



State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

September 25, 2018

CHDP Program Letter No.: 18-03

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, AND STATE
INTEGRATED SYSTEMS OF CARE DIVISION (ISCD) STAFF

SUBJECT: FISCAL YEAR (FY) 2018-19 ALLOCATION FOR THE HEALTHCARE
PROGRAM FOR CHILDREN IN FOSTER CARE (HCPCFC)

The purpose of this letter is to provide local CHDP programs (local programs) with the HCPCFC Base, Psychotropic Medication Monitoring & Oversight (PMM&O), and Caseload Relief Augmentation (Caseload Relief) allocations as it applies to FY 2018-19. The allocations apply to available State General Funds which are matched with Federal Title XIX funds to supplement the HCPCFC administrative budgets. The combined State and Federal allocations are based on the Federal Financial Participation (FFP) guidelines found in the Children's Medical Services (CMS) Plan and Fiscal Guidelines (PFG).

The Base and PMM&O allocation amounts are based on caseload data obtained from the CDSS for calendar year 2017. The county/city caseload proportion is applied toward the total State funding available to determine the local program allocation. The Caseload Relief allocation amount for each local program is based on a methodology (that integrates caseload and other variables) developed by the California Department of Social Services (CDSS) in coordination with the County Welfare Directors Association of California. HCPCFC allocations for the Base, PMM&O, and Caseload Relief funds must be tracked and accounted for separately.

Each local program is to carry out the HCPCFC as set forth in the CMS PFG. The primary responsibility of the HCPCFC public health nurse (PHN) remains that of administrative case consultation. By providing these services, the PHN administratively coordinates the health care needs of children in foster care, including their developmental, dental, and mental health needs. The PHN supports adherence to the Bright Futures/American Academy of Pediatrics Recommendations for Preventive

Pediatric Health Care, ensures that identified health needs are monitored, and supports continuity of health care services. The PHN, social worker, or clerical support update the Child Welfare Services/Case Management System Health and Education Passport. The PHN/social worker/probation officer share medical information where appropriate. The PHN consults with physicians and other medical and non-medical professionals regarding the health and well-being of children in foster care and in coordinating appropriate medical treatment and follow up.

The Welfare and Institutions Code requires that the services provided to foster children through the HCPCFC are performed by a PHN. Some local programs have experienced difficulty recruiting and hiring a PHN into the role. A Registered Nurse (RN) without a PHN certificate may only be used in the program with documented justification and a waiver approved by both the ISCD and CDSS. A commitment by the RN to obtain the PHN certificate is preferred whenever feasible. Local programs that find they will need to hire an RN into the role must contact this office immediately to request a waiver form and instruction. Please note, contracted nurses (e.g., hired through an agency) may not be used in the HCPCFC.

This letter also serves as each local program's approved State General Fund portion of the HCPCFC Base, PMM&O, and Caseload Relief State/Federal budget. There will be no budget approval letters issued from the ISCD. Each local program remains responsible for oversight and tracking of its HCPCFC budget expenditures. As in previous years, local programs will only be reimbursed for State/Federal Match expenditures up to their authorized budget allocations.

Local programs may submit a County-City Match Budget in order to claim Title XIX Federal funds to perform Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) administrative activities specifically for children and youth in foster care. The use of the County-City Match Budget must align with requirements applicable to the HCPCFC Base budget. Please refer to the CMS PFG for submission of County-City Match Budgets.

Submitted HCPCFC FY18-19 Plan and Budgets must include the following items:

- Attachment 2_HCPCFC Checklist;
- Attachment 3_HCPCFC Incumbent List. Please submit only one list for all three allocations;
- Attachment 4_HCPCFC Base State/Federal Budget (Budget Worksheet & Summary);
- Attachment 5_HCPCFC County-City/Federal Budget (Budget Worksheet & Summary);

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- Attachment 6_HPCFC PMM&O State/Federal Budget (Budget Worksheet & Summary);
- Attachment 7_HPCFC Caseload Relief State/Federal Budget (Budget Worksheet & Summary);
- Organizational Chart that encompasses the staff funded under the Base, PMM&O, and Caseload Relief allocations;
- HPCFC Budget Justification Narrative. Base State/Federal, County-City/Federal, PMM&O State/Federal, and Caseload Relief State/Federal budgets must be tracked and accounted for separately;
- Civil Service Classification Statements for HPCFC Base, City-County, PMM&O, and Caseload Relief staff;
- Duty Statements for HPCFC Base, City-County, PMM&O, and Caseload Relief staff.

