

Plan and Budget Required Documents Checklist

FY 2023-2024

County/City: Yolo County

Fiscal Year: 2023-2024

Document	Page Number
1. Checklist	1
2. Agency Information Sheet	2
3. Certification Statements	
A. Certification Statement (CCS) – Original and one photocopy	3-4
4. Agency Description	
A. Brief Narrative	5
B. Organizational Charts for CCS	Retain locally
C. CCS Staffing Standards Profile	Retain locally
D. Incumbent Lists for CCS	6
E. Civil Service Classification Statements – Include if newly established, proposed, or revised	7-9
F. Duty Statements – Include if newly established, proposed, or revised	10-11
5. Implementation of Performance Measures	N/A
6. Data Forms	
CCS Caseload Summary	12
7. Memoranda of Understanding and Interagency Agreements List	
A. MOU/IAA List	13
B. New, Renewed, or Revised MOU or IAA	N/A
8. Budgets	
A. CCS Administrative Budget	4 pgs total
1. Budget Worksheet	1 pg
2. Budget Summary	1 pg
3. Budget Justification Narrative	1 pg
4. Medical Therapy Program Budget Worksheet	1 pg
B. Other Forms	
1. County/City Capital Expenses Justification Form	N/A
2. County/City Other Expenses Justification Form	N/A
9. Management of Equipment Purchased with State Funds	
1. Contractor Equipment Purchased with DHCS Funds Form (DHCS1203)	N/A
2. Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)	N/A
3. Property Survey Report Form (STD 152)	N/A

Agency Information Sheet

County/City:

Yolo County

Fiscal Year: 2023-2024

Official Agency

Name:	Health and Human Services Agency	Address:	137 N. Cottonwood Street
Health Officer	Aimee Sisson, MD, MPH		Woodland, CA 95695
		E-Mail:	Aimee.sisson@yolocounty.org

CMS Director

Name:	Aimee Sisson, MD, MPH	Address:	137 N. Cottonwood Street Suite 2510
Phone:	(530) 666-8765		Woodland, CA 95695
Fax:	(530) 666-7447	E-Mail:	Aimee.sisson@yolocounty.org

CCS Administrator

Name:	Jaime Ordonez	Address:	137 N. Cottonwood Street Suite 1201
Phone:	(530) 666-8958		Woodland, CA 95695
Fax:	(530) 666-1283	E-Mail:	Jaime.ordonez@yolocounty.org

CHDP Director

Name:	Aimee Sisson, MD, MPH	Address:	137 N. Cottonwood Street Suite 2510
Phone:	(530) 666-8765		Woodland, CA 95695
Fax:	(530) 666-7447	E-Mail:	Aimee.sisson@yolocounty.org

CHDP Deputy Director

Name:	Jaime Ordonez	Address:	137 N. Cottonwood Street Suite 1201
Phone:	(530) 666-8241		Woodland CA, 95695
Fax:	(530) 666-1809	E-Mail:	Jaime.ordonez@yolocounty.org

Clerk of the Board of Supervisors or City Council

Name:	Julie Dachtler	Address:	625 Court St. Rm. 204
Phone:	(530) 666-8195		Woodland, CA 95695
Fax:	(530) 666-8193	E-Mail:	Julie.dachtler@yolocounty.org

Director of Health and Human Services Agency

Name:	Nolan Sullivan	Address:	25 N. Cottonwood St.
Phone:	(530) 666-8651		Woodland, CA 95695
Fax:	(530) 666-8294	E-Mail:	Nolan.Sullivan@yolocounty.org

Chief Probation Officer

Name:	Dan Fruchtenicht	Address:	725 Court St
Phone:	(530) 406-5343		Woodland, CA 95695
Fax:	(530) 661-1211	E-Mail:	Dan.Fruchtenicht@yolocounty.org

Children's Medical Services Plan and Fiscal Guidelines

Certification Statement - California Children's Services (CCS)

County/City: Yolo Fiscal Year: 2023-2024

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

12/04/23

Date Signed



Signature of Director of Health Officer

12/5/23

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

Children's Medical Services Plan and Fiscal Guidelines

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County/City: Yolo Fiscal Year: 2023-2024

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Signature of CCS Administrator

12/04/23

Date Signed



Signature of Director or Health Officer

12/5/23

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

CMS Agency Description
12/10/23

On July 1, 2015, Yolo County integrated the Department of Health Services (DHS) and the Department of Employment and Social Services (DESS) to create the Yolo County Health and Human Services Agency (HHSA). Organizationally, the Children's Medical Services (CMS) program is within the Child, Youth and Family Services branch of HHSA.

