

## Plan and Budget Required Documents Checklist

MODIFIED FY 2019/2020

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**County/City:**                      **NEVADA COUNTY**                      **Fiscal Year:**        **2019-20**    

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**Agency Information Sheet**

**County/City:** NEVADA COUNTY

**Fiscal Year:** 2019-20

**Official Agency**

Name:	Nevada County Public Health	Address:	500 Crown Point Circle, Ste 110 Grass Valley, CA 95945
Health Officer	Ken Cutler, MD, MPH		500 Crown Point Circle, Ste 110 Grass Valley, CA 95945

**CMS Director (if applicable)**

Name:	Ken Cutler	Address:	500 Crown Point Circle, Ste 110 Grass Valley, CA 95945
Phone:	(530)265-1450		
Fax:	(530)271-0894	E-Mail:	<a href="mailto:Ken.Cutler@co.nevada.ca.us">Ken.Cutler@co.nevada.ca.us</a>

**CCS Administrator**

Name:	Maryellen Beauchamp	Address:	500 Crown Point Circle, Ste 110 Grass Valley, CA 95945
Phone:	(530)265-1425		
Fax:	(530)271-0894	E-Mail:	<a href="mailto:Maryellen.Beauchamp@co.nevada.ca.us">Maryellen.Beauchamp@co.nevada.ca.us</a>

**CHDP Director**

Name:	Ken Cutler	Address:	500 Crown Point Circle, Ste 110 Grass Valley, CA 95945
Phone:	(530)265-1450		
Fax:	(530)271-0894	E-Mail:	<a href="mailto:Ken.Cutler@co.nevada.ca.us">Ken.Cutler@co.nevada.ca.us</a>

**CHDP Deputy Director**

Name:	Cynthia Wilson	Address:	500 Crown Point Circle, Ste 110 Grass Valley, CA 95945
Phone:	(530)265-7269		
Fax:	(530)271-0894	E-Mail:	<a href="mailto:Cynthia.Wilson@co.nevada.ca.us">Cynthia.Wilson@co.nevada.ca.us</a>

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

Name:	Julie Patterson Hunter	Address:	950 Maidu Avenue, Suite 200 Nevada City, CA 95959
Phone:	(530)265-1480		
Fax:	(530)265-9836	E-Mail:	<a href="mailto:Julie.Patterson-Hunter@co.nevada.ca.us">Julie.Patterson-Hunter@co.nevada.ca.us</a>

**Director of Social Services Agency**

Name:	Tex Ritter	Address:	950 Maidu Avenue, Suite 120 Nevada City, CA 95959
Phone:	(530)265-1340		
Fax:	(530)265-9859	E-Mail:	<a href="mailto:Tex.Ritter@co.nevada.ca.us">Tex.Ritter@co.nevada.ca.us</a>

**Chief Probation Officer**

Name:	Michael Ertola	Address:	109 ½ North Pine Street Nevada City, CA 95959
Phone:	(530)265-1200		
Fax:	(530)265-6280	E-Mail:	<a href="mailto:Michael.Ertola@co.nevada.ca.us">Michael.Ertola@co.nevada.ca.us</a>

Children's Medical Services Plan and Fiscal Guidelines

State of California - Health and Human Services Agency

Department of Health Care Services - Children's Medical Services

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

County/City: NEVADA COUNTY Fiscal Year: **2019-20**

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.

*Ken Cutler*

Signature of CHDP Director  
Ken Cutler, MD, MPH

*11/18/19*

Date Signed

*Jill Blake*

Signature of Director or Health Officer  
Jill Blake, Public Health Director

*11/14/19*

Date Signed

*Cynthia Wilson*

Signature of CHDP Deputy Director  
Cynthia Wilson, Director of Public Health Nursing

*11-13-19*

Date Signed

I certify that this plan has been approved by the local governing body.

Signature of Local Governing Body Chairperson

Date Signed

Richard Anderson,  
Chair of the Board of Supervisors

Children's Medical Services Plan and Fiscal Guidelines

State of California - Health and Human Services Agency

Department of Health Care Services - Children's Medical Services

**Certification Statement - California Children's Services (CCS)**

County/City:

NEVADA COUNTY

Fiscal Year: **2019-20**

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  
Maryellen Beauchamp, Sr. Public Health Nurse

11/19/19

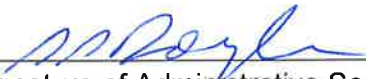
Date Signed



Signature of Director or Health Officer  
Jill Blake, Public Health Director

11/14/19

Date Signed



Signature of Administrative Services Officer  
Suzanne Doyle, HSA Administrative Services Officer

11/18/19

Date Signed

I certify that this plan has been approved by the local governing body.

\_\_\_\_\_  
Signature of Local Governing Body Chairperson

\_\_\_\_\_  
Date Signed

Richard Anderson,  
Chair of the Board of Supervisors

Nevada County Public Health  
Children's Medical Service

Agency Description  
FY 2019-20

Brief Narrative

Nevada County is located in the rural Sierra Nevada Foothills and has a population of just less than 100,000. The three primary aggregated areas of population, Grass Valley, Nevada City, and the town of Truckee, comprise roughly 30% of the county population with the remaining 70% of the residents living in small towns and unincorporated areas.

The county has five geographical districts. Each district elects one representative to serve as a member of the Board of Supervisors, which is the legislative and executive body of county government.

Nevada County Health and Human Services Agency (HHSA) is supervised by Ryan Gruver. The HHSA is comprised of Public Health, Child Support Services, Social Services, and Behavioral Health Departments. Since December 2012, Ken Cutler, M.D., MPH, has held the position of Public Health Officer, and Jill Blake, MPA has been the Director of Public Health since November 2014.

Within the Public Health Department, the CMS program consists of: California Children's Services (CCS) which includes the Medical Therapy Unit (MTU); Child Health and Disability Prevention (CHDP); and the Health Care Program for Children in Foster Care (HCPCFC).

Nursing and support staff for this FY year include the following: Cindy Wilson, PHN, as the Director of Public Health Nursing (DPHN), Maryellen Beauchamp, Senior PHN, as the CCS Nurse Case Manager; Remy Lindsey, PHN focusing on CHDP management follow-up, Sherry Armstrong PHN in HCPCFC Case Management services; Kathryn Kestler, Senior PHN, also in HCPCFC/CPS; Katie Magliocca, HT, and Dawn Graves, HT, providing clerical and administrative support.

Staffing at the Medical Therapy Unit is as follows: Carme Barsotti, PT, Senior Therapist. Rebecca Giammona, PTA; and the part-time OT position remains vacant. Nevada County contracts with Permanente Medical Group for Lawrence Manhart, MD, to provide physiatrist services for quarterly clinics.

### **Accomplishments for FY 2018-2019:**

- Case managed an average of approximately 365 active CCS clients per month
- Continued a contract with Permanente Medical Group for continuity of physiatrist services for MTU children
- Maintained a contract/MOU with Medi-Cal Managed Care through California Health and Wellness and Anthem Blue Cross, including whole child model transitions when transferring to or from other counties for CCS
- Provided PT services, with support for OT activities, to approximately 50 children through the MTU
- Held equipment and orthotic clinics on a quarterly basis at the MTU, with multi-disciplinary providers participating and case-conferencing with 40 families
- Recruited and paneled a Hand Therapist through SNMH
- Recruited and paneled an Adult Endocrinologist, including Feeding Therapy
- Recruited and paneled an ENT in Truckee
- Transitioned CCS to eSARS and electronic faxes
- Participated in the Title V Needs Assessment
- Case managed children referred to CWS, including developmental assessments with referrals as appropriate and monitoring of psychotropic medications
- Continued CHDP responsibilities with a focus on dental and foster care

### **Anticipated Changes for FY 2019-2020:**

- Hire and conduct extensive orientation for new part time OT
- Hire and conduct extensive orientation and training for new HT in CCS
- Enact programmatic changes in CCS, CHDP, and HCPCFC as directed by California DHCS and/or CDPH
- Continue to meet quarterly with representatives from California Health and Wellness and Anthem Blue Cross to improve services and avoid duplication
- Evaluate clinical practice and fiscal activity processes to enhance efficiencies and effectiveness throughout the CMS program
- Develop a Continuity of Operations Plan for events such as power shut-offs and emergencies
- Establish a data-base of equipment-dependent children to initiate contact during power shut-offs and emergencies
- Establish a referral system for children within CWS and from CWS to MCAH
- Promote 2 PHNs to Senior PHNs, with appropriate leadership and administrative activities, including supervision of program staff; provide training and support

Children's Medical Services Plan and Fiscal Guidelines

State of California - Health and Human Services Agency

Department of Health Care Services - Children's Medical Services

**Incumbent List - California Children's Services**

For FY 2019-20, 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.

**County/City:**

**NEVADA COUNTY**

**Fiscal Year: 2019-20**

<b>Job Title</b>	<b>Incumbent Name</b>	<b>FTE % on CCS Admin Budget</b>	<b>Have Job Duties Changed? (Yes or No)</b>	<b>Has Civil Service Classification Changed? (Yes or No)</b>
Senior PHN, Case Manager	Maryellen Beauchamp	100%	Y	Y
Health Technician II	Katie Magliocca	100%	N	N
Health Technician II	Dawn Graves	50%	N	N
Senior Therapist	Carme Barsotti	4.69%	N	N



Children's Medical Services Plan and Fiscal Guidelines

State of California - Health and Human Services Agency

Department of Health Care Services - Children's Medical Services

**Incumbent List - Child Health and Disability Prevention Program**

For FY 2019-20, complete the table below for all personnel listed in the CHDP budgets. Use **the same** job titles for both the budget and the incumbent list. Total percent for an individual incumbent should **not be over 100 percent**.

Specify whether job duty statements or civil service classification statements have been revised or changed. Only submit job duty statements and civil service classification statements that are new or have been revised. This includes (1) changes in job duties or activities, (2) changes in percentage of time spent for each activity, and (3) changes in percentage of time spent for enhanced and non-enhanced job duties or activities.

County/City:

**NEVADA COUNTY**

**Fiscal Year: 2019-20**

Job Title	Incumbent Name	FTE % on CHDP No County/ City Match Budget	FTE % on CHDP County/City Match Budget	FTE % in Other Programs (Specify)	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Senior PHN	Char Weiss-Wenzl	10%	0%	90% Various	Y	Y
PHN II, Temp	Remy Lindsey	20%	0%	30% Various	N	N
PHN, Temp	Vacant	40%	0%	10% Various	N	N
Health Technician II	Dawn Graves	50%	0%	50% Various	N	N
Admin Assistant	Carol Smith	10%	0%	90% Various	N	N



# Senior Public Health Nurse

Bargaining Unit: Professional--Exempt

Class Code:  
G295

*CCS Case Manager 1.0 FTE*

COUNTY OF NEVADA  
Established Date: Jul 1, 2019  
Revision Date: May 10, 2019

## SALARY RANGE

\$39.60 - \$48.35 Hourly  
\$3,168.00 - \$3,868.00 Biweekly  
\$6,864.00 - \$8,380.67 Monthly  
\$82,368.00 - \$100,568.00 Annually

### DEFINITION AND CLASS CHARACTERISTICS:

Under clinical and administrative direction, provides health education, community outreach, case management, medication support, and health counseling services for designated clients within an assigned program; applies and implements professional nursing and public health expertise and skill sets for the purpose of the prevention, treatment, and control of diseases, health risks, and /or other adverse health conditions within an assigned program; to network with local and regional health and welfare communities to ensure clients' well being; to perform a variety of administrative and operational tasks in support of assigned program; and to perform related duties as assigned.

This is the advanced journey level classification in the Public Health Nurse series. Incumbents in this class function with minimal supervision in providing lead direction and training to professional, technical and support staff, and providing public health nursing and case management services for an assigned client caseload(s) or program (s). Incumbents typically have primary responsibility for the development, implementation, administration, and/or service delivery coordination of a specialized program(s). Incumbents may have lead responsibility over the more complex client caseloads or over several programs.

### EXAMPLES OF DUTIES:

Essential:*Public Health Nurse I/II:*

- Provides public health nursing and case management services to individuals and families in homes, schools, community facilities, and specialized clinics by assessing health care requirements, counseling, teaching, and providing or coordinating follow-up health and social services; acts as client advocate
- Participates in the operation of public health services by interviewing and counseling clients, performing screening tests, administering medications and treatments, recording data, making referrals, and related client care duties; may instruct and guide other health care personnel and volunteers; may organize, coordinate and direct specialized program operations
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's or standing orders; monitors and records client response to medication and documents any adverse reactions; instructs clients/family/caregiver on safe and effective use of medications
- Participates in epidemiological investigations and communicable disease control activities, including contact tracing and surveillance
- Responds to public health and natural disasters through established partnerships and protocols
- Participates in community outreach and health promotion and health education events
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and program standards
- Attends a variety of internal and external staff meetings, in-service trainings, team meetings, and case conferences.

*Senior Public Health Nurse, in addition to the duties of the Public Health Nurse I/II:*

- Plans, organizes and coordinates the day-to-day operations of a specialized program; monitors program to ensure compliance with contract provisions, funding source regulations, and relevant laws, codes and regulations; performs or coordinates service delivery to target population
- Organizes, coordinates, schedules, assigns, directs, reviews, and may supervise the day-to-day work of public health staff; provides on-site consultation to program staff; assures quality of care and coordinates nursing services with other providers and programs; ensures smooth and efficient operation of program services
- Represents the program to other community and state; participates in a variety of internal and external meetings, committees and coalitions to coordinate program activities and operations; serves as primary liaison and resource, and provides training and technical assistance
- Serves as key participant in program design, development and evaluation, including needs assessments and scope of work plans based on the needs assessment; drafts program budgets, contracts, grant applications, funding

proposals, periodic narrative and statistical reports, and other required program documentation

- Monitors the implementation of nursing standards and practices for quality assurance and legal compliance; evaluates the effectiveness of current nursing policies and practices and participates in their formulation and revision; disseminates information and advises staff on the interpretation and application of laws, regulations, policies and procedures
- Assists supervisory and management staff in the preparation of performance appraisals

## **KNOWLEDGE AND SKILLS REQUIRED:**

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

### Knowledge of:

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- General nursing principles, practices and techniques, including assessment, client care planning and delivery, client education, and evaluation of outcomes
- Medical terminology and equipment
- Nursing routines and protocols specific to area of assignment
- Principles and techniques of drug administration, and uses and effects of medications
- Principles, practices and techniques of safety and infection control
- Techniques and methods used in crisis intervention with ill clients and/or families
- Laws, rules and regulations governing the practice of public health nursing
- Community medical and social agencies and resources
- Environmental, sociological and psychological issues affecting public health nursing
- Principles of work supervision, including work planning, assignment, and review
- Basic principles of program coordination, including program planning, development and implementation, grant writing, and program documentation

### Skill in:

- Independently planning, organizing and implementing nursing activities
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals
- Administering medications/immunizations, performing skilled nursing treatments and procedures, and adapting nursing skills to various environments and situations
- Applying teaching principles and providing education and counseling
- Exercising sound independent judgment within scope of authority and practice
- Preparing and maintaining organized, detailed and accurate medical and other records

- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background, including social determinants of health and disparities on health issues
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Planning, developing, implementing, and coordinating public health nursing programs in the assigned area of specialty
- Assigning, directing and reviewing the work of others in a lead capacity
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals and community health plans

### **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's or Master's degree in Nursing from an accredited college or university. Three years of nursing experience comparable to Nevada County's Public Health Nurse II

### **LICENSES AND CERTIFICATES:**

Possession of a valid driver's license within 30 days of hire

Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing

Possession of a valid Public Health Nurse certificate issued by the California Board of Registered Nursing or documentation of a submitted and pending application for the PHN certificate, which must be obtained within 1 year of hire as a Public Health Nurse I.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in both office and clinical settings, and to travel to various sites; strength to lift, carry and position supplies and equipment; touch and dexterity to conduct physical health assessments; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

Working in exposure to communicable disease and/or blood-borne pathogens.

