

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

County/City: San Mateo Health Services Fiscal Year: 2009-10

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.

Donna Quatris MD, MPH  
Signature of CHDP Director

3-18-09  
Date Signed

\_\_\_\_\_  
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: 2009-10

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.

Joanne McEachern  
Signature of CCS Administrator

3/18/10  
Date Signed

Aurel Chelaru MD  
Signature of Director or Health Officer

3-18-10  
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



## HEALTH DEPARTMENT

November, 24, 2009

Consuelo Bautista  
Administrative Analyst  
Children's Medical Services  
San Francisco Regional Office  
1515 Clay Street, Room 401  
Oakland, CA 94612

Dear Ms. Bautista:

Enclosed please find one (1) original and one (3) copies of the San Mateo County CMS Plan and Budget for FY 2009-2010.

Should you have any questions about the items contained within, please contact Joanne MacDonald, PHN, Clinical Services Manager at (650) 573-2348.

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,

Joanne MacDonald, PHN, CSM  
Child Health Services Manager  
CHDP Deputy Director  
CCS Administrator

Cc: Mary Hansell, Dr. PH, PHN  
Anand Chadra, MD, Medical Director, CCS  
Dorothy Vura-Weis, MD, Medical Director, CHDP

### FAMILY HEALTH SERVICES DIVISION

## Plan and Budget Required Documents Checklist

MODIFIED FOR 2009-10






County/City: San Mateo County, San Mateo

Fiscal Year: 2009-10

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County/City: San Mateo County, San Mateo

Fiscal Year: 2009-10

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### Agency Information Sheet

County/City: San Mateo

Fiscal Year: 2009-10

#### Official Agency

Name:	Jean Fraser	Address:	San Mateo County Health Dept.
Health Systems Chief	(650) 573-2585		225 W. 37 <sup>th</sup> Ave., San Mateo, CA 94403

#### CMS Director (if applicable)

Name:		Address:	
Phone:			
Fax:		E-Mail:	

#### CCS Administrator

Name:	Joanne MacDonald	Address:	2000 Alameda De Las Pulgas, Suite 200, San Mateo, CA 94403
Phone:	(650) 573-2348		
Fax:	(650) 573-2751	E-Mail:	jmacdonald@co.sanmateo.ca.us

#### CHDP Director

Name:	Dorothy Vura-Weis, MD	Address:	2000 Alameda De Las Pulgas, Suite 200, San Mateo, CA 94403
Phone:	(650) 573-2492		
Fax:	(650) 573-2859	E-Mail:	DVura-Weis@co.sanmateo.ca.us

#### CHDP Deputy Director

Name:	Joanne MacDonald	Address:	2000 Alameda De Las Pulgas, Suite 200, San Mateo, CA 94403
Phone:	(650) 573-2348		
Fax:	(650) 573-2859	E-Mail:	jmacdonald@co.sanmateo.ca.us

#### Clerk of the Board of Supervisors or City Council

Name:	David Boesch	Address:	400 County Center
Phone:	(650) 363-4121		Redwood City, CA 94063
Fax:	(650) 363-1916	E-Mail:	dboesch@co.sanmateo.ca.us

#### 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.sanmateo.ca.us

Chief Probation Officer

Name:	Stuart Forrest	Address:	21 Tower Road
Phone:	(650) 312-8816		San Mateo, CA 94402
Fax:	(650) 312-5597	E-Mail:	sforrest@co.sanmateo.ca.us

**SAN MATEO COUNTY**  
**Children's Medical Services**  
**AGENCY NARRATIVE FY 09-10**

**Agency Structure:**

All three of the California Medical Services Programs - the Child Health and Disability Prevention Program (CHDP), the Health Care Program for Children in Foster Care (HCPCFC) and California Children Services (CCS) are now in the Family Health Service Division of the San Mateo County Health Services System. Family Health Services is a separate agency from Human Services 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 Joanne MacDonald, PHN, Clinical Service Manager, Deputy Director for CHDP, HCPCFC and administrator for CCS, report to Mary Hansell, Dr.PH, PHN, the Director of Family Health Services Division.

**HCPCFC Services/ Staff Changes:**

One public health nurse now 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:**

CHDP has had only a few changes in staff organization in 2008-09. The SrPHN that was .75% CHDP and .25 % HCPCFC is now 100% in HCPCFC as a PHN. The SrPHN that was 75% Human Services Agency (HSA) and 25% CHDP is now 100% CHDP as the SrPHN. An HSA PHN is now working out-of-class as the SrPHN.

The Community Program Specialist III is 50% CHDP (Dental) and 50% Family Health Services Contract Administrator.

The Administrative Assistant II is now filled, 5% CHDP and 95% CCS.

The Medical Office Specialist is no longer assisting in the Dental program. She is now 75% Immunization Program and 25% county General Funds.

As of August 2008, the Clinical Services Manager began working .50 FTE in CCS as the Administrator and continues .50 FTE as the CHDP Deputy Director.

Attached are the accomplishments of each program in CHDP



## Dental Accomplishments for 2008-09

Give Kids A Smile Day, February 6, 2009: 105 children received free dental care from 20 volunteer dentists. The Board of Supervisors presented certificates of appreciation to these volunteers. \$28,121 worth of care was provided that day.

Children's Dental Disease Prevention Program: Provided oral health education to 2,500 children, parents and staff. Also, provided dental screenings.

Kindergarten Dental Requirements: Provided dental screenings for kindergarten students.

Began oral health education and fluoride varnish application training for CHDP providers.

Accomplishments FY 2008-09  
Foster Care Public Health Nurse - HCPCFC Program  
San Mateo County

- 1) Continued to provide education regarding CHDP, HCPCFC and needs of foster children to:
  - Social Worker Training Units
  - Probation Officers
  - CPS Social Workers
  - Medically Fragile Infant Resource Parents
  - Local Group Homes
  
- 2) Utilized the intensive informing process and other measures to increase the percentage of foster children who have an up-to-date physical exam to 83%

## CHDP Provider Relations and Care Coordination Accomplishments 2008 – 2009

A new Senior PHN started in June 2009. The Program was without a supervisor for most of the third and fourth quarters of 2008-09. The Clinical Services Manager provided supervision for the unit during this time. The new Sr. PHN shares in the Provider Relations duties.

PM160 Care Coordination is conducted by two part time PHNs and two full time Benefits Analysts. PM 357 intensive informing is done by the Benefits Analysts. This year the Care Coordination Protocols have been finalized.

The Benefits Analysts have continued to accompany the Provider Relations Nurse during visits to the CHDP Provider offices. The CHDP Health Education Materials Binder was shared with the office staff. This encourages the Providers to provide and hand out health education resources and allows the CHDP staff to meet and establish relationships with Providers and their staff. Relationship building improves communication and care coordination.

