

Agency Information Sheet**County/City:** Shasta County**Fiscal Year:** 2016-17**Official Agency**

Name:	Health & Human Services/Public Health	Address:	2650 Breslauer Way Redding, CA 96001
Health Officer	Andrew Deckert, MD, MPH		adeckert@co.shasta.ca.us

Public Health Director

Name:	Terri Fields Hosler, MPH, RD	Address:	2650 Breslauer Way Redding, CA 96001
Phone:	(530) 245-6869		
Fax:	(530) 225-3743	E-Mail:	tfieldshosler@co.shasta.ca.us

CCS Administrator

Name:	Brandy Isola	Address:	2650 Breslauer Way Redding, CA 96001
Phone:	(530) 245-6861		
Fax:	(530) 225-3743	E-Mail:	bisola@co.shasta.ca.us

CHDP Director

Name:	Andrew Deckert, MD, MPH	Address:	2650 Breslauer Way Redding, CA 96001
Phone:	(530) 225-5595		
Fax:	(530) 225-3743	E-Mail:	adeckert@co.shasta.ca.us

CHDP Deputy Director

Name:	Linda Reynolds, PHN	Address:	2650 Breslauer Way Redding, CA 96001
Phone:	(530) 225-5176		
Fax:	(530) 225-5017	E-Mail:	lreynolds@co.shasta.ca.us

Clerk of the Board of Supervisors or City Council

Name:	Lawrence G. Lees	Address:	1450 Court Street, Suite 308A Redding, CA 96001
Phone:	(530) 225-5561		
Fax:	(530) 229-8238	E-Mail:	llees@co.shasta.ca.us

Health & Human Services Agency Director

Name:	Donnell Ewert, MPH	Address:	2650 Breslauer Way Redding, CA 96001
Phone:	(530) 245-6269		
Fax:	(530) 225-3743	E-Mail:	dewert@co.shasta.ca.us

Chief Probation Officer

Name:	Tracie Neal	Address:	1525 Court Street, 1 st Floor Redding, CA 96001
Phone:	(530) 245-6217		
Fax:	(530) 245-6241	E-Mail:	tneal@co.shasta.ca.us

Agency Information Sheet

County/City: Shasta County

Fiscal Year: 2016-17

Children's Services Director

Name:	Dianna L. Wagner	Address:	1313 Yuba Street
Phone:	(530) 225-5965		Redding, CA 96001
Fax:	(530) 225-5190	E-Mail:	dwagner@co.shasta.ca.us

RISK MANAGEMENT APPROVAL

BY: James Johnson 12/19/16

Risk Management Analyst

APPROVED AS TO FORM
SHASTA COUNTY

Alan L. 12/20/16
Deputy County Counsel

Certification Statement - Child Health and Disability Prevention (CHDP) Program

County/City: Shasta County

Fiscal Year: 2016-17

I certify that the CHDP Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 6 (commencing with Section 124025), Welfare and Institutions Code, Division 9, Part 3, Chapters 7 and 8 (commencing with Section 14000 and 14200), Welfare and Institutions Code Section 16970, and any applicable rules or regulations promulgated by DHCS pursuant to that Article, those Chapters, and that section. I further certify that this CHDP 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 CHDP 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.). I further agree that this CHDP Program may be subject to all sanctions or other remedies applicable if this CHDP Program violates any of the above laws, regulations and policies with which it has certified it will comply.

Signature of CHDP Director

Date Signed

Signature of Director

Date Signed

Signature and Title of Other – Optional

Date Signed

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

, Chairman

Date

Board of Supervisors

County of Shasta, State of California

Certification Statement - California Children's Services (CCS)

County/City: Shasta County Fiscal Year: 2016-17

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.

_____ Signature of CCS Administrator	_____ Date Signed
_____ Signature of Director	_____ Date Signed
_____ Signature and Title of Other – Optional	_____ Date Signed

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

_____ _____, Chairman Board of Supervisors County of Shasta, State of California	_____ Date
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Health and Human Services Agency

Donnell Ewert, MPH, Director

Public Health

Terri Fields Hosler, MPH, RD, Branch Director

Andrew Deckert, MD, MPH, Health Officer

2650 Breslauer Way
Redding, CA 96001-4246

Phone: (530) 225-5591

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Toll Free: (800) 971-1999

CA Relay Service: (800) 735-2922

CALIFORNIA CHILDREN'S SERVICES CCS/CHDP/HCPFC

PROGRAM DESCRIPTION

The Shasta County Child Health and Disability Prevention (CHDP), California Children's Services (CCS), and Health Care Program for Children in Foster Care (HCPFC) programs are administered through the Public Health and Children's Services Branches of the Shasta County Health and Human Services Agency, which is under the administration of the County of Shasta and the Shasta County Board of Supervisors.

