCS	OTLJCP	Medi-Cal (non-OTLJCP) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLJCP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
Straight CCS						
State	12,484	12,484				
County	12,485	12,485				
OTLJCP						
State	13,857		13,857			
County	13,857		13,857			
Federal (Title XXI)	51,469		51,469			
Medi-Cal						
State	282,594			282,594	19,515	263,079
Federal (Title XIX)	321,623			321,623	58,544	263,079

Jo Ann Bertucci

Prepared By (Signature)

Jo Ann Bertucci

Prepared By (Printed Name)

jburtucci@co.shasta.ca.us

Email Address

Charlene Ramont

CCS Administrator (Signature)

Charlene Ramont

CCS Administrator (Printed Name)

cramont@co.shasta.ca.us

Email Address

State of California – Health and Human Services Agency
Revised 2/10/20

Department of Health Care Services – Integrated Systems of Care Division

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	35	3.52%
OTLCP - Total Cases of Open (Active) OTLCP Children	111	11.18%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLCP) Children	847	85.30%
TOTAL CCS CASELOAD	993	100%

CCS Administrative Baseline Budget Worksheet

Fiscal Year: 2022-23

County: SHASTA



				Straight CCS		Optional Targeted Low Income Children's Program (OTLCP)		Medi-Cal (Non-OTLCP)					
Column	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLCP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Personnel Expense													
Program Administration													
1. Linda, Singler, Program Manager	37.00%	100,004	37,001	3.52%	1,304	11.18%	4,136	85.30%	31,561			100.00%	31,561
2. Chrstine Triantafyllou, Therapist Supervisor	20.00%	120,060	24,012	3.52%	946	11.18%	2,684	85.30%	20,482			100.00%	20,482
		0	0	3.52%	0	11.18%	0	85.30%	0			100.00%	0
Subtotal		220,064	61,013		2,150		6,820		52,043				52,043
Medical Case Management													
1. Caryl Greenwood, Supr. Public Health Nurse	60.00%	123,030	73,818	3.52%	2,502	11.18%	8,252	85.30%	62,965	30.30%	13,078	69.70%	43,887
2. Susan Pluss, Public Health Nurse	50.00%	99,925	49,963	3.52%	1,761	11.18%	5,585	85.30%	42,617	87.50%	37,290	12.50%	5,327
		0	0	3.52%	0	11.18%	0	85.30%	0	0.00%	0	100.00%	0
Subtotal		222,955	123,781		4,363		13,837		105,582		56,368		49,214
Other Health Care Professionals													
		0	0	3.52%	0	11.18%	0	85.30%	0	0.00%	0	100.00%	0
Subtotal		0	0		0		0		0		0		0
Ancillary Support													
1. Christine Wolfe, Social Worker	100.00%	66,482	66,482	3.52%	2,343	11.18%	7,432	85.30%	56,707			100.00%	56,707
2. Kathi Saechao, Social Worker	100.00%	66,482	66,482	3.52%	2,343	11.18%	7,432	85.30%	56,707			100.00%	56,707
		0	0	3.52%	0	11.18%	0	85.30%	0			100.00%	0
Subtotal		132,965	132,964		4,686		14,864		113,414				113,414
Clerical and Claims Support													
1. Alma Marks, Typist Clerk III	25.00%	49,611	12,403	3.52%	437	11.18%	1,386	85.30%	10,579	0.00%	0	100.00%	10,579
2. Kelly Potter, Medical Services Clerk	24.00%	44,127	10,590	3.52%	373	11.18%	1,184	85.30%	9,033	0.00%	0	100.00%	9,033
		0	0	3.52%	0	11.18%	0	85.30%	0	0.00%	0	100.00%	0
Subtotal		93,738	22,993		810		2,570		19,612		0		19,612
Total Salaries and Wages			340,751	3.52%	12,010	11.18%	38,090	85.30%	290,651	19.39%	56,368	80.61%	234,283
Staff Benefits (Specify %)			125,737	3.52%	4,432	11.18%	14,055	85.30%	107,250		20,800		86,450
I. Total Personnel Expense			466,488	3.52%	16,442	11.18%	52,145	85.30%	397,901		77,168		320,733
II. Operating Expense													
1. Travel			5,384	3.52%	190	11.18%	602	85.30%	4,592	19.39%	891	80.61%	3,701
2. Training			8,000	3.52%	282	11.18%	894	85.30%	6,824			100.00%	6,824
3. IT Services, Communication & Equipment			9,539	3.52%	336	11.18%	1,066	85.30%	8,136			100.00%	8,136
4. Office Expenses			20,579	3.52%	725	11.18%	2,300	85.30%	17,553			100.00%	17,553
5. Rents & Leases of Equipment			13,809	3.52%	487	11.18%	1,544	85.30%	11,779			100.00%	11,779
6. Services & Maintenance of Structures			8,460	3.52%	298	11.18%	946	85.30%	7,215			100.00%	7,215
7. Professional Services			51,481	3.52%	1,815	11.18%	5,755	85.30%	43,912			100.00%	43,912
8. Insurance			5,268	3.52%	186	11.18%	589	85.30%	4,493			100.00%	4,493
9. Utilities			2,739	3.52%	97	11.18%	306	85.30%	2,336			100.00%	2,336