In conjunction with other state subcommittee representatives, the Health Educator worked on revising the "Growing Up Healthy" pamphlet series.

CHDP staff provided Provider Relations services to 80% of the Providers. They provided facility site and medical chart reviews, health education material binder presentations, CHDP/PM160 101 training, vision training, and a desk top review coordinated with the BADD Provider Relations Subcommittee. Staff also worked on getting two new CHDP Providers on board.

## Nutrition Accomplishments for 2008-2009

- Developed a training curriculum for CHDP providers, 'Counseling the Overweight Child: A Training for CHDP Providers'.
- Distributed Kaiser/CHDP *Little Changes. Big Rewards* poster to CHDP providers.
- Coordinated efforts to begin offering the Shapedown Weight Management Program curriculum in Spanish including:
  - Recruited and hired three additional Spanish speaking contractors,
  - Secured locations for the expanded number of Shapedown classes,
  - Collaborated with Willow, Fair Oaks Children's, and Ravenswood Clinics to pilot the Spanish sessions using new physician/clinic model,
  - Collaborating with Mid-Peninsula YMCA to provide Y-memberships to Shapedown participants as incentive to improve attendance and encourage physical activity.
- Created an outreach tool for nurses and other CHDP staff which bundles the various healthy weight tools and trainings available for the CHDP provider.
- Developed a summary of CA and San Mateo County Childhood Overweight and Obesity 2007 PedNSS Overweight Data information sheet. Distributed for use in grant writing and presentations to CHDP providers, county epidemiologists, and other county staff.
- Co-authored the study, 'Teen Health Spa - Crossing the Border into the Adolescent's World with Innovative Strategies to Promote Health Behavior Change.' The abstract was accepted by the American Public Health Association (APHA) for presentation at the 2008 Conference.
- Provided BMI training follow-up for CHDP providers and staff.
- Provided training for the Chronic Disease Prevention Program staff on obesity prevention and counseling techniques.
- Provided training for WIC Staff on BMI, growth charts, techniques for communication with CHDP providers, and Shapedown.

SAN MATEO COUNTY  
Children's Medical Services  
AGENCY DESCRIPTION FY 09-10

California Children Services:

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

California Children Services is organized as follows:

1. Case Management Section:

This section is responsible for medical and financial/residential determination and case management of CCS clients. There are 7.75 FTE public health nurses, 1 FTE MSW, 3 FTE benefit Analysts, 1 PT case manager, 1 nutrition case manager and 5 case management technicians. Public health nurses, PT and Nutrition case managers are supervised by a Senior Public Health Nurse. PT case manager provides case management for clients with physical injuries and rehab needs. She reviews and authorizes all DME requests and PT/OT requests for non-MTU clients. She has developed a resource list of DME and PT/OT providers and has been a very effective liaison with rehab centers and DME vendors. CCS clients have shown their satisfaction with CCS PT case manager in our County CARE Survey, which is done annually and measures client satisfaction. CCS nutritionist is CCS paneled. She provides nutrition assessment for MTU clients and authorizes supplies, formulas and special food for CCS clients. She is CCS liaison with special care centers' dieticians and formula vendors. She is a consultant to case managers, CCS therapists and health care providers. She is on San Mateo County Childhood Obesity Prevention collaborative. She provides nutrition education sessions for MTU clients and their families. She participates in community education and activities related to nutrition. She is working with CCS therapists in a program for prevention and management of childhood obesity for CCS Medical Therapy Program clients. She will be participating in transition conferences to provide preventive nutrition services for adolescent clients.

The nurses contact eligible clients by phone/mail to introduce themselves, to explain the CCS program and offer assistance with transportation, making medical appointments and referral to other County programs. They review their cases annually for medical eligibility and to update the case management plan. The nurses along with the social worker and benefits analysts interview the adolescent clients and assist the families in developing a transition plan.

Four nurses are assigned to MTU, two of them Spanish speaking. Nurses attend MTU clinics and provide on site case management for MTU clients. Two nurses are assigned to concurrent hospital review. 1 FTE public health nurse position was added to provide care coordination and liaison services to programs that serve children 0-3. This PHN will be attending County high risk infant collaborative monthly case conferences and will provide intensive case management for clients in HRIF, newborn hearing screening and

newborn metabolic screening program. A senior Public Health Nurse supervises the case management staff, and assists the Medical Director with planning for case management activities and quality improvements.

CCS licensed social worker (MSW) supervises the benefit analysts (financial eligibility unit). He participates on the initial assessment team at the MTU, providing psycho-social assessment, counseling and referrals. He has developed a resource file for mental health and counseling services. He consults with PHN case managers and MTU therapists about families with psycho-social problems. He participates in transition interviews and transition planning for CCS adolescent client's age 14 years and older.

Two medical office specialists (MOS) and three patient services assistants (PSA) are functioning as case management technicians. They are supervised by CCS nurse case managers and CCS Office Supervisor.

CCS program is carved in and HPSM is our county organized managed care. CCS participates in bi-monthly case conferences with HPSM for complex CCS/HPSM cases.

A contract with Family Resource Center provides CCS with .50 FTE parent liaison position. Two mothers of current and former MTU clients are available to the program for parent liaison activities. They assist families with understanding the program and help them with care coordination, finding resources, and links with community agencies. They have also been working with CCS staff on development of transition materials and transition handbook.

A case manager is assigned to act as liaison for medical homes, special care centers and other health care providers. She will be assisting pediatricians to become CCS paneled, visiting special care centers and assists them to comply with providing multidisciplinary center reports for CCS clients.

A transition Protocol for children age 14, 16, 18, and 21 years has been developed and implemented by CCS case management staff.

A case management quality improvement procedure has been developed and will be implemented this year.

## 2. Medical Therapy Program:

The MTP provides physical therapy (PT) and occupational therapy (OT) services to approximately 450-500 children and consists of two Medical Therapy Units. These units are accredited outpatient rehabilitation centers, located in San Bruno and San Mateo. We also currently have one satellite therapy site in Redwood City where we are able to serve some of the families who live in the south of the county. In addition to individual OT and PT treatment sessions, therapy groups are offered to enhance daily living skills and support independent exercise programs. Staff supervision is provided by a physical therapy supervisor and an occupational therapy supervisor. Chief Therapist functions as a manager for the MTP. Over fifty percent of children receive medical direction for their therapy program through one of the five Medical Therapy Conferences. In collaboration with Kaiser, a neurology/rehab clinic is held twice a month at one of the medical therapy units for clients with Kaiser Insurance. Nursing and Nutrition case management are available on site for children enrolled in the MTP. By contracting with Family Resource Center, 2 parent liaisons are available to MTU clients helping them to find community resources, navigate the medical and educational systems and provide assistance with adult transition.