The Public Health Branch is organized into four divisions that offer a wide variety of programs and services focusing on the health of the community. All of the programs at Public Health focus on prevention of disease and promotion of healthy living and currently employ about 70 staff and has an operating budget of about \$17 million. The California Children's Services Division of Public Health administers CCS. The CHDP program is administered by the Community Health Protection (CHP) Division.

The CHDP Program is currently administered by the Community Health Protection Program Manager, the CHDP Director (Health Officer), and the CHDP Deputy Director (PHN III and the Supervising PHN). The CHDP staff also work in the Childhood Lead Poisoning Prevention Program (CLPPP), which is housed within the CHDP office.

The CHDP Program provides preventive medical services such as well child examinations and immunizations to children with family incomes at or below 266 percent of the federal poverty level.

Public Health oversees the delivery of CHDP services by over 70 private medical providers throughout the county. Public Health also provides outreach to increase the number of children who receive services, case management to children whose medical conditions are discovered during CHDP examinations, and collaborates with the Social Services Branch to inform Medi-Cal applicants of the availability of services.

CHDP staff provides trainings for newly hired eligibility workers. CHDP staff also work closely with CCS staff to increase the timeliness of diagnostic and treatment services needed by CCS eligible children. This is done in order to increase community awareness and utilization of both CHDP preventive and CCS treatment services, and decrease duplicate follow up activities by CHDP, CCS, and other community children's service providers.

"Healthy people in thriving and safe communities"

www.shastahhsa.net

The Health Care Program for Children in Foster Care (HPCFC) is administered by a Clinical Division Chief in the Children's Services Branch which employs about 150 staff. Children's Services provides services to support children's safety and mental well-being. This Branch investigates alleged abuse and neglect of children, licenses foster homes, provides child welfare services for families under the jurisdiction of the Juvenile Court and provides adoption services. This Branch also provides Specialty Mental Health Plan services for Medi-Cal beneficiaries up to 21 years of age.

(HPCFC)/Social Services Nursing was initiated in Shasta County during FY 1999-00 after a joint effort of the State Departments of Social and Health Care Services sought to increase medical/health oversight of children in foster care. The Social Services Nursing Program consists of: Foster Care Intake and Assessment, Foster Care Case Management, and Options For Recovery. Public Health Nurses and support staff interact with local medical providers to ensure a comprehensive health plan for each foster child.

HPCFC staff oversee and update health passports providing public health nursing expertise in meeting the medical, dental, and health care needs of children in foster care, including those in out-of-county and out-of-state placements. Public Health nurses perform this work as part of a multidisciplinary, co-located team at Children's Services that provides a variety of supportive services for foster children. The Children's Services team includes Social Workers, Mental Health Clinicians, Public Health Nurses, Probation Officers, and the Shasta County Office of Education.

The CCS program is administered as a partnership between county health departments and the California Department of Health Care Services (DHCS).

The CCS program provides diagnostic and treatment services, medical case management, and physical and occupational therapy services to children under age 21 with CCS-eligible medical conditions. Examples of CCS-eligible conditions include, but are not limited to, chronic medical conditions such as cystic fibrosis, hemophilia, cerebral palsy, heart disease, cancer, traumatic injuries, and infectious diseases producing major sequelae. CCS also provides medical therapy services that are delivered at public schools.

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2016-17

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

Incumbent List - California Children's Services

For FY 2016-17 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: 2016-17

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	Eileen Rodgers	90%	No	No
Therapist Supervisor	David Alexander	20%	No	No
Parent Liaison	Hayden Barnes	50%	No	No
Public Health Nurse	Teana Robertson	100%	No	No
Supv. Public Health Nurse	Caryl Greenwood	100%	No	No
Public Health Nurse	Karen McCarthy	100%	No	No

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2016-17

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	Robert Borden	100%	No	No
Social Worker	Kathie Saechao	100%	No	No
Social Worker	Christine Wolfe	100%	No	No
Medical Services Clerk	Debra Meyers	50%	No	No
Typist Clerk II	Mayira McPherson	100%	No	No
Typist Clerk II	Stephanie Siino	100%	No	No
Typist Clerk III	Alma Marks	1%	No	No

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2016-17

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

Incumbent List - Child Health and Disability Prevention Program

For FY 2016-17, complete the table below for all personnel listed in the CHDP 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.