HPCFC FY18-19 Quarterly Expenditure Invoices must be submitted using Attachment 8_HPCFC Exp Invoice. Four versions are provided to permit separate tracking and accounting of the Base State/Federal, County-City/Federal, PMM&O State/Federal, and Caseload Relief State/Federal budgets.

Local programs should follow the CMS PFG for plan/budget submissions to ISCD. Plans and Budgets for HPCFC are due **60 days** from the date the last FY 18-19 allocation letter is issued to local programs by ISCD (the date of the most recently issued allocation letter for either the CHDP Program, HPCFC, or the California Children's Services Program). Local programs that have previously submitted budget approval letters to the county's accounting authorities will be able to utilize the attached county allocation table as documentation and verification of the funds allocated.

Local programs that have questions regarding staffing, personnel changes, duty statements, and other budget preparation items should submit their questions to DHCSAdmin@dhcs.ca.gov prior to submitting their budgets. All local programs must adhere to the CMS PFG for determination of enhanced and non-enhanced designation of staff and their activities as well as conditions for FFP determination. Documentation for those staff that qualify for enhanced FFP and work on more than one program must adhere to the CMS PFG (Section 8) for time study requirements and guidelines. Time studies must clearly differentiate the time directed to each of the three (3) HPCFC funded areas (Base, PMM&O, and Caseload Relief) and the County-City Match Budget, if applicable.

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All quarterly expenditure reports submitted for reimbursement must be based on accurate and auditable documentation. An audit file must be maintained by each local program to support all quarterly expenditure reports, and shall include, but not be limited to: time studies, when required and performed during at least one representative month of the quarter for each budgeted position for which FFP is claimed; documentation in support of travel and training costs; and, other documents required to support the claimed expenditures. In addition, documentation of the methods used to claim internal and external overhead must also be maintained.

Acceptance of the HCPCFC allocated funds constitutes an agreement that the receiving local agency will comply with all federal and state requirements pertaining to HCPCFC activities and adhere to all applicable policies and procedures set forth by the DHCS/ISCD.

Periodically the federal program responsible for oversight of state expenditures for the administrative costs for the management of the Medicaid program will conduct programmatic audits. Finding a federal audit exception and subsequent liability for repayment of federal Medicaid funds relating to the HCPCFC audit exception are the exclusive and sole responsibility of each local program.

For questions regarding this correspondence, please contact Sa Nguyen at (916) 713-8304 or at sa.nguyen@dhcs.ca.gov or V. David Banda at (916) 713-8357 or at v.david.banda@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Joseph Billingsley, Chief
Program Policy and Operations Branch
Integrated Systems of Care Division