CMS consists of two different programs: California Children's Services (CCS) and Child Health and Disability Prevention (CHDP). CCS includes the Medical Therapy Program with two units, the main site at Greengate School (285 W. Beamer Street in Woodland) and a satellite site at Golden State Middle School (1200 Anna Street in West Sacramento). CHDP includes the Health Care Program for Children and Foster Care (HCPCFC).

California Children's Services Program (CCS)

Yolo County Medi-Cal Managed Care is a Partnership Health Plan of California (PHC). It began providing services and processing claims in Yolo County on March 1, 2001 and continues now with the Whole Child Model (WCM). Commencing January 1, 2024, Kaiser Permanente (KP) will offer managed care services to clients of the CCS WCM in Yolo County.

During FY 2022-2023, the Yolo County CCS caseload distribution was as follows: 15.78% Medi-Cal TLICP recipients, 79.29% Medi-Cal Title XIX recipients, and 4.94% are not eligible for Medi-Cal Title XIX or Medi-Cal TLICP.

The main and satellite Medical Therapy Units (MTUs) had a total caseload of 106 children: 73 children in the main location and 33 in the satellite location, which is an increase of nine clients over the previous fiscal year. The Medical Therapy Program (MTP) continues to collaborate with the Special Education Local Plan Area (SELPA) and the Local Enforcement Agencies (LEAs) in Yolo County. The MTP SELPA liaison continues to provide orientation for LEA referrals and to attend IEP meetings, as requested, to comply with AB 3632 guidelines and local Interagency Agreements. The MTUs have utilized "MTU Online" to standardize therapy evaluation reports and plans and facilitate State-mandated MTP statistical reports effectively and efficiently.

During this fiscal year (FY 2023-24), we will work with PHC and KP to ensure that CCS continues to provide high-quality health care.

Incumbent List - California Children’s Services

For FY 2021-2022, 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:	Yolo				Fiscal Year: 2023-2024	
Job Title	Incumbent Name	FTE % on CCS Admin Budget	FTE % on MTU Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
CCS Administrator	Jaime Ordonez	50%		50% CHDP	No	No
Medical Consulting Specialist	Dr. Mary Ann Limbos	20%	25%	5% HO	No	No
Senior Public Health Nurse	Maria Tandoc	100%			No	No
Children Services Specialist	Patricia Perez	100%			No	No
Children Services Specialist	Claudia Lopez	100%			No	No
Office Support Specialist	Elizabeth Jimenez Rivera	65%		35% MTP	Yes	No

Office Support Specialist

Class Title

Office Support Specialist

Class Code

000518

Salary

\$43,344.70 - \$52,685.98 Annually

Description**Definition**

Under direction performs and oversees the administrative and accounting clerical functions in a department, division, or branch office; interprets policy and administrative regulations; may perform a combination of clerical payroll, accounting and human resources related duties; performs other related duties as may be required.

Distinguishing Characteristics

This is a non-supervisory clerical classification responsible for performing a variety of difficult and complex clerical tasks with a high degree of skill and independence of judgement. Incumbents are distinguished from other non-supervisory clerical classes in that they are responsible for the routine non-supervisory oversight of the clerical administration in a department, division or branch office with minimum supervision. They may be required to interpret departmental policy, assist in development of rules and regulations, and prepare and process payroll, personnel forms, other documents and reports. Incumbents may also perform lead functions.