County/City: Shasta County

Fiscal Year: 2016-17

Job Title	Incumbent Name	FTE % on CHDP No County/City Match Budget	FTE % on CHDP County/City Match Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
P.H. Nutritionist II	Karen Ambrecht	20.140%	0%	79.86%^	No	No
Public Health Assistant	Samantha Hummel	50%	0%	50%	No	No
PHN III Deputy Director	Linda Reynolds	65.143%	0%	34.857%^	No	No
SPHN	Venessa Vidovich	59.720%	0%	40.28%^	No	No

^ Other duties and programs as assigned for Public Health

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2016-17

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

Incumbent List - Health Care Program for Children in Foster Care

For FY 2016-17, complete the table below for all personnel listed in the HCPCFC and CHDP Foster Care Administrative (County/City) 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.

County/City: **Shasta County**

Fiscal Year: **2016-17**

Job Title	Incumbent Name	FTE % on HCPCFC Budget	FTE % on FC Admin County/City Match Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Supervising PHN	Nancy Shifflet, PHN	20%	0%	80%*	No	No
PHN II	Vacant	40%	0%	60%*	No	No
PHN I	Vacant	40%	0%	60%*	No	No
PHN II	Vacant	40%	0%	60%*	No	No
PHN II	Vacant	40%	0%	60%*	No	No
PHN I	Vacant	40%	0%	60%*	No	No

* Remainder of time spent performing Social Services Nursing duties.

California Children's Services Caseload Summary Form

County: SHASTA

Fiscal Year: 2016/2017

		A	B				
	CCS Caseload 0 to 21 Years	13-14 Actual Caseload	% of Grand Total	14-15 Estimated Caseload based on first three quarters	% of Grand Total	15-16 Estimated Caseload based on first three quarters	% of Grand Total
MEDI-CAL							
1	Average of Total Open (Active) Medi- Cal Children	644	77	700	81	730	81
2	Potential Case Medi-Cal						
3	TOTAL MEDI-CAL (Row 1 + Row 2)	644	77	700	81	730	81
NON MEDI-CAL							
Healthy Families (includes TLICP)							
4	Average of Total Open (Active) Healthy Families	107	13	101	12	93	10
5	Potential Cases Healthy Families						
6	Total Healthy Families (Row 4 + Row 5)	107	13	101	12	93	10
Straight CCS							
7	Average of Total Open (Active) Straight CCS Children	85	10	64	7	76	9
8	Potential Cases Straight CCS Children						
9	Total Straight CCS (Row 7 + Row 8)	85	10	64	7	76	9
10	TOTAL NON MEDI- CAL (Row 6 + Row 9)	192	23	165	19	169	19
GRAND TOTAL							
11	(Row 3 + Row 10)	836	100	865	100	899	100

CHDP Administrative Budget Summary for FY 2016-17

No County/City Match

County/City Name: Shasta County**FINAL - REVISED**

Column	1	2	3	4	5
Category/Line Item	Total Budget (2 + 3)	Total CHDP Budget	Total Medi-Cal Budget (4 + 5)	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	196,404.00	0.00	196,404.00	129,279.00	67,125.00
II. Total Operating Expenses	24,439.00	0.00	24,439.00	0.00	24,439.00
III. Total Capital Expenses	0.00		0.00		
IV. Total Indirect Expenses	94,768.00	0.00	94,768.00		94,768.00
V. Total Other Expenses	0.00		0.00		
Budget Grand Total	315,611.00	0.00	315,611.00	129,279.00	186,332.00

Column	1	2	3	4	5
Source of Funds	Total Funds	Total CHDP Budget	Total Medi-Cal Budget	Enhanced State/Federal	Nonenhanced State/Federal
State General Funds	0.00	0.00			
Medi-Cal Funds:	0.00				
State	125,486.00		125,486.00	32,320.00	93,166.00
Federal (Title XIX)	190,125.00		190,125.00	96,959.00	93,166.00