The CCS State therapy consultant reviewed the San Bruno MTU in May of 2008. CCS is currently working on developing a plan of correction of deficiencies identified in charting. The San Mateo Unit passed review in 2007. Reviews are conducted every other year.

### 3. Administrative Support/ IT:

This section provides clerical support, claim processing and data management, under the supervision of the Administrative Assistant. The County has CMS-NET and web based authorization system. A fiscal clerk processes the HPSM claims and other claims that come to CCS office under direct supervision of the Medical office supervisor. They also process the claims for the MTU physicians and contract Therapists. They assist providers with answering billing questions, and educate their office staff in how to bill. One additional fiscal clerk processes the claims for MTU services.

Effective August, 2008, the Medical Director of CCS is Dr. Anand Chabra and the Administrator is Joanne MacDonald, PHN, Clinical Service Manager. Dr. Chabra is also the Medical Director of San Mateo County's MCAH Programs and Joanne MacDonald 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. Both meet quarterly with the Health Plan of San Mateo's Medical Director and her staff. The HPSMs' Medical Director also attends monthly CCS case management meetings.

County: San Mateo

Fiscal Year: 2009-2010

CCS Caseload	0 to 21 years	A	B
		Actual Caseload	% of Grand Total
<b>MEDI-CAL</b>			
1	Average of Total Open (Active) Medi-Cal Children	1481	59%
2	Potential Case Medi-cal	518	21%
3	<b>TOTAL MEDI-CAL (Row 1 + Row 2)</b>	<b>1999</b>	<b>79%</b>
<b>NON MEDI-CAL</b>			
<b>Healthy Families</b>			
4	Average of Total Open (Active) Healthy Families	346	14%
5	Potential Case Healthy Families	121	5%
6	<b>Total Healthy Families (Row 4 + Row 5)</b>	<b>467</b>	<b>19%</b>
<b>Straight CCS</b>			
7	Average of Total Open (Active) Straight CCS Children	36	1%
8	Potential Cases Straight CCS Children	13	1%
9	<b>Total Straight CCS (Row 7 + Row 8)</b>	<b>49</b>	<b>2%</b>
10	<b>TOTAL NON MEDI-CAL (Row 6 + Row 9)</b>	<b>516</b>	<b>21%</b>
11	<b>GRAND TOTAL (Row 3 + Row 10)</b>	<b>2515</b>	<b>100%</b>



### CHDP Program Referral Data

Complete this form using the Instructions found on page 4-8 through 4-10.

COUNTY/CITY: SAN MATEO COUNTY		FY 08-09		FY 06-07 (07/06 - 05/07)		FY 07-08 (07/07 - 05/08)	
<b>Basic Informing and CHDP Referrals</b>							
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	355	718	N/A	N/A	225	435
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	1086	1747	N/A	N/A	732	1275
d.	Number Unknown	1	1	N/A	N/A	30	54
3.	Total number of EPSDT eligible recipients and unborn, referred by Department of Social Services' workers who requested the following:	1442	2466	1271	N/A	N/A	1768

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COUNTY/CITY: SAN MATEO COUNTY	FY 06-07 (07/06 - 05/07)	FY 07-08 (07/07 - 05/08)
a. Medical and/or dental services	N/A	453
b. Medical and/or dental services with scheduling and/or transportation	N/A	216
c. Information only (optional)	N/A	47
d. Unknown	N/A	1052
4a. Number of cases (PM357s) distributed for intensive informing by phone or letter	1271	1083
b. Number of persons who were contacted by telephone or outreach letter	N/A	1768
<b>Results of Assistance</b>		
5. Number of recipients actually provided scheduling and/or transportation assistance by program staff	66	28
6. Number of recipients in "5" who actually received medical and/or dental services	58	23

\*\* Appointments still pending

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**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/HCP/CF**

Fiscal Year: 2009-10

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)
CHDP/Head Start	IAA	June 2008 to May 2009	June 2008	Joanne MacDonald	No
CHDP/HSA/PRO	IAA	FY 2007 - 2009	June 2008	Robyn Ziegler	No
CHDP/CCS/WIC	IAA	January 2003	June 2008	Joanne MacDonald	No
HCP/CF/HSA/PRO	MOU	FY 2008-2010	June 2008	Lenora Torres	No

CHDP Administrative Budget Summary for FY 2009-10

No County/City Match


County/City Name: San Mateo

Category/Line Item	1 Total Budget (2 + 3)	2 Total CHDP Budget	3 Total Medi-Cal Budget (4 + 5)	4 Enhanced State/Federal (25/75)	5 Nonhanced State/federal (550)
I. Total Personnel Expenses	\$440,575	\$901	\$439,674	\$243,078	196,596
II. Total Operating Expenses	\$6,029	\$2,029	\$4,000	\$2,000	\$2,000
III. Total Capital Expenses	\$0	\$0	\$0		\$0
IV. Total Indirect Expenses	\$70,492	\$144	\$70,348		\$70,348
V. Total Other Expenses	\$0	\$0	\$0		\$0
<b>Budget Grand Total</b>	<b>\$517,096</b>	<b>\$3,074</b>	<b>\$514,022</b>	<b>\$245,078</b>	<b>268,944</b>

Source of Funds	1 Total Funds	2 Total CHDP Budget	3 Total Medi-Cal Budget	4 Enhanced State/Federal	5 Nonhanced State/federal
State General Funds	\$3,074	\$3,074			
Medi-Cal Funds:	\$514,022		\$514,022		
State	\$195,741		\$195,741	\$61,270	134,472
Federal (Title XIX)	\$318,281		\$318,281	\$183,809	134,472

Prepared By (Signature)  10/7/2009 (650) 573-2348 [jmacdonald@co.sanmateo.ca.us](mailto:jmacdonald@co.sanmateo.ca.us)

Date Prepared Phone Number Email Address

CHDP Director or Deputy Director (Signature)  10/7/2009 (650) 573-2348 [jmacdonald@co.sanmateo.ca.us](mailto:jmacdonald@co.sanmateo.ca.us)