Essential Functions

Depending on assignment, duties may include but are not limited to the following:

- Interviews office visitors and refers individuals to proper source of information; receives and screens callers, forwards to appropriate individuals inquires from the public; evaluates described problems and responds to questions regarding departmental services or official notices sent by the department; provides the public and interested individuals with general procedural and/or specific program information; may take messages and schedule appointments.
- Provides clerical support to unit administration functions by processing time sheets, payroll/personnel transactions, claims and purchase order/requisitions; may receive monies; maintains workload statistics, and other records, takes and prepares meeting notes and minutes; assists in report and budget request preparation, researching, and compiling information; establishes and documents clerical operational and work methods procedures.
- Types, takes dictation, and/or transcribes a variety of documents and forms that may require independent assembly of information, independent judgement and interpretation; consults with documents originator on format, content distribution and preparation priority; selects and/or designs appropriate typing format; proofs and corrects copy;

makes, collates and binds copies of documents produced; distributes documents; composes routine correspondence and develops form letters.

- Initiates, receives and processes documents and information; determines routing of information and correspondence; establishes and maintains general filing, confidential files, payroll and personnel records, cross reference, and other specialize manual and/or automated record-keeping systems; compiles a variety of data and other information for special and periodic studies; purges files; posts information to records and files, and conducts file search to locate misplaced documents.
- May be in charge of confidential information and maintains the confidentiality of such information.
- Maintains office equipment and related; does requests and follows up on building maintenance and custodial services; operates and performs routine preventative maintenance on office machines including data/word processors, copiers, etc.
- Upholds the Values of Yolo County; participates and supports teamwork, builds and maintains positive working relationships with co-workers and the public; may lead the work of other clerical support personnel.

Employment Standards

Education: Successful completion of high school or GED certificate; **AND**

Experience: Three years of increasingly responsible office clerical experience.

Typing Speed: Ability to type no less than 35 words per minute.

Background Requirements

Incumbents in this class may have access to Federal Tax Information and are subject to confidentiality and safeguarding requirements of Internal Revenue Code 6103(p)(4). As such, an individual selected for this position is subject to a thorough background investigation as stipulated in Section 5.1.1 of Internal Revenue Service Publication 1075, which includes the following:

1. Review of Federal Bureau of Investigation (FBI) fingerprint results;
2. Check of local law enforcement agencies where the subject has lived, worked and/or attended school within the last five (5) years and, if applicable, of the appropriate agency for any identified arrests; and
3. Verification of an employee's eligibility to work in the United States.

Background investigations are conducted upon hire and every ten (10) years of employment thereafter.

License Requirements:

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

Knowledge & Ability

Knowledge of: General office procedures and practices; forms, records and terminology used; rules, regulations and operating procedures; public information and contact techniques; availability and nature of services provided; record-keeping and filing systems; methods of recording, researching and compiling information; general clerical and technical resource materials and information sources; document preparation, duplication and distribution techniques; administrative procedures affecting inventory, purchasing, accounting and personnel/payroll transactions.

Ability to: Apply knowledge of clerical operational and technical procedures; type minimum 35 word per minute; communicate effectively with people of diverse backgrounds; demonstrate tact and diplomacy; proofread and/or edit for errors in spelling, grammar and punctuation; research regulations and technical reference materials; type and prepare final forms; sort alphabetically, chronologically and numerically; use and maintain office machines; develop and implement clerical work procedures; collect and analyze data and make appropriate recommendations; organize and prioritize work assignments; maintain confidentiality of information.

Environmental & Functional Factors

Incumbents in this class are generally expected to work inside buildings; to work either alone or closely with others; to drive a car; lift and carry objects weighing up to 15 pounds; move about and have use of fingers and both hands; communicate verbally with co-workers and the public; be able to decipher color coded films, forms, and computer instructions; hear well.

Medical Class

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Ability to place or retrieve items at below waist level may be required. Considerable moving about may be involved.