Attachments

**HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
ANNUAL BASE ALLOCATION
FISCAL YEAR 2018-19**

County	Base State General Fund Allocation	Base Federal Fund Allocation	Base Total Allocation
# Annual Base Allocation	\$8,181,783	\$24,545,349	\$32,727,132
1 Alameda	\$206,214	\$618,643	\$824,858
2 Alpine	\$0	\$0	\$0
3 Amador	\$8,486	\$25,457	\$33,943
4 Butte	\$77,179	\$231,537	\$308,716
5 Calaveras	\$12,392	\$37,175	\$49,567
6 Colusa	\$6,735	\$20,204	\$26,939
7 Contra Costa	\$144,121	\$432,363	\$576,485
8 Del Norte	\$10,237	\$30,710	\$40,947
9 El Dorado	\$40,542	\$121,627	\$162,170
10 Fresno	\$282,585	\$847,756	\$1,130,341
11 Glenn	\$10,775	\$32,326	\$43,102
12 Humboldt	\$49,567	\$148,701	\$198,268
13 Imperial	\$60,746	\$182,239	\$242,986
14 Inyo	\$3,000	\$9,000	\$12,000
15 Kern	\$233,422	\$700,267	\$933,689
16 Kings	\$51,318	\$153,954	\$205,272
17 Lake	\$21,955	\$65,865	\$87,820
18 Lassen	\$9,159	\$27,477	\$36,636
19 Los Angeles	\$2,950,981	\$8,852,944	\$11,803,926
20 Madera	\$44,853	\$134,558	\$179,411
21 Marin	\$12,661	\$37,983	\$50,644
22 Mariposa	\$4,041	\$12,122	\$16,163
23 Mendocino	\$36,771	\$110,313	\$147,084
24 Merced	\$71,118	\$213,353	\$284,471
25 Modoc	\$3,000	\$9,000	\$12,000
26 Mono	\$3,000	\$9,000	\$12,000
27 Monterey	\$58,726	\$176,178	\$234,904
28 Napa	\$17,645	\$52,934	\$70,579
29 Nevada	\$8,486	\$25,457	\$33,943
30 Orange	\$319,760	\$959,281	\$1,279,041
31 Placer	\$30,171	\$90,513	\$120,685
32 Plumas	\$6,735	\$20,204	\$26,939
33 Riverside	\$466,037	\$1,398,110	\$1,864,146
34 Sacramento	\$321,511	\$964,534	\$1,286,045
35 San Benito	\$7,812	\$23,437	\$31,249
36 San Bernardino	\$808,964	\$2,426,892	\$3,235,856
37 San Diego	\$368,250	\$1,104,749	\$1,472,999
38 San Francisco	\$122,840	\$368,519	\$491,359
39 San Joaquin	\$208,370	\$625,109	\$833,478
40 San Luis Obispo	\$55,897	\$167,692	\$223,590
41 San Mateo	\$38,657	\$115,970	\$154,627
42 Santa Barbara	\$60,208	\$180,623	\$240,830
43 Santa Clara	\$158,533	\$475,600	\$634,133
44 Santa Cruz	\$36,906	\$110,717	\$147,623
45 Shasta	\$59,804	\$179,411	\$239,214
46 Sierra	\$3,000	\$9,000	\$12,000
47 Siskiyou	\$14,277	\$42,832	\$57,110
48 Solano	\$58,322	\$174,966	\$233,288
49 Sonoma	\$70,983	\$212,949	\$283,932
50 Stanislaus	\$102,366	\$307,099	\$409,466
51 Sutter	\$23,571	\$70,714	\$94,285
52 Tehama	\$29,363	\$88,089	\$117,452
53 Trinity	\$7,004	\$21,012	\$28,016
54 Tulare	\$143,044	\$429,131	\$572,174
55 Tuolumne	\$14,143	\$42,428	\$56,571
56 Ventura	\$113,815	\$341,446	\$455,261
57 Yolo	\$57,783	\$173,349	\$231,133
58 Yuba	\$29,094	\$87,281	\$116,374
59 City of Berkeley	\$4,849	\$14,547	\$19,396
Total Annual Base Allocation	\$8,181,783	\$24,545,349	\$32,727,132

The Base Federal Fund Allocation column is a maximum that assumes Base State General Funds used would be applied exclusively for Public Health Nurse activities eligible to be matched at the enhanced rate of 75 percent (ISCD recognizes quarterly claims typically reflect activities that are claimed at the standard and enhanced Federal Financial Participation rates). The maximum Base Federal Fund Allocation amount specified in this table is unrelated to the County-City match calculation.

**HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
ANNUAL PSYCHOTROPIC MEDICATION MONITORING & OVERSIGHT ALLOCATION
FISCAL YEAR 2018-19**

