San Mateo County
Health System

November 7, 2012

Nida H. Rafol
Administrative Analyst
Children's Medical Services
San Francisco Regional Office
1515 Clay Street, Room 401
Oakland, CA. 94612

Dear Ms. Rafol:

Enclosed please finde one (1) original and (3) copies of the San Mateo county CMS Plan and Budget for FY 2012-2013.

Should you have any questions about the items contained within, please contact Glenn Ibarrientos, PHN, Clinical Services Manager at (650) 753-2828.

The manager and staff of San Mateo County CMS Programs look forward to another year supporting comprehensive health services for children in San Mateo County.

Sincerely,

Glenn Ibarrientos, PHN, CSM
Child Health Services Manager
CHDP Deputy Director
CCS Administrator

Cc: Brian J. Zamora, REHS, MPH
Anand Chabra, MD, Medical Director, CCS, CHDP

Family Health Services
2000 Alameda de las Pulgas, Suite 200, San Mateo, CA 94403
Phone (650) 372-3234 • **Fax** (650) 578-8939 • **CA Relay** 711 • **Website** www.smhealth.org
Health System Chief • Jean S. Fraser

Plan and Budget Required Documents Checklist

MODIFIED FY 2012-2013

County/City: San Mateo **Fiscal Year:** 2012-2013

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County/City: **San Mateo** **Fiscal Year: 2012-2013**

Agency Information Sheet

County/City: San Mateo **Fiscal Year:** 2012-2013

Official Agency

Name:	Jean Fraser Chief, Health System	Address:	San Mateo County Health Dept.
Phone:	650-573-2585		225 W. 37th Ave., San Mateo, CA 94403

CMS Director (if applicable)

~~CCS Administrator~~

Name:	Glenn Ibarrientos	Address:	2000 Alameda De Las Pulgas
Phone:	(650) 573-2828		San Mateo, CA 94403, Suite 200
Fax:	(650) 573-2751	E-Mail:	gibarrientos@smcgov.org

CHDP Director

Name:	Anand Chabra, MD	Address:	2000 Alameda De Las Pulgas
Phone:	(650) 573-3469 (650) 616-2502		San Mateo, CA94403, Suite 200
Fax:	(650) 573-2859 (650) 616-2598	E-Mail:	achabra@smcgov.org

CHDP Deputy Director

Name:	Glenn Ibarrientos	Address:	2000 Alameda De Las Pulgas
Phone:	(650) 573-2828 (650) 616-2501		San Mateo, CA 94403, Suite 200
Fax:	(650) 573-2859 (650) 616-2598	E-Mail:	gibarrientos@smcgov.org

Clerk of the Board of Supervisors or City Council

Name:	John Maltbie	Address:	400 County Center
Phone:	(650) 363-4121		Redwood City, CA 94063
Fax:	(650) 363-1916	E-Mail:	jmaltbie@smcgov.org

Director of Social Services Agency

Name:	Beverly B.Johnson	Address:	400 Harbor Blvd.
Phone:	(650) 802-7559		Belmont, CA 94002
Fax:	(650) 802-7516	E-Mail:	BBJohnson@ co.smcgov.org

Chief Probation Officer

Name:	Stuart Forrest	Address:	222 Paul Scannell Dr.
Phone:	(650) 312-8816		San Mateo, CA 94402
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Certification Statement - Child Health and Disability Prevention (CHDP) Program

County/City: San Mateo Fiscal Year: 2012-2013

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
	11/9/12
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

Certification Statement - California Children's Services (CCS)

County/City: San Mateo Fiscal Year: 2012-2013

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	11/8/12 Date Signed
Signature of Director or Health Officer	11/9/12 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

SAN MATEO COUNTY
Children's Medical Services
AGENCY NARRATIVE FY 2012-13

Agency Structure:

Three of the Children's Medical Services programs - the Child Health and Disability Prevention Program (CHDP), the Health Care Program for Children in Foster Care (HCPCFC) and California Children's Services (CCS) are in the Family Health Services Division of the San Mateo County Health System. The Health System is a separate agency from Human Services Agency in San Mateo County, though close cooperation and collaboration occurs for many services, including the CMS programs. The program managers for the CMS programs – Anand Chabra, MD, Medical Director for CCS and CHDP and Glenn Ibarrientos, PHN, Clinical Services Manager, Deputy Director for CHDP, HCPCFC and Administrator for CCS report to Brian Zamora, REHS, MPH, the Director of Family Health Services Division.

HCPCFC Services/ Staff Changes:

One public health nurse composes the staff of HCPCFC. She is employed and supervised in the Family Health Services Division and has an office alongside Human Services Agency staff in Child Welfare.

CHDP Staff Changes:

The SrPHN is now 90% CHDP and 10% HCPCFC Services (CPS).

The Administrative Assistant II continues to be 5% CHDP and 95% CCS.

The Clinical Services Manager continues to be 50 % in CCS as the Administrator and 50% as the CHDP Deputy Director.

The Program Coordinator I continues to be 50% CHDP (Dental) and 50% Family Health Services Contract Administrator.

Other CHDP Changes

Family Health Services has implemented an Electronic Health Record (EHR) for about one year now. CHDP program staff input PM160s requiring follow up and/or care coordination into the EHR. All documentation is now done within the EHR. This system allows the SrPHN, PHNs, BAs, CWs, and MOAs in the CHDP program to know who else in Family Health is involved with the client. This enhances follow up care coordination, and helps to decrease duplication of services. In addition, Family Health Services is working with eCHDP and our providers to ensure that a copy of electronic PM160s is provided to Family Health Services.

CCS

The California Children's Services (CCS) program is a branch of the Family Health Services (FHS) Division of San Mateo County Health System.

California Children's Services consists of Administration (CCS) and the Medical Therapy Program (MTP). CCS includes:

Case Management: This section is responsible for medical and financial/residential determination and case management of CCS clients.

- Staff includes one SrPHN, 6 Public Health Nurses 1 MSW, 2 Benefits Analysts, 1 Nutritionist and 5 case management technicians. 1 PHN and 1 PT/OT Case Manager position remain vacant.