DUTY STATEMENT
YOLO COUNTY
CCS Program
OFFICE SUPPORT SPECIALIST
1.0 FTE
Elizabeth Jimenez Rivera

% JOB DUTY

- 10% 1. Serve as primary contact person for providers and families requesting information or clarification of CCS policies and procedures. The includes assessing clients' medical charts to confirm information and/or providers additional information from the chart narratives.
- 4% 2. Research and respond to inquiries from providers and families regarding authorizations. Where appropriate, forward those requests to the PHN.
- 6% 3. Process all incoming medical reports. Date stamps identify CCS client and enter into CMS NET. Copy reports for shared clients and courier to MTU.
- 4% 4. Process all incoming requests. Date stamp, identify CCS client, and enter into CMS NET.
- 2% 5. Receive and process all incoming requests for medical reports. Identify and copy from clients chart the appropriate information, document in narrative as "disclosure" and forward to requester.
- 8% 6. Log all new referrals to CCS. Assign to appropriate ES. Track New Referral Log and update necessary information when available.
- 1% 7. Copy medical charts and create MTU charts.
- 1% 8. File all signed/returned ROI's.
- 1% 9. Oversee and maintain master CC filing including all Numbered Letters, Notices and "This Computes".
- 6% 10. Maintain archive of closed CCS and MTU charts. Identify and Destroy per applicable relation laws.
- 3% 11. Process all incoming mail. Date stamp, sort, and distribute as Appropriate.
- 2% 12. Process all outgoing mail.
- 2% 13. Maintain office equipment and when is necessary initiates requests for equipment, IT, or building maintenance
- 4% 14. Maintain inventory of CCS and MTU office supplies and order General supplies when necessary. Process request from staff for specials items.
- 1% 15. Compile statistics and information necessary for annual Performance Measures.
- 2% 16. Receive and document monthly survey letters.

- 4% 17. Run monthly report identifying clients due for annuals review. Request reports when necessary and track receipt of same. Pull charts and forward to CCS medical consultant for review. Track timely completion of annual reviews.
- 1% 18. Request medical reports as directed.
- 1% 19. Collect and mail face sheets of closed clients to Partnership Health Plan.
- 1% 20. Create Master List on monthly basis.
- 1% 21. Use complex database software to develop ongoing CCS reports to use for Various auditing and informational purposes.

65%

California Children's Services Caseload Summary Form

County: Yolo

Fiscal Year: 2023-2024

		A	B	A	B	A	B
CCS Caseload 0 to 21 Years		20-21 Actual Caseload	% of Grand Total	21-22 Actual Caseload	% of Grand Total	22-23 Estimated Caseload based on first three quarters	% of Grand Total
MEDI-CAL							
1	Average of Total Open (Active) Medi-Cal Children	580	77.96%	581	77.36%	578	79.295
2	Potential Case Medi-Cal	0	0%	0	0%	0	0%
3	TOTAL MEDI-CAL (Row 1 + Row 2)	580	77.96%	581	77.36%	578	79.29%
NON MEDI-CAL							
Healthy Families/TLICP							
4	Average of Total Open (Active) Healthy Families/TLICP	119	15.99%	127	16.91%	115	15.78%
5	Potential Cases Healthy Families/TLICP	0	0%	0	0%	0	0%
6	Total Healthy Families/TLICP (Row 4 + Row 5)	119	15.99%	127	16.91%	115	15.78%
Straight CCS							
7	Average of Total Open (Active) Straight CCS Children	45	6.05%	43	5.73%	36	4.94%
8	Potential Cases Straight CCS Children	0	0%	0	0%	0	0%
9	Total Straight CCS (Row 7 + Row 8)	45	6.05%	43	5.73%	36	4.94%
10	TOTAL NON MEDI-CAL (Row 6 + Row 9)	164	22.04%	170	22.64%	151	20.72%
GRAND TOTAL							
11	(Row 3 + Row 10)	744	100%	751	100%	729	100%

Memoranda of Understanding/Interagency Agreement List

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

County/City: Yolo

Fiscal Year: 2023-2024

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 and Human Services Agency CMS/Partnership Health Plan of California	MOU	1-1-2019 to N/A	7-1-2018	Karen Larsen, HHSA Director Jennie Pettet, M.S., CYF Branch Director Jaime Ordonez, CCS Administrator Liz Gibboney, Chief Executive Officer Robert Moore, MD, MPH, Chief Medical Officer Peggy Hoover, RN Director Health Services	No
Agreement # CCS/SELPA	IAA	7-1-2011 to 6-30-2014	10-03-2012	Jill Cook Jaime Ordonez Diane Cirolini Camille Giometti-May	No