County	PMM&O State General Fund Allocation	PMM&O Federal Fund Allocation	PMM&O Total Allocation
# Annual PMM&O Allocation	\$1,650,000	\$4,950,000	\$6,600,000
1 Alameda	\$40,795	\$122,386	\$163,181
2 Alpine	\$3,659	\$10,975	\$14,634
3 Amador	\$3,659	\$10,975	\$14,634
4 Butte	\$18,293	\$54,878	\$73,171
5 Calaveras	\$3,659	\$10,975	\$14,634
6 Colusa	\$3,659	\$10,975	\$14,634
7 Contra Costa	\$36,585	\$109,756	\$146,341
8 Del Norte	\$3,659	\$10,975	\$14,634
9 El Dorado	\$10,976	\$32,926	\$43,902
10 Fresno	\$54,878	\$164,634	\$219,512
11 Glenn	\$3,659	\$10,975	\$14,634
12 Humboldt	\$7,317	\$21,951	\$29,268
13 Imperial	\$14,634	\$43,903	\$58,537
14 Inyo	\$3,659	\$10,975	\$14,634
15 Kern	\$40,244	\$120,732	\$160,976
16 Kings	\$7,317	\$21,951	\$29,268
17 Lake	\$7,317	\$21,951	\$29,268
18 Lassen	\$3,659	\$10,975	\$14,634
19 Los Angeles	\$526,829	\$1,580,488	\$2,107,317
20 Madera	\$3,659	\$10,975	\$14,634
21 Marin	\$3,659	\$10,975	\$14,634
22 Mariposa	\$3,659	\$10,975	\$14,634
23 Mendocino	\$10,976	\$32,926	\$43,902
24 Merced	\$10,976	\$32,926	\$43,902
25 Modoc	\$3,659	\$10,975	\$14,634
26 Mono	\$3,659	\$10,975	\$14,634
27 Monterey	\$14,634	\$43,903	\$58,537
28 Napa	\$3,659	\$10,975	\$14,634
29 Nevada	\$3,659	\$10,975	\$14,634
30 Orange	\$47,561	\$142,683	\$190,244
31 Placer	\$7,317	\$21,951	\$29,268
32 Plumas	\$3,659	\$10,975	\$14,634
33 Riverside	\$102,439	\$307,317	\$409,756
34 Sacramento	\$73,171	\$219,512	\$292,683
35 San Benito	\$3,659	\$10,975	\$14,634
36 San Bernardino	\$142,683	\$428,049	\$570,732
37 San Diego	\$80,488	\$241,463	\$321,951
38 San Francisco	\$25,610	\$76,829	\$102,439
39 San Joaquin	\$51,220	\$153,658	\$204,878
40 San Luis Obispo	\$14,634	\$43,903	\$58,537
41 San Mateo	\$10,976	\$32,926	\$43,902
42 Santa Barbara	\$14,634	\$43,903	\$58,537
43 Santa Clara	\$36,585	\$109,756	\$146,341
44 Santa Cruz	\$7,317	\$21,951	\$29,268
45 Shasta	\$14,634	\$43,903	\$58,537
46 Sierra	\$3,658	\$10,976	\$14,634
47 Siskiyou	\$3,658	\$10,976	\$14,634
48 Solano	\$10,975	\$32,927	\$43,902
49 Sonoma	\$18,292	\$54,879	\$73,171
50 Stanislaus	\$29,267	\$87,806	\$117,073
51 Sutter	\$7,316	\$21,952	\$29,268
52 Tehama	\$3,658	\$10,976	\$14,634
53 Trinity	\$3,658	\$10,976	\$14,634
54 Tulare	\$21,951	\$65,855	\$87,806
55 Tuolumne	\$3,658	\$10,977	\$14,635
56 Ventura	\$25,609	\$76,831	\$102,440
57 Yolo	\$14,634	\$43,904	\$58,538
58 Yuba	\$7,316	\$21,953	\$29,269
59 City of Berkeley	\$3,107	\$9,322	\$12,429
Total Annual PMM&O Allocation	\$1,650,000	\$4,950,000	\$6,600,000

The Psychotropic Medication Monitoring & Oversight (PMM&O) Federal Fund Allocation column is a maximum that assumes PMM&O State General Funds used would be applied exclusively for Public Health Nurse activities eligible to be matched at the enhanced rate of 75 percent (ISCD recognizes quarterly claims typically reflect activities that are claimed at the standard and enhanced Federal Financial Participation rates). The maximum PMM&O Federal Fund Allocation amount specified in this table is unrelated to the County-City match calculation.

**HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE
ANNUAL CASELOAD RELIEF ALLOCATION
FISCAL YEAR 2018-19**

	County	Caseload Relief State General Fund Allocation	Caseload Relief Federal Fund Allocation	Caseload Relief Total Allocation
#	Annual Caseload Relief Allocation	\$3,850,000	\$11,550,000	\$15,400,000
1	Alameda	\$97,126	\$291,374	\$388,500
2	Alpine	\$0	\$0	\$0
3	Amador	\$3,996	\$11,989	\$15,985
4	Butte	\$36,351	\$109,051	\$145,402
5	Calaveras	\$5,836	\$17,509	\$23,345
6	Colusa	\$3,172	\$9,516	\$12,688
7	Contra Costa	\$67,880	\$203,639	\$271,519
8	Del Norte	\$4,821	\$14,464	\$19,285
9	El Dorado	\$19,095	\$57,285	\$76,380
10	Fresno	\$133,095	\$399,283	\$532,378
11	Glenn	\$5,075	\$15,226	\$20,301
12	Humboldt	\$23,346	\$70,036	\$93,382
13	Imperial	\$28,611	\$85,832	\$114,443
14	Inyo	\$1,161	\$3,483	\$4,644
15	Kern	\$109,940	\$329,818	\$439,758
16	Kings	\$24,171	\$72,511	\$96,682
17	Lake	\$10,341	\$31,021	\$41,362
18	Lassen	\$4,314	\$12,942	\$17,256
19	Los Angeles	\$1,389,880	\$4,169,636	\$5,559,516
20	Madera	\$21,125	\$63,376	\$84,501
21	Marin	\$5,963	\$17,890	\$23,853
22	Mariposa	\$1,903	\$5,710	\$7,613
23	Mendocino	\$17,318	\$51,956	\$69,274
24	Merced	\$33,495	\$100,487	\$133,982
25	Modoc	\$963	\$2,889	\$3,852
26	Mono	\$0	\$0	\$0
27	Monterey	\$27,659	\$82,978	\$110,637
28	Napa	\$8,310	\$24,932	\$33,242
29	Nevada	\$3,996	\$11,989	\$15,985
30	Orange	\$150,604	\$451,810	\$602,414
31	Placer	\$14,211	\$42,632	\$56,843
32	Plumas	\$3,172	\$9,516	\$12,688
33	Riverside	\$219,497	\$658,493	\$877,990
34	Sacramento	\$151,429	\$454,285	\$605,714
35	San Benito	\$3,679	\$11,038	\$14,717
36	San Bernardino	\$381,013	\$1,143,039	\$1,524,052
37	San Diego	\$173,441	\$520,324	\$693,765
38	San Francisco	\$57,856	\$173,568	\$231,424
39	San Joaquin	\$98,139	\$294,419	\$392,558
40	San Luis Obispo	\$26,328	\$78,981	\$105,309
41	San Mateo	\$18,206	\$54,621	\$72,827
42	Santa Barbara	\$28,357	\$85,071	\$113,428
43	Santa Clara	\$74,668	\$224,002	\$298,670
44	Santa Cruz	\$17,382	\$52,147	\$69,529
45	Shasta	\$28,166	\$84,500	\$112,666
46	Sierra	\$0	\$0	\$0
47	Siskiyou	\$6,725	\$20,174	\$26,899
48	Solano	\$27,469	\$82,407	\$109,876
49	Sonoma	\$33,433	\$100,297	\$133,730
50	Stanislaus	\$48,214	\$144,641	\$192,855
51	Sutter	\$11,102	\$33,305	\$44,407
52	Tehama	\$13,830	\$41,489	\$55,319
53	Trinity	\$3,299	\$9,896	\$13,195
54	Tulare	\$67,371	\$202,115	\$269,486
55	Tuolumne	\$6,660	\$19,983	\$26,643
56	Ventura	\$53,606	\$160,818	\$214,424
57	Yolo	\$27,216	\$81,647	\$108,863
58	Yuba	\$13,701	\$41,109	\$54,810
59	City of Berkeley	\$2,283	\$6,851	\$9,134
Total Annual Caseload Relief Allocation		\$3,850,000	\$11,550,000	\$15,400,000

The Caseload Relief Federal Fund Allocation column is a maximum that assumes Caseload Relief State General Funds used would be applied exclusively for Public Health Nurse activities eligible to be matched at the enhanced rate of 75 percent (ISCD recognizes quarterly claims typically reflect activities that are claimed at the standard and enhanced Federal Financial Participation rates). The maximum Caseload Relief Federal Fund Allocation amount specified in this table is unrelated to the County-City match calculation.