  - PHNs now provide case management for clients with physical injuries and rehab needs. In consultation with the Medical Therapy Program (MTP) Supervisors, they review and authorize all DME requests and PT/OT requests for non-MTP clients. three of the PHNs case manage MTP clients, which entails attending Medical Therapy Conferences (MTC) at the Medical Therapy Unit (MTU) and providing on site case management for MTP clients.

  - The CCS nutritionist provides nutrition assessment and consultation for high risk MTP clients and authorizes supplies, formulas and special food for all CCS clients. She serves as a liaison with the dieticians at special care centers, as well as with formula vendors. She consults with case managers, therapists and providers.

  - The Senior Public Health Nurse supervises the case management staff and assists the Director with planning for case management activities and quality improvement.

The CCS program is "carved in" to the county organized managed care program Health Plan of San Mateo (HPSM). Monthly case conferences are held at the CCS office for complex CCS/HPSM cases.

Parent Liaison: A contract with the Family Resource Center provides CCS with the equivalent of a .50 FTE parent liaison. Through this contract, parents of CCS clients are available to the program for a variety of activities aimed at making the program more family centered. Currently, we have one Parent Liaison (PL), who helps families understand the CCS system and provides assistance with care coordination, finding resources, and linking with community agencies. The Parent Liaisons have helped develop our transition materials and handbook and update these as needed.

Medical Therapy Program (MTP): The MTP provides physical therapy (PT) and occupational therapy (OT) services to almost 500 clients' birth through age 21 with eligible physical disabilities at two Medical Therapy Units (MTUs), one in San Bruno and one in San Mateo. Both units are Medi-Cal accredited Out-Patient Rehabilitation Centers. There is one satellite therapy site located in Redwood City Elementary School District and we are currently working with Ravenswood Elementary School District to obtain an additional satellite site in the district (East Palo Alto/Menlo Park). A large percentage of our clients live in the southern part of the county, so we are always working towards providing therapy in more accessible locations to these families.

In addition to individual OT and PT treatment, consultation and monitoring, a number of therapy groups are offered to enhance daily living skills and support independent exercise programs. The MTP is supervised by a physical therapy supervisor, an occupational therapy supervisor and an administrative supervisor who functions as a manager for the MTP. In collaboration with Kaiser Permanente, two separate rehab clinics are held in the MTU for approximately 80 Kaiser MTP clients. Approximately 70% of the remaining MTP clients receive medical direction for their therapy program through one of our four Medical Therapy Conferences (Orthopedic, Pediatric and (2) Physiatry). Nursing and Nutrition case management are available on site for children enrolled in the MTP. The CCS dietician runs nutrition management clinics at the MTU on an as needed basis (17 clients were served in 2010), consults at MTC (60 clients served in 2010) along with providing nutrition education sessions for MTP clients and their families and participating in the Activities of Daily Living skills groups as appropriate. Through a contract with the Family Resource Center, a Family Liaison (who is the mother of a former CCS client) is available to help MTP families find community resources, navigate the medical and educational system and transition their children to adulthood.

- The Administrative Assistant II oversees the CCS budget, CCS administrative policies and IT / CMS Net system as well as the new Electronic Health Record system (EHR) adopted by the MTU.
- The Medical Office Services Supervisor supervises the 5 fiscal / case management technicians. These technicians provide clerical support to the PHN case managers, process claims and maintain data management.
- Both report to the Administrator.

The San Mateo County CCS program in conjunction with the Health Plan of San Mateo was awarded the Medi-Cal Managed Care Plan CCS demonstration project. CCS Administration moved to Health Plan of San Mateo (HPSM) office on February 6, 2012. As of the submission of this budget, the CCS Administration continues to be a county program run by county employees. Once a contract is signed between HPSM and the State an implementation date will be set. Upon implementation, the CCS Administration program staff will remain County employees subcontracted by the HPSM to implement the Pilot.

The Medical Director of CCS is Anand Chabra, MD and the Administrator is Glenn Ibarrientos, PHN, Clinical Service Manager. Dr. Chabra is also the Medical Director of the CHDP Program and Glenn Ibarrientos is the Deputy Director of CHDP. Both attend a variety of Public Health and Family Health Leadership meetings, in addition to collaboratives, coalitions and council meetings that pertain to their areas of expertise.

California Children's Services Incumbent List

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: San Mateo **Fiscal Year: 2012-13**

Job Title	Incumbent Name	FTE % on CCS Admin Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
CCS Administrator	Glenn Ibarrientos	50%	50% CHDP	No	No
Physician	Anand Chabra MD	60%	35% MCH 5% CHDP	No	No
Senior PHN, HF,IHO	Maricar Arsalane	100%		No	No
Public Health Nurse	Maria Brillantes	100%		No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Public Health Nurse, Early Childhood Nurse Liaison	Angie Santos	90%		No	No
Public Health Nurse	Amanda Morales	95%		No	No
Public Health Nurse	Elizabeth Solis	100%		No	No
Public Health Nurse	Vacant	100%		No	No
Public Health Nurse, MCMC	Jimmy Yan	100%		No	No
Medical Social Worker	Mitchell Eckstein	95%		No	No
Benefits Analyst	Jenny Infante	100%		No	No
Benefits Analyst	Martha Alexander	100%		No	No
Admin Assistant/IT	Joseph Del Aguila	95%	5% on CHDP Budget	No	No
Medical Office Services Supervisor	Joanna Nuevo	98%		No	No
Medical Office Specialist	Birzayit Santiago	100%		No	No
Medical Office Specialist	Linda Maher	100%		No	No
Patient Services Assistant II	Ana Alvarez	100%		No	No
Patient Services Assistant II	Monette Christine Chua Manio	100%		No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Patient Services Assistant II	Ana Menjivar	100%		No	No
Chief Therapist	Carol Maddox	20%	80% MTP	No	No
Nutritionist	Janelle Giangerelli	85%	15% MTP	No	No
Accountant	Jing Lang	10%	90% FH Accting.	No	No
Fiscal Office Specialist - Claims	Renee De la Rosa	100%		No	No
System Support Specialist	Kim Pijma	14%	20% CHDP 66% FH Admin	No	No
PT/OT Case Manager	Vacant	100%		No	No

Incumbent List - Child Health and Disability Prevention Program

For FY2012-13, 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: San Mateo County / **Fiscal Year: 2012-13**