Some positions may require work outside normal daytime business hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.



# Public Health Nurse II Temporary

Class Code:  
T795

Bargaining Unit: Temporary Employee

*CHDP PHN II - Temp .20 FTE*

COUNTY OF NEVADA  
Established Date: Jul 1, 2019

## SALARY RANGE

\$35.84 - \$43.76 Hourly

### DEFINITION AND CLASS CHARACTERISTICS:

Under clinical and administrative direction, provides health education, community outreach, case management, medication support, and health counseling services for designated clients within an assigned program; applies and implements professional nursing and public health expertise and skill sets for the purpose of the prevention, treatment, and control of diseases, health risks, and /or other adverse health conditions within an assigned program; to network with local and regional health and welfare communities to ensure clients' well being; to perform a variety of administrative and operational tasks in support of assigned program; and to perform related duties as assigned.

This is the journey-level class in the series, fully qualified to independently perform the full range of duties. Under clinical and administrative direction, incumbents exercise considerable independent judgment to provide and coordinate public health services for an assigned client caseload, including client assessment, teaching, counseling, direct care, referral and case management. Incumbents often function as members of multi-disciplinary teams and may provide training, direction and guidance to other team members and less experienced employees. Depending upon assignment, work may include participation in the implementation and/or service delivery coordination of a specialized program, under the direction of a lead nurse or program manager. This class is flexibly staffed with Senior Public Health Nurse, and incumbents may advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Senior Public Health Nurse.

## EXAMPLES OF DUTIES:

### Essential:

#### *Public Health Nurse I/II:*

- Provides public health nursing and case management services to individuals and families in homes, schools, community facilities, and specialized clinics by assessing health care requirements, counseling, teaching, and providing or coordinating follow-up health and social services; acts as client advocate
- Participates in the operation of public health services by interviewing and counseling clients, performing screening tests, administering medications and treatments, recording data, making referrals, and related client care duties; may instruct and guide other health care personnel and volunteers; may organize, coordinate and direct specialized program operations
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's or standing orders; monitors and records client response to medication and documents any adverse reactions; instructs clients/family/caregiver on safe and effective use of medications
- Participates in epidemiological investigations and communicable disease control activities, including contact tracing and surveillance
- Responds to public health and natural disasters through established partnerships and protocols
- Participates in community outreach and health promotion and health education events
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and program standards
- Attends a variety of internal and external staff meetings, in-service trainings, team meetings, and case conferences.

## KNOWLEDGE AND SKILLS REQUIRED:

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

### Knowledge of:

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- General nursing principles, practices and techniques, including assessment, client care planning and delivery, client education, and evaluation of outcomes
- Medical terminology and equipment
- Nursing routines and protocols specific to area of assignment



- Principles and techniques of drug administration, and uses and effects of medications
- Principles, practices and techniques of safety and infection control
- Techniques and methods used in crisis intervention with ill clients and/or families
- Laws, rules and regulations governing the practice of public health nursing
- Community medical and social agencies and resources
- Environmental, sociological and psychological issues affecting public health nursing
- Principles of work supervision, including work planning, assignment, and review
- Basic principles of program coordination, including program planning, development and implementation, grant writing, and program documentation

Skill in:

- Independently planning, organizing and implementing nursing activities
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals
- Administering medications/immunizations, performing skilled nursing treatments and procedures, and adapting nursing skills to various environments and situations
- Applying teaching principles and providing education and counseling
- Exercising sound independent judgment within scope of authority and practice
- Preparing and maintaining organized, detailed and accurate medical and other records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background, including social determinants of health and disparities on health issues
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Planning, developing, implementing, and coordinating public health nursing programs in the assigned area of specialty
- Assigning, directing and reviewing the work of others in a lead capacity
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals and community health plans

## **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's or Master's degree in Nursing from an accredited college or university.

Two years of nursing experience comparable to a Public Health Nurse I

**LICENSES AND CERTIFICATES:**

Possession of a valid driver's license within 30 days of hire

Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing

Possession of a valid Public Health Nurse certificate issued by the California Board of Registered Nursing or documentation of a submitted and pending application for the PHN certificate, which must be obtained within 1 year of hire

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in both office and clinical settings, and to travel to various sites; strength to lift, carry and position supplies and equipment; touch and dexterity to conduct physical health assessments; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

Working in exposure to communicable disease and/or blood-borne pathogens.

Some positions may require work outside normal daytime business hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.



# Senior Public Health Nurse

Bargaining Unit: Professional--Exempt

Class Code:  
G295

*CHDP Senior PHN 0.10 FTE*

COUNTY OF NEVADA  
Established Date: Jul 1, 2019  
Revision Date: May 10, 2019

## SALARY RANGE

\$39.60 - \$48.35 Hourly  
\$3,168.00 - \$3,868.00 Biweekly  
\$6,864.00 - \$8,380.67 Monthly  
\$82,368.00 - \$100,568.00 Annually

### DEFINITION AND CLASS CHARACTERISTICS:

Under clinical and administrative direction, provides health education, community outreach, case management, medication support, and health counseling services for designated clients within an assigned program; applies and implements professional nursing and public health expertise and skill sets for the purpose of the prevention, treatment, and control of diseases, health risks, and /or other adverse health conditions within an assigned program; to network with local and regional health and welfare communities to ensure clients' well being; to perform a variety of administrative and operational tasks in support of assigned program; and to perform related duties as assigned.

This is the advanced journey level classification in the Public Health Nurse series. Incumbents in this class function with minimal supervision in providing lead direction and training to professional, technical and support staff, and providing public health nursing and case management services for an assigned client caseload(s) or program (s). Incumbents typically have primary responsibility for the development, implementation, administration, and/or service delivery coordination of a specialized program(s). Incumbents may have lead responsibility over the more complex client caseloads or over several programs.

### EXAMPLES OF DUTIES:

Essential:*Public Health Nurse I/II:*

- Provides public health nursing and case management services to individuals and families in homes, schools, community facilities, and specialized clinics by assessing health care requirements, counseling, teaching, and providing or coordinating follow-up health and social services; acts as client advocate
- Participates in the operation of public health services by interviewing and counseling clients, performing screening tests, administering medications and treatments, recording data, making referrals, and related client care duties; may instruct and guide other health care personnel and volunteers; may organize, coordinate and direct specialized program operations
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's or standing orders; monitors and records client response to medication and documents any adverse reactions; instructs clients/family/caregiver on safe and effective use of medications
- Participates in epidemiological investigations and communicable disease control activities, including contact tracing and surveillance
- Responds to public health and natural disasters through established partnerships and protocols
- Participates in community outreach and health promotion and health education events
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and program standards
- Attends a variety of internal and external staff meetings, in-service trainings, team meetings, and case conferences.

*Senior Public Health Nurse, in addition to the duties of the Public Health Nurse I/II:*

- Plans, organizes and coordinates the day-to-day operations of a specialized program; monitors program to ensure compliance with contract provisions, funding source regulations, and relevant laws, codes and regulations; performs or coordinates service delivery to target population
- Organizes, coordinates, schedules, assigns, directs, reviews, and may supervise the day-to-day work of public health staff; provides on-site consultation to program staff; assures quality of care and coordinates nursing services with other providers and programs; ensures smooth and efficient operation of program services
- Represents the program to other community and state; participates in a variety of internal and external meetings, committees and coalitions to coordinate program activities and operations; serves as primary liaison and resource, and provides training and technical assistance
- Serves as key participant in program design, development and evaluation, including needs assessments and scope of work plans based on the needs assessment; drafts program budgets, contracts, grant applications, funding

proposals, periodic narrative and statistical reports, and other required program documentation

- Monitors the implementation of nursing standards and practices for quality assurance and legal compliance; evaluates the effectiveness of current nursing policies and practices and participates in their formulation and revision; disseminates information and advises staff on the interpretation and application of laws, regulations, policies and procedures
- Assists supervisory and management staff in the preparation of performance appraisals

## **KNOWLEDGE AND SKILLS REQUIRED:**

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

### Knowledge of:

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- General nursing principles, practices and techniques, including assessment, client care planning and delivery, client education, and evaluation of outcomes
- Medical terminology and equipment
- Nursing routines and protocols specific to area of assignment
- Principles and techniques of drug administration, and uses and effects of medications
- Principles, practices and techniques of safety and infection control
- Techniques and methods used in crisis intervention with ill clients and/or families
- Laws, rules and regulations governing the practice of public health nursing
- Community medical and social agencies and resources
- Environmental, sociological and psychological issues affecting public health nursing
- Principles of work supervision, including work planning, assignment, and review
- Basic principles of program coordination, including program planning, development and implementation, grant writing, and program documentation

### Skill in:

- Independently planning, organizing and implementing nursing activities
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals
- Administering medications/immunizations, performing skilled nursing treatments and procedures, and adapting nursing skills to various environments and situations
- Applying teaching principles and providing education and counseling
- Exercising sound independent judgment within scope of authority and practice
- Preparing and maintaining organized, detailed and accurate medical and other records

- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background, including social determinants of health and disparities on health issues
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Planning, developing, implementing, and coordinating public health nursing programs in the assigned area of specialty
- Assigning, directing and reviewing the work of others in a lead capacity
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals and community health plans

## **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's or Master's degree in Nursing from an accredited college or university. Three years of nursing experience comparable to Nevada County's Public Health Nurse II

## **LICENSES AND CERTIFICATES:**

Possession of a valid driver's license within 30 days of hire

Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing

Possession of a valid Public Health Nurse certificate issued by the California Board of Registered Nursing or documentation of a submitted and pending application for the PHN certificate, which must be obtained within 1 year of hire as a Public Health Nurse I.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in both office and clinical settings, and to travel to various sites; strength to lift, carry and position supplies and equipment; touch and dexterity to conduct physical health assessments; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

Working in exposure to communicable disease and/or blood-borne pathogens.

Some positions may require work outside normal daytime business hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**Nevada County Health & Human Services Agency  
CMS Program  
Duty Statement**

**California Children's Services (CCS) Senior Public Health Nurse**  
*Maryellen Beauchamp 1.0 FTE*

Program Position Title: Public Health Nurse  
County Classification: Senior Public Health Nurse  
Assignment: California Children's Services (CCS)

**Distinguishing Characteristics**

Under administrative direction of the Director of Public Health Nursing, the Senior PHN performs a variety of public health nursing duties focused on coordinating health services for an assigned client caseload of children (ages 0- to the day prior to the 21<sup>st</sup> birthday) enrolled in the California Children's Services (CCS) program and provides leadership within the CCS team.

**General Responsibilities**

The CCS Case Manager PHN will utilize the nursing process in working with CCS clients and their families. Utilizing their skilled professional medical personnel (SPMP) expertise, the CCS Case Manager PHN will provide comprehensive health care coordination activities according to the Federal Financial Participation and the Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality. The CCS PHN will use public health nursing skills and knowledge of case management, community organization and resources to work collaboratively to deliver health care coordination related to the CCS medically eligible condition. The essential functions include the following:

**Duties and Responsibilities**

- Using skilled medical professional expertise, provide health care coordination, monitoring and oversight to children eligible for CCS services. The CCS PHN's duties and responsibilities include:
  - Direct phone access to family to assess adherence, provide teaching and counseling to the family relating to the child's CCS eligible medical condition, assistance with the child/family in accessing medical care, and coordination with community- based services.
  - Coordination of the patient's care with local and tertiary medical providers, and other community based services.
  - Work with other programs in the Health & Human Services Agency and with outside organizations, e.g., local schools and churches, to make them aware of CCS and CHDP program services and how they may be obtained.
  - Initiate case management services to CCS Medi-Cal, Optional Targeted Low Income Children's Program (OTLICP), and straight CCS beneficiaries to assist individual



**Nevada County Health & Human Services Agency  
CMS Program  
Duty Statement**

**California Children's Services (CCS) Senior Public Health Nurse**

*Maryellen Beauchamp 1.0 FTE*

- beneficiaries to gain access to eligible occupational and physical therapy services that relate to the child's medical condition.
- Provide case management activities including initial case assessment, linkage and consultation with and referral to providers of services, assistance to accessing services and periodic reevaluation.
  - Participate in Individualized Education Programs (IEP) at school sites.
  - Provide on-going technical assistance and consultation to medical care providers to ensure prompt and efficient authorization of services by the CCS program.
  - Identify the need for EPSDT supplemental services and refer to Regional Office or the Medi-Cal Field Office
  - Assist in the planning, development, and implementation of training for providers and community agencies relating to the CCS program's medical and nursing policies and procedures, relationship and coordination of care between the Medi-Cal program and CCS. Provide on-going technical consultation to providers and other agencies in the area.
  - Maintain currency with new health information guidelines and skills through attending trainings, workshops and related continuing education activities.
  - Provide leadership and conduct administrative activities within the CCS Program
  - Supervise CCS program staff
  - In addition to the above duties, the PHN will function as a Disaster Service Worker as the need arises and will support the Public Health Department in other programs as needed.

**Nevada County Health & Human Services Agency  
CMS Program  
Duty Statement**

**Children's Health & Disability Program (CHDP) Public Health Nurse I/II**  
*Remy Lindsey (up to 500 Hours Annually-Temporary)*

Program Position Title: Public Health Nurse  
County Classification: Public Health Nurse I/II  
Assignment: CHDP Program

**Distinguishing Characteristics**

Under administrative direction of the Senior Public Health Nurse (PHN), the PHN I/II performs a variety of public health nursing duties focused on providing and coordinating health services for children (ages 0-21 years of age) enrolled in the California Health & Disability Program (CHDP).

**General Responsibilities**

The CHDP PHN will utilize the nursing process in working with CHDP clients and their families. Utilizing their skilled professional medical personnel (SPMP) expertise, the CHDP PHN will provide appropriate health care coordination activities according to the Federal Financial Participation, and the Health Insurance Portability and Accountability Act (HIPPA) guidelines for confidentiality and privacy. The CHDP PHN will use public health nursing skills and knowledge of case management, community organization and resources to work collaboratively to deliver comprehensive health care coordination. The essential functions include the following:

**Duties & Responsibilities**

- Using skilled medical professional expertise, provide health care coordination, monitoring and oversight to children eligible for CHDP services. The CHDP PHN's duties and responsibilities include:
  - In coordination with the Senior Public Health Nurse Supervisor, the CHDP PHN reviews State approved applicable forms and assures that children with conditions requiring referral have access to care. The CHDP PHN will encourage and support coordination of care and receiving of services.
  - Collaborate with other County programs in the Health & Human Services Agency such as the Woman, Infant & Children's (WIC) nutritional program, behavioral health and foster care, and with outside organizations e.g. CalWORKs and Head Start in order to increase community awareness of CHDP services and how they may be obtained.
  - Assist with in-servicing of school staff on CHDP requirements for first grade school entry and other CHDP services; assists with Kindergarten Round-ups.
  - Assist Head Start with referral and follow-up of enrolled children, siblings, and other eligible family members.

**Nevada County Health & Human Services Agency**  
**CMS Program**  
**Duty Statement**

**Children's Health & Disability Program (CHDP) Public Health Nurse I/II**  
*Remy Lindsey (up to 500 Hours Annually-Temporary)*

- Conduct periodic site visits to CHDP providers for facility and chart reviews as mandated by State guidelines. Review medical guidelines and updates with providers and staff.
- Work with the Senior PHN to organize and implement special projects, e.g. Asthma trainings, vision and hearing trainings, for CHDP providers.
- Collaborate with the Senior PHN to provide health information to the community regarding child health. Attend State agency and community meetings as needed.
- Maintain currency with new health information guidelines and skills through attending trainings, workshops and related continuing education activities.
- In addition to the above duties, the PHN will function as a Disaster Service Worker as the need arises and will support the Public Health Department in other programs as needed.

**Nevada County Health & Human Services Agency  
CMS Program  
Duty Statement**

**Children's Health & Disability Program (CHDP) Senior Public Health Nurse**  
*Charlene Weiss-Wenzl (0.1 FTEs)*

Program Position Title: Senior Public Health Nurse  
County Classification: Senior Public Health Nurse  
Assignment: CHDP Program

**Distinguishing Characteristics**

Under administrative direction of the Director of Public Health Nursing (DPHN), the Senior PHN performs a variety of public health nursing duties focused on providing and coordinating health services for children (ages 0-21 years of age) enrolled in the California Health & Disability Program (CHDP) and provides program leadership and administrative duties, including supervision of staff.

**General Responsibilities**

The CHDP Senior PHN will utilize the nursing process in working with CHDP. Using their skilled professional medical personnel (SPMP) expertise, the CHDP PHN will provide appropriate health care coordination activities according to the Federal Financial Participation, and the Health Insurance Portability and Accountability Act (HIPPA) guidelines for confidentiality and privacy. The CHDP PHN will use public health nursing skills and knowledge of case management, community organization and resources to work collaboratively to deliver comprehensive health care coordination, leadership and administration, and supervision of staff. The essential functions include the following:

**Duties & Responsibilities**

- Using skilled medical professional expertise, monitor the provision of health care coordination, monitoring and oversight to children eligible for CHDP services and the PHN I/II's implementation of the CHDP scope of work. The Senior PHN's duties and responsibilities include oversight and supervision of the CHDP PHN for the following activities:
  - Review State approved applicable forms and assure that children with conditions requiring referral have access to care. The CHDP PHN will encourage and support coordination of care and receiving of services.
  - Collaborate with other County programs in the Health & Human Services Agency such as the Woman, Infant & Children's (WIC) nutritional program, behavioral health and foster care, and with outside organizations e.g. CalWORKs and Head Start in order to increase community awareness of CHDP services and how they may be obtained.

**Nevada County Health & Human Services Agency**  
**CMS Program**  
**Duty Statement**

**Children's Health & Disability Program (CHDP) Senior Public Health Nurse**  
*Charlene Weiss-Wenzl (0.1 FTEs)*

- Assist with in-servicing of school staff on CHDP requirements for first grade school entry and other CHDP services; assists with Kindergarten Round-ups.
- Assist Head Start with referral and follow-up of enrolled children, siblings, and other eligible family members.
- Conduct periodic site visits to CHDP providers for facility and chart reviews as mandated by State guidelines. Review medical guidelines and updates with providers and staff.
- Organize and implement special projects, e.g. Asthma trainings, vision and hearing trainings, for CHDP providers.
- Provide health information to the community regarding child health.
- Attend State agency and community meetings as needed.
- Maintain currency with new health information guidelines and skills through attending trainings, workshops and related continuing education activities.
- In addition to the above duties, the Senior PHN will function as a Disaster Service Worker as the need arises and will support the Public Health Department in other programs as needed.

**CHDP Program Referral Data  
Fiscal Year 2019-20**

County/City: NEVADA COUNTY	FY 16-17		FY 17-18		FY 18-19	
<b>Basic Informing and CHDP Referrals</b>						
1. Total number of CalWORKs/Medi-Cal cases informed and determined eligible by Department of Social Services	CalWORKs 504	Medi-Cal 2512	CalWORKs 423	Medi-Cal 2115	CalWORKs 441	Medi-Cal 2314
2. Total number of cases and recipients in "1" requesting CHDP services	Cases	Recipients	Cases	Recipients	Cases	Recipients
a. Number of CalWORKs cases/recipients	5	5	9	19	2	3
b. Number of Foster Care cases/recipients	0	0	0	0	0	0
c. Number of Medi-Cal only cases/recipients	5	41	9	18	1	2

3. Total number of EPSDT eligible recipients and unborn, referred by Department of Social Services' workers who requested the following:	68	38	5
a. Medical and/or dental services	30	22	5
b. Medical and/or dental services with scheduling and/or transportation	17	8	3
c. Information only (optional)	21	30	2
4. Number of persons who were contacted by telephone, home visit, face-to-face, office visit, or written response to outreach letter	46	30	5
<b>Results of Assistance</b>			
5. Number of recipients actually provided scheduling and/or transportation assistance by program staff	0	0	0
6. Number of recipients in "5" who actually received medical and/or dental services	0	0	0

Children’s Medical Services Plan and Fiscal Guidelines

State of California - Health and Human Services Agency

Department of Health Care Services - Children's Medical Services

**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: NEVADA COUNTY**

**Fiscal Year: 2019-20**

<b>Title or Name of MOU/IAA</b>	<b>Is this a MOU or an IAA?</b>	<b>Effective Dates From/To</b>	<b>Date Last Reviewed by County/ City</b>	<b>Name of Person Responsible for this MOU/IAA?</b>	<b>Did this MOU/IAA Change? (Yes or No)</b>
Nevada County IAA	IAA	7/1/19-6/30/21	6/19	Cynthia Wilson	Yes
CHDP/Behavioral Health	MOU	10/1/19-9/30/21	9/19	Cynthia Wilson	Yes
CHDP/WIC MOU	MOU	10/1/19-9/30/21	9/19	Cynthia Wilson	Yes
HPCFC/CWS MOU	MOU	7/1/19-6/30/21	6/19	Cynthia Wilson	Yes
CHDP/Head Start	IAA	7/1/18-6/30/20	6/18	Cynthia Wilson	No
SELPA MOU	IAA	7/1/18-present	6/18	Cynthia Wilson	No
Blue Cross CCS/HF	MOU	2/99-present	2/99	Cynthia Wilson	No



Children's Medical Services Plan and Fiscal Guidelines

County/City: **NEVADA COUNTY**

Fiscal Year: **2019-20**

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)
Blue Shield CCS/HF	MOU	2/99-present	2/99	Cynthia Wilson	No
Access Dental CCS/HF	MOU	2/99-present	2/99	Cynthia Wilson	No
Delta Dental CCS/HF	MOU	2/99-present	2/99	Cynthia Wilson	No
EyeMed Vision Care CCS/HF	MOU	7/1/05-present	10/05	Cynthia Wilson	No
SafeGuard Vision CCS/HF	MOU	7/1/05-present	10/05	Cynthia Wilson	No
VSP Vision Svc CCS/HF	MOU	2/99-present	2/99	Cynthia Wilson	No
California Health & Wellness	MOU	11/1/13-present	11/13	Cynthia Wilson	No

**Nevada County**  
**Intra-agency Agreement**  
**Fiscal Years**  
**7/1/19-6/30/20 and 7/1/20-6/30/21**

**I. Statement of Agreement**

This statement of agreement is entered into between Nevada County Public Health, Nevada County Department of Social Services, and Probation Department to assure compliance with federal and state regulations and the appropriate expenditure of Bright Futures funds in the implementation of the Child Health and Disability Prevention (CHDP) Program.

**II. Statement of Need**

The following specific needs in Nevada County have been identified as a focus for Fiscal Years (FY) 2019-2020 and 2020-2021.

Specific needs in Nevada County are:

- A. Need for increasing the number of referrals for CHDP services and access of Nevada County citizens to Medi-Cal or other medical insurance
- B. Need for continuing staff education for the purposes of increasing referrals to the CHDP program and identifying children's health conditions for which to seek consultation and coordination by trained health professionals.
- C. Need for collaboration between parties for case management and improved client outcomes.

**III. Organizational and Functional Relationships**

- A. The exchange of information about persons applying for or receiving Medi-Cal, with or without linkages to other social services programs as outlined in this document, is permitted by state and federal law and regulations, and is to be maintained in a confidential manner.

**IV. Department of Social Services' Responsibilities and Activities**

**A. Basic Informing and Documentation of Informing for CalWORKs and Medi-Cal Only**

Following are the requirements for basic informing and documentation of Informing by Eligibility Determination staff of persons applying for, or receiving CalWORKs or Medi-Cal Only.

- 1. CalWORKs Application/Annual Re-determination

- a. In the eligibility intake interview, the appropriate responsible adult(s) for Medi-Cal eligible persons, including the unborn, and persons under 21 years of age will be:
  - (1) Given a state approved brochure about the CHDP Program.
  - (2) Given an oral explanation about CHDP including:
    - (a) The value of preventive health services and the differences between episodic and wellness care;
    - (b) Availability of health assessments;
    - (c) Availability of dental services; and
    - (d) The need for prompt diagnosis and treatment of suspected conditions to prevent disabilities and that all medically necessary diagnosis and treatment services will be paid for by Medi-Cal; and
    - (e) The nature, scope, and benefits of the CHDP Program.
  - (3) Asked questions to determine whether:
    - (a) More information about CHDP Program services is wanted; and
    - (b) CHDP Program services--medical and/or dental --are wanted; and
    - (c) Appointment scheduling and/or transportation assistance are needed to obtain requested CHDP medical and/or dental services.
- b. The Eligibility Determination staff will document in the C-IV system that informing occurred:
  - (1) Explanation and brochure given;
  - (2) Date of the explanation and giving of the brochure; and,
  - (3) The individual responses to the CHDP services questions.

2. Medi-cal Application/Annual Re-determination

- a. Responsible adult(s) for Medi-Cal eligible persons under 21 years of age who apply by mail will do so through completion of a State-approved Medi-Cal Application/Annual Re-determination process. The Application/Annual Re-determination process includes providing a

State-approved brochure about the CHDP Program to the applicant. The State-approved brochure about the CHDP Program, entitled "Medical and Dental Health Check-Ups," (PUB 183) informs the family of where to call or write if:

- 1) More information about CHDP Program services is wanted; or
  - 2) Help with getting an appointment and transportation to medical care is needed.
- b. Eligibility Determination staff will document if any follow-up action is required.

Note: Any "Yes" response to the CHDP questions or offer of services through face-to-face encounters or mail-in requests requires a referral on the CHDP Referral Form (PM 357), or a state approved, alternate form. See CHDP Program Letter No. 81-5 and All County Letter No. 81-43.

#### **B. Basic Informing and Documentation of Informing for Children in Foster Care Program Placements**

Following are the requirements for basic informing and documentation of informing by staff responsible for placement of children in foster care, including placements controlled by the Probation Department, Licensed Adoption Agency, and/or Placement Agencies.

1. Within 30 days of the date of placement, the staff responsible for placing the child will document the need, if known, for any health, medical, or dental care and will ensure that information is given to the payee, hereafter referred to as the out-of-home care provider, about the needs of the eligible child and the availability of CHDP services through the CHDP Program.
2. In the case of an out-of-state placement, the social worker shall ensure information is given to the out-of-home care provider about the federal EPSDT services. The care provider and/or child will be:

Given a face-to-face oral explanation about CHDP, including:

- (1) The value of preventive health services and the differences between episodic and wellness care;
- (2) The availability of health assessments according to Bright Futures and State and Child Welfare regulations, and how to obtain health assessments at more frequent intervals if no health assessment history is documented, or the child has entered a new foster care placement;

- (3) The availability of annual dental exams for children one year of age and older;
  - (4) The need for prompt diagnosis and treatment of suspected conditions to prevent disabilities and that all medically necessary diagnosis and treatment services will be paid for by Medi-Cal; and
- c. Asked questions to determine whether:
- (1) CWS/Probation staff ensure and provide arrangements for appointment scheduling assistance and/or transportation arrangement assistance as needed to obtain medical and/or dental services.
2. The Child Welfare Services staff, probation and or Foster Care PHN's responsible for placement will document Health and Dental information in the Health Education Passport (HEP)
  3. A "payee," referred to as the "out-of-home care provider" or "substitute care provider (SCP)" is defined as the foster parent(s) in a foster home, or the officially designated representative of the payee when the child in the foster care program or Medi-Cal eligible child residing in a group home, residential treatment center, or other out-of-home care facility.
  4. Informing requirements described in IV. A. 1. through A. 3. shall apply for AFDC-FC recipients for out-of-home placement with a relative, or upon return of the child to the parents(s).
  5. All payees (out-of-home care providers) responsible for foster care children placed out-of-county will be informed of the services in the placement county.

**C. Referral to the EPSDT Unit or CHDP Program**

1. All "Yes" responses to the offers of more information about CHDP, CHDP medical/dental services, and appointment scheduling/transportation assistance will be documented on a CHDP Referral Form (PM 357), or a state approved alternate form. The referral form will be sent to the CHDP/EPSDT Unit. This action is required to ensure that these services are received and that any necessary diagnostic and/or treatment services are initiated within 120 days of the date of eligibility determination for persons receiving assistance through CalWORKs or Medi-Cal Only, and within 120 days of the date of request if by self-referral or for children in foster care placements.

**D. Information Provided by Social Services Staff on the CHDP Referral Form (PM 357)**

The following will be included on the referral form when any “Yes” response is given, written or verbal, to the offer of services:

1. Case Name and Medi-Cal Identification Number.
2. Type of services requested:
  - a. Additional information.
  - b. Medical services.
  - c. Dental services.
  - d. Transportation assistance.
  - e. Appointment scheduling assistance.
3. Source of referral:
  - a. New application.
  - b. Redetermination.
  - c. Self-referral.
4. Case type:
  - a. CalWORKs
  - b. Foster Care.
  - c. Medi-Cal Only (Full Scope, Limited Scope with or without a Share-of-Cost).
5. Complete listing of members in case with birth dates including unborns and the expected date of confinement (EDC).
6. Listing of the payee/out-of-home care provider and child in foster care.
7. Residence address and telephone number.
8. DSS Worker signature.
9. Date of eligibility determination for CalWORKs and Medi-Cal only cases or date of request for children in foster care and self-referrals.

**E. Case Management for Children in Foster Care**

1. The Child Welfare/Probation staff responsible for placement of the child will ensure that the child receives medical and dental care which places attention on preventive health services as defined by Bright Futures guidelines. More frequent health assessments may be obtained for a child when the child enters a new placement.
2. Medical records including, but not limited to, copies of the form: Health Care Program for Children in Foster Care , the HEP, or State approved alternative form or results of equivalent preventive health services for any child in foster care and for children in foster care over the age of one year, result(s) of dental visit(s) must also be maintained in the case record to verify health status of the child.
3. The case plan will contain a plan which ensures that the child receives medical and dental care which places attention on preventive health services through the CHDP Program or equivalent preventive health services in accordance with the Bright Future’s schedule for periodic health and dental assessments.

**V. EPSDT Unit Responsibilities and Activities**

- A. The EPSDT unit is administratively located and physically stationed in the Nevada County Public Health Department.
- B. Duty Statement of EPSDT Worker and EPSDT Professional Public Health Nurse.
- C. Overall medical and administrative supervision is provided by Nevada County Public Health Officer and the Director of Public Health Nurses. Day-to-day program supervision is provided by an assigned Public Health Nurse.
- D. The Unit will accept and take appropriate action on all referrals of Medi-Cal eligible persons under 21 years of age, including unborns, and will:
  1. Intensively inform those requesting more information, and offer scheduling and transportation assistance to those who request CHDP medical and/or dental services.
  2. Provide all requested scheduling and/or transportation assistance so that medical and/or dental services can be received from a provider of the requester's choice. These services will be provided and diagnosis and treatment initiated within 120 days of the person’s date of eligibility determination or redetermination, and within 120 days of a request if by self- referral or for children in foster care placements unless:

- a. Eligibility is lost; or,
  - b. Person is lost to contact and a good faith effort was made to locate the person as defined in Section VII; or,
  - c. Failure to receive services was due to an action or decision of the family or person.
- 3. Assure that persons asking for health assessment procedures not furnished by their provider are referred to another provider for those procedures so that all requested CHDP services are received within 120 days of the initial request.
  - 4. Follow up on persons requesting appointment scheduling and transportation assistance to:
    - a. Re-offer scheduling and transportation assistance to those persons whose failure to keep appointments was not due to an action or decision of the family or person.
    - b. Offer and provide requested assistance to those for whom further diagnosis and treatment is indicated.
- E. The following will be documented on the CHDP Referral Form (PM 357) or an alternate, state-approved form for each eligible person listed:
- 1. Type of transportation assistance and date given.
  - 3. Appointment scheduling assistance and date given.
  - 4. Follow up to needed diagnosis and treatment.
  - 5. Disposition of case: appointment kept or not kept, eligibility lost, family declined further services, or family/person lost to contact and Good Faith Effort was made to locate the person as defined in Section VII.

**VI. CHDP Program Responsibilities and Activities**

- A. An adequate number of medical providers will be available to meet county needs and federal regulations in regard to allowable time frames.
- B. The county will make all possible attempts to assure an adequate number of dental providers to meet county needs and Federal regulations.
- C. An adequate supply of the following materials will be available to meet Social Services Department and other county needs:



1. State approved informing brochure with the address and phone number of the local CHDP Program.
  2. Current list of CHDP medical and dental providers.
  3. Other informational material, e.g., CHDP poster.
- D. When eligible persons still needing CHDP services move to another county, the new county will be notified and appropriate information sent.
- A memo is sent to the new county with a copy of the PM 357 or State approved alternative form.
- E. All persons eligible for Title V services (California's women of reproductive age, infants, children, adolescents, and their families) will be informed of availability of these services and referred as requested.
- F. Referrals for Public Health Nursing services for intensive informing and follow up to health assessment and diagnosis and treatment will be accepted, and such services will be provided.

## **VII. Joint Social Services/CHDP Responsibilities**

A Good Faith Effort will be made to locate all persons lost to contact. The EPSDT Unit/CHDP Program will query the Social Services Department for current addresses, telephone numbers, and Medi-Cal status of these persons. Upon request, the Social Services Department will share this information. The exchange of this confidential information is based on federal and state regulations.

## **VIII. Staff Education**


- A. As needed, the Public Health Nurse or designee will provide training to Social Services and Probation Department staff.
- B. All appropriate health department staff will receive an annual update regarding the CHDP Program.
- C. Additional staff in-service education needs will be identified in the event of the following:
  1. Regulatory changes;
  2. Identified needs revealed through program evaluation/reports;
  3. Identified needs revealed through task force/problem solving meetings.

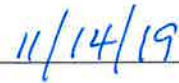
**IX. Compliance Certification**

In signing this agreement, we hereby certify that the CHDP Program in our community will meet all federal and state legislative and regulatory requirements.

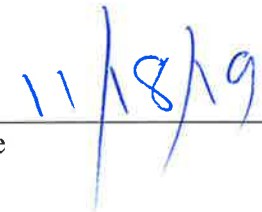
This interagency agreement is in effect from July 1, 2019 through June 30, 2021 unless revised by mutual agreement.


**NOTE:** In the event that changes in federal or state legislation impact the current Intra-agency Agreement, the Public Health Department and Social Services Department agree to renegotiate the pertinent section within 90 days of receiving new language or instructions from the State.

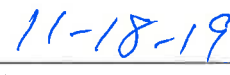
  
\_\_\_\_\_  
Jill Blake  
Nevada County Public Health Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tex Ritter  
Nevada County Social Services Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael Ertola  
Nevada County Probation Department  
Chief Probation Officer

  
\_\_\_\_\_  
Date

**NEVADA COUNTY**  
Memorandum of Understanding  
Between the  
Child Health Disability Prevention Program  
And  
**Behavioral Health**  
**Fiscal Years**  
**10/1/19-9/30/21**

Updated 9/12/2019

**GOAL:**

The primary goal of this agreement is to establish guidelines for collaboration between the Child Health and Disability Prevention Program (CHDP) and Behavioral Health (BH).

**CHDP AGREES THAT THEY WILL:**

1. Inform BH of relevant changes in CHDP policies and procedures. Include information about CHDP services, referral, and eligibility.
3. Make information about CHDP services available to BH programs.
4. Orient new CHDP providers about the benefits and availability of BH services.
5. Provide BH with CHDP provider lists when updated lists are available.

**BH AGREES THAT THEY WILL:**

1. Refer CHDP-eligible participants who are in need of health/dental referral to a CHDP provider using available CHDP provider lists.
2. Inform CHDP of relevant changes in BH policies, procedures, and eligibility.
3. Inform the CHDP Program of questionable nutrition/medical data or inappropriate counseling given to a BH participant by a CHDP provider.


**BOTH PROGRAMS AGREE THAT THEY WILL:**

1. Review and update this agreement annually or as needed.
2. BH and CHDP Staff will coordinate actions and activities relating to the terms of the interagency agreement and to facilitate the exchange of information. These representatives will regularly communicate with one another and meet at least annually.
3. Provide orientation to the other program's staff at least annually.

4. Distribute each other's outreach materials to the target population, medical providers, and to other agencies.
5. Inform each other of workshops, presentations, etc., that may be of mutual interest.

  
\_\_\_\_\_  
Jill Blake, MPA  
Public Health Director

4/15/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cindy Wilson, RN, PHN, MS  
Director of Public Health Nursing  
CHDP Deputy Director

11.15.19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Phebe Bell, MSW  
Behavioral Health Director

4/15/19  
\_\_\_\_\_  
Date

**NEVADA COUNTY**  
Memorandum of Understanding  
Between the  
Child Health Disability Prevention Program  
and the  
Women, Infants, and Children Supplemental Nutrition Program  
**Fiscal Years**  
**10/1/19-9/30/21**

Updated 9/12/2019

**GOAL:**

The primary goal of this agreement is to establish guidelines for collaboration between the Child Health and Disability Prevention Program (CHDP) and the Women, Infants, and Children (WIC) Supplemental Nutrition Program to improve access to and use of these programs by the target population of both programs.

**CHDP AGREES THAT THEY WILL:**

1. Inform WIC of relevant changes in CHDP policies and procedures. Include information about CHDP services, referral, and eligibility.
3. Make information about CHDP services available to WIC programs.
4. Orient new CHDP providers about the benefits and availability of WIC services.
5. Provide WIC with CHDP provider lists when updated lists are available.

**WIC AGREES THAT THEY WILL:**

1. Refer CHDP-eligible participants who are in need of health/dental referral to a CHDP provider using available CHDP provider lists.
2. Inform CHDP of relevant changes in WIC policies, procedures, and eligibility.
3. Inform the CHDP Program of questionable nutrition/medical data or inappropriate counseling given to a WIC participant by a CHDP provider.


**BOTH PROGRAMS AGREE THAT THEY WILL:**

1. Review and update this agreement annually or as needed.
2. WIC and CHDP Staff will coordinate actions and activities relating to the terms of the interagency agreement and to facilitate the exchange of information. These representatives will regularly communicate with one another and meet at least annually.


3. Provide orientation to the other program's staff at least annually.
4. Distribute each other's outreach materials to the target population, medical providers, and to other agencies.
5. Inform each other of workshops, presentations, etc., that may be of mutual interest.


  
\_\_\_\_\_  
Jill Blake, MPA  
Public Health Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cindy Wilson, RN, PHN, MS  
Director of Public Health Nursing  
CHDP Deputy Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Debra Wilson, RD, MPH  
WIC Program Director

  
\_\_\_\_\_  
Date

**Memoranda of Understanding  
Health Care Program for Children in Foster Care  
and Child Welfare Services  
Fiscal Years  
7/1/19-6/30/20 and 7/1/20-6/30/21**

**SUGGESTED AREAS OF RESPONSIBILITY FOR CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PUBLIC HEALTH NURSES (PHNs)  
/ CHILD WELFARE SERVICES PUBLIC HEALTH NURSES (PHNs) AND  
CHILD WELFARE SERVICES (CWS) AGENCY SOCIAL WORKERS AND PROBATION OFFICERS IN THE  
HEALTH CARE PROGRAM FOR CHILDREN IN FOSTER CARE / CHILD WELFARE SERVICES PROGRAMS**

<b>Service Provided</b>	<b>Local Child Welfare Services PHN Responsibilities</b>	<b>Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer</b>
<b>Location</b>	PHN will be located in the CWS agency and/or Probation Dept. with accessibility to all team members servicing children in CWS programs and Probation Department.	PHN will be located with CWS agency staff and/or the Probation Department. CWS and Probation Department personnel will have accessibility to all PHN's servicing children in placement.
<b>Supervision</b>	PHN I/II will be supervised by the Senior PHN, Sr PHN will be supervised by the Director of Public Health Nursing (DPHN) in the CWS and/or Probation program with input from CWS agency/Probation staff.	CWS Program Manager/Supervising Probation Supervisor will communicate regularly regarding PHN performance with the Senior PHN and/or Director of Public Health Nursing.
<b>Accessing Resources</b>	<p>PHN will serve as a resource to facilitate (e.g., assist in scheduling appointments, arranging transportation, etc.) referrals to early intervention providers, specialty providers, dentists, mental health providers, CCS and other community programs.</p> <p>PHN will assist nurses in the child's county of residence to identify and access resources to address the health care needs of children placed out of county.</p>	<p>CWS agency Social Worker/Probation Officer will work with the foster care provider and the PHN to identify an appropriate health care provider for the child.</p> <p>CWS agency Social Worker/Probation Officer will work with the PHN to ensure that children placed out of county have access to health services appropriate to age and health status.</p>

<b>Service Provided</b>	<b>Local Child Welfare Services PHN Responsibilities</b>	<b>Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer</b>
<p><b>Health Care Planning and Coordination</b></p>	<p>PHN will ensure completion of the Health &amp; Education Passport (HEP), provide a copy to the family or legal guardian, and will participate in updating the HEP as required by State &amp; Federal guidelines.</p> <p>PHN will expedite timely referrals for medical, dental, developmental, and mental health services.</p> <p>PHN will assist Social Worker/Probation Officer in obtaining additional services necessary to educate and/or support the child's caregiver in providing for the child's special health care needs and will obtain and provide health care documentation when necessary to support the request for health care services.</p> <p>The PHN will support nursing services and screenings for RFA clients and will refer RFA clients for additional evaluation as needed.</p> <p>The PHN will review all psychiatric and group homes quarterly reports pertaining to health-related issues.</p> <p>PHN will follow the Drug Endangered Child (DEC) protocol and assist the Social Worker/Probation Officer related to child health and welfare. The PHN will attend court detention hearings and provide health education information as needed.</p>	<p>Child's Social Worker/Probation Officer will collaborate with PHN to develop a health plan which identifies the health care needs and service priorities for each child requiring PHN services.</p> <p>Social Worker/Probation Officer or designee will incorporate health plan into child's case record.</p> <p>Social Worker/Probation Officer will assemble and provide health care documentation to the court when necessary to support the request for health care services.</p> <p>Social Worker/Probation Officer will collaborate to complete and keep current the child's HEP or its equivalent and provide a copy of the HEP to the child's care provider, family and/or legal guardian.</p> <p>CWS will provide an RFA screening area and necessary equipment (measurement of height/weight/blood pressure) to perform screening and documentation.</p> <p>Social Worker/Probation Officer will collaborate with PHN regarding health-related concerns and with identified issue follow-up for CWS clients in psychiatric facilities and/or Group Homes.</p> <p>CWS Social Workers/Probation Officers will follow the DEC protocol in consulting the PHN to address child health care needs.</p>



<b>Service Provided</b>	<b>Local Child Welfare Services PHN Responsibilities</b>	<b>Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer</b>
	<p>The PHN will coordinate and facilitate communications with health care providers regarding Child Welfare Services (CWS) and Probation clients.</p> <p>On an as-needed basis the PHN will assist CWS Social Workers and Probation Officers with in-home and/or group home visits, encompassing psychotropic medication management per state regulations.</p> <p>The PHN will provide nursing assessment services during forensic exams on a case by case basis.</p> <p>The PHN will provide case management for children receiving psychotropic medications according to state regulations and guidelines.</p> <p>The PHN will attend Multi-disciplinary Interviews (MDI) and Child Family Team meetings (CFT) as needed based on the child's health status and related health needs.</p> <p>PHN to participate with Inter-Agency Placement Committee addressing the suitability of child's placement.</p> <p>PHN to assist CWS Social Worker and/or Probation Officers with interpreting health related documents to ensure information provided in court reports is current and up to date.</p>	<p>CWS and Probation will assist in the coordination and facilitation of communications between the PHN and caretakers including group home and/or involved agencies.</p> <p>On an as-needed basis the CWS Social Workers/Probation Officers will request the assistance of the PHN with health related in-home and/or group home visits.</p> <p>On a case by case basis, Social Workers/Probation Officers will request PHN nursing assessment services for forensic findings.</p> <p>On a case by case basis, Social Workers/Probation Officers will request PHN nursing assessment services for psychotropic medication management.</p> <p>CWS/Probation will request the PHN to attend Multi-disciplinary Interviews (MDI) and/or Child Family Team meetings (CFT), case staffing based on the child's health status and related health needs.</p> <p>Following the Inter-Agency Placement Committee protocol PHN will collaborate with CWS, Probation and Children's Behavioral Health to assess the suitability of the child's placement considering the special health care needs of the child.</p> <p>Social Worker/Probation Officer will review child's health plan with PHN at least every six months and before every court hearing. Relevant health information will be incorporated into the HEP and court report.</p>

<b>Service Provided</b>	<b>Local Child Welfare Services PHN Responsibilities</b>	<b>Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer</b>
<b>Training/ Orientation</b>	<p>PHN will educate social workers, juvenile court staff, care providers, school nurses and involved parties about the health care needs of children in CWS.</p> <p>PHN will maintain currency with the Child Welfare Services/Case Management System (CWS/CMS) program and policies.</p>	<p>CWS agency staff/Probation Officers will collaborate with PHNs in educating social workers, juvenile court staff, care providers, school nurses and others about the health care needs of children in CWS.</p> <p>CWS agency/Probation department will arrange for PHN access to the Child Welfare Services/Case Management System (CWS /CMS) system and provide training in its use.</p>
<b>Policy /Procedure Development</b>	<p>PHN will provide program consultation to CWS/ Probation Departments in the development and implementation of program policies related to the Health Care Program for Children in Foster Care / CWS.</p>	<p>CWS agency staff/Probation Officers will include the PHN in team and staff meetings and provide orientation to social services and consultation on CWS/CMS.</p>
<b>Transition from CWS</b>	<p>PHN will provide assistance to the Social Worker/Probation Officer and the child leaving CWS on the availability of options of health care coverage and community resources to meet the health care needs of the child.</p>	<p>CWS agency staff/Probation Officers will collaborate with PHN to assure a child leaving CWS is aware of health care coverage and community resources addressing the child's health care needs.</p>
<b>Quality Assurance</b>	<p>PHN will conduct joint reviews of case records for documentation of health care services with CWS agency/Probation Department.</p> <p>PHN will work with CWS agency/Probation Department to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team</p> <p>PHN will utilize the CWS Safe Measures computer database to evaluate health care services.</p>	<p>CWS agency staff/Probation Officers will conduct joint reviews of case records for documentation of health care services</p> <p>CWS agency/Probation Department will work with PHN to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team.</p> <p>CWS agency/Probation Officers will collaborate and assist PHN in gathering data.</p>

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Staffing and Costs	<p>PHD will provide the following staffing under this agreement as PHN staffing allows:            2.0 FTE Public Health Nurse I/II/Senior            0.10 FTE Director of Public Health Nursing</p> <p><b>Public Health will invoice the State of California Health Care Program for Children in Foster Care (HCPCFC) the above PHN staffing and related indirect expenses. Public Health will then invoice the CWS agency for the unreimbursed costs that exceed the amount available from the HCPCFC plus related operating expenses.</b></p>	<p>CWS agency will provide reimbursement to Public Health for the following PHN staffing and related indirect and operating expenses:            2.0 FTE Public Health Nurse I/II/Senior            0.10 FTE Director of Public Health Nursing</p>

**MEMORANDUM OF UNDERSTANDING**  
**Health Care Program for Children in Children’s Medical Services**

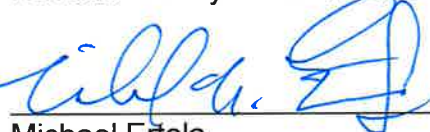
This Memorandum of Understanding is in effect from July 1, 2019 through June 30, 2021 unless revised by mutual agreement. In the event that changes in federal or state requirements impact the current Memoranda of Understanding, the local health department, and social services department agree to renegotiate the pertinent section within 90 days of receiving new instructions from the State.

  
 \_\_\_\_\_  
 Jill Blake  
 Nevada County Public Health Director

*11/14/19*  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Tex Ritter  
 Nevada County Social Services Director

*11/18/19*  
 \_\_\_\_\_  
 Date


  
 \_\_\_\_\_  
 Michael Ertola  
 Nevada County Probation Department  
 Chief Probation Officer

*11-18-19*  
 \_\_\_\_\_  
 Date

**CHDP Administrative Budget Summary for FY 2019/2020**  
**No County/City Match**  
**County/City Name: NEVADA**

Column	1	2	3	4	5
Category/Line Item	Total Budget (2 + 3)	Total CHDP Budget	Total Medi-Cal Budget (4 + 5)	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	\$124,251	\$124,251	\$124,251	\$66,139	\$58,112
II. Total Operating Expenses	\$3,880	\$3,880	\$3,880	\$0	\$3,880
III. Total Capital Expenses	\$0	\$0	\$0		\$0
IV. Total Indirect Expenses	\$31,063	\$31,063	\$31,063		\$31,063
V. Total Other Expenses	\$0	\$0	\$0		\$0
<b>Budget Grand Total</b>	<b>\$159,194</b>	<b>\$159,194</b>	<b>\$159,194</b>	<b>\$66,139</b>	<b>\$93,055</b>

Column	1	2	3	4	5
Source of Funds	Total Funds	Total CHDP Budget	Total Medi-Cal Budget	Enhanced State/Federal	Nonenhanced State/Federal
State General Funds					
Medi-Cal Funds:					
State	\$63,062		\$63,062	\$16,535	\$46,528
Federal (Title XIX)	\$96,132		\$96,132	\$49,604	\$46,528

  
 Prepared By (Signature)

11/12/2019  
 Date Prepared

(530) 470-2415  
 Phone Number

[James.Kraywinkel@co.nevada.ca.us](mailto:James.Kraywinkel@co.nevada.ca.us)  
 Email Address

  
 CHDP Director or Deputy  
 Director (Signature)

11-15-19  
 Date

(530) 265-7269  
 Phone Number

[Cynthia.Wilson@co.nevada.ca.us](mailto:Cynthia.Wilson@co.nevada.ca.us)  
 Email Address

**CHDP Administrative Budget Worksheet for FY 2019/2020  
No County/City Match  
State and State/Federal**


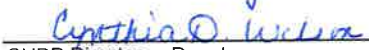
County/City Name: **NEVADA**

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. Senior PHN - Weiss-Wenzl	100%	\$98,936	\$98,936.00	10.0%	\$9,894	100%	\$9,894	65.0%	\$6,430.84	35.0%	\$3,462.76
2. PHN Temp - Lindsey 416 hrs	100%	\$91,000	\$91,000.00	20.0%	\$18,200	100%	\$18,200	80.0%	\$14,560.00	20.0%	\$3,640.00
3. PHN Temp - TBD 824hours	100%	\$91,000	\$91,000.00	40.0%	\$36,400	100%	\$36,400	80.0%	\$29,120.00	20.0%	\$7,280.00
4. Health Tech - Graves	100%	\$48,070	\$48,070.00	50.0%	\$24,035	100%	\$24,035	0.0%	\$0.00	100.0%	\$24,035.00
5. Admin Ass't - Smith	100%	\$56,108	\$56,108.00	10.0%	\$5,611	100%	\$5,611	0.0%	\$0	100.0%	\$5,611
6.											
7.											
8.											
9.											
10.											
<b>Total Salaries and Wages</b>			\$385,114		\$94,139		\$94,139		\$50,111		\$44,029
<b>Less Salary Savings</b>			\$0		\$0		\$0		\$0		\$0
<b>Net Salaries and Wages</b>			\$385,114		\$94,139		\$94,139		\$50,111		\$44,029
<b>Staff Benefits (Specify %)</b> 31.99%			\$30,112		\$30,112		\$30,112		\$16,029		\$14,083
<b>I. Total Personnel Expenses</b>			\$415,226		\$124,251		\$124,251		\$66,140		\$58,112
<b>II. Operating Expenses</b>											
1. Travel					\$880		\$880		\$0		\$880
2. Training					\$400		\$400		\$0		\$400
3. General Office Expense					\$1,400		\$1,400				\$1,400
4. Copier/Duplication					\$500		\$500				\$500
5. Postage					\$300		\$300				\$300
6. Communication					\$400		\$400				\$400
7.											
8.											
9.											
10.											
<b>II. Total Operating Expenses</b>					\$3,880		\$3,880		\$0		\$3,880

**CHDP Administrative Budget Worksheet for FY 2019/2020  
No County/City Match  
State and State/Federal**

County/City Name: NEVADA

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>III. Capital Expenses</b>											
1.											
2.											
3.											
4.											
5.											
<b>II. Total Capital Expenses</b>											
<b>IV. Indirect Expenses</b>											
1. Internal (Specify %)	25.00%				\$31,063		\$31,063				\$31,063
2. External (Specify %)	0.00%						\$0				\$0
<b>IV. Total Indirect Expenses</b>					\$31,063		\$31,063				\$31,063
<b>V. Other Expenses</b>											
1.											
2.											
3.											
4.											
5.											
<b>V. Total Other Expenses</b>					\$0		\$0				\$0
<b>Budget Grand Total</b>			\$415,226		\$159,194		\$159,194		\$66,140		\$93,055

	11/12/19	(530) 470-2415	<a href="mailto:James.Kraywinkel@co.nevada.ca.us">James.Kraywinkel@co.nevada.ca.us</a>
Prepared By (Signature)	Date Prepared	Phone Number	Email Address
	11-15-19	(530) 265-7269	<a href="mailto:Cynthia.Wilson@co.nevada.ca.us">Cynthia.Wilson@co.nevada.ca.us</a>
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address



CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLICIP -</b> Total Cases of Open (Active) OTLICIP Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

**CCS Administrative Budget Summary  
from July 1, 2019 to September 30, 2019**

Fiscal Year: 2019-20

County: NEVADA

Category/Line Item	Col 1 = Col 2+3+4	Straight CCS	OTLICIP	Medi-Cal (non-OTLICIP) (Column 4 = Columns 5 + 6)		
	1	2	3	4	5	6
<b>i. Total Personnel Expense</b>	71,195	7,749	15,849	47,597	16,948	30,649
<b>ii. Total Operating Expense</b>	1,859	203	415	1,244	93	1,151
<b>iii. Total Capital Expense</b>	0	0	0	0		0
<b>iv. Total Indirect Expense</b>	17,087	1,860	3,804	11,423		11,423
<b>v. Total Other Expense</b>	1,200	131	267	802		802
<b>Budget Grand Total</b>	<b>91,341</b>	<b>9,943</b>	<b>20,335</b>	<b>61,066</b>	<b>17,041</b>	<b>44,025</b>

Source of Funds	Col 1 = Col 2+3+4	Straight CCS	OTLICIP	Medi-Cal (non-OTLICIP) (Column 4 = Columns 5 + 6)		
	1	2	3	4	5	6
<b>Straight CCS</b>						
State	4,971	4,971				
County	4,972	4,972				
<b>OTLICIP</b>						
State	1,220		1,220			
County	1,220		1,220			
Federal (Title XXI)	17,895		17,895			
<b>Medi-Cal</b>						
State	26,273			26,273	4,260	22,013
Federal (Title XIX)	34,793			34,793	12,781	22,012

*James Kraywinkel*  
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Email Address



CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLIPC -</b> Total Cases of Open (Active) OTLIPC Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

**CCS Administrative Budget Summary  
from October 1, 2019 to June 30, 2020**

Fiscal Year: 2019-20

County: NEVADA

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed (11.75/11.75/76.5)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>I. Total Personnel Expense</b>	213,583	23,247	47,546	142,790	50,844	91,946
<b>II. Total Operating Expense</b>	5,577	606	1,241	3,730	278	3,452
<b>III. Total Capital Expense</b>	0	0	0	0		0
<b>IV. Total Indirect Expense</b>	53,396	5,812	11,887	35,698		35,698
<b>V. Total Other Expense</b>	3,600	392	801	2,407		2,407
<b>Budget Grand Total</b>	<b>276,156</b>	<b>30,057</b>	<b>61,475</b>	<b>184,625</b>	<b>51,122</b>	<b>133,503</b>

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed (11.75/11.75/76.5)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>Straight CCS</b>						
State	15,028	15,028				
County	15,029	15,029				
<b>OTLIPC</b>						
State	7,223		7,223			
County	7,223		7,223			
Federal (Title XXI)	47,029		47,029			
<b>Medi-Cal</b>						
State	79,533			79,533	12,781	66,752
Federal (Title XIX)	105,092			105,092	38,341	66,751

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CCS Administrator (Signature)

CCS Administrator (Printed Name)

Email Address

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLIPC -</b> Total Cases of Open (Active) OTLIPC Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>


**CCS Administrative Budget Summary  
from July 1, 2019 to June 30, 2020**


Fiscal Year: 2019-20

County: NEVADA

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>I. Total Personnel Expense</b>	284,778	30,996	63,395	190,387	67,792	122,595
<b>II. Total Operating Expense</b>	7,436	809	1,656	4,974	371	4,603
<b>III. Total Capital Expense</b>	0	0	0	0		0
<b>IV. Total Indirect Expense</b>	70,483	7,672	15,691	47,121		47,121
<b>V. Total Other Expense</b>	4,800	523	1,068	3,209		3,209
<b>Budget Grand Total</b>	<b>367,497</b>	<b>40,000</b>	<b>81,810</b>	<b>245,691</b>	<b>68,163</b>	<b>177,528</b>

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>Straight CCS</b>						
State	19,999	19,999				
County	20,001	20,001				
<b>OTLIPC</b>						
State	8,443		8,443			
County	8,443		8,443			
Federal (Title XXI)	64,924		64,924			
<b>Medi-Cal</b>						
State	105,806			105,606	17,041	88,765
Federal (Title XIX)	139,885			139,885	51,122	88,763

  
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 CCS Administrator (Signature) Maryellen Beauchamp CCS Administrator (Printed Name) Maryellen Beauchamp Email Address Maryellen.Beauchamp@co.nevada.ca.us

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLICIP -</b> Total Cases of Open (Active) OTLICIP Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

### CCS Administrative Budget Worksheet from July 1, 2019 to September 30, 2019

Fiscal Year: 2019-20

County: NEVADA

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICIP)		Medi-Cal (Non-OTLICIP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	3 months pro-rated 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 (OTLICIP) Co/State/Fed (6/6/88)	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)
<b>I. Personnel Expense</b>													
<b>Program Administration</b>													
1 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
2 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
3 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
4 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
5 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
Subtotal		0	0		0		0		0				0
<b>Medical Case Management</b>													
1 Maryellen Beauchamp, Senior PHN	100.00%	23,979	23,979	10.88%	2,610	22.26%	5,338	66.85%	16,031	61.25%	9,818	38.76%	6,213
2 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
3 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
4 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
5 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
6 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
7 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
8 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		23,979	23,979		2,610		5,338		16,031		9,818		6,213
<b>Other Health Care Professionals</b>													
1 Carme Barsotti, Senior Therapist	4.69%	27,503	1,289	10.88%	140	22.26%	287	66.85%	862	0.00%	0	100.00%	862
2 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
3 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		27,503	1,289		140		287		862		0		862
<b>Ancillary Support</b>													
1 Katie Magliocca, Health Technician	100.00%	9,967	9,967	10.88%	1,085	22.26%	2,219	66.85%	6,663			100.00%	6,663
2 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
3 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
4 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
5 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
Subtotal		9,967	9,967		1,085		2,219		6,663				6,663
<b>Clerical and Claims Support</b>													

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLICP -</b> Total Cases of Open (Active) OTLICP Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

### CCS Administrative Budget Worksheet from July 1, 2019 to September 30, 2019

Fiscal Year: 2019-20

County: NEVADA

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	3 months pro-rated 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 (6/6/68)	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)
1 Dawn Graves, Health Technician	50.00%	12,018	6,009	10.88%	654	22.26%	1,336	66.85%	4,017	0.00%	0	100.00%	4,017
2 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
3 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
4 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
5 Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		12,018	6,009		654		1,336		4,017		0		4,017
Total Salaries and Wages			41,244	10.88%	4,489	22.26%	9,181	66.85%	27,573	35.61%	9,818	64.39%	17,755
Staff Benefits (Specify %) includes Work Comp	72.62%		29,951	10.88%	3,260	22.26%	6,668	66.85%	20,024		7,130		12,894
<b>I. Total Personnel Expense</b>			71,195	10.88%	7,749	22.26%	15,849	66.85%	47,597		16,948		30,649
<b>II. Operating Expense (for three months)</b>													
1 Travel			300	10.88%	33	22.26%	67	66.85%	201	35.61%	72	64.39%	129
2 Training			90	10.88%	10	22.26%	20	66.85%	60	35.61%	21	64.39%	39
3 Communication, Phones-\$840 Fax line-\$1040			470	10.88%	51	22.26%	105	66.85%	314			100.00%	314
4 General Supplies			574	10.88%	62	22.26%	128	66.85%	384			100.00%	384
5 Postage			200	10.88%	22	22.26%	45	66.85%	134			100.00%	134
6 Duplication/Printing			100	10.88%	11	22.26%	22	66.85%	67			100.00%	67
7 Memberships			125	10.88%	14	22.26%	26	66.85%	84			100.00%	84
<b>II. Total Operating Expense (for three months)</b>			1,859		203		415		1,244		93		1,151
<b>III. Capital Expense (for three months)</b>													
1				10.88%	0	22.26%	0	66.85%	0				0
2				10.88%	0	22.26%	0	66.85%	0				0
3				10.88%	0	22.26%	0	66.85%	0				0
<b>III. Total Capital Expense (for three months)</b>			0		0		0		0				0
<b>IV. Indirect Expense</b>													
1 Internal	24.00%		17,087	10.88%	1,860	22.26%	3,804	66.85%	11,423			100.00%	11,423
2 External	0.00%		0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
<b>IV. Total Indirect Expense (for three months)</b>			17,087		1,860		3,804		11,423				11,423
<b>V. Other Expense (for three months)</b>													
1 Maintenance & Transportation			1,200	10.88%	131	22.26%	267	66.85%	802			100.00%	802
2				10.88%	0	22.26%	0	66.85%	0			100.00%	0
3				10.88%	0	22.26%	0	66.85%	0			100.00%	0

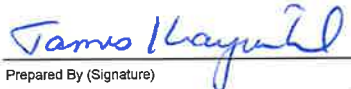
CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34 395	10.88%
<b>OTLIPC -</b> Total Cases of Open (Active) OTLIPC Children	70 345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	211 26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>


### CCS Administrative Budget Worksheet from July 1, 2019 to September 30, 2019

Fiscal Year: 2019-20

County: NEVADA

Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLIPC)		Medi-Cal (Non-OTLIPC)					
				4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	3 months pro-rated 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 (OTLIPC) Co/State/Fed (6/6/88)	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)
4				10.88%	0	22.26%	0	66.85%	0			100.00%	0
5				10.88%	0	22.26%	0	66.85%	0			100.00%	0
<b>V. Total Other Expense (for three months)</b>			1,200		131		267		802				802
<b>Budget Grand Total (for three months)</b>			91,341		9,943		20,335		61,066		17,041		44,025


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 Prepared By (Signature) James Kraywinkel Prepared By (Printed Name) James Kraywinkel Date Prepared 10/18/2019 Phone Number


(530) 265-1425  
 CCS Administrator (Signature) Maryellen Beauchamp CCS Administrator (Printed Name) Maryellen Beauchamp Date Signed \_\_\_\_\_ Phone Number

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34 395	10.88%
<b>OTLICP -</b> Total Cases of Open (Active) OTLICP Children	70 345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	211 26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

### CCS Administrative Budget Worksheet from October 1, 2019 to June 30, 2020

Fiscal Year: 2019-20

County: NEVADA

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	9 months pro-rated 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 (11.75/11.75/76.5)	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)
<b>I. Personnel Expense (for six months)</b>													
<b>Program Administration</b>													
1. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
2. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
Subtotal		0	0		0		0		0				0
<b>Medical Case Management</b>													
1. Maryellen Beauchamp, Senior PHN	100.00%	71,935	71,935	10.88%	7,830	22.26%	16,014	66.85%	48,092	61.25%	29,454	38.76%	18,638
2. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
6. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
7. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
8. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		71,935	71,935		7,830		16,014		48,092		29,454		18,638
<b>Other Health Care Professionals</b>													
1. Carme Barsotti, Senior Therapist	4.69%	82,510	3,868	10.88%	421	22.26%	861	66.85%	2,586	0.00%	0	100.00%	2,586
2. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		82,510	3,868		421		861		2,586		0		2,586
<b>Ancillary Support</b>													
1. Katie Magliocca, Health Technician	100.00%	29,901	29,901	10.88%	3,255	22.26%	6,656	66.85%	19,990			100.00%	19,990
2. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
Subtotal		29,901	29,901		3,255		6,656		19,990				19,990
<b>Clerical and Claims Support</b>													
1. Dawn Graves, Health Technician	50.00%	36,052	18,026	10.88%	1,962	22.26%	4,013	66.85%	12,051	0.00%	0	100.00%	12,051
2. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34 395	10.88%
<b>OTLICP -</b> Total Cases of Open (Active) OTLICP Children	70 345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	211 26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

### CCS Administrative Budget Worksheet from October 1, 2019 to June 30, 2020

Fiscal Year: 2019-20

County: NEVADA

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	9 months pro-rated 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 (11.75/11.75/76.5)	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)
3. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	10.88%	0	22.26%	0	66.85%	0	0.00%	0	100.00%	0
Subtotal		36,052	18,026		1,962		4,013		12,051		0		12,051
Total Salaries and Wages			123,730	10.88%	13,467	22.26%	27,544	66.85%	82,719	35.61%	29,454	64.39%	53,265
Staff Benefits (Specify %) includes Worker's Comp	72.62%		89,853	10.88%	9,780	22.26%	20,002	66.85%	60,071		21,390		38,681
<b>I. Total Personnel Expense (for nine months)</b>			213,583	10.88%	23,247	22.26%	47,546	66.85%	142,790		50,844		91,946
<b>II. Operating Expense (for nine months)</b>													
1. Travel			900	10.88%	98	22.26%	200	66.85%	602	35.61%	214	64.39%	388
2. Training			270	10.88%	29	22.26%	60	66.85%	181	35.61%	64	64.39%	117
3. Communication, Cell-\$840, Fax line-\$1040			1,410	10.88%	153	22.26%	314	66.85%	943			100.00%	943
4. General Supplies			1,722	10.88%	187	22.26%	383	66.85%	1,151			100.00%	1,151
5. Postage			600	10.88%	65	22.26%	134	66.85%	401			100.00%	401
6. Duplication/Printing			300	10.88%	33	22.26%	67	66.85%	201			100.00%	201
7. Memberships			375	10.88%	41	22.26%	83	66.85%	251			100.00%	251
<b>II. Total Operating Expense (for nine months)</b>			5,577		606		1,241		3,730		278		3,452
<b>III. Capital Expense (for nine months)</b>													
1.				10.88%	0	22.26%	0	66.85%	0				0
2.				10.88%	0	22.26%	0	66.85%	0				0
3.				10.88%	0	22.26%	0	66.85%	0				0
<b>III. Total Capital Expense (for nine months)</b>			0		0		0		0				0
<b>IV. Indirect Expense</b>													
1. Internal	25.00%		53,396	10.88%	5,812	22.26%	11,887	66.85%	35,698			100.00%	35,698
2. External	0.00%		0	10.88%	0	22.26%	0	66.85%	0			100.00%	0
<b>IV. Total Indirect Expense (for nine months)</b>			53,396		5,812		11,887		35,698				35,698
<b>V. Other Expense (for nine months)</b>													
1. Maintenance & Transportation			3,600	10.88%	392	22.26%	801	66.85%	2,407			100.00%	2,407
2.				10.88%	0	22.26%	0	66.85%	0			100.00%	0
3.				10.88%	0	22.26%	0	66.85%	0			100.00%	0
4.				10.88%	0	22.26%	0	66.85%	0			100.00%	0
5.				10.88%	0	22.26%	0	66.85%	0			100.00%	0
<b>V. Total Other Expense (for nine months)</b>			3,600		392		801		2,407				2,407
<b>Budget Grand Total (for nine months)</b>			276,156		30,057		61,475		184,625		51,122		133,503


CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	34,395	10.88%
<b>OTLICP -</b> Total Cases of Open (Active) OTLICP Children	70,345	22.26%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	211,26	66.85%
<b>TOTAL CCS CASELOAD</b>	<b>316</b>	<b>100%</b>

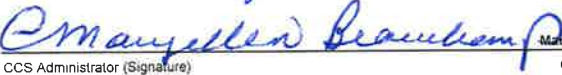
### CCS Administrative Budget Worksheet from October 1, 2019 to June 30, 2020

Fiscal Year: 2019-20

County: NEVADA

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	9 months pro-rated 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 (11.75/11.75/76.5)	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)

  
 Prepared By (Signature) James Kraywinkel Prepared By (Printed Name) 10/18/2019 Date Prepared (530) 470-2415 Phone Number

  
 CCS Administrator (Signature) Maryellen Beauchamp CCS Administrator (Printed Name) (530) 265-1425 Phone Number



**Children's Medical Services  
Nevada County  
CCS Budget Justification Narrative  
Fiscal Year 2019-2020**

<b>I. PERSONNEL EXPENSES</b>		
Total Salaries:	\$164,974	Salaries are based actual individual CCS staff salaries from the FY 19-20 County CCS budget. Benefits are based actual individual CCS staff benefits from the FY 19-20 County CCS budget.
Total Benefits:	\$119,804	
<b>Total Personnel Expenses:</b>	<b>\$284,778</b>	
CMS Coordinator/PHN Supervisor (Vacant)	This position is removed from the budget due to ongoing vacancy.	
Senior PHN/ Case Manager (Beauchamp)	This position is budgeted for 100% which is the same as the FY 18/19 budget.	
PHN II/ Case Manager	This position is removed from the budget as the position is no longer necessary.	
Supervising OT/PT	This position is added to the budget at 4.69%	
Health Tech (Magliocca)	This position is budgeted at 100%, which is the same as FY 18/19.	
Health Tech (Graves)	This position is budgeted at 50% which is an increase of 5% from FY 18/19.	

<b>II. OPERATING EXPENSES</b>		
Travel	\$1,200	When combined with training, this is a decrease of \$1,305 from FY 18/19.
Training	\$360	When combined with travel, this is a decrease of \$1,305 from FY 18/19.
Communication	\$1,880	This is an decrease of \$320 from FY 18/19.
General Supplies	\$2,296	When added to postage and duplication, this is an overall decrease of \$1,164
Postage	\$800	When added to general supplies and duplication, this is an overall decrease of \$1,164
Duplication	\$400	When added to postage and general supplies, this is an overall decrease of \$1,164
CRISS Annual Dues	\$500	This is the same as FY 18/19
<b>Total Operating Expenses:</b>	<b>\$7,436</b>	

<b>III. CAPITAL EXPENSES</b>		
<b>Total Capital Expenses:</b>	<b>0</b>	None

<b>IV. INDIRECT EXPENSES</b>		
1. Internal (25.00%)	\$70,483	This amount is 25% of Personnel charges(\$284,778 X 25%=\$77,717. the 25% is from the approved CDPH ICRP for FY 19/20
<b>Total Indirect Expenses:</b>	<b>\$70,483</b>	

<b>V. OTHER EXPENSES</b>		
Maintenance & Transportation	\$4,800	Transportation, meals and lodging for CCS clients. This is an decrease of \$1,240 from FY 18/19.
<b>Total Other Expenses:</b>	<b>\$4,800</b>	

<b>Budget Grand Total</b>	<b>\$367,497</b>
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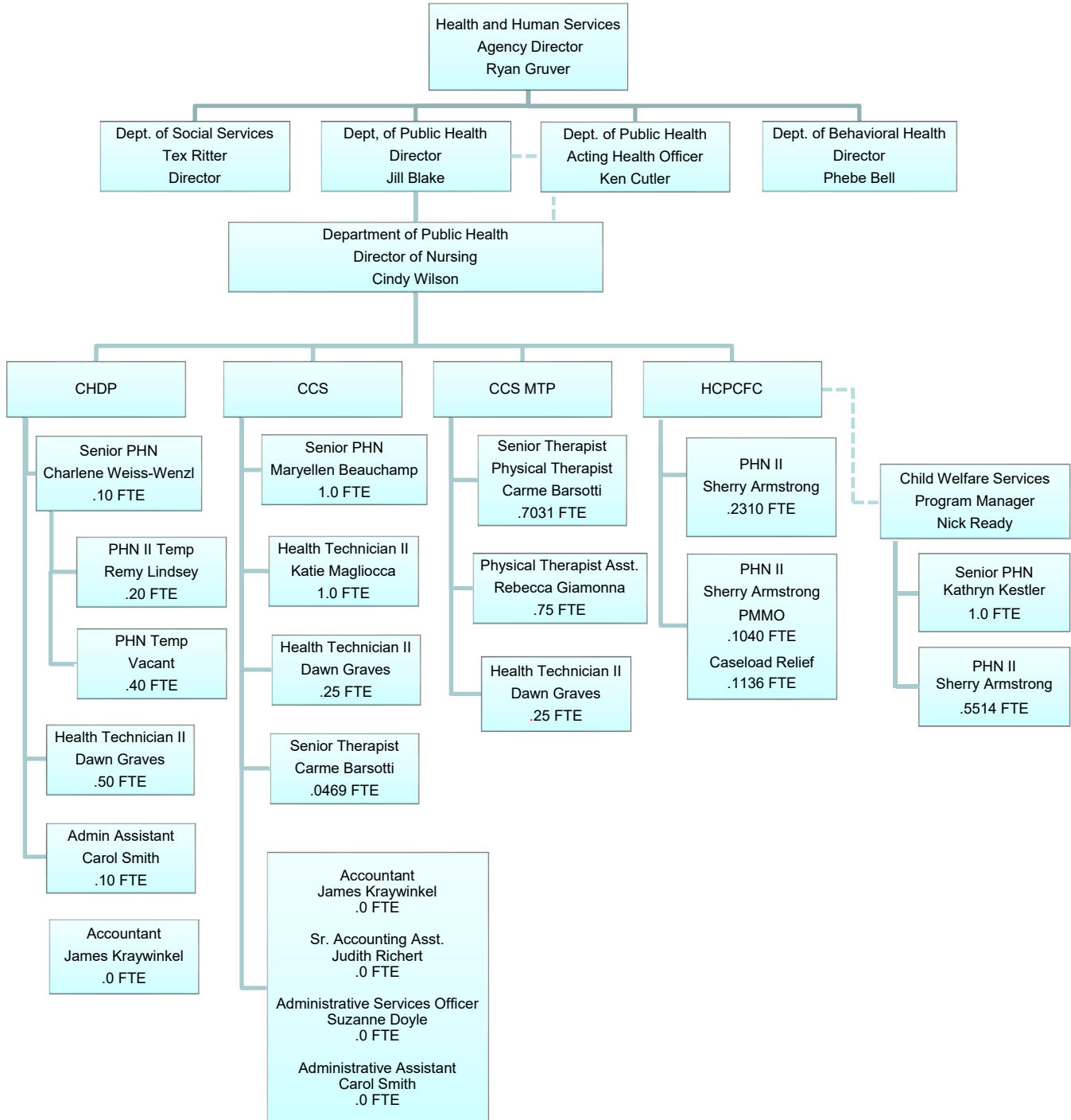
Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 Plan and Budgets Required Checklist



County-City Name:		NEVADA	Fiscal Year:	2019-20
<input checked="" type="checkbox"/>	A	HCPCFC Incumbent List. Please submit only one list.		
<input checked="" type="checkbox"/>	B	HCPCFC Organizational Chart		
<input checked="" type="checkbox"/>	C	HCPCFC Budgets		
<input checked="" type="checkbox"/>	1	Base		
		<input checked="" type="checkbox"/>	Budget Summary	
		<input checked="" type="checkbox"/>	Budget Worksheet	
		<input checked="" type="checkbox"/>	Budget Justification Narrative	
<input checked="" type="checkbox"/>	2	Psychotropic Medication Monitoring & Oversight (PMM&O)		
		<input checked="" type="checkbox"/>	Budget Summary	
		<input checked="" type="checkbox"/>	Budget Worksheet	
		<input checked="" type="checkbox"/>	Budget Justification Narrative	
<input checked="" type="checkbox"/>	3	Caseload Relief		
		<input checked="" type="checkbox"/>	Budget Summary	
		<input checked="" type="checkbox"/>	Budget Worksheet	
		<input checked="" type="checkbox"/>	Budget Justification Narrative	
<input checked="" type="checkbox"/>	4	Optional County-City/Federal Match		
		<input checked="" type="checkbox"/>	Budget Summary	
		<input checked="" type="checkbox"/>	Budget Worksheet	
		<input checked="" type="checkbox"/>	Budget Justification Narrative	
<input checked="" type="checkbox"/>	D	Civil Service Classification Statements for all HCPCFC Staff		
		<input checked="" type="checkbox"/>	Base	
		<input checked="" type="checkbox"/>	PMM&O	
		<input checked="" type="checkbox"/>	Caseload Relief	
		<input checked="" type="checkbox"/>	County-City/Federal Match	
<input checked="" type="checkbox"/>	E	Duty Statements for all HCPCFC staff		
		<input checked="" type="checkbox"/>	Base	
		<input checked="" type="checkbox"/>	PMM&O	
		<input checked="" type="checkbox"/>	Caseload Relief	
		<input checked="" type="checkbox"/>	County-City/Federal Match	



# 2019-20 Nevada County Children's Medical Services





Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 State/Federal  
 Budget Summary



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): BASE

County-City Name: NEVADA Fiscal Year: 2019/2020

Category/Line Item	Total Budget	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>A</b>	<b>(B = C + D)</b>	<b>C</b>	<b>D</b>
I Total Personnel Expenses	\$32,488	\$32,488	\$0
II Total Operating Expenses	\$0	\$0	\$0
III Total Capital Expenses			
IV Total Indirect Expenses	\$0		\$0
V Total Other Expenses			
<b>Budget Grand Total</b>	<b>\$32,488</b>	<b>\$32,488</b>	<b>\$0</b>

Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>E</b>	<b>(F = G + H)</b>	<b>G</b>	<b>H</b>
State Funds	\$8,122	\$8,122	\$0
Federal Funds (Title XIX)	\$24,366	\$24,366	\$0
<b>Budget Grand Total</b>	<b>\$32,488</b>	<b>\$32,488</b>	<b>\$0</b>

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 Prepared By (Print & Sign) Date Phone Number E-mail Address

Cynthia Wilson *Cynthia D. Wilson* 11-15-19 (530) 265-7269 cynthia.wilson@co.nevada.ca.gov  
 CHDP Director Or Deputy Director (Print & Sign) Date Phone Number E-mail Address



Department of Health Care Services  
Integrated Systems of Care Division  
Health Care Program for Children in Foster Care  
State/Federal  
Budget Worksheet



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): BASE

County-City Name: NEVADA Fiscal Year: 2019/2020

Column					1A	1B	1	2A	2	3A	3
Category/Line Item					% FTE	Annual Salary	Total Budget	% FTE	Enhanced State/Federal (25/75)	% FTE	Non-Enhanced State/Federal (50/50)
<b>I. Personnel Expenses</b>											
#	Last	First	Title	PHN (Y/N)							
1	Armstrong	Sherry	Public Health Nurse	Y	23.10%	\$91,019	\$21,022.66	100.00%	\$21,023	0.00%	\$0
2						\$0	\$0.00		\$0	100.00%	\$0
3						\$0	\$0.00		\$0	100.00%	\$0
4						\$0	\$0.00		\$0	100.00%	\$0
5						\$0	\$0.00		\$0	100.00%	\$0
6						\$0	\$0.00		\$0	100.00%	\$0
7						\$0	\$0.00		\$0	100.00%	\$0
8						\$0	\$0.00		\$0	100.00%	\$0
9						\$0	\$0.00		\$0	100.00%	\$0
10						\$0	\$0.00		\$0	100.00%	\$0
11						\$0	\$0.00		\$0	100.00%	\$0
12						\$0	\$0.00		\$0	100.00%	\$0
13						\$0	\$0.00		\$0	100.00%	\$0
14						\$0	\$0.00		\$0	100.00%	\$0
15						\$0	\$0.00		\$0	100.00%	\$0
16						\$0	\$0.00		\$0	100.00%	\$0
17						\$0	\$0.00		\$0	100.00%	\$0
18						\$0	\$0.00		\$0	100.00%	\$0
19						\$0	\$0.00		\$0	100.00%	\$0
20						\$0	\$0.00		\$0	100.00%	\$0
Total Number of PHN Staff				1							
Total FTE PHN Staff					0.23%			100.00%		0.00%	
Total Salaries and Wages							\$21,023		\$21,023		\$0
Less Salary Savings							\$0		\$0		\$0
Net Salaries and Wages							\$21,023		\$21,023		\$0
Staff Benefits (Specify %)				54.54%			\$11,465		\$11,465		\$0
<b>I. Total Personnel Expenses</b>							<b>\$32,488</b>		<b>\$32,488</b>		<b>\$0</b>
<b>II. Operating Expenses</b>											
1	Travel			\$0			\$0	0.00%	\$0	100.00%	\$0
2	Training			\$0			\$0	0.00%	\$0	100.00%	\$0
<b>II. Total Operating Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>III. Capital Expenses</b>											
<b>III. Total Capital Expenses</b>											
<b>IV. Indirect Expenses</b>											
1	Internal (Specify %)			0.00%			\$0				\$0
2	External										
<b>IV. Total Indirect Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>											
<b>Budget Grand Total</b>							<b>\$32,488</b>		<b>\$32,488</b>		<b>\$0</b>

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CHDP Director Or Deputy Director (Print & Sign) Date Phone Number E-mail Address

**Nevada County  
Children's Medical Services  
FY 19/20 HCPCFC Administrative Budget Justification Narrative**

<b>(1) Personnel Expenses</b>	<b>Justification Narrative</b>
Total Salaries	\$21,023 Salaries are based on actual individual HCPCFC staff salaries from the FY 19/20 County HCPCFC budget.
Total Benefits	\$11,465 Benefits are based on actual individual HCPCFC staff benefits from the FY 19/20 County HCPCFC budget.
<b>Total Personnel Expenses</b>	<b>\$32,488</b>

**Personnel Positions**

PHN II (Armstrong) This position is budgeted for 23.097%, which combined with the County-Federal, PMM&O, and Caseload Relief budgets, is 100%, which is the same as FY 18/19.

<b>(2) Operating Expenses</b>	<b>Justification Narrative</b>
Travel	\$0 Travel expense is \$0, which added to \$2,000 in travel and training in the County-Federal budget is a decrease of \$500 from FY 18/19.
Training	\$0 Training expense is \$0, which added to \$2,000 in travel and training in the County-Federal budget is a decrease of \$500 from FY 18/19.
<b>Total Operating Expenses</b>	<b>\$0</b>

**(3) Capital Expense** \$0

<b>(4) Indirect Expense</b>	<b>Justification Narrative</b>
Internal	\$0 No Indirect will be claimed in the No County Match budget
External	N/A Not allowable by State HCPCFC
<b>Total Indirect Expense</b>	<b>\$0</b>

**(5) Other Expenses** \$0

**Budget Grand Total** **\$32,488**





Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 State/Federal  
 Budget Summary



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): **PMM&O**

County-City Name: **NEVADA** Fiscal Year: **2019/2020**

Category/Line Item	Total Budget	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>A</b>	<b>(B = C + D)</b>	<b>C</b>	<b>D</b>
I Total Personnel Expenses	\$14,634	\$14,634	\$0
II Total Operating Expenses	\$0	\$0	\$0
III Total Capital Expenses			
IV Total Indirect Expenses	\$0		\$0
V Total Other Expenses			
<b>Budget Grand Total</b>	<b>\$14,634</b>	<b>\$14,634</b>	<b>\$0</b>

Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>E</b>	<b>(F = G + H)</b>	<b>G</b>	<b>H</b>
State Funds	\$3,658	\$3,658	\$0
Federal Funds (Title XIX)	\$10,976	\$10,976	\$0
<b>Budget Grand Total</b>	<b>\$14,634</b>	<b>\$14,634</b>	<b>\$0</b>

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Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 State/Federal  
 Budget Worksheet



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): PMM&O

County-City Name: NEVADA Fiscal Year: 2019/2020

Column					1A	1B	1	2A	2	3A	3
Category/Line Item					% FTE	Annual Salary	Total Budget	% FTE	Enhanced State/Federal (25/75)	% FTE	Non-Enhanced State/Federal (50/50)
<b>I. Personnel Expenses</b>											
#	Last	First	Title	PHN (Y/N)							
1	Armstrong	Sherry	Public Health Nurse	Y	10.40%	\$91,019	\$9,469.62	100.00%	\$9,470	0.00%	\$0
2						\$0	\$0.00		\$0	100.00%	\$0
3						\$0	\$0.00		\$0	100.00%	\$0
4						\$0	\$0.00		\$0	100.00%	\$0
5						\$0	\$0.00		\$0	100.00%	\$0
6						\$0	\$0.00		\$0	100.00%	\$0
7						\$0	\$0.00		\$0	100.00%	\$0
8						\$0	\$0.00		\$0	100.00%	\$0
9						\$0	\$0.00		\$0	100.00%	\$0
10						\$0	\$0.00		\$0	100.00%	\$0
11						\$0	\$0.00		\$0	100.00%	\$0
12						\$0	\$0.00		\$0	100.00%	\$0
13						\$0	\$0.00		\$0	100.00%	\$0
14						\$0	\$0.00		\$0	100.00%	\$0
15						\$0	\$0.00		\$0	100.00%	\$0
16						\$0	\$0.00		\$0	100.00%	\$0
17						\$0	\$0.00		\$0	100.00%	\$0
18						\$0	\$0.00		\$0	100.00%	\$0
19						\$0	\$0.00		\$0	100.00%	\$0
20						\$0	\$0.00		\$0	100.00%	\$0
Total Number of PHN Staff				1							
Total FTE PHN Staff					0.10%			100.00%		0.00%	
Total Salaries and Wages							\$9,470		\$9,470		\$0
Less Salary Savings							\$0		\$0		\$0
Net Salaries and Wages							\$9,470		\$9,470		\$0
Staff Benefits (Specify %)				54.53%			\$5,164		\$5,164		\$0
<b>I. Total Personnel Expenses</b>							<b>\$14,634</b>		<b>\$14,634</b>		<b>\$0</b>
<b>II. Operating Expenses</b>											
1 Travel				\$0			\$0	0.00%	\$0	100.00%	\$0
2 Training				\$0			\$0	0.00%	\$0	100.00%	\$0
<b>II. Total Operating Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>III. Capital Expenses</b>											
<b>III. Total Capital Expenses</b>											
<b>IV. Indirect Expenses</b>											
1 Internal (Specify %)				0.00%			\$0				\$0
2 External											
<b>IV. Total Indirect Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>											
<b>Budget Grand Total</b>							<b>\$14,634</b>		<b>\$14,634</b>		<b>\$0</b>

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 CHDP Director Or Deputy Director (Print & Sign) Date Phone Number E-mail Address

**Budget Justification Narrative**

**Children's Medical Services  
Nevada County  
HCPCFC PMM&O Budget Justification Narrative  
Fiscal Year 2019-2020**

<b>I. PERSONNEL EXPENSES</b>		<b>Identify and explain any changes in Personnel including FTE percentage changes.</b>
Total Salaries:	\$9,470	Salary based upon actual estimates from county provided budget salary planner for FY 19/20.
Total Benefits:	\$5,164	Staff benefits based upon actual estimates from county provided budget salary planner for FY 19/20.
<b>Total Personnel Expenses:</b>	<b>\$14,634</b>	
Supervising PHN (2)		
Public Health Nurse		
PHN II - Armstrong		FY 1920 FTE will be 10.404, a decrease of .445 from FY 18/19
PHN I		
Office Assistant III (2)		
Office Assistant II (1)		
Office Assistant I		

<b>II. OPERATING EXPENSES</b>		<b>List all Operating Expense line items. Identify and explain any increase, decrease, or newly listed line item.</b>
Travel	\$0	N/A
Training	\$0	N/A
Office Supplies and Services	\$0	N/A
Postage & Shipping	\$0	N/A
Space Rental	\$0	N/A
Telephone	\$0	N/A
Computer upgrade/maintenance	\$0	N/A
Office Equipment	\$0	N/A
Hook-up computers to Hub	\$0	N/A
Computer and Monitor (6)	\$0	N/A
<b>Total Operating Expenses:</b>	<b>\$0</b>	

<b>III. CAPITAL EXPENSES</b>		<b>List all Capital Expense line items. Identify and explain any newly listed Capital Expense. Include County/City Capital Expenses Justification Form.</b>
<b>Total Capital Expenses:</b>	0	None

<b>IV. INDIRECT EXPENSES</b>		
A. Internal	\$0	N/A
B. External	\$0	N/A
<b>Total Indirect Expenses:</b>	<b>\$0</b>	

<b>V. OTHER EXPENSES</b>		<b>List all Other Expense line items. Identify and explain increased, decreased, or newly listed line items. Include County/City Other Expenses Justification Form.</b>
Maintenance and Transportation	\$0	N/A
Student Internship	\$0	N/A
<b>Total Other Expenses:</b>	<b>\$0</b>	

**Budget Grand Total**      **\$14,634**



Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 State/Federal  
 Budget Summary



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): Caseload Relief

County-City Name: NEVADA Fiscal Year: 2019/2020

Category/Line Item	Total Budget	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>A</b>	<b>(B = C + D)</b>	<b>C</b>	<b>D</b>
I Total Personnel Expenses	\$15,985	\$15,985	\$0
II Total Operating Expenses	\$0	\$0	\$0
III Total Capital Expenses	\$0	\$0	\$0
IV Total Indirect Expenses	\$0	\$0	\$0
V Total Other Expenses	\$0	\$0	\$0
<b>Budget Grand Total</b>	<b>\$15,985</b>	<b>\$15,985</b>	<b>\$0</b>

Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
<b>E</b>	<b>(F = G + H)</b>	<b>G</b>	<b>H</b>
State Funds	\$3,996	\$3,996	\$0
Federal Funds (Title XIX)	\$11,989	\$11,989	\$0
<b>Budget Grand Total</b>	<b>\$15,985</b>	<b>\$15,985</b>	<b>\$0</b>

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Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 State/Federal  
 Budget Worksheet



Identify State/Federal Funding Source (Base, PMM&O, or Caseload Relief): Caseload Relief

County-City Name: NEVADA Fiscal Year: 2019/2020

Column					1A	1B	1	2A	2	3A	3
Category/Line Item					% FTE	Annual Salary	Total Budget	% FTE	Enhanced State/Federal (25/75)	% FTE	Non-Enhanced State/Federal (50/50)
<b>I. Personnel Expenses</b>											
#	Last	First	Title	PHN (Y/N)							
1	Armstrong	Sherry	Public Health Nurse	Y	11.36%	\$91,019	\$10,343.40	100.00%	\$10,343	0.00%	\$0
2						\$0	\$0.00		\$0	100.00%	\$0
3						\$0	\$0.00		\$0	100.00%	\$0
4						\$0	\$0.00		\$0	100.00%	\$0
5						\$0	\$0.00		\$0	100.00%	\$0
6						\$0	\$0.00		\$0	100.00%	\$0
7						\$0	\$0.00		\$0	100.00%	\$0
8						\$0	\$0.00		\$0	100.00%	\$0
9						\$0	\$0.00		\$0	100.00%	\$0
10						\$0	\$0.00		\$0	100.00%	\$0
11						\$0	\$0.00		\$0	100.00%	\$0
12						\$0	\$0.00		\$0	100.00%	\$0
13						\$0	\$0.00		\$0	100.00%	\$0
14						\$0	\$0.00		\$0	100.00%	\$0
15						\$0	\$0.00		\$0	100.00%	\$0
16						\$0	\$0.00		\$0	100.00%	\$0
17						\$0	\$0.00		\$0	100.00%	\$0
18						\$0	\$0.00		\$0	100.00%	\$0
19						\$0	\$0.00		\$0	100.00%	\$0
20						\$0	\$0.00		\$0	100.00%	\$0
Total Number of PHN Staff				1							
Total FTE PHN Staff					0.11%			100.00%		0.00%	
Total Salaries and Wages							\$10,344		\$10,344		\$0
Less Salary Savings							\$0		\$0		\$0
Net Salaries and Wages							\$10,344		\$10,344		\$0
Staff Benefits (Specify %)				54.53%			\$5,641		\$5,641		\$0
<b>I. Total Personnel Expenses</b>							<b>\$15,985</b>		<b>\$15,985</b>		<b>\$0</b>
<b>II. Operating Expenses</b>											
1	Travel			\$0			\$0	0.00%	\$0	100.00%	\$0
2	Training			\$0			\$0	0.00%	\$0	100.00%	\$0
<b>II. Total Operating Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>III. Capital Expenses</b>											
<b>III. Total Capital Expenses</b>											
<b>IV. Indirect Expenses</b>											
1	Internal (Specify %)			0.00%			\$0				\$0
2	External										
<b>IV. Total Indirect Expenses</b>							<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>											
<b>Budget Grand Total</b>							<b>\$15,985</b>		<b>\$15,985</b>		<b>\$0</b>

James Kraywinkel

*James Kraywinkel*  
Prepared By (Print & Sign)

11/10/19  
Date

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**Nevada County  
Children's Medical Services  
FY 19/20 HCPCFC Caseload Relief Allocation Justification Narrative**

<b>(1) Personnel Expenses</b>		<b>Justification Narrative</b>
Total Salaries	\$10,344	Salaries are based on actual individual HCPCFC staff salaries from the FY 19/20 County HCPCFC budget.
Total Benefits	\$5,641	Benefits are based on actual individual HCPCFC staff benefits from the FY 19/20 County HCPCFC budget.
<b>Total Personnel Expenses</b>	<b>\$15,985</b>	

**Personnel Positions**

PHN II (Armstrong)	This position is budgeted for 11.364%, which is a decrease of .49 from FY 18/19.
--------------------	--

<b>(2) Operating Expenses</b>		<b>Justification Narrative</b>
Travel	\$0	No travel or training is included in this budget.
Training	\$0	
<b>Total Operating Expenses</b>	<b>\$0</b>	

**(3) Capital Expense** \$0

<b>(4) Indirect Expense</b>		<b>Justification Narrative</b>
Internal	\$0	No Indirect will be claimed in this budget
External	N/A	Not allowable by State HCPCFC
<b>Total Indirect Expense</b>	<b>\$0</b>	
<b>(5) Other Expenses</b>	<b>\$0</b>	
<b>Budget Grand Total</b>	<b>\$15,985</b>	



Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 County-City/Federal  
 Budget Summary



	County-City/Federal
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County-City Name:	NEVADA	Fiscal Year:	2019/2020
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Category/Line Item	Total Invoiced	Enhanced County-City/Federal (25/75)	Non-Enhanced County-City/Federal (50/50)
A	(B = C + D)	C	D
I Total Personnel Expenses	\$229,761	\$187,754	\$42,007
II Total Operating Expenses	\$2,000	\$0	\$2,000
III Total Capital Expenses			
IV Total Indirect Expenses	\$73,214		\$73,214
V Total Other Expenses			
<b>Expenditures Grand Total</b>	<b>\$304,975</b>	<b>\$187,754</b>	<b>\$117,221</b>

Source of Funds	Total Funds Invoiced	Enhanced County-City/Federal (25/75)	Non-Enhanced County-City/Federal (50/50)
E	(F = G + H)	G	H
County-City Funds	\$105,549	\$46,938	\$58,611
Federal Funds (Title XIX)	\$199,426	\$140,816	\$58,610
<b>Expenditures Grand Total</b>	<b>\$304,975</b>	<b>\$187,754</b>	<b>\$117,221</b>

Source County-City Funds:	Public Health Realignment
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CERTIFICATION: I hereby certify under penalty of perjury that I am the duly authorized officer of the claimant herein and this claim is in all respects true, correct, and in accordance with the law; that the materials, supplies, or services claimed have been received or performed and were used or performed exclusively in connection with the program; that I have not violated any of the provisions of Section 1090 to 1096 of the Government Code in incurring the items of expense included in this claim; that prior to the end of the quarter for which the claim is submitted, warrants have been issued in payment of all expenditures included in this claim; that payment has not previously been received for the amount claimed herein; and that the original invoices, payrolls, and other vouchers in support of this claim are on file with the county.

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Prepared By (Print & Sign)	Date	Phone Number	E-mail Address	

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CHDP Director Or Deputy Director (Print & Sign)	Date	Phone Number	E-mail Address	



Department of Health Care Services  
 Integrated Systems of Care Division  
 Health Care Program for Children in Foster Care  
 County-City/Federal  
 Budget Worksheet



County-City/Federal

County-City Name: NEVADA Fiscal Year: 2019/2020

Column					1A	1B	1	2A	2	3A	3
Category/Line Item					% FTE	Annual Salary	Total Budget	% FTE	Enhanced County-City/Federal (25/75)	% FTE	Non-Enhanced County-City/Federal (50/50)
<b>I. Personnel Expenses</b>											
#	Last	First	Title	PHN (Y/N)							
1	Armstrong	Sherry	Public Health Nurse	Y	55.14%	\$91,019	\$50,183.33	85.00%	\$42,656	15.00%	\$7,527
2	Kestler	Kathryn	Sr. Public Health Nurs	Y	100.00%	\$95,914	\$95,914.00	80.00%	\$76,731	20.00%	\$19,183
3						\$0	\$0.00		\$0	100.00%	\$0
4						\$0	\$0.00		\$0	100.00%	\$0
5						\$0	\$0.00		\$0	100.00%	\$0
6						\$0	\$0.00		\$0	100.00%	\$0
7						\$0	\$0.00		\$0	100.00%	\$0
8						\$0	\$0.00		\$0	100.00%	\$0
9						\$0	\$0.00		\$0	100.00%	\$0
10						\$0	\$0.00		\$0	100.00%	\$0
11						\$0	\$0.00		\$0	100.00%	\$0
12						\$0	\$0.00		\$0	100.00%	\$0
13						\$0	\$0.00		\$0	100.00%	\$0
14						\$0	\$0.00		\$0	100.00%	\$0
15						\$0	\$0.00		\$0	100.00%	\$0
16						\$0	\$0.00		\$0	100.00%	\$0
17						\$0	\$0.00		\$0	100.00%	\$0
18						\$0	\$0.00		\$0	100.00%	\$0
19						\$0	\$0.00		\$0	100.00%	\$0
20						\$0	\$0.00		\$0	100.00%	\$0
Total Number of PHN Staff					2						
Total FTE PHN Staff					1.55%			82.50%		17.50%	
Total Salaries and Wages							\$146,098		\$119,388		\$26,711
Less Salary Savings							\$0		\$0		\$0
Net Salaries and Wages							\$146,098		\$119,388		\$26,711
Staff Benefits (Specify %)					57.26%		\$83,661		\$68,366		\$15,296
<b>I. Total Personnel Expenses</b>							<b>\$229,761</b>		<b>\$187,754</b>		<b>\$42,007</b>
<b>II. Operating Expenses</b>											
1	Travel			\$1,000			\$1,000	0.00%	\$0	100.00%	\$1,000
2	Training			\$1,000			\$1,000	0.00%	\$0	100.00%	\$1,000
<b>II. Total Operating Expenses</b>							<b>\$2,000</b>		<b>\$0</b>		<b>\$2,000</b>
<b>III. Capital Expenses</b>											
<b>III. Total Capital Expenses</b>											
<b>IV. Indirect Expenses</b>											
1	Internal (Specify %)			31.87%			\$73,214				\$73,214
2	External										
<b>IV. Total Indirect Expenses</b>							<b>\$73,214</b>				<b>\$73,214</b>
<b>V. Other Expenses</b>											
<b>V. Total Other Expenses</b>											
<b>Budget Grand Total</b>							<b>\$304,975</b>		<b>\$187,754</b>		<b>\$117,221</b>

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**Nevada County  
Children's Medical Services  
FY 19/20 HCPCFC Administrative Budget Justification Narrative**

<b>(1) Personnel Expenses</b>	<u><b>Justification Narrative</b></u>	
Total Salaries	\$146,098	Salaries are based on actual individual HCPCFC staff salaries from the FY 19/20 County HCPCFC budget.
Total Benefits	\$83,661	Benefits are based on actual individual HCPCFC staff benefits from the FY 19/20 County HCPCFC budget.
<b>Total Personnel Expenses</b>	<b>\$229,759</b>	
 <u><b>Personnel Positions</b></u>		
Senior PHN (Kestler)		This position is budgeted for 100%, which is the same as FY 18/19.
PHN II (Armstrong)		This position is budgeted for 55.135%, which when added to the Caseload Relief, PMM&O, and State Federal Match budgets, is 100%, which is the same as FY 18/19.
PHN Supervisor		The Supervisory position is budgeted for 0% which is a decrease of 10% from FY 18/19.
<b>(2) Operating Expenses</b>	<u><b>Justification Narrative</b></u>	
Travel		Travel expense is \$2,000, which is a decrease of \$500 from FY 18/19.
	\$2,000	
Training	\$0	
<b>Total Operating Expenses</b>	<b>\$2,000</b>	
<b>(3) Capital Expense</b>	<b>\$0</b>	
<b>(4) Indirect Expense</b>	<u><b>Justification Narrative</b></u>	
Internal	\$73,214	Indirect Cost is a total of 25% of personnel costs from PMM&O, Caseload Relief, State Federal Base and County Federal Base. $(14,634+15,985+32,488+229,759)=(252,597*25\%)=\$73,214$
External	N/A	Not allowable by State HCPCFC
<b>Total Indirect Expense</b>	<b>\$73,214</b>	
<b>(5) Other Expenses</b>	<b>\$0</b>	
<b>Budget Grand Total</b>	<b>\$304,973</b>	



## Public Health Nurse II

Bargaining Unit: Professional--Exempt

Class Code:  
G290

HCPCFC - Base	23.10 FTE
PMM&O	10.40 FTE
Caseload Relief	11.36 FTE
HCPCFC - CWS	55.14 FTE

COUNTY OF NEVADA  
Established Date: Jul 1, 2019  
Revision Date: May 10, 2019

### SALARY RANGE

\$35.84 - \$43.76 Hourly  
\$2,867.20 - \$3,500.80 Biweekly  
\$6,212.27 - \$7,585.07 Monthly  
\$74,547.20 - \$91,020.80 Annually

### DEFINITION AND CLASS CHARACTERISTICS:

Under clinical and administrative direction, provides health education, community outreach, case management, medication support, and health counseling services for designated clients within an assigned program; applies and implements professional nursing and public health expertise and skill sets for the purpose of the prevention, treatment, and control of diseases, health risks, and /or other adverse health conditions within an assigned program; to network with local and regional health and welfare communities to ensure clients' well being; to perform a variety of administrative and operational tasks in support of assigned program; and to perform related duties as assigned.

This is the journey-level class in the series, fully qualified to independently perform the full range of duties. Under clinical and administrative direction, incumbents exercise considerable independent judgment to provide and coordinate public health services for an assigned client caseload, including client assessment, teaching, counseling, direct care, referral and case management. Incumbents often function as members of multi-disciplinary teams and may provide training, direction and guidance to other team members and less experienced employees. Depending upon assignment, work may include participation in the implementation and/or service delivery coordination of a specialized program, under the direction of a lead nurse or program manager. This class is flexibly staffed with Senior Public Health Nurse, and incumbents may advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Senior Public Health Nurse.

## EXAMPLES OF DUTIES:

### Essential:

#### *Public Health Nurse I/II:*

- Provides public health nursing and case management services to individuals and families in homes, schools, community facilities, and specialized clinics by assessing health care requirements, counseling, teaching, and providing or coordinating follow-up health and social services; acts as client advocate
- Participates in the operation of public health services by interviewing and counseling clients, performing screening tests, administering medications and treatments, recording data, making referrals, and related client care duties; may instruct and guide other health care personnel and volunteers; may organize, coordinate and direct specialized program operations
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's or standing orders; monitors and records client response to medication and documents any adverse reactions; instructs clients/family/caregiver on safe and effective use of medications
- Participates in epidemiological investigations and communicable disease control activities, including contact tracing and surveillance
- Responds to public health and natural disasters through established partnerships and protocols
- Participates in community outreach and health promotion and health education events
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and program standards
- Attends a variety of internal and external staff meetings, in-service trainings, team meetings, and case conferences.

## KNOWLEDGE AND SKILLS REQUIRED:

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

### Knowledge of:

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- General nursing principles, practices and techniques, including assessment, client care planning and delivery, client education, and evