



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HEALTH

**File #:** 23-488

Board Meeting Date: 6/13/2023

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Louise F. Rogers, Chief, San Mateo County Health  
Marc Meulman, Director, Public Health, Policy, and Planning

**Subject:** Public Health, Policy, and Planning Fee Schedule Update

**RECOMMENDATION:**

Adopt a resolution updating the Public Health, Policy, and Planning Fee Schedule effective July 1, 2023.

**BACKGROUND:**

The San Mateo County Public Health, Policy, and Planning Fee (PHPP) Schedule (Fee Schedule) includes fees charged by the Public Health Laboratory (PHL), Public Health Clinics, and Vital Statistics. Fee-based services include clinical and environmental testing, vaccines, medical services, birth and death certificates, and Medical Marijuana identification cards.

The fees charged are determined by considering the cost of providing services and the need to prevent fees from becoming a barrier to testing for communicable diseases. Some fees may be waived for persons determined to be at risk for transmitting a communicable disease on to others.

**DISCUSSION:**

The Fee Schedule is updated annually to add fees for new services, eliminate fees that are no longer necessary, and align fees with changing costs. A cost-based methodology is used for transparency and to help PHPP determine the financial viability of services. The fees do not exceed the cost of providing the product or the service of enforcing the regulation for which the fees are levied. The methods used to determine the fees for each program are as follows:

Health Clinic fees are determined by historical benchmarking. Some immunization fees are based on materials provided by external agencies. Fees for lab tests provided by the PHL are matched to the PHL fee schedule.

PHL clinical testing fees have been changed to align with the Centers for Medicare and Medicaid Services' 2023 Clinical Laboratory Fee Schedule. PHL environmental testing fees were calculated by

allocating annual lab expenditures based on staff time to complete each test, the price of test kits, the category of test for which supplies are used, and the volumes for each test. Individual tests of public health importance may be discounted by the Health Officer or PHL director.

Vital Statistics fees are mandated by the California Department of Public Health, with some portion going to the State Registrar and the remainder to the Vital Statistics program.

Based on historical client volumes, the total fees projected to go to the PHPP programs mentioned above for FY 2023-24 are at or below total expenditures.

PHPP further requests this Board to authorize the Chief of San Mateo County Health or designee to make changes to the Fee Schedule to replace tests for diseases that are already included on the approved Fee Schedule with an equivalent test, as long as the new test fee is no more than 10% greater than the current test fee; and to add tests that provide a greater level of clinical information than current tests, as long as these fees are no more than 10% greater than the highest fee in that category (e.g., Laboratory Fees, Respiratory Disease Tests, etc.).

The resolution has been reviewed and approved by the County Attorney as to form.

It is anticipated that 62,000 clinical and environmental PHL test orders will be completed on behalf of the public.

**PERFORMANCE MEASURE:**

Measure	FY 2022-23 Actual	FY 2023-24 Estimated
Number of clinical and environmental PHL test orders completed on behalf of the public	46,714 test orders*	62,000 test orders

\*As of April 28, 2023

**FISCAL IMPACT:**

The changes to the PHPP fees are minimal and are expected to generate no additional revenue in FY 2023-24. These funds have been included in the PHPP FY 2023-24 Recommended Budget. There is no Net County Cost associated with the approval of this Fee Schedule.