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)
Medical Director	Anand Chabra, MD	3%	2%	40% MCH 55% CCS	No	No
Clinical Service Manager Deputy Director	Glenn Ibarrientos, RN, PHN	50%	0%	50% CCS	No	No
CHDP Medical Consultant	Dorothy Vura-Weis	10%	25%	15% GF****	New	New
PHN	Lenora Torres	0%	0%	40%HCPCFC 60% FC	No	No

County/City: San Mateo County /

Fiscal Year: 2012-13

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)
Senior Public Health Nurse	Vera Williams		90%	10% HCPCFC	No	No
Health Educator	Robyn Ziegler	25%	0%	75% IAP**	No	No
Public Health Nurse	Marty Rosier	0%	80%	10% Lead 10% Asthma	No	No
Dietitian	Yvette Bedrosian	60%	0%	0%	No	No
Program Coordinator I	Rachelle Salvana	50%	0%	50% FHS**** Contract Admin.	No	No
Administrative Asst. II-	Joseph DelAguila	0%	5%	95% CCS	No	Yes
Benefits Analyst II	Maria Esther Fennelly	0%	100%	0%	No	No
Benefits Analyst II	Ivonne Gutierrez	85%	0%	0%	No	No
Medical Office Assist. II	Patricia Liberona	95%	0%	0%	No	No

County/City: **San Mateo County /** **Fiscal Year: 2012-13**

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)
Public Health Nurse	Marcy Spaulding	0	60%	40% IAP**	New	New
Community Worker II	Lilia Herrera	60%	20%	20% GF*****	No	No
Systems Support Specialist	Kim Pijma	0%	20%	80% GF*****	No	No
Public Health Nurse	Frances Sanchez	0%	80%		No	No

- IAP ** Immunization Assistance Program
- FHS **** Family Health Services
- GF ***** General Funds

Incumbent List - Health Care Program for Children in Foster Care

For FY**2012-13**, 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: **San Mateo County**

Fiscal Year: 2012-13

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)
Senior Public Health Nurse	Vera Williams	10%	0%	CHDP-90%	No	No
Public Health Nurse	Lenora Torres	57%	43%		No	No

California Children's Services Caseload Summary Form

County: San Mateo **Fiscal Year:** 2012 - 13

	CCS Caseload 0 to 21 Years	A 09-10 Actual Caseload	B % of Grand Total	10-11 Actual Caseload	% of Grand Total	11-12 Estimated Caseload based on first three quarters	% of Grand Total
	MEDI-CAL						
1	Average of Total Open (Active) Medi-Cal Children	1481	59%	1340	67.6%	1382	69.2%
2	Potential Case Medi-Cal	518	21%	65	3.3%	53	2.7%
3	TOTAL MEDI-CAL (Row 1 + Row 2)	1999	79%	1405	70.9%	1435	71.8%
	NON MEDI-CAL						
	Healthy Families						
4	Average of Total Open (Active) Healthy Families	346	14%	191	9.6%	201	10.1%
5	Potential Cases Healthy Families	121	5%	9	.5%	8	.4%
6	Total Healthy Families (Row 4 + Row 5)	467	19%	200	10.1%	209	10.5%
	Straight CCS						
7	Average of Total Open (Active) Straight CCS Children	36	1%	358	18.1%	341	17.1%
8	Potential Cases Straight CCS Children	13	1%	17	.9%	13	.7%
9	Total Straight CCS (Row 7 + Row 8)	49	2%	375	19%	354	17.7%
10	TOTAL NON MEDI-CAL (Row 6 + Row 9)	516	21%	576	29.1%	563	28.2%
	GRAND TOTAL						
11	(Row 3 + Row 10)	2515	100%	1981	100%	1998	100%

CHDP Program Referral Data

COUNTY/CITY: SAN MATEO COUNTY	FY 09-10		FY 10-11		FY 11-12	
Basic Informing and CHDP Referrals						
1. Total number of CalWORKs/Medi-Cal cases informed and determined eligible by Department of Social Services	N/A	N/A	N/A	N/A	N/A	N/A
2. Total number of cases and recipients in "1" requesting CHDP services	Cases	Recipients	Cases	Recipients	Cases	Recipients
a. Number of CalWORKs cases/recipients	288	586	151	324	169	352
b. Number of Foster Care cases/recipients	N/A	N/A	N/A	N/A	N/A	N/A
c. Number of Medi-Cal only cases/recipients	1162	2083	1176	2115	944	1710
d. Number Unknown	0	0	0	0	0	0
3. Total number of EPSDT eligible recipients and unborn, referred by Department of Social Services' workers who requested the following:	N/A	2583	N/A	2439	N/A	2062

COUNTY/CITY: SAN MATEO COUNTY	FY 09-10	FY 10-11	FY 11-12
a. Medical and/or dental services	266	220	140
b. Medical and/or dental services with scheduling and/or transportation	384	95	33
c. Information only (optional)	165	2083	988
d. Unknown	1768	41	901
4a. Number of cases (PM357s) distributed for intensive informing by phone or letter	1510	1327	1113
b. Number of persons/recipients who were contacted by telephone or outreach letter	2583	2439	2062
Results of Assistance			
5. Number of recipients actually provided scheduling and/or transportation assistance by program staff	3	0	4
6. Number of recipients in "5" who actually received medical and/or dental services	3	N/A	1

11/01/12

Memoranda of Understanding/Interagency Agreement List

List all current Memoranda of Understanding (MOUs) or Interagency Agreements (IAAs) 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 MOUs and IAAs that are new, have been renewed, or have been revised. For audit purposes, counties or cities should maintain current MOUs and IAAs on file.

County/City: **San Mateo County CCS** **Fiscal Year: 2012-13**

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)
Special Education	IAA	7/1/10—6/30/13	6/10/10	C. Maddox	No
Golden Gate Regional Center	IAA	5/1/2010—4/30/13	4/27/10	G. Ibarrientos	No
Health Plan of San Mateo	MOU	1/2011—1/2014	1/20/11	G. Ibarrientos	No

Memoranda of Understanding/Interagency Agreement List

List all current Memoranda of Understanding (MOUs) or Interagency Agreements (IAAs) 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 MOUs and IAAs that are new, have been renewed, or have been revised. For audit purposes, counties or cities should maintain current MOUs and IAAs on file.

County/City: San Mateo County CHDP **Fiscal Year: 2012-13**

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)
Health Plan of San Mateo	MOU	9/16/10—(on going reviewed annually)	9/16/10	G. Ibarrientos	No
WIC Program	IAA	3/12—3/14	3/2012	G. Ibarrientos	No

CHDP Administrative Budget Summary for FY 2012-13
No County/City Match
County/City Name: San Mateo

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	$512,064	$0	$512,064	$374,294	$137,770
II. Total Operating Expenses	$6,517	$3,074	$3,443	$1,500	$1,943
III. Total Capital Expenses	$0	$0	$0		$0
IV. Total Indirect Expenses	$63,444	$0	$63,444		$63,444
V. Total Other Expenses	$0	$0	$0		$0
Budget Grand Total	$582,025	$3,074	$578,951	$375,794	$203,157

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	$3,074	$3,074			
Medi-Cal Funds:	$578,951		$578,951		
State	$195,527		$195,527	$93,948	$101,579
Federal (Title XIX)	$383,424		$383,424	$281,845	$101,579

Prepared By (Signature)	Date Prepared	Phone Number	Email Address
[signature]	11/8/2012	(650) 573-2828	gibarrientos@co.sanmateo.ca.us

CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address
[signature]	11/8/2012	(650) 573-2828	gibarrientos@co.sanmateo.ca.us

Revised April 2005

November 8, 2012

CHDP Administrative Budget Worksheet for FY 2012-13

No County/City Match
State and State/Federal
County/City Name: San Mateo

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											
1. Clinical Serv Mgr G. Ibarrientos	50%	$122,933	$61,467	0%	$0	100%	$61,467	75%	$46,100	25%	$15,367
2. Program Coordinator I R. Salvana	50%	$81,792	$40,896	0%	$0	100%	$40,896	70%	$28,627	30%	$12,269
3. M.D.- D. Vura-Weis (0.50)	10%	$168,492	$16,849	0%	$0	100%	$16,849	75%	$12,637	25%	$ 4,211
4. Dietitian - Y Bedrosian (0.60)	60%	$75,048	$45,029	0%	$0	100%	$45,029	70%	$31,520	30%	$13,509
5. Health Educator - R. Ziegler	25%	$82,164	$20,541	0%	$0	100%	$20,541	70%	$14,379	30%	$6,162
6.Medical Off Asst.II P Liberona 0.95	95%	$51,893	$49,298	0%	$0	100%	$49,298	75%	$36,974	25%	$12,325
7. Community Worker II L. Herrera	60%	$52,928	$31,757	0%	$0	100%	$31,757	75%	$23,818	25%	$7,940
8.Medical Director - A Chabra	3%	$168,492	$5,055	0%	$0	100%	$5,055	75%	$3,791	25%	$1,263
9. Benefits Analyst II - I Gutierrez (0.85)	85%	$63,104	$53,638	0%	$0	100%	$53,638	75%	$40,229	25%	$13,410
10. Admin Analyst II - J.DelAguila	5%	$74,316	$3,716	0%	$0	100%	$3,716	50%	$1,858	50%	$1,858
Total Salaries and Wages			$328,246		$0		$328,246		$239,932		$88,314
Less Salary Savings			$0		$0		$0		$0		$0
Net Salaries and Wages			$328,246		$0		$328,246		$239,932		$88,314
Staff Benefits (Specify %) 56.00%			$183,818		$0		$183,818		$134,362		$49,457
I. Total Personnel Expenses			$512,064		$0		$512,064		$374,294		$137,770
II. Operating Expenses											
1. Travel			$2,324		$1,074		$1,250		$500		$750
2. Training			$4,193		$2,000		$2,193		$1,000		$1,193
II. Total Operating Expenses			$6,517		$3,074		$3,443		$1,500		$1,943
III. Capital Expenses											
II. Total Capital Expenses			$0		$0		$0				$0
IV. Indirect Expenses											
1. Internal (Specify %) 10.00%			$51,206		$0		$51,206				$51,206
2. External (Specify %) 2.39%			$12,238		$0		$12,238				$12,238
IV. Total Indirect Expenses			$63,444		$0		$63,444				$63,444
V. Other Expenses											
V. Total Other Expenses			$0		$0		$0				$0
Budget Grand Total			$582,025		$3,074		$578,951		$375,794		$203,157

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San Mateo County
CHDP No Match Budget Narrative
FY 2012-2013

I. Personnel Expense

Total Salaries:	$328,246	
Total Benefits:	$183,818	
Total Personnel Expense:	**$512,064**	
Personnel Changes:		There have been no personnel changes but there has been some cost of living increases which account for approximately a 1.8% increase in personnel expenses

II. Operating Expenses

Travel:	$ 2,324	Travel expenses are used for staff to attend a variety of programmatic meetings such as the Bay Area Deputy Directors' and subcommittee meetings (dental, nutrition, and health education), workshops and educational conferences. Expenses also include visits to provider offices, community agencies and schools to perform duties related to CHDP. Prior approval from the state will be obtained for travel as necessary. San Mateo County pays $0.55 per mile.
Training:	$4,193	Staff training costs allocated to CHDP staff
Total Operating Expense:	**$6,517**	

III. Capital Expense

Total Capital Expense: **$0**

IV. Indirect Expense

Internal @ 10%	$51,206	According to the San Mateo County Cost Allocation Plan, 10% internal indirect expenses are charged to each Health Department program to cover costs incurred by in house administrative and accounting services.

External @ 2.39%	$12,238	This covers County administrative costs.
Total Indirect Expense:	**$ 63,444**	
V. Other Expense	**$0**	
Total Other Expense:	**$0**	
Budget Grand Total:	**$582,025**	

CHDP Administrative Budget Summary for FY 2012-13

County/City Match

County/City Name: San Mateo

Column	1	2	3
Category/Line Item	**Total Budget (2 + 3)**	**Enhanced County/Federal (25/75)**	**Nonenhanced County/Federal (50/50)**
I. Total Personnel Expenses	$767,047	$489,257	$277,790
II. Total Operating Expenses	$227,777	$4,500	$223,277
III. Total Capital Expenses	$0		$0
IV. Total Indirect Expenses	$95,037		$95,037
V. Total Other Expenses	$2,000		$2,000
Budget Grand Total	$1,091,861	$493,757	$598,104

Column	1	2	3
Source of Funds	**Total Funds**	**Enhanced County/Federal (25/75)**	**Nonenhanced County/Federal (50/50)**
County Funds	$422,491	$123,439	$299,052
Federal Funds (Title XIX)	$669,370	$370,317	$299,052

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CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

CHDP Administrative Budget Worksheet for FY 2012-13
County/City Match
County/City Name: San Mateo

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 County/Federal (25/75)	% or FTE	Nonenhanced County/Federal (50/50)
I. Personnel Expenses							
1. SrPHN Vera Williams	90%	$118,606	$106,745	75%	$80,059	25%	$26,686
2. PHN M. Spaulding	60%	$105,988	$63,593	75%	$47,695	25%	$15,898
3. Dept Sys Analyst Pijma	20%	$98,556	$19,711	0%	$0	100%	$19,711
4. Community Worker II Herrera	20%	$52,928	$10,586	75%	$7,939	25%	$2,646
5. Benefit Analyst Fennelly	100%	$62,916	$62,916	0%	$0	100%	$62,916
7. M.D. D. Vura -Weis (0.50)	25%	$168,492	$42,123	90%	$37,911	10%	$4,212
8. PHN Frances Sanchez (0.80)	80%	$116,197	$92,958	75%	$69,718	25%	$23,239
11. PHN Marty Rosier	80%	$112,119	$89,695	75%	$67,271	25%	$22,424
14. Medical Director, A Chabra	2%	$168,492	$3,370	90%	$3,033	10%	$337
Total Salaries and Wages			$491,697		$313,626		$178,071
Less Salary Savings			$0		$0		$0
Net Salaries and Wages			$491,697		$313,626		$178,071
Staff Benefits (Specify % 56.00%			$275,350		$175,631		$99,719
I. Total Personnel Expenses			$767,047		$489,257		$277,790
II. Operating Expenses							
1. Travel			$4,500		$2,500		$2,000
2. Training			$3,000		$2,000		$1,000
3. Printing/Copying			$4,500				$4,500
4. Supplies			$8,500				$8,500
5. Equipment Lease			$4,600				$4,600
6. Meetings/ Conferences			$5,500				$5,500
7. Telephone Services			$18,500				$18,500
8. Rent			$136,677				$136,677
9. Informational Technical Services			$42,000				$42,000
II. Total Operating Expenses			$227,777		$4,500		$223,277
III. Capital Expenses							
II. Total Capital Expenses			$0		$0		$0
IV. Indirect Expenses							
1. Internal (Specify %) 10.00%			$76,705				$76,705
2. External (Specify %) 2.39%			$18,332				$18,332
IV. Total Indirect Expenses			$95,037				$95,037
V. Other Expenses							
1. Vision Consultant			$1,000				$1,000
2. Audiologist Consultant			$1,000				$1,000
V. Total Other Expenses			$2,000				$2,000
Budget Grand Total			$1,091,861		$493,757		$598,104

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CHPD Director or Deputy Director (Signature)	Date	Phone Number	Email Address

San Mateo County
CHDP Match Budget Narrative
FY 2012-2013

I. Personnel Expense

Total Salaries:	$ 491,697	
Total Benefits:	$ 275,350	
Total Personnel Expense:	**$ 767,047**	Personnel Changes: 1. The SrPHN is now 90% CHDP Match, 10% HCPCFC.

II. Operating Expenses

Printing/Copying	$4,500	Costs allocated to CHDP staff.
Supplies	$8,500	This is the actual costs incurred for the purchase of office supplies, equipment (computers) and furniture.
Equipment lease	$ 4,600	Cost of photocopier lease allocated to CHDP
Meetings/Conference	$5,500	Includes costs allocated to CHDP staff for state and local, CHDP meetings and a staff retreat.
Telephone Service	$18,500	Cost per line plus cost for calls allocated to CHDP. CHDP has extra lines for rollover use.
Rent	$136,677	Renting 4,244 sq.feet at $32.20 per sq. foot for 15.5 staff.
Travel	$4,500	Travel expenses are used for staff to attend a variety of programmatic meetings such as the Bay Area Deputy Directors and subcommittee meetings

		(dental, nutrition, and health education), workshops and educational conferences. Expenses also include visits to provider offices, community agencies and schools to perform duties related to CHDP. Prior approval from the state will be obtained for travel as necessary. Cost of fuel has made this increase. San Mateo County pays $0.55 per mile.
Training	$3,000	Staff training costs allocated to CHDP.
Informational Technical	$42,000	Costs of information technology services and computer lease services allocated to CHDP and for CHDP's portion of the Electronic Health Record (EHR) initial implementation.

Total Operating Expense: $ 227,777

III. Capital Expense

Total Capital Expense: $0

IV. Indirect Expense

Internal @ 10%	$ 76,705	According to the San Mateo County Cost Allocation Plan, 10% internal indirect expenses are charged to each Health Department program to cover costs incurred by in house administrative and accounting services.
External @ 2.39%	$ 18,332	This covers County administrative costs.

Total Indirect Expense: $ 95,037

V. Other Expenses:

1. Audiologist Consultant:	$ 1,000	Utilized for hearing screening workshops.
2. Vision Consultant:	$ 1,000	Utilized for vision screening and workshops.