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	41	5.50%
Total Cases of Open (Active) OTLICP Children	125	16.76%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	580	77.75%
TOTAL CCS CASELOAD	746	100%

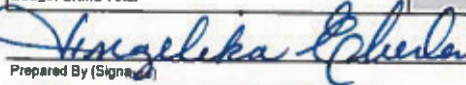

CCS Administrative Budget Worksheet



Fiscal Year: 2023-24

County: YOLO

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICP)	Medi-Cal (Non-OTLICP)						
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Personnel Expense													
Program Administration													
1. CCS PROGRAM ADMINISTRATOR	50.00%	125,241	62,621	5.50%	3,442	16.76%	10,493	77.75%	48,687				48,687
Subtotal		125,241	62,621		3,442		10,493		48,687				48,687
Medical Case Management													
1. PHYSICIAN-MEDICAL CONSULTANT	20.00%	221,198	44,240	5.50%	2,431	16.76%	7,413	77.75%	34,396	100.00%	34,396	0.00%	0
2. SENIOR PHN	100.00%	115,020	115,020	5.50%	6,321	16.76%	19,273	77.75%	89,426	90.00%	80,483	10.00%	8,943
Subtotal		336,218	159,260		8,752		26,686		123,822		114,879		8,943
Other Health Care Professionals													
1. Employee Name, Position	0.00%	0	0	5.50%	0	16.76%	0	77.75%	0	0.00%	0	100.00%	0
Subtotal		0	0		0		0		0		0		0
Ancillary Support													
1. CHILDREN'S SVCS ELIG SPEC II	100.00%	67,633	67,633	5.50%	3,717	16.76%	11,333	77.75%	52,583			100.00%	52,583
2. CHILDREN'S SVCS ELIG SPEC II	100.00%	67,633	67,633	5.50%	3,717	16.76%	11,333	77.75%	52,583			100.00%	52,583
Subtotal		135,266	135,266		7,434		22,666		105,166				105,166
Clerical and Claims Support													
1. OFFICE SUPPORT SPECIALIST	65.00%	49,730	32,324	5.50%	1,777	16.76%	5,416	77.75%	25,131	0.00%	0	100.00%	25,131
Subtotal		49,730	32,324		1,777		5,416		25,131		0		25,131
Total Salaries and Wages													
			389,471	5.50%	21,405	16.76%	65,260	77.75%	302,806	37.94%	114,879	62.06%	187,927
Staff Benefits (Specify %)	63.07%		245,637	5.50%	13,500	16.76%	41,159	77.75%	190,978		72,454		118,524
I. Total Personnel Expense			635,108	5.50%	34,905	16.76%	106,419	77.75%	493,784		187,333		306,451
II. Operating Expense													
1. TRAVEL			1,000	5.50%	55	16.76%	168	77.75%	777	37.94%	295	62.06%	482
2. TRAINING			1,200	5.50%	66	16.76%	201	77.75%	933	37.94%	354	62.06%	579
3. OFFICE EXPENSE			8,000	5.50%	440	16.76%	1,340	77.75%	6,220			100.00%	6,220
4. MEMBERSHIPS			2,000	5.50%	110	16.76%	335	77.75%	1,555			100.00%	1,555
5. GENERAL OPERATING EXPENSE			8,000	5.50%	440	16.76%	1,340	77.75%	6,220			100.00%	6,220
6. INFORMATION TECHNOLOGY			1,000	5.50%	55	16.76%	168	77.75%	777			100.00%	777
II. Total Operating Expense			21,200		1,166		3,552		16,482		649		15,833
III. Capital Expense													
1.				5.50%	0	16.76%	0	77.75%	0				0
III. Total Capital Expense			0		0		0		0				0
IV. Indirect Expense													
1. Indirect Cost Rate	25.00%		93,979	5.50%	5,165	16.76%	15,747	77.75%	73,067			100.00%	73,067
			0	5.50%	0	16.76%	0	77.75%	0			100.00%	0
IV. Total Indirect Expense			93,979		5,165		15,747		73,067				73,067
V. Other Expense													
1. Maintenance & Transportation			100	5.50%	5	16.76%	17	77.75%	78			100.00%	78
V. Total Other Expense			100		5		17		78				78
Budget Grand Total			750,387		41,241		125,735		583,411		187,982		395,429