Kathi Fitz, Accountant Auditor II

Prepared By

10/28/2016 (530) 225 - 5062 kfitz@co.shasta.ca.us

Date Prepared Phone Number Email Address

CHDP Director or Deputy
Director (Signature)Linda Reynolds
Revised April 2005

J_Copy of 1) 1 REVISED NCM Detail Summary 1617 with Alloc v1 NCM SUMMARY 1617

(530) 225 - 5176 lreynolds@co.shasta.ca.us

Date Phone Number Email Address

CHDP Administrative Budget Summary for FY 2016-17

No County/City Match
State and State/FederalCounty/City Name: Shasta County

\$0.00

190,125.00

Fiscal Year 2016-17**FINAL - REVISED**

Column	1A	1B	1	2A	2	3A	3	4A	4	5A	5
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	CHDP % or FTE	Total CHDP Budget	Total Medi- Cal %	Total Medi-Cal Budget (4 + 5)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
Personnel Expenses											
PH Nutritionist - Ambrecht	20.140%	\$68,704.70	\$13,837.00		\$0.00	100.00%	\$13,837.00	66%	\$9,132.00	34%	\$4,705.00
PH Assistant - Hummel	50.000%	\$32,668.75	\$16,334.00		\$0.00	100.00%	\$16,334.00		\$0.00	100%	\$16,334.00
PHN III - Reynolds	65.143%	\$82,296.24	\$53,610.00		\$0.00	100.00%	\$53,610.00	77%	\$41,280.00	23%	\$12,330.00
SPHN - Vidovich	59.720%	\$86,403.62	\$51,600.00		\$0.00	100.00%	\$51,600.00	75%	\$38,700.00	25%	\$12,900.00
			\$0.00		\$0.00	100.00%	\$0.00		\$0.00	100%	\$0.00
			\$0.00		\$0.00	100.00%	\$0.00		\$0.00	100%	\$0.00
6.							\$0.00		\$0.00	100%	\$0.00
7.							\$0.00		\$0.00	100%	\$0.00
8.							\$0.00		\$0.00	100%	\$0.00
9.							\$0.00		\$0.00	100%	\$0.00
10.							\$0.00		\$0.00	100%	\$0.00
Total Salaries and Wages	1.95003%		\$135,381.00		\$0.00		\$135,381.00		\$89,112.00		\$46,269.00
Less Salary Savings											
Net Salaries and Wages											
Staff Benefits (Specify %)	45.0742%		\$61,023.00		\$0.00		\$61,023.00		\$40,167.00		\$20,856.00
I. Total Personnel Expenses			\$196,404.00		\$0.00		\$196,404.00		\$129,279.00		\$67,125.00
II. Operating Expenses											
1. Travel			\$1,250.00				\$1,250.00				\$1,250.00
2. Training			\$1,250.00				\$1,250.00				\$1,250.00
3. Communications			\$18.00				\$18.00				\$18.00
4. Household			\$148.00				\$148.00				\$148.00
5. Insurances			\$261.00				\$261.00				\$261.00
6. Rents/Maintenance of Equipment			\$10,925.00				\$10,925.00				\$10,925.00
7. Rents/Maintenance of Structures			\$252.00				\$252.00				\$252.00
8. Office Supplies/Sm Tools & Equip			\$4,556.00				\$4,556.00				\$4,556.00
9. Prof Services & Educ. Materials			\$251.00				\$251.00				\$251.00
10. I.T. Services			\$5,250.00				\$5,250.00				\$5,250.00
11. General Travel/Veh Maint.			\$100.00				\$100.00				\$100.00
12. Utilities			\$178.00				\$178.00				\$178.00
II. Total Operating Expenses			\$24,439.00		\$0.00		\$24,439.00		\$0.00		\$24,439.00
III. Capital Expenses											
1.											
2.											
3.											
4.											
5.											
II. Total Capital Expenses											
IV. Indirect Expenses											
1. Internal (Specify %)	43.26277%		\$84,970.00		\$0.00		\$84,970.00				\$84,970.00
2. External (Specify %)	4.988685%		\$9,798.00		\$0.00		\$9,798.00				\$9,798.00
IV. Total Indirect Expenses			\$94,768.00		\$0.00		\$94,768.00				\$94,768.00
V. Other Expenses											
1.											
2.											
3.											
4.											
5.											
V. Total Other Expenses											
Budget Grand Total			315,611.00		0.00		315,611.00		129,279.00		186,332.00

Kathi Fitz, Accountant Auditor II
Prepared ByLinda Reynolds
CHDP Director or Deputy

10/28/16

Date Prepared

(530) 225 - 5062

Phone Number

kfliz@co.shasta.ca.us

Email Address

(530) 225 - 5176

Date

Phone Number

lreynolds@co.shasta.ca.us

Email Address

CHDP Administrative No County Match Budget

Shasta County Budget Narrative Fiscal Year 2016 - 2017

I. PERSONNEL EXPENSES

Total Salaries \$135,381

Total Benefits \$61,023

Benefit expenses are based on actuals. The change in the benefit rate percentage is less than 5%.

Total Personnel Expenses \$196,404

PH Nutritionist II - 20.14% Decreased from 25% to 20.14% in order to work in other programs. Ambrecht

PHN I - 0% Removed PHN from the program

Typist Clerk II - 0% Removed Typist Clerk from the program

PH Assistant - 50% Decreased from 100% to 50% in order to work in other programs. Hummel

PHN III - 65.143% Increased from 55% to 65.143% in order to maximize our allocations. Reynolds

Supv PHN - 50% Increased from 50% to 59.72% in order to maximize our allocations. Vidovich

II. OPERATING EXPENSES

Travel \$1,250 Includes per diem, private vehicle mileage associated with specific travel, auto rental, air fare, lodging, etc. Mileage is reimbursed at the [IRS rate of .54 cents per mile](#). Expenses allow staff to attend regional & state meetings, conferences and trainings, and other program related travel. Extra travel is anticipated to keep up with program "focus" changes. Costs increased by approx. 66%

Training \$1,250 Includes registration fees for trainings, seminars, conferences, etc. Extra travel is anticipated to keep up with program "focus" changes. Costs increased by approx. 66%

Household \$295 Total program costs decreased by approximately 63.22%. Costs include toilet paper, paper towels, hand soap, light bulbs, & miscellaneous supplies.