Total Other Expense: $ 2,000

Budget Grand Total: $1,091,861

Foster Care Administrative Budget Summary Fiscal Year 20012-13
County-City Match
County/Title XIX Federal Funds
County/City Name: San Mateo

Column	1	2	3
Category/Line Item	**Total Budget (2 + 3)**	**Enhanced County-City/Federal (25/75)**	**Nonenhanced County-City/Federal (50/50)**
I. Total Personnel Expense	$74,454	$68,498	$5,956
II. Total Operating Expense	$1,160	$928	$232
III. Total Capital Expense			
IV. Total Indirect Expense	$7,445		$7,445
V. Total Other Expense			
Budget Grand Total	$83,059	$69,426	$13,633

Column	1	2	3
Source of Funds	**Total Funds**	**Enhanced County-City/Federal (25/75)**	**Nonenhanced County-City/Federal (50/50)**
County-City Funds	$24,173	$17,356	$6,816
Federal Funds (Title XIX)	$58,886	$52,070	$6,816
Budget Grand Total	$83,059		

Source County-City Funds:

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CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

Foster Care Administrative Budget Fiscal Year 2012-13
County-City/Federal Match
County/Title XIX Federal Funds
County/City Name: San Mateo

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 County-City/Federal (25/75)	% or FTE	Nonenhanced County-City/Federal (50/50)
I. Personnel Expenses							
1. PHN Lenora Torres	43%	$110,994	$47,727	92%	$43,909	8%	$3,818
Total Salaries and Wages			$47,727		$43,909		$3,818
Less Salary Savings			$0		$0		$0
Net Salaries and Wages			$47,727		$43,909		$3,818
Staff Benefits (Specify %) 56.00%			$26,727		$24,589		$2,138
I. Total Personnel Expenses			$74,454		$68,498		$5,956
II. Operating Expenses							
1. Travel			$660		$528		$132
2. Training			$500		$400		$100
II. Total Operating Expenses			$1,160		$928		$232
III. Capital Expenses							
1.							
2.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 10.00%			$7,445				$7,445
2. External							
IV. Total Indirect Expenses			$7,445				$7,445
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			$83,059		$69,426		$13,633

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CHDP Director or Deputy Director (Signature) | Date | Phone Number | Email Address

San Mateo County
Foster Care Administrative County Match Budget Narrative
FY 2012-2013

I.	**Personnel Expense**		
	Total Salaries	$47,727	
	Total Benefits:	$26,727	
	Total Personnel Expense:	**$74,454**	The PHN position is 43% in the FC budget and 57% in the HCPCFC budget. The SrPHN is only in the HCPCFC budget. This was done in order to meet the amount of money allotted to us.
II.	**Operating Expense**		
	Travel:	$660	Part of FC staff travel reimbursement
	Training:	$500	FC staff training costs
	Total Operating Expense:	**$1,160**	
III.	**Capital Expense**		
	Total Capital Expense:	**$0**	
IV.	**Indirect Expense**		
	Internal @ 10%	$ 7,445	Costs supporting in-house administrative and accounting services.
	Total Indirect Expense:	**$7,445**	
V.	**Other Expense**		
	Total Other Expense:	**$0**	
VI.	**Budget Grand Total:**	**$83,059**	

HCPCFC Administrative Budget Summary
Fiscal Year 2012-13
County/City Name: San Mateo

Column	1	2	3
Category/Line Item	**Total Budget (2 + 3)**	**Enhanced State/Federal (25/75)**	**Nonenhanced State/Federal (50/50)**
I. Total Personnel Expenses	$117,200	$105,480	$11,720
II. Total Operating Expenses	$883	$500	$383
III. Total Capital Expenses			
IV. Total Indirect Expenses	$11,720		$11,720
V. Total Other Expenses			
Budget Grand Total	$129,803	$105,980	$23,823

Column	1	2	3
Source of Funds	**Total Funds**	**Enhanced State/Federal (25/75)**	**Nonenhanced State/Federal (50/50)**
State Funds	$38,406	$26,495	$11,911
Federal Funds (Title XIX)	$91,397	$79,485	$11,911
Budget Grand Total	$129,804		

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Revised April 2005

HCPCFC Administrative Budget Worksheet
Fiscal Year 2012-13
County/City Name: San Mateo

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. PHN Lenora Torres		57%	$110,994	$63,267	90%	$56,940	10%	$6,327
2. SrPHN Vera Williams		10%	$118,606	$11,861	90%	$10,675	10%	$1,186
3.								
4.								
5.								
Total Salaries and Wages				$75,128		$67,615		$7,513
Less Salary Savings								
Net Salaries and Wages				$75,128		$67,615		$7,513
Staff Benefits (Specify %)	56.00%			$42,072		$37,865		$4,207
I. Total Personnel Expenses				$117,200		$105,480		$11,720
II. Operating Expenses								
1. Travel				$573		$350		$223
2. Training				$310		$150		$160
II. Total Operating Expenses				$883		$500		$383
III. Capital Expenses								
1.								
2.								
II. Total Capital Expenses								
IV. Indirect Expenses (10% Cap)								
1. Internal (Specify %)	10.00%			$11,720				$11,720
2. External								
IV. Total Indirect Expenses				$11,720				$11,720
V. Other Expenses								
1.								
2.								
V. Total Other Expenses								
Budget Grand Total				$129,803		$105,980		$23,823

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San Mateo County
HCPCFC County No Match Budget Narrative
FY 2012-2013

I.	**Personnel Expense**		
	Total Salaries:	$75,128	
	Total Benefits:	$42,072	
	Total Personnel Expense:	**$117,200**	The increase in the HCPCFC allocation allowed an increase the PHN position to 57% and the SrPHN to 10%.
II.	**Operating**		
	Travel:	$573	Part of HCFCPC staff travel reimbursement
	Training:	$310	HCFCPC staff training costs
	Total Operating Expense:	**$883**	
III.	**Capital Expense**		
	Total Capital Expense:	**$0**	
IV.	**Indirect Expense**		
	Internal @ 10%	$11,720	Costs supporting in-house administrative and accounting services.
	Total Indirect Expense:	**$11,720**	
V.	**Other Expense**	**$0**	
	Total Other Expense:	**$0**	
	Budget Grand Total:	**$129,803**	

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	1,382	69.2%
Potential Cases Medi-Cal	53	2.7%
TOTAL MEDI-CAL	**1,435**	**71.8%**
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	201	10.1%
Potential Cases HF	8	0.4%
Total Healthy Families	**209**	**10.5%**
Straight CCS		
Average of Total Open (Active) Straight CCS Children	341	17.1%
Potential Cases Straight CCS	13	0.7%
Total Straight CCS	**354**	**17.7%**
TOTAL NON MEDI-CAL	**563**	**28.2%**
GRAND TOTAL	**1,998**	**100%**

CCS Administrative Budget Summary for FY 2012-13

County Name: San Mateo

Column	1	2	3	4	5
Category/Line Item	**Total Budget**	Non-Medi-Cal County/State/HF Co/St/Federal	**Total Medi-Cal State/Federal**	**Enhanced State/Federal (25/75)**	**Nonenhanced State/Federal (50/50)**
I. Total Personnel Expense	2,993,844	843,611	2,150,233	654,991	1,495,242
II. Total Operating Expense	371,187	104,594	266,593	3,847	262,746
III. Total Capital Expense	0	0	0		-
IV. Total Indirect Expense	643,377	181,292	462,085		462,085
V. Total Other Expense	40,000	11,271	28,729		28,729
Budget Grand Total	4,048,408	1,140,768	2,907,641	658,838	2,248,802

Column	1	2	3	4	5
Source of Funds	**Total Budget**	Non-Medi-Cal County/State/HF Co/State/Federal	Total Medi-Cal State/Federal	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
Straight CCS					
State	358,643	358,643			
County	358,643	358,643			
CCS Healthy Families					
State	74,109	74,109			
County	74,109	74,109			
Federal (Title XXI)	275,263	275,263			
Medi-Cal Funds:					
State	1,289,111		1,289,111	164,710	1,124,401
Federal (Title XIX)	1,618,530		1,618,530	494,129	1,124,401

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	Date Signed	Phone Number	Email Address

CCS CASELOAD	ACTUAL CASELOAD	OF GRAND TOTAL
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	1,382	69.2%
Potential Cases of Medi-Cal	53	2.7%
TOTAL MEDI-CAL	**1,435**	**71.8%**
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	201	10.1%
Potential Cases HF	8	0.4%
Total Healthy Families	**209**	**10.5%**
Straight CCS		
Children	341	17.1%
Potential Cases Straight CCS	13	0.7%
Total Straight CCS	**354**	**17.7%**
TOTAL NON MEDI-CAL	**563**	**28.2%**
GRAND TOTAL	**1,998**	**100%**

CCS Administrative Budget Worksheet for FY 2012-13

County Name: San Mateo

COLUMN	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-Enhanced State/Federal (50/50)
I. Personnel Expense											
Program Administration											
1. Administrator - Glenn Ibarrientos	50%	128,768	64,384	28.18%	18,142	71.82%	46,242			100%	46,242
2. Administrative Assistant II - Joseph Del Aguila	95%	76,020	72,219	28.18%	20,350	71.82%	51,869			100%	51,869
3. Medical Office Services Supervisor - Joanne Nuevo	98%	69,084	67,702	28.18%	19,077	71.82%	48,625			100%	48,625
4. System Support Specialist - Kim Pijma	14%	98,556	13,798	28.18%	3,888	71.82%	9,910			100%	9,910
Subtotal		372,428	218,103		61,458		156,646				156,646
Medical Case Management											
1. Physician - Anand Chabra MD	60%	176,917	106,150	28.18%	29,911	71.82%	76,239	49%	37,357	51%	38,882
2. Sr. PHN - Maricar Arsalane	100%	120,931	120,931	28.18%	34,076	71.82%	86,855	65%	56,456	35%	30,399
3. Chief Therapist- Carol Maddox	20%	103,452	20,690	28.18%	5,830	71.82%	14,860	72%	10,699	28%	4,161
4. Medical Social Worker - Mitchell Eckstein	95%	78,780	74,841	28.18%	21,089	71.82%	53,752	57%	30,639	43%	23,113
5. PHN - Jimmy Yan	100%	111,216	111,216	28.18%	31,339	71.82%	79,877	64%	51,122	36%	28,756
6. PHN - Elizabeth Solis	100%	118,207	118,207	28.18%	33,309	71.82%	84,899	66%	56,033	34%	28,866
7. PHN - Vacant	100%	109,920	109,920	28.18%	30,973	71.82%	78,947	0%	-	100%	78,947
8. PHN - Amanda Morales	95%	111,612	106,031	28.18%	29,878	71.82%	76,154	67%	51,023	33%	25,131
9. PHN - Angie Santos	90%	109,920	98,928	28.18%	27,876	71.82%	71,052	66%	46,894	34%	24,158
10. PHN - Maria Brillantes	100%	109,920	109,920	28.18%	30,973	71.82%	78,947	62%	48,947	38%	30,000
12. PHN - Vacant	100%	109,920	109,920	28.18%	30,973	71.82%	78,947	0%	-	100%	78,947
Subtotal		1,260,795	1,086,755		306,228		780,527		389,169		391,358
Other Health Care Professionals											
1. Dietitian - Janelle Giangerelli	85%	75,048	63,791	28.18%	17,975	71.82%	45,816	67%	30,697	33%	15,119
2. PT/OT Case Manager - Vacant	100%	80,664	80,664	28.18%	22,730	71.82%	57,934	0%	-	100%	57,934
Subtotal		155,712	144,455		40,705		103,750		30,697		73,054
Ancillary Support											
1. Benefits Analyst - Martha Alexander	100%	68,549	68,549	28.18%	19,316	71.82%	49,233			100%	49,233
2. Benefits Analyst - Jenny Infante	100%	68,549	68,549	28.18%	19,316	71.82%	49,233			100%	49,233
Subtotal		137,097	137,097		38,631		98,466				98,466
Clerical and Claims Support											
1. MOS - Birzayit Santiago	100%	59,772	59,772	28.18%	16,843	71.82%	42,929	0%	-	100%	42,929
2. MOS - Linda Maher	100%	58,080	58,080	28.18%	16,366	71.82%	41,714	0%	-	100%	41,714
3. PSA - Ana Alvarez	100%	53,256	53,256	28.18%	15,007	71.82%	38,249	0%	-	100%	38,249
4. PSA - Monette Christine Chua Manio	100%	46,116	46,116	28.18%	12,995	71.82%	33,121	0%	-	100%	33,121
5. PSA - Ana Menjivar	100%	53,256	53,256	28.18%	15,007	71.82%	38,249	0%	-	100%	38,249
6. FOS - Renee De la Rosa	100%	55,068	55,068	28.18%	15,517	71.82%	39,551	0%	-	100%	39,551
7. Sr. Accountant - Jing Lang	10%	71,724	7,172	28.18%	2,021	71.82%	5,151	0%	-	100%	5,151
Grand Total FTE	[illegible]										
Subtotal		397,272	332,720		93,755		238,966		-		238,966
Total Salary and Wages			1,919,131	28.18%	540,776	71.82%	1,378,355		419,866		958,489
Less Salary Savings			-		0		0		0		0
Net Salary and Wages			1,919,131	28.18%	540,776		1,378,355		419,866		958,489
Staff Benefits (Specify %) 56.00%			1,074,713	28.18%	302,835	71.82%	771,879		235,125		536,754
I. Total Personnel Expense			2,993,844		843,611		2,150,233		654,991		1,495,242

CCS CASELOAD	ACTUAL CASELOAD	OF GRAND TOTAL
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	1,382	69.2%
Potential Cases of Medi-Cal	53	2.7%
TOTAL MEDI-CAL	**1,435**	**71.8%**
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	201	10.1%
Potential Cases HF	8	0.4%
Total Healthy Families	**209**	**10.5%**
Straight CCS		
Children	341	17.1%
Potential Cases Straight CCS	13	0.7%
Total Straight CCS	**354**	**17.7%**
TOTAL NON MEDI-CAL	**563**	**28.2%**
GRAND TOTAL	**1,998**	**100%**

CCS Administrative Budget Worksheet for FY 2012-13

County Name: **San Mateo**

COLUMN	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-Enhanced State/Federal (50/50)
II. Operating Expense											
1. Travel			5,622	28.18%	1,584	71.82%	4,038	50%	2,019	50%	2,019
2. Training			3,264	28.18%	920	71.82%	2,344	78%	1,829	22%	516
3. Continuing Education			1,000	28.18%	282	71.82%	718				718
4. Space Rental			191,949	28.18%	54,088	71.82%	137,861				137,861
5. Office Supplies			21,435	28.18%	6,040	71.82%	15,395				15,395
6. Furniture			2,000	28.18%	564	71.82%	1,436				1,436
7. IT/Telephone			115,541	28.18%	32,557	71.82%	82,984				82,984
8. Other			30,376	28.18%	8,559	71.82%	21,817				21,817
9.			-	28.18%	-	71.82%	-				-
II. Total Operating Expense			371,187		104,594		266,593		3,847		262,746

CCS CASELOAD	ACTUAL CASELOAD	OF GRAND TOTAL
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	1,382	69.2%
Potential Cases of Medi-Cal	53	2.7%
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CCS Administrative Budget Worksheet for FY 2012-13

County Name: **San Mateo**

COLUMN	1	2	3	4A	4	5A	5	6A	6	7A	7
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5)	% FTE	Non-Medi-Cal County/State (50/50)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Non-Enhanced State/Federal (50/50)
III. Capital Expense											
1.					-		-				-
2.					-		-				-
III. Total Capital Expense			-		-		-				-
IV. Indirect Expense											
1. Internal **19.17%**			573,920	28.18%	161,720	71.82%	412,200			100%	412,200
2. External **2.32%**			69,457	28.18%	19,572	71.82%	49,885			100%	49,885
IV. Total Indirect Expense			643,377		181,292		462,085				462,085
V. Other Expense											
1. Maintenance & Transportation			11,000	28.18%	3,100	71.82%	7,900			100%	7,900
2. Contractor - Family Resource Center			26,000	28.18%	7,326	71.82%	18,674			100%	18,674
3. Family Centered Care Services			3,000	28.18%	845	71.82%	2,155			100%	2,155
V. Total Other Expense			40,000		11,271		28,729				28,729
Budget Grand Total			4,048,408		1,140,768		2,907,641		658,838		2,248,802

Prepared By (Signature)	11/8/12	650-573-3428	Jdelaguila@co.sanmateo.ca.us
	Date Prepared	Phone Number	Email Address

CCS Administrator (Signature)	11/8/12	(650) 573-2828	gibarrientos@co.sanmateo.ca.us
	Date Signed	Phone Number	Email Address

CCS Budget Narrative
San Mateo County
FY 2012 - 2013

I. Personnel Expense

Total Salaries: $1,919,131

Total Benefits: $1,074,713

Total Personnel Expense: **$2,993,844**

Enhanced/Non-Enhanced – varies per position, based on time study reported by participating personnel

Caseload Summary – determined pursuant to budget instructions.

Personnel Changes

Vacant PHN
Vacant PT/OT Case Manager

II. Operating Expense

Travel	$5,622	Employee Mileage reimbursement rate Based on previous year's run rate
Training	$3264	Meetings & Conferences- $1,812: Trainer, Workshop, Speaker & Other Meetings, $150 LMS - $1302
Continuing Education	$1000	Continuing Education for Case Managers – per their bargaining agreement for tuition/professional training reimbursement
Space Rental	$191,949	$15,995.75 X 12 Months
Office Supplies	$21,435	Outside Printing & Copy Service – 5,856 based on run rate General Office Supplies – 15,579 based on run rate;

Furniture	$2,000	Planned purchase of furniture for new employees
Other	$30,376	Advertising and Publicity Exp - 95 Misc. Maint. Expense – 1,000 run rate Finger printing & Criminology – 50 run rate Auto Liability Insurance – 60 run rate Hospital Liability Insurance – 8,124 run rate Office Bond Insurance – 1,140 run rate County Property Insurance – 466 run rate County Counsel Services – 3,538 run rate County Wide Security – 1,241 run rate Postage – 12,954 Record Storage – 1,020 Shred It – 688
IT/Telephone	$115,541	Telephone service charge – 35,731 run rate IT Automation Charges – 74,525 Computer Equipment 5,000 PC/LAN Software – 285

Total Operating Expense $371,187

III. Capital Expense

None

IV. Indirect Expense

Internal @ 19.17%	$569,813 Costs supporting in-house administrative and accounting services.
External @ 2.32%	$68,960 Costs for in-house data Processing services.

Total Indirect Expense $643,377

V. Other Expense

Maint. & Trans.	$11,000	Client Transportation Charges – 11,000
Contractor	$26,000	Based on contract amount for Family Resource Center – parental liaison

Family Centered Care	$3,000	Expenses for multicultural parent task force meetings.
Total Other Expense	$40,000	
Budget Grand Total	**$4,048,408**	