State of California – Health and Human Services Agency
Revised 2/10/20

Department of Health Care Services – Integrated Systems of Care Division

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	35	3.52%
OTLIP - Total Cases of Open (Active) OTLIP Children	111	11.18%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLIP) Children	847	85.30%
TOTAL CCS CASELOAD	993	100%

CCS Administrative Baseline Budget Worksheet

Fiscal Year: 2022-23

County: SHASTA



Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLIP)		Medi-Cal (Non-OTLIP)					
				4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
				3.52%	0	11.18%	0	85.30%	0			100.00%	0
				3.52%	0	11.18%	0	85.30%	0			100.00%	0
				3.52%	0	11.18%	0	85.30%	0			100.00%	0
				3.52%	0	11.18%	0	85.30%	0			100.00%	0
II. Total Operating Expense			125,259		4,416		14,002		106,841		891		105,950
III. Capital Expense													
1.				3.52%	0	11.18%	0	85.30%	0				0
2.				3.52%	0	11.18%	0	85.30%	0				0
3.				3.52%	0	11.18%	0	85.30%	0				0
III. Total Capital Expense			0		0		0		0				0
IV. Indirect Expense													
1. Indirect Cost Rate	25.00%		116,622	3.52%	4,111	11.18%	13,036	85.30%	99,475			100.00%	99,475
			0	3.52%	0	11.18%	0	85.30%	0			100.00%	0
IV. Total Indirect Expense			116,622		4,111		13,036		99,475				99,475
V. Other Expense													
1. Maintenance & Transportation			0	3.52%	0	11.18%	0	85.30%	0			100.00%	0
2.				3.52%	0	11.18%	0	85.30%	0			100.00%	0
3.				3.52%	0	11.18%	0	85.30%	0			100.00%	0
4.				3.52%	0	11.18%	0	85.30%	0			100.00%	0
5.				3.52%	0	11.18%	0	85.30%	0			100.00%	0
V. Total Other Expense			0		0		0		0				0
Budget Grand Total			708,369		24,969		79,183		604,217		78,059		526,158

Jo Ann Bertucci

Prepared By (Signature)

Jo Ann Bertucci

Prepared By (Printed Name)

01/13/2023

Date Prepared

530.245.6943

Phone Number

Charlene Ramont

CCS Administrator (Signature)

Charlene Ramont

CCS Administrator (Printed Name)

01/13/2023

Date Signed

(530) 229-8219

Phone Number

**Shasta County Public Health
CCS Program
Budget Narrative
Fiscal Year 2022 - 2023**

I. PERSONNEL EXPENSES		
Total Salaries:	\$	340,751
Total Benefits:	\$	125,737
Benefits are estimated. Increase in pay rates and insurance rates account for the increase in benefit percentage from the prior fiscal year.		
Total Personnel Expenses:	\$	466,488
Supervising PHN		
Public Health Nurse		
Program Manager		
Therapist Supervisor		
Social Worker (2)		
Typist Clerk III		An increase of .24 FTE is being allocated. Additional time allocated to provide support to program staff.
Medical Services Clerk		
II. OPERATING EXPENSES		
Travel	\$	5,384
Decrease of 14% from last year. Includes per diem, private vehicle mileage, commercial auto rental, air travel, and County vehicle maintenance service, etc. Mileage reimbursement @ \$.625 per mile for CCS staff travel to regional and State meetings, conferences and trainings, and other program related travel.		
Training	\$	8,000
Increase of 300% from last year. Includes registration and/or tuition fees for CCS trainings, seminars, conferences, etc. Trainings were suspended during COVID and budgets were previously reduced.		
IT Services, Communication & Equipment	\$	52,520
Increase of 19% from last year. Includes communication charges; maintenance of computers, printers, software, hardware, etc. Maintenance charges have increased.		
Office Expenses	\$	20,579
Increase of 4% from last year. Includes office supplies, printer supplies; copy, print and reproduction costs; miscellaneous cleaning supplies; postage for standard correspondence.		
Rents & Leases of Equipment	\$	13,809
Increase 71% from last year. Rates increased and have one additional contract for lease of copier.		
Services & Maintenance of Structures	\$	8,460
Increase of 54% from last year. Service & Maintenance rates have increased.		
Professional Services	\$	8,500
Decrease 100% from last year. Includes medical record copies, pre-employment services, interpreter services. Budget was adjusted for Professional Services this fiscal year.		
Insurance	\$	5,268
Increase 39% from last year. Rates have increased.		
Utilities	\$	2,739
Increase 32% from last year. Electric/Water rates have increased.		
Total Operating Expenses:	\$	125,259
III. CAPITAL EXPENSES		
Total Capital Expenses:	\$	-
IV. INDIRECT EXPENSES		
A. Internal @ 25% S&B	\$	116,622
Total Indirect Expenses:	\$	116,622
V. OTHER EXPENSES		
Total Other Expenses:	\$	-

BUDGET GRAND TOTAL **\$** **708,369**