Insurance \$539 Total program costs decreased by approximately 26.57%. Costs include liability insurance exposure.

CHDP Administrative No County Match Budget

Shasta County Budget Narrative Fiscal Year 2016 - 2017

Rent/Maintenance of Structures	\$502	<u>Total</u> program costs decreased by approximately 40.38%. Costs include maintenance performed by Facilities Management.
Office Expense/Small Tools & Equipment/Postage	\$9,083	<u>Total</u> program costs increased by approximately 62.37%. Costs include printing, mailing, postage, office supplies, new desks, and small equipment items (i.e. shredders, calculators, etc.)
Professional Services/Special Department Expense	\$500	<u>Total</u> program costs stayed the same as FY 15/16. Costs include Vision & Hearing Exams, advertising & marketing costs for recruitment, and costs for Educational Materials.
Information Technology Services	\$10,466	<u>Total</u> program costs decreased by approximately 27.48%. Costs include I.T. Services and maintenance of computers.
Misc. Mileage - General staff travel.	\$200	<u>Total</u> program costs decreased by approximately 60%. Costs include general mileage for work related travel and usage of county fleet vehicles.
Utilities	\$354	<u>Total</u> program costs decreased by approximately 62.42%. Utility costs are allocated based on percentage of space occupied by staff in program.
Total Operating Expenses	\$24,439	

III. CAPITAL EXPENSES

Total Capital Expenses	\$0	None
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IV. INDIRECT EXPENSES

A. Internal @ 43.26277%	\$84,970	Total Internal costs decreased by 11.88%. According to Cost Plan on file. COWCAP (County Wide Cost Allocation Plan) This rate is applied to Total Personnel Costs. The percentage will fluctuate pending the amount of Sales Tax & VLF allocated to the program during new year budget preparation.
B. External 4.988685%	\$9,798	Total External costs decreased by 17.99%. According to Cost Plan on file. COWCAP (County Wide Cost Allocation Plan) This rate is applied to Total Personnel Costs.
Total Indirect Expenses	\$94,768	

V. OTHER EXPENSES

Total Other Expenses	\$0	None
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BUDGET GRAND TOTAL	\$315,611	
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HPCFC Administrative Budget Worksheet

170,219.00

Fiscal Year 2016-17

County/City Name: Shasta County**FINAL**

\$0.00

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
I. Personnel Expenses							
1. Supv PHN - Shifflet	20.000%	\$86,788.47	\$17,358.00	66%	\$11,456.00	34%	\$5,902.00
2. PHN II - Vacant	40.000%	\$53,808.81	\$21,523.00	87%	\$18,725.00	13%	\$2,798.00
3. PHN I - Jacobs	40.000%	\$67,982.00	\$27,193.00	87%	\$23,658.00	13%	\$3,535.00
4. PHN II - Dailey-Anderson	40.000%	\$78,699.13	\$31,480.00	90%	\$28,332.00	10%	\$3,148.00
5. PHN II - Miller	40.000%	\$79,505.33	\$31,802.00	90%	\$28,622.00	10%	\$3,180.00
6. PHN I - Dittman	40.000%	\$67,473.21	\$26,989.00	94%	\$25,370.00	6%	\$1,619.00
7.							
8.							
9.							
10.							
Total Salaries and Wages	2.2000%		\$156,345.00		\$136,163.00		\$20,182.00
Less Salary Savings							
Net Salaries and Wages			\$156,345.00		\$136,163.00		\$20,182.00
Staff Benefits (Specify) 49.7655%			\$77,806.00		\$67,762.00		\$10,044.00
I. Total Personnel Expenses			234,151.00		203,925.00		30,226.00
II. Operating Expenses							
1. Travel			\$0.00				
2. Training			\$0.00				
II. Total Operating Expenses			0.00		0.00		0.00
III. Capital Expenses							
1.							
2.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 1.847294%			\$4,325.00				\$4,325.00
2. External							
IV. Total Indirect Expenses			4,325.00				4,325.00
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			238,476.00		203,925.00		34,551.00

Kathi Fitz, Accountant Auditor III
Prepared By

10/28/2016
Date

(530) 225 - 5062
Phone Number

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CHDP Director or Deputy Director (Signature)
Linda Reynolds

Date

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Phone Number

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HCPCFC BUDGET

Shasta County Budget Narrative Fiscal Year 2016 - 2017

I. PERSONNEL EXPENSES

Total Salaries \$156,345

Total Benefits \$77,806

Benefit expenses are based on actuals. The change in the benefit rate percentage is less than 5%.

Total Personnel Expenses \$234,151

Supv PHN - 20%	Decreased from 23.75% to 20% due to smaller state allocation.	Shifflet
PHN II - 40%	Decreased from 47.50% to 40% due to smaller state allocation. Position currently vacant	Vacant
PHN I - 40%	Decreased from 47.50% to 40% due to smaller state allocation. Position currently vacant	Jacobs
PHN II - 40%	Decreased from 47.50% to 40% due to smaller state allocation. Position currently vacant	Dailey-Anderson
PHN II - 40%	Decreased from 47.50% to 40% due to smaller state allocation. Position currently vacant	Miller
PHN I - 40%	Decreased from 47.50% to 40% due to smaller state allocation. Position currently vacant	Dittman

II. OPERATING EXPENSES

Travel \$0

Total program costs remain at zero. The costs are billed through Social Services.

Training \$0

Total program costs remain at zero. The costs are billed through Social Services.

Total Operating Expenses \$0

III. CAPITAL EXPENSES

Total Capital Expenses \$0 None

IV. INDIRECT EXPENSES

A. Internal @ 1.847294% \$4,325

Internal Indirect is calculated according to the Cost Plan on file. COWCAP (County Wide Cost Allocation Plan) This rate is applied to Total Personnel Costs.

Total Indirect Expenses \$4,325

V. OTHER EXPENSES

Total Other Expenses \$0 None

BUDGET GRAND TOTAL \$238,476

CCS Administrative Budget Summary

Fiscal Year: 2016-17
County: SHASTA

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	86	9.34%
OTLICP - Total Cases of Open (Active) OTLICP Children	99	10.75%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	736	79.91%
TOTAL CCS CASELOAD	921	100%

Category/Line Item	Col 1 = Col 2+3+4		Straight CCS State/County (50/50)	OTLICP Optional Targeted Low Income Children's Program (OTLICP) State/County/Federal (6.0/6.0/88)	Medi-Cal (non-OTLICP) (Column 4 = Columns 5 + 6)		
	1	2			4	5	6
Total Budget							
I. Total Personnel Expense	884,772	82,617		95,109	707,046	200,972	506,074
II. Total Operating Expense	169,775	15,853		18,249	135,673	0	135,673
III. Total Capital Expense	0	0		0	0		0
IV. Total Indirect Expense	423,265	39,523		45,497	338,245		338,245
V. Total Other Expense	85,000	7,937		9,137	67,926		67,926
Budget Grand Total	1,562,812	145,930		167,992	1,248,890	200,972	1,047,918

Source of Funds	Col 1 = Col 2+3+4		Straight CCS State/County (50/50)	OTLICP Optional Targeted Low Income Children's Program (OTLICP) State/County/Federal (6.0/6.0/88)	Medi-Cal (non-OTLICP) (Column 4 = Columns 5 + 6)		
	1	2			4	5	6
Total Budget							
Straight CCS							
State	72,965	72,965					
County	72,965	72,965					
OTLICP							
State	10,080			10,080			
County	10,080			10,080			
Federal (Title XXI)	147,832			147,832			
Medi-Cal							
State	574,202				574,202	50,243	523,959
Federal (Title XIX)	674,688				674,688	150,729	523,959

Prepared By (Signature)	Prepared By (Printed Name)	Date	Email Address
CCS Administrator (Signature)	CCS Administrator (Printed Name)	Date	Email Address
Revised 8/25/2016			

CCS Administrative Budget Worksheet

Fiscal Year: 2016-17

County: SHASTA

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	86	9.34%
OTLCP - Total Cases of Open (Active) OTLCP Children	99	10.75%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (OTLCP) Children	736	79.91%
TOTAL CCS CASELOAD	921	100%

Medi-Cal (Non-OTLCP)													
Straight CCS			Optional Targeted Low Income Children's Program (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 + 7)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLCP) State/County/Federal (6,016,083)	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. Eileen Rodgers, Program Manager	90.00%	87,346	78,611	9.34%	7,340	10.75%	8,450	79.91%	62,821			100.00%	62,821
2. David Alexander, Therapist Supervisor	20.00%	92,965	18,593	9.34%	1,736	10.75%	1,999	79.91%	14,858			100.00%	14,858
3. VACANT, Parent Liaison	50.00%	27,387	13,694	9.34%	1,279	10.75%	1,472	79.91%	10,943			100.00%	10,943
Subtotal		207,698	110,898		10,355		11,921		88,622				88,622
Medical Case Management													
1. Caryl Greenwood, Supr. Public Health Nurse	100.00%	85,556	85,556	9.34%	7,989	10.75%	9,197	79.91%	68,370	50.00%	34,185	50.00%	34,185
2. Karen McCarthy, Public Health Nurse	100.00%	67,508	67,508	9.34%	6,304	10.75%	7,257	79.91%	53,947	75.00%	40,460	25.00%	13,487
3. Teana Robertson, Public Health Nurse	100.00%	78,375	78,375	9.34%	7,318	10.75%	8,425	79.91%	62,632	75.00%	46,974	25.00%	15,658
Subtotal		231,439	231,439		21,611		24,879		184,949		121,619		63,330
Other Health Care Professionals													
Subtotal		0	0		0		0		0		0		0
Ancillary Support													
1. Robert Borden, Social Worker	100.00%	52,279	52,279	9.34%	4,882	10.75%	5,620	79.91%	41,777			100.00%	41,777
2. Kathi Saechao, Social Worker	100.00%	52,279	52,279	9.34%	4,882	10.75%	5,620	79.91%	41,777			100.00%	41,777
3. Christine Wolfe, Assist Social Worker	100.00%	39,349	39,349	9.34%	3,674	10.75%	4,230	79.91%	31,445			100.00%	31,445
Subtotal		143,907	143,907		13,438		15,470		114,999				114,999
Clerical and Claims Support													
1. Medical Services Clerk, VACANT	50.00%	29,137	14,569	9.34%	1,360	10.75%	1,566	79.91%	11,643	0.00%		100.00%	11,643
2. Mayira McPherson, Typist Clerk II	100.00%	27,695	27,695	9.34%	2,586	10.75%	2,977	79.91%	22,132	10.00%	2,213	90.00%	19,919
3. Stephanie Sino, Typist Clerk II	100.00%	25,145	25,145	9.34%	2,348	10.75%	2,703	79.91%	20,094	10.00%	2,009	90.00%	18,085
4. Alma Marks, Typist Clerk III	1.00%	35,905	359	9.34%	34	10.75%	39	79.91%	286	0.00%		100.00%	286
Subtotal		117,882	67,768		6,328		7,285		54,155		4,222		49,933
Total Salaries and Wages			554,012	9.34%	51,732	10.75%	59,555	79.91%	442,725	28.42%	125,841	71.58%	316,684
Staff Benefits (Specify %)			330,760	9.34%	30,885	10.75%	35,554	79.91%	264,321		75,131		189,190
I. Total Personnel Expense			884,772	9.34%	82,617	10.75%	95,109	79.91%	707,046		200,972		506,074
II. Operating Expense													
1. Communications			5,281	9.34%	493	10.75%	568	79.91%	4,220			100.00%	4,220

Medi-Cal (Non-OTLICP)														
Straight CCS				Optional Targeted Low Income Children's Program (OTLICP)										
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 + 7)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICP) State/County/Federal (6,016,088)	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)	
2. Household			2,906	9.34%	271	10.75%	312	79.91%	2,323			100.00%	2,323	
3. Insurance			10,236	9.34%	956	10.75%	1,100	79.91%	8,160			100.00%	8,160	
4. Maintenance of Equipment			3,952	9.34%	369	10.75%	425	79.91%	3,158			100.00%	3,158	
5. Maintenance of Structures			2,947	9.34%	275	10.75%	317	79.91%	2,355			100.00%	2,355	
6. Office Supplies/Small Tools & Equipment			14,000	9.34%	1,307	10.75%	1,505	79.91%	11,188			100.00%	11,188	
7. Postage/Mail Services			11,604	9.34%	1,084	10.75%	1,247	79.91%	9,273			100.00%	9,273	
8. Professional Services			58,800	9.34%	5,491	10.75%	6,321	79.91%	46,988			100.00%	46,988	
9. Information Services			32,945	9.34%	3,076	10.75%	3,541	79.91%	26,328			100.00%	26,328	
10. Public/Legal Notices			400	9.34%	37	10.75%	43	79.91%	320			100.00%	320	
11. Rents & Leases of Equipment			3,500	9.34%	327	10.75%	376	79.91%	2,797			100.00%	2,797	
12. Rents & Leases Structures			5,000	9.34%	467	10.75%	537	79.91%	3,986			100.00%	3,986	
13. Transportation/Travel/County Vehicle Maint. Serv.			4,704	9.34%	439	10.75%	506	79.91%	3,759	0.00%	0	100.00%	3,759	
14. Training			500	9.34%	47	10.75%	54	79.91%	399	0.00%	0	100.00%	399	
15. Utilities			8,000	9.34%	747	10.75%	860	79.91%	6,393			100.00%	6,393	
16. I.T. Equipment/Software			5,000	9.34%	467	10.75%	537	79.91%	3,986			100.00%	3,986	
II. Total Operating Expense			169,775		15,853		18,249		135,673		0		135,673	
III. Capital Expense														
1.			0	9.34%	0	10.75%	0	79.91%	0				0	
2.			0	9.34%	0	10.75%	0	79.91%	0				0	
3.			0	9.34%	0	10.75%	0	79.91%	0				0	
III. Total Capital Expense			0		0		0		0				0	
IV. Indirect Expense														
1. Internal (Dept overhead costs)	44.08%		390,015	9.34%	36,418	10.75%	41,923	79.91%	311,674			100.00%	311,674	
2. External (A-87)	3.76%		33,250	9.34%	3,105	10.75%	3,574	79.91%	26,571			100.00%	26,571	
IV. Total Indirect Expense			423,265		39,523		45,497		338,245				338,245	
V. Other Expense														
1. Maintenance & Transportation			85,000	9.34%	7,937	10.75%	9,137	79.91%	67,926			100.00%	67,926	
2.			0	9.34%	0	10.75%	0	79.91%	0			100.00%	0	
3.			0	9.34%	0	10.75%	0	79.91%	0			100.00%	0	
4.			0	9.34%	0	10.75%	0	79.91%	0			100.00%	0	
5.			0	9.34%	0	10.75%	0	79.91%	0			100.00%	0	
V. Total Other Expense			85,000		7,937		9,137		67,926				67,926	
Budget Grand Total			1,562,812		145,930		167,992		1,248,890		200,972		1,047,918	