 Prepared By (Signature) Angelika Eberlein Date Prepared 11/13/2023 Phone Number 530-666-8590

 Prepared By (Printed Name) Jaime Ordoez, Program Administrator Date Signed 11/16/2023 Phone Number 530-666-8958
 CCS Administrator (Signature) _____ CCS Administrator (Printed Name) _____ Date Signed _____ Phone Number _____

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	41	5.50%
OTLICP - Total Cases of Open (Active) OTLICP Children	125	16.76%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	580	77.75%
TOTAL CCS CASELOAD	746	100%

CCS Administrative Budget Summary

Fiscal Year: 2023-2024

County: YOLO

Column	Col 1 = Col 2+3+4	Straight CCS	OTLICP	Medi-Cal (non-OTLICP) (Column 4 = Columns 5 + 6)		
1	2	3	4	5	6	
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLICP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Total Personnel Expense	635,108	34,905	106,419	493,784	187,333	306,451
II. Total Operating Expense	21,200	1,166	3,552	16,482	649	15,833
III. Total Capital Expense	0	0	0	0		0
IV. Total Indirect Expense	93,979	5,165	15,747	73,067		73,067
V. Total Other Expense	100	5	17	78		78
Budget Grand Total	750,387	41,241	125,735	583,411	187,982	395,429

Column	Col 1 = Col 2+3+4	Straight CCS	OTLICP	Medi-Cal (non-OTLICP) (Column 4 = Columns 5 + 6)		
1	2	3	4	5	6	
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLICP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
Straight CCS						
State	20,620	20,620				
County	20,621	20,621				
OTLICP						
State	22,004		22,004			
County	22,004		22,004			
Federal (Title XXI)	81,727		81,727			
Medi-Cal						
State	244,711			244,711	46,996	197,715
Federal (Title XIX)	338,700			338,700	140,986	197,714



Angelika Eberlein
Prepared By (Printed Name)

angel.eberlein@yolocounty.org
Email Address



Jaime Ordonez, CCS Administrator
CCS Administrator (Printed Name)

jaime.ordonez@yolocounty.org
Email Address

**Yolo County CCS Administrative Budget Worksheet
Fiscal Year 2023-24**

I. Personnel Expense		Changes from FY 22-23 CCS budget are reflected below
Total Salaries:	\$389,471	
Total Benefits:	<u>\$245,637</u>	
Total Personnel Expense:	\$635,108	
CCS Program Administrator / Ordonez		Remains at .50 FTE. Provides direct administrative supervision of CCS and MTU staff
CCS Physician/Limbos		Remains at .20 FTE. Provides medical consultation to SPMP's and Yolo County CCS clients
Senior PHN/Tandoc		Remains at 1.0 FTE. Provides CCS nursing case management..
Children's Svcs. Eligibility Specialist II/Perez-Soltero		Remains at 1.0 FTE. Provides financial and residential eligibility review and management support.
Children's Svcs. Eligibility Specialist II/Lopez		Remains at 1.0 FTE. Provides financial and residential eligibility review and management support.
Office Support Specialist/Rahimi		Increased from .64 to .65 FTE. Provides CCS office support services.
II. Operating Expense		
Travel	\$1,000	Increased from \$150 to \$1,000. Staff travel to meetings/trainings in County, private, and rental vehicles at State approved rate.
Training	\$1,200	Increased from \$250 to \$1,200. Registration/tuition fees for attendance to workshops, trainings and continuing education.
Office Expense	\$8,000	Increased from \$1,000.to \$8,000. Includes general office expense, tools, printing, postage, and copier leasing and maintenance costs.
Membership	\$2,000	Increased from \$200.to \$2,000. Membership in CRISS Council.
General Operating Expense	\$8,000	Increased from \$500 to \$8,000. CCS share of cost for allocated general operating expenditures.
Information Technology	\$1,000	Increased from \$0.to \$1,000. Costs shifted to Indirect Cost Rate. Includes software, peripheral equipment, and website expenditures.
Total Operating Expense	\$21,200	
III. Capital Expense	\$0	No change.
Total Capital Expense:	\$0	
IV. Indirect Expense		
A. Internal	\$93,979	Increased from \$0 due to lack of funding to \$93,979. Indirect Cost schedule on file.
B. External	\$0	None
Total Indirect Expense:	\$93,979	
V. Other Expense		
Maintenance & Transportation	\$100	Remains at \$100. Client lodging, meals and transportation.
Total Other Expense:	\$100	
BUDGET GRAND TOTAL	\$750,387	