Date Phone Number Email Address

CHDP Administrative Budget Worksheet for FY 2009-10

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)
<b>Personnel Expenses</b>											
1. Clinical Serv Mgr MacDonald	50%	\$127,802	\$63,901	1%	\$639	99%	\$63,262	43%	\$27,203	57%	\$36,059
2. Public Health Nurse Rosier	80%	\$105,636	\$84,509	0%	\$0	100%	\$84,509	78%	\$65,917	22%	\$18,592
3. M.D. D. Vura-Weis	20%	\$168,492	\$33,698	0%	\$0	100%	\$33,698	76%	\$25,611	24%	\$8,088
4. Dietitian Bedrosian	60%	\$75,048	\$45,029	0%	\$0	100%	\$45,029	54%	\$24,316	46%	\$20,713
5. Health Educator R. Ziegler	25%	\$82,164	\$20,541	0%	\$0	100%	\$20,541	45%	\$9,243	55%	\$11,298
6. Medical Office Assist. II Liberona	48%	\$51,084	\$24,520	0%	\$0	100%	\$24,520	82%	\$20,107	18%	\$4,414
7. Benefit Analyst II Roblero	64%	\$62,916	\$40,266	0%	\$0	100%	\$40,266	0%	\$0	100%	\$40,266
Total Salaries and Wages			\$312,465		\$639		\$311,826		\$172,396		\$139,430
Less Salary Savings			\$0		\$0		\$0		\$0		\$0
Net Salaries and Wages			\$312,465		\$639		\$311,826		\$172,396		\$139,430
Staff Benefits (Specify %)	41.00%		\$128,110		\$262		\$127,848		\$70,682		\$57,166
<b>I. Total Personnel Expenses</b>			\$440,575		\$901		\$439,674		\$243,078		\$196,596
<b>II. Operating Expenses</b>											
1. Travel			\$3,390		\$1,390		\$2,000		\$1,500		\$500
2. Training			\$2,639		\$639		\$2,000		\$500		\$1,500
<b>II. Total Operating Expenses</b>			\$6,029		\$2,029		\$4,000		\$2,000		\$2,000
<b>III. Capital Expenses</b>											
<b>II. Total Capital Expenses</b>			\$0		\$0		\$0		\$0		\$0
<b>IV. Indirect Expenses</b>											
1. Internal (Specify %)	10.00%		\$44,058		\$90		\$43,967		\$43,967		\$43,967
2. External (Specify %)	6.00%		\$26,435		\$54		\$26,380		\$26,380		\$26,380
<b>IV. Total Indirect Expenses</b>			\$70,492		\$144		\$70,348		\$70,348		\$70,348
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>			\$0		\$0		\$0		\$0		\$0
<b>Budget Grand Total</b>			\$517,096		\$3,074		\$514,022		\$245,078		\$268,944

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**CHDP Administrative Budget Worksheet for FY 2009-10**


No County/City Match

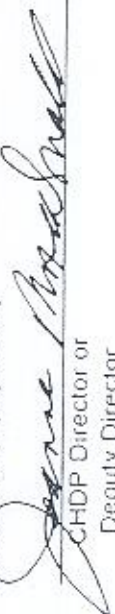
State and State/Federal

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)
<b>Personnel Expenses</b>											
1. Clinical Serv Mgr. MacDonald	50%	\$127,802	\$63,901	1%	\$639	99%	\$63,262	43%	\$27,203	57%	\$36,059
2. Public Health Nurse Rosier	80%	\$105,636	\$84,509	0%	\$0	100%	\$84,509	78%	\$65,917	22%	\$18,592
3. M.D. D. Vura-Weis	20%	\$168,492	\$33,698	0%	\$0	100%	\$33,698	76%	\$25,611	24%	\$8,088
4. Dietitian Bedrosian	60%	\$75,048	\$45,029	0%	\$0	100%	\$45,029	54%	\$24,316	46%	\$20,713
5. Health Educator R. Ziegler	25%	\$82,164	\$20,541	0%	\$0	100%	\$20,541	45%	\$9,243	55%	\$11,298
6. Medical Office Assist. II Liberona	48%	\$51,084	\$24,520	0%	\$0	100%	\$24,520	82%	\$20,107	18%	\$4,414
7. Benefit Analyst II Roblero	64%	\$62,916	\$40,266	0%	\$0	100%	\$40,266	0%	\$0	100%	\$40,266
Total Salaries and Wages			\$312,465		\$639		\$311,826		\$172,396		\$139,430
Less Salary Savings			\$0		\$0		\$0		\$0		\$0
Net Salaries and Wages			\$312,465		\$639		\$311,826		\$172,396		\$139,430
Staff Benefits (Specify %) 41.00%			\$128,110		\$262		\$127,848		\$70,682		\$57,166
<b>I. Total Personnel Expenses</b>			\$440,575		\$901		\$439,674		\$243,078		\$196,596
<b>II. Operating Expenses</b>											
1. Travel			\$3,390		\$1,390		\$2,000		\$1,500		\$500
2. Training			\$2,639		\$639		\$2,000		\$500		\$1,500
<b>II. Total Operating Expenses</b>			\$6,029		\$2,029		\$4,000		\$2,000		\$2,000
<b>III. Capital Expenses</b>											
<b>III. Total Capital Expenses</b>			\$0		\$0		\$0		\$0		\$0
<b>IV. Indirect Expenses</b>											
1. Internal (Specify %) 10.00%			\$44,058		\$90		\$43,967				\$43,967
2. External (Specify %) 6.00%			\$26,435		\$54		\$26,380				\$26,380
<b>IV. Total Indirect Expenses</b>			\$70,492		\$144		\$70,348				\$70,348
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>			\$0		\$0		\$0				\$0
<b>Budget Grand Total</b>			\$517,096		\$3,074		\$514,022		\$245,078		\$268,944

18

  
Prepared By (Signature) (650) 573-2344 [jmacdonald@co.sanmateo.ca.us](mailto:jmacdonald@co.sanmateo.ca.us) Phone Number Email Address  
Date Prepared 10-7-09

  
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Date 10-7-09

San Mateo County  
CHDP No Match Budget Narrative  
FY 2009-2010

I. Personnel Expense

Total Salaries: \$312,465

Total Benefits: \$128,110

Total Personnel Expense: \$440,575

Personnel Changes:

The Clinical Service Manager decreased to 50%. The other 50% is on the CCS budget as CCS Administrator.

One Benefit Analyst II is 100% on the matched budget and the other 36% on the matched budget and 64% on the no-matched budget.

These changes enabled us to meet the money allotted to us.

II. Operating Expenses

Travel: \$3,390

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: \$2,639

Staff training costs allocated to CHDP.

Total Operating Expense: \$6,029

III. Capital Expense

Total Capital Expense: \$0

IV. Indirect Expense



Internal @ 10% \$44,058 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 @ 6% \$26,435 This covers County administrative costs.

Total Indirect Expense: \$ 70,492

V. Other Expense \$0

Total Other Expense: \$0

Budget Grand Total: \$517,096

CHDP Administrative Budget Summary for FY 2009-10  
 County/City Match  
 County/City Name: San Mateo

Category/Line Item	1 Total Budget (2 + 3)	2 Enhanced County/Federal (25/75)	3 Nonenhanced County/Federal (50/50)
I. Total Personnel Expenses	\$590,322	\$232,460	\$357,862
II. Total Operating Expenses	\$214,237	\$6,000	\$208,237
III. Total Capital Expenses	\$0		\$0
IV. Total Indirect Expenses	\$94,452		\$94,452
V. Total Other Expenses	\$2,000		\$2,000
Budget Grand Total	\$901,011	\$238,460	\$662,551

Source of Funds	1 Total Funds	2 Enhanced County/Federal (25/75)	3 Nonenhanced County/Federal (50/50)
County Funds	\$390,890	\$59,615	\$331,275
Federal Funds (Title XIX)	\$510,120	\$178,845	\$331,275

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*Jane McDonald*  
 CHDP Director or Deputy      10/7/2009      Date  
 Director (Signature)

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CHDP Administrative Budget Worksheet for FY 2009-10

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)
<b>I. Personnel Expenses</b>							
1. SrPHN Vera Williams	82%	\$113,991	\$93,473	75%	\$70,104	25%	\$23,368
2. Comm Prog Spec III Salvana	50%	\$81,780	\$40,890	0%	\$0	100%	\$40,890
3. Dept Sys Analyst Pijma	20%	\$98,556	\$19,711	0%	\$0	100%	\$19,711
4. Community Worker II Herrera	75%	\$52,740	\$39,555	25%	\$9,889	75%	\$29,666
5. Benefit Analyst Fennelly	100%	\$59,436	\$59,436	0%	\$0	100%	\$59,436
6. Administrative Assist. II-DelAguila	5%	\$64,548	\$3,227	0%	\$0	100%	\$3,227
7. M.D. D. Vura -Weis	15%	\$168,492	\$25,274	75%	\$18,955	25%	\$6,318
8. PHN Frances Sanchez	80%	\$109,861	\$87,889	75%	\$65,917	25%	\$21,972
9. Benefit Analyst Guiterrez	36%	\$62,916	\$22,650	0%	\$0	100%	\$22,650
10. Medical Office Assist II Liberona	52%	\$51,084	\$26,564	0%	\$0	100%	\$26,564
Total Salaries and Wages			\$418,668		\$164,865		\$253,803
Less Salary Savings			\$0		\$0		\$0
Net Salaries and Wages			\$418,668		\$164,865		\$253,803
Staff Benefits (Specify ) 41.00%			\$171,654		\$67,595		\$104,059
<b>I. Total Personnel Expenses</b>			\$590,322		\$232,460		\$357,862
<b>II. Operating Expenses</b>							
1. Travel			\$6,000		\$4,000		\$2,000
2. Training			\$3,000		\$2,000		\$1,000
3. Printing/Copying			\$4,500				\$4,500
4. Supplies			\$12,000				\$12,000
5. Equipment Lease			\$4,600				\$4,600
6. Meetings/ Conferences			\$5,500				\$5,500
7. Telephone Services			\$17,000				\$17,000
8. Rent			\$127,637				\$127,637
9. Informational/ Technical Services			\$34,000				\$34,000
<b>II. Total Operating Expenses</b>			\$214,237		\$6,000		\$208,237
<b>III. Capital Expenses</b>							


II. Total Capital Expenses				\$0		\$0
IV. Indirect Expenses						
1. Internal (Specify %)	10.00%			\$59,032		\$59,032
2. External (Specify %)	6.00%			\$35,419		\$35,419
IV. Total Indirect Expenses				\$94,452		\$94,452
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				\$901,011	\$238,460	\$662,551

  
 Prepared By (Signature)

10-7-09  
 Date Prepared

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 Phone Number

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 CHPD Director or Deputy Director  
 (Signature)

10-7-09  
 Date

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#24

San Mateo County  
CHDP Match Budget Narrative  
FY 2009-2010

I. Personnel Expense

Total Salaries: \$418,668

Total Benefits: \$ 171,654

Total Personnel Expense: \$ 590,322

Personnel Changes:

1. The SrPHN is 82% CHDP Match and 18% HCPCFC.
2. A former CHDP SRPHN is now 90% HCPCFC and 10% foster Care Match.
3. The Community Program Specialist III (CPS) is 50% CHDP (Dental) and 50% Family Health Services Contract Administrator.
4. The Community Worker II is now 75% CHDP (dental) and 25% County General Funds.
5. Administrative Assist. II has been added at 5% to assist with CHDP budget plan and preparation.

II. Operating Expenses

Printing/Copying \$4,500 Costs allocated to CHDP staff.

Supplies \$12,000 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 staff meetings, CHDP meetings and a staff retreat.
Telephone Service	\$17,000	Cost per line plus cost for calls allocated to CHDP. CHDP has extra lines for rollover use.
Rent	\$127,637	16 staff move to a new office site in April 2008. Cost is \$23.58/ sq ft
Travel	\$6,000	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 Services	\$34,000	Costs of information technology services and computer lease allocated to CHDP.
<b>Total Operating Expense: \$ 214,237</b>		
III. Capital Expense		
Total Capital Expense:	\$0	
IV. Indirect Expense		
Internal @ 10%	\$ 59,032	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 @ 6%                    \$35,419

This covers County administrative costs.

**Total Indirect Expense: \$ 94,452**

**V. Other Expenses:**

See attached Other Expenses Justification Form.

1. Audiologist Consultant:    \$ 1,000

2. Vision Consultant:         \$ 1,000

**Total Other Expense:    \$ 2,000**


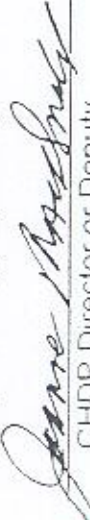
**Budget Grand Total:    \$901,011**

**Foster Care Administrative Budget Summary Fiscal Year 2009-10**  
**County-City Match**  
**County/Title XIX Federal Funds**  
**County/City Name: San Mateo**

Category/Line Item	1 Total Budget (2 + 3)	2 Enhanced County- City/Federal (25/75)	3 Nonenhanced County- City/Federal (50/50)
I. Total Personnel Expense	\$14,683	\$13,509	\$1,175
II. Total Operating Expense	\$1,160	\$928	\$232
III. Total Capital Expense			
IV. Total Indirect Expense	\$1,468		\$1,468
V. Total Other Expense			
<b>Budget Grand Total</b>	<b>\$17,312</b>	<b>\$14,437</b>	<b>\$2,875</b>

Source of Funds	1 Total Funds	2 Enhanced County- City/Federal (25/75)	3 Nonenhanced County- City/Federal (50/50)
County-City Funds	\$5,047	\$3,609	\$1,438
Federal Funds (Title XIX)	\$12,265	\$10,828	\$1,438
<b>Budget Grand Total</b>	<b>\$17,312</b>		

Source County-City Funds:

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 CHDP Director or Deputy 10/7/2009 Date (650) 573-2348 Phone Number jmacdonald@co.sanmateo.ca.us Email Address  
 Director (Signature) 28



Foster Care Administrative Budget Fiscal Year 2009-10  
 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)
<b>I. Personnel Expenses</b>							
1. PHN Lenora Torres	10%	\$105,636	\$10,564	92%	\$9,719	6%	\$845
Total Salaries and Wages			\$10,564		\$9,719		\$845
Less Salary Savings			\$0		\$0		\$0
Net Salaries and Wages			\$10,564		\$9,719		\$845
Staff Benefits (Specify %)	39.00%		\$4,120		\$3,790		\$330
<b>I. Total Personnel Expenses</b>			\$14,683		\$13,509		\$1,175
<b>II. Operating Expenses</b>							
1. Travel			\$660		\$528		\$132
2. Training			\$500		\$400		\$100
<b>II. Total Operating Expenses</b>			\$1,160		\$928		\$232
<b>III. Capital Expenses</b>							
1.							
2.							
<b>II. Total Capital Expenses</b>							
<b>IV. Indirect Expenses</b>							
1. Internal (Specify %)	10.00%		\$1,468				\$1,468
2. External							
<b>IV. Total Indirect Expenses</b>			\$1,468				\$1,468
<b>V. Other Expenses</b>							
1.							
2.							
<b>V. Total Other Expenses</b>							
<b>Budget Grand Total</b>			\$17,312		\$14,437		\$2,875

*Janice Magallon*  
 Prepared By (Signature)

10-7-09 Date Prepared  
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*Janice Magallon*  
 Director or Deputy Director (Signature)

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San Mateo County  
 Foster Care Administrative County Match Budget Narrative  
 FY 2009-2010

<b>I. Personnel Expense</b>		
Total Salaries	\$10,564	
Total Benefits:	\$4,210	
<b>Total Personnel Expense:</b>	<b>\$14,683</b>	The PHN position is 10% in the FC budget and 90% 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.
<b>II. Operating Expense</b>		
Travel:	\$660	Part of FC staff travel reimbursement
Training:	\$500	FC staff training costs
<b>Total Operating Expense:</b>	<b>\$1,160</b>	
<b>III. Capital Expense</b>		
<b>Total Capital Expense:</b>	<b>\$0</b>	
<b>IV. Indirect Expense</b>		
Internal @ 10%	\$ 1,468	Costs supporting in-house administrative and accounting services.
<b>Total Indirect Expense:</b>	<b>\$1,468</b>	
<b>V. Other Expense</b>		
<b>Total Other Expense:</b>	<b>\$0</b>	
<b>VI. Budget Grand Total:</b>	<b>\$17,312</b>	

**HPCFC Administrative Budget Summary**  
 Fiscal Year 2009-10  
 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	\$160,671	\$144,604	\$16,067
II. Total Operating Expenses	\$1,649	\$1,280	\$369
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$16,067		\$16,067
V. Total Other Expenses			
<b>Budget Grand Total</b>	<b>\$178,387</b>	<b>\$145,884</b>	<b>\$32,502</b>

Column	1	2	3
Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
State Funds	\$52,723	\$36,471	\$16,252
Federal Funds (Title XIX)	\$125,665	\$109,413	\$16,252
<b>Budget Grand Total</b>	<b>\$178,387</b>		

*Jeanne Magallon*  
 Prepared By (Signature)

*Jeanne Magallon*  
 CHOP Director or Deputy Director  
 (Signature)

Date Prepared: 10/7/2009  
 Date: 10/7/2009  
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HCPCFC Administrative Budget Worksheet  
 Fiscal Year 2009-10  
 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 (2575)	% or FTE	Nonenhanced State/Federal (50/50)
I. Personnel Expenses							
1. PHN Lenora Torres	50%	\$105,636	\$95,072	90%	\$85,565	10%	\$9,507
2. SRPHN Vera Williams	18%	\$113,991	\$20,518	90%	\$18,467	10%	\$2,052
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages			\$115,591		\$104,032		\$11,559
Less Salary Savings							
Net Salaries and Wages			\$115,591		\$104,032		\$11,559
Staff Benefits (Specify %)   39.00%			\$45,080		\$40,572		\$4,508
I. Total Personnel Expenses			\$160,671		\$144,604		\$16,067
II. Operating Expenses							
1. Travel			\$950		\$690		\$270
2. Training			\$699		\$600		\$99
II. Total Operating Expenses			\$1,649		\$1,290		\$369
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses (10% Cap)							
1. Internal (Specify %)   10.00%			\$16,067		\$16,067		\$16,067
2. External							
IV. Total Indirect Expenses			\$16,067		\$16,067		\$16,067
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$178,387		\$145,884		\$32,503

Prepared By (Signature) 

CHDP Director or Deputy Director (Signature) 

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San Mateo County  
 HCPCFC County No Match Budget Narrative  
 FY 2009-2010

<b>I. Personnel Expense</b>		
Total Salaries:	\$115,591	
Total Benefits:	\$ 45,080	
<b>Total Personnel Expense:</b>	<b>\$160,671</b>	PHN position is 90% and the SrPHN is 18%. With these configurations we were able to meet the money allotted to us
<b>II. Operating</b>		
Travel:	\$950	Part of HCFCPC staff travel reimbursement
Training:	\$699	HCFCPC staff training costs
<b>Total Operating Expense:</b>	<b>\$1,649</b>	
<b>III. Capital Expense</b>		
<b>Total Capital Expense:</b>	<b>\$0</b>	
<b>IV. Indirect Expense</b>		
Internal @ 10%	\$16,067	Costs supporting in-house administrative and accounting services.
<b>Total Indirect Expense:</b>	<b>\$ 16,067</b>	
<b>V. Other Expense</b>		
<b>Total Other Expense:</b>	<b>\$0</b>	
<b>Budget Grand Total:</b>	<b>\$178,387</b>	

CCS Administrative Budget Summary FY 2009-10

County Name: San Mateo

CCS CASELOAD	Actual Caseload	Percent of Grand Total
MEDI-CAL		
Average of Total Open (Active) Medi-Cal Children	1481	
Potential Cases Medi-Cal	518	
<b>TOTAL MEDI-CAL</b>	1999	79%
NON MEDI-CAL		
Healthy Families		
Average of Total Open (Active) HF Children	346	
Potential Cases HF	121	
<b>Total Healthy Families</b>	467	19%
Straight CCS		
Children	36	
Potential Cases Straight CCS	13	
<b>Total Straight CCS</b>	49	2%
<b>TOTAL NON MEDI-CAL</b>	516	21%
<b>GRAND TOTAL</b>	2515	100%

Category/Line Item	1 Total Budget	2 Non-Medi-Cal County/State/HF Co/So/Federal	3 Total Medi-Cal State/Federal	4 Enhanced State/Federal (25/75)	5 Nonenhanced State/Federal (50/50)
I. Total Personnel Expense	\$2,949,203	\$604,721	\$2,348,081	\$1,632,503	\$715,576
II. Total Operating Expense	\$330,541	\$67,776	\$262,765	\$6,905	\$255,860
III. Total Capital Expense	\$0	\$0	\$0		\$0
IV. Total Indirect Expense	\$693,327	\$142,164	\$446,778		\$446,778
V. Total Other Expense	\$58,500	\$11,995	\$46,505		\$46,505
<b>Budget Grand Total</b>	<b>\$4,031,571</b>	<b>\$826,656</b>	<b>\$3,104,128</b>	<b>\$1,639,408</b>	<b>\$1,464,719</b>

Source of Funds	1 Total Budget	2 Non-Medi-Cal County/State/HF Co/State/Federal	3 Total Medi-Cal State/Federal	4 Enhanced State/Federal (25/75)	5 Nonenhanced State/Federal (50/50)
Straight CCS					
State	\$44,166	\$44,166			
County	\$44,166	\$44,166			
CCS Healthy Families					
State	\$129,207	\$129,207			
County	\$129,207	\$129,207			
Federal (Title XXI)	\$479,910	\$479,910			
Medi-Cal Funds:					
State	\$1,142,212		\$1,142,212	\$409,852	\$732,360
Federal (Title XIX)	\$1,961,916		\$1,961,916	\$1,229,556	\$732,360

Prepared By (Signature): *[Signature]*  
 Date Prepared: 11/20/2009  
 CCS Administrator (Signature): *[Signature]*  
 Date: 11/20/2009

Phone Number: (650) 573-2348  
 Email Address: jmacdonald@cco.sanmateo.ca.us

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CCS CASELOAD	Actual Caseload	Percent of Grand Total
WED-CAL	1,481	
Average of Total Open (Active) Medi-Cal Children	518	
Potential Cases Medi-Cal	1,999	79%
TOTAL MEDI-CAL		
MON MEDICAL		
Healthy Families	346	
Potential Cases HF	121	
Total Healthy Families	467	19%
Strait's CCS		
Average of Total Open (Active) Strait CCS Children	36	
Potential Cases Strait CCS	13	
Total Strait CCS	49	2%
TOTAL MON MEDICAL	516	21%
GRAND TOTAL	2,515	100%

CCS Administrative Budget Worksheet for FY 2009-10

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 (\$6090)	% FTE	Medi-Cal (6 + 7)	% FTE	Medi-Cal Enhanced	% FTE	Medi-Cal Nonenhanced State/Federal (\$0050)
I Personnel Expense											
Program Administration											
Administrator - Joanne MacDonald	50%	\$127,002	\$63,501	21%	\$13,103	79%	\$50,799			100%	\$50,799
Administrative Assistant II - Joseph De Aguiar	65%	\$76,008	\$72,208	21%	\$14,856	79%	\$57,402			100%	\$57,402
Medical Office Services Supervisor - Joanna Nunez	100%	\$67,008	\$67,008	21%	\$13,752	79%	\$53,316			100%	\$53,316
Subtotal		\$270,078	\$203,177		\$41,661		\$161,516				\$161,516
Medical Case Management											
Physica - Anand Chandra MD	70%	\$169,071	\$117,650	21%	\$24,124	79%	\$93,526	65%	\$80,432	14%	\$13,094
Sr. PHN - Marie Brillantes	100%	\$113,991	\$113,991	21%	\$23,373	79%	\$90,618	66%	\$77,971	14%	\$12,606
Chief Therapist - Carol Maddox	20%	\$162,780	\$70,556	21%	\$4,215	79%	\$16,341	86%	\$14,053	14%	\$2,208
Medical Social Worker - Mitchell Ekstein	100%	\$76,769	\$76,769	21%	\$16,151	79%	\$62,617	86%	\$53,953	14%	\$8,766
PHN - Jimmy Yan	100%	\$105,624	\$105,624	21%	\$21,058	79%	\$84,966	86%	\$72,211	14%	\$11,755
PHN - Elizabeth Sells	100%	\$113,755	\$113,755	21%	\$23,325	79%	\$90,430	86%	\$77,770	14%	\$12,662
PHN - Maricar Arzame	100%	\$107,736	\$107,736	21%	\$22,091	79%	\$85,646	86%	\$74,655	14%	\$11,990
PHN - Amanda Morales	100%	\$107,316	\$107,316	21%	\$22,005	79%	\$85,311	86%	\$73,369	14%	\$11,944
PHN - Angie Santos	100%	\$105,624	\$105,624	21%	\$21,658	79%	\$83,966	86%	\$72,211	14%	\$11,755
PHN - Jean Jacquemet	100%	\$107,736	\$107,736	21%	\$22,091	79%	\$85,646	86%	\$73,655	14%	\$11,990
PHN - Anastasio Wilhelm	75%	\$105,624	\$79,218	21%	\$16,243	79%	\$62,975	86%	\$54,158	14%	\$9,816
PHN - Pauline Gleudemans	100%	\$105,624	\$105,624	20%	\$21,212	80%	\$80,502	86%	\$74,421	14%	\$12,115
Subtotal		\$1,322,650	\$1,163,599		\$238,146		\$927,579		\$797,717		\$129,863
Other Health Care Professionals											
PT/OT Case Manager - Marguerite Pirof	100%	\$90,192	\$90,192	21%	\$18,493	79%	\$71,699	86%	\$61,601	14%	\$10,098
Subtotal	65%	\$75,048	\$63,791	21%	\$13,880	79%	\$50,711	86%	\$43,613	14%	\$7,100
Subtotal		\$165,240	\$153,903		\$31,573		\$122,409		\$105,272		\$17,137
Analyst Support											
Benefits Analyst - Martha Alexander	100%	\$66,999	\$66,999	21%	\$13,738	79%	\$53,261			100%	\$53,261
Benefits Analyst - Jimmy Infante	100%	\$66,999	\$66,999	21%	\$13,738	79%	\$53,261			100%	\$53,261
Benefits Analyst - Loree Breier	100%	\$66,999	\$66,999	21%	\$13,738	79%	\$53,261			100%	\$53,261
Subtotal		\$200,998	\$200,998		\$41,214		\$159,784				\$159,784
Clinical and Claims Support											

6005 - Linda Mather	100%	\$58,059	\$58,059	21%	\$11,307	79%	\$46,752	80%	\$37,405	14%	\$16,463
PSA - Ana Alvarez	100%	\$53,256	\$53,256	21%	\$10,820	79%	\$42,436	80%	\$33,616	14%	\$15,927
PSA - Carmen Rodas	100%	\$53,256	\$53,256	21%	\$10,820	79%	\$42,436	80%	\$33,616	14%	\$15,927
PSA - Ana Manjar	100%	\$53,022	\$53,022	21%	\$10,872	79%	\$42,150	86%	\$36,249	14%	\$15,901
POS - Renee De la Rosa	100%	\$52,566	\$52,566	21%	\$10,770	79%	\$41,796	86%	\$35,927	14%	\$15,850
On II - Vacant	100%	\$44,668	\$44,668	21%	\$9,260	79%	\$35,408	86%	\$30,674	14%	\$14,604
SR Accountant - Jing Ling	10%	\$66,620	\$6,662	21%	\$1,386	79%	\$5,276	86%	\$4,553	14%	\$2,41
System Support Specialist - Kim Phina	5%	\$98,556	\$4,928	21%	\$1,010	79%	\$3,917	86%	\$3,369	14%	\$1,540
Subtotal		\$538,106	\$384,618		\$79,905		\$305,913		\$253,005		\$102,829
Total Salary and Wages		\$2,106,574	\$2,106,574	21%	\$421,499	79%	\$1,685,074	86%	\$1,463,674	14%	\$521,400
Less Salary Savings		\$0	\$0	21%	\$0	79%	\$0		\$0		\$0
Net Salary and Wages		\$2,106,574	\$2,106,574	21%	\$421,499	79%	\$1,685,074		\$1,463,674		\$521,400
Staff Benefits (Specify %)	40.00%	\$842,628	\$338,651	21%	\$70,107	79%	\$268,544		\$204,450		\$81,726
I. Total Personnel Expense		\$2,949,202	\$2,445,225	21%	\$591,606	79%	\$1,853,619		\$1,668,124		\$635,576
II. Operating Expense											
I. Travel											
2. Training		\$5,000	\$5,000	21%	\$1,050	79%	\$3,950	86%	\$3,405	14%	\$1,545
3. Continuing Education		\$5,100	\$5,100	21%	\$1,065	79%	\$4,035	86%	\$3,470	14%	\$1,665
4. Space Rental		\$0,050	\$0,050	21%	\$0,051	79%	\$0,099		\$0,074		\$0,026
5. Office Supplies		\$155,340	\$155,340	21%	\$32,622	79%	\$122,718		\$90,090		\$32,628
6. Furniture		\$37,645	\$37,645	21%	\$7,853	79%	\$29,792		\$21,939		\$7,853
7. Other		\$5,050	\$5,050	21%	\$1,060	79%	\$3,990		\$2,930		\$1,060
9. Utilities		\$11,797	\$11,797	21%	\$2,477	79%	\$9,320		\$6,843		\$2,477
II. Total Operating Expense		\$192,629	\$192,629	21%	\$40,151	79%	\$152,478		\$111,573		\$40,905
III. Capital Expense		\$30,541	\$30,541	21%	\$6,413	79%	\$24,128		\$18,115		\$6,413
III. Total Capital Expense		\$30,541	\$30,541	21%	\$6,413	79%	\$24,128		\$18,115		\$6,413
IV. Indirect Expense											
1. Internal	17.51%	\$56,175	\$56,175	21%	\$11,777	79%	\$44,398		\$32,621		\$11,777
2. External	5.00%	\$176,352	\$176,352	21%	\$36,984	79%	\$139,368		\$102,384		\$36,984
IV. Total Indirect Expense		\$232,527	\$232,527	21%	\$48,761	79%	\$184,766		\$135,005		\$48,761
V. Other Expense											
1. Maintenance and Transportation		\$29,500	\$29,500	21%	\$6,195	79%	\$23,305		\$17,110		\$6,195
2. Contractor - Family Resource Center		\$26,000	\$26,000	21%	\$5,460	79%	\$20,540		\$15,080		\$5,460
3. Family Centered Care Services		\$3,000	\$3,000	21%	\$630	79%	\$2,370		\$1,740		\$630
V. Total Other Expense		\$58,500	\$58,500	21%	\$12,245	79%	\$46,255		\$34,930		\$12,245
Budget Grant Total		\$4,671,571	\$4,671,571		\$924,312		\$3,747,259		\$3,104,128		\$1,143,131

Prepared by: *Steph Wilder* Date Prepared: 11-20-09  
 Prepared by (Signature): *Steph Wilder*  
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CCS Budget Narrative  
 San Mateo County  
 FY 2009-2010

I. Personnel Expense

Total Salaries: \$2,106,574

Total Benefits: \$842,629

Total Personnel Expense: \$2,949,203

Enhanced/Non-Enhanced - 86/14 based on time study reported by participating personnel

Caseload Summary - determined pursuant to budget instructions.

Personnel Changes

Vacant PHN position filled

Vacant Benefit Analyst position filled

II. Operating Expense

Travel \$5,000 Employee mileage reimbursement based on previous year's run rate.

Training \$5,100 Meetings & Conferences- \$3,000:  
 Trainer, Workshop, Speaker & Other Meetings, \$3,000  
 PHI CPR- \$2,100

Continuing Education \$8,050 Continuing Education for Case Managers- \$6,050 @ \$550 each; Per their bargaining agreement for tuition/professional training reimbursement.

\$2,000 for Continuing Education, & Physician Memberships.

Space Rental \$155,340 5,138 sf @ \$12,945 x 12 months.

Office Supplies	\$37,645	Outside Printing & Copy Service - 3000 based on run rate General Office Supplies - 14,245 based on run rate; Books & Manuals & Literature - 500 run rate Subscriptions & Periodicals - 300 run rate Photo Copy Lease and Usage - 4,000 Postage & Mailing Expense - 13,000 Misc - 600 County Copy Center - 2000 run rate
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Furniture	\$5,000	Planned purchase of furniture for new employees.
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Other	\$11,797	Advertising & Publicity Exp. - 1,500 Misc. Maint. Expense - 1,000 run rate Finger printing & Criminology - 144 run rate Auto Liability Insurance - 60 run rate Hospital Liability Insurance - 4,787 run rate Office Bond Insurance - 1,257 run rate County Property Insurance - 466 run rate County Counsel Services - 1,342 run rate County Wide Security - 1,241 run rate
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IT/Telephone	\$102,609	Telephone Services Charges - 43,891 run rate IT Automation Charges - 51,718 Computer Equipment 5,000 PC/LAN Software - 2,000
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Total Operating Expense \$330,541

III. Capital Expense

None

IV. Indirect Expense

Internal @ 17.51%	\$516,375	Costs supporting in-house administrative and accounting services.
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External 4.30%	\$176,952	Costs for in-house data
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