Prepared By (Signature)	Prepared By (Printed Name)	Date Prepared	E-Mail address	Telephone Number with Area Code
CCS Administrator (Signature)	CCS Administrator (Printed Name)	Date Signed	E-Mail address	Telephone Number with Area Code
Revised 8/25/2016				

**Shasta County Public Health
CCS PROGRAM
Administrative Budget Justification
FY 2016/2017**

I. PERSONNEL COSTS:

	<u>FTE%</u>	<u>Cost</u>
A) Program Administration		
1. Program Manager/Administrator	90%	78,611.
2. Therapist Supv.	20%	18,593.
3. Parent Liaison	50%	13,694.
B) Medical Case Management		
1. PHN II	100%	78,375.
2. Supervising PHN	100%	85,556.
3. PHN I	100%	67,508.
C) Other Health Care Professionals		
D) Ancillary Support		
1. Social Worker	100%	52,279.
2. Social Worker	100%	52,279.
3. Assistant Social Worker	100%	39,349.
E) Clerical and Claims Support		
1. Medical Services Clerk	50%	14,569.
2. Typist Clerk II	100%	27,695.
3. Typist Clerk II	100%	25,145.
4. Typist Clerk III	1%	359.

TOTAL WAGES:	\$ 554,012.
STAFF BENEFITS:	330,760.

PERSONNEL COSTS:	\$ 884,772.
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II.	OPERATING EXPENSES	
	A) Communications – Telephone – Local and Long Distance	\$5,281.
	B) Household Expenses – Miscellaneous Cleaning Supplies	2,906.
	C) Insurance – Liability - Exposure, Experience/ Miscellaneous Insurance	10,236.
	D) Maintenance of Equipment – Copier, Fax, etc.	3,952.
	E) Maintenance of Structures – General Maintenance	2,947.
	F) Office Supplies	14,000.
	G) Postage – Standard Correspondence	11,604.
	H) Professional Services – Medical Record Copies, Pre- employment Services, & Interpreter Services	58,800.
	I) Information Services – maintenance of computers, printers Software, etc.	32,945.
	K) Pub/Legal Notices	400.
	L) Rents & Leases of Equipment - Copier	3,500.
	M) Rents & Leases Structures	5,000.
	N) Transportation/Travel/County Vehicle Maint. Serv. Includes transportation, lodging, meals for training for ongoing duties of Program Staff	4,704.
	O) Training	500.
	O) Utilities – Allocation – electric/water on Breslauer Campus	8,000.
	P) IT Equipment/Software	5,000.
	TOTAL OPERATING EXPENSE	169,775.

Indirect Expense – Internal Department overhead costs, which includes .25 FTE Fiscal Support staff	390,015.
External (A-87)	33,250.
TOTAL INDIRECT EXPENSE	423,265.

OTHER EXPENSE:

1. Maintenance and Transportation – Paid to families for mileage, food and lodging to improve access to health care.	85,000.
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TOTAL OTHER EXPENSE	85,000.
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BUDGET GRAND TOTAL:	\$1,562,812.
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