CCS Medical Therapy Program (MTP) Budget Worksheet

Fiscal Year: 2023-24

County: YOLO

Column	1	2	3
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2)
I. COUNTY EMPLOYED MTU STAFF			
MTP Administrative Positions			
1. MEDICAL CONSULTANT/LIMBOS	25.00%	221,198	55,300
2. MTU CLERK/PANIAGUA	100.00%	63,711	63,711
2. OFFICE SUPPORT SPECIALIST/RIVERA	35.00%	49,730	17,405
Subtotal		334,639	136,416
Treatment Staff			
1. OCCUPATIONAL THERAPIST/ORTIZ	100.00%	157,898	157,898
2. PHYSICAL THERAPIST/MOONEY	100.00%	157,898	157,898
Subtotal		315,796	315,796
Total Salaries and Wages			452,212
Staff Benefits (Specify %)	63.83%		237,437
Total Personnel Expenses, County Employed MTU Staff			689,649
Travel Costs			2,000
Internal Indirect Costs (Specify %)	25.00%		172,412
I. TOTAL, COUNTY EMPLOYED MTU STAFF			\$ 864,061
II. CONTRACT THERAPISTS			
Physical and Occupational Therapy Contracts			
1. Contractor Name, Position			-
II. TOTAL, CONTRACT THERAPISTS			\$ -
III. COUNTY STAFF FOR SELPA/LEA/IEP FUNCTIONS			
MTP Administrative Positions			
1. Employee Name, Position	0.00%	-	-
Subtotal		-	-
Treatment Staff			
1. Employee Name, Position	0.00%	-	-
Subtotal		-	-
Total Salaries and Wages			-
Staff Benefits (Specify %)	0.00%		-
Total Personnel Expenses for SELPA/LEA/IEP Functions			-
Travel Costs			-
Indirect Costs (Specify %)	0.00%		-
III. TOTAL, STAFF FOR SELPA/LEA/IEP FUNCTIONS			\$ -
IV. MTU EXPENDITURES			
1. MTU Supply and Equipment Costs			
a. General Office Expense			1,500
b. Program Supplies			2,035
Subtotal			3,535
2. MTU Conference Costs			
a. Registration			1,000
Subtotal			1,000
3. Training/Education			
a. Training/Education			1,000
Subtotal			1,000
4. Miscellaneous MTU Costs			
a. General Operating Expense			1,500
b. Communication Expense			-
Subtotal			1,500
IV. TOTAL, MTU EXPENDITURES			\$ 7,035
BUDGET GRAND TOTAL			\$ 871,096

SOURCE OF FUNDS			
MTP (State/County 50/50) (Sections I, II & IV)			
State General Funds (1)		\$ 435,548	
County Funds		\$ 435,548	
MTP (State 100%) (Section III)			
State General Funds (2)		\$ -	
Total State General Funds (1 + 2)		\$ 435,548	

Prepared by Angelika Eberlein Date Prepared 11/15/2023
 Approved By Jaime Ordóñez, CMS Administrator Date Approved 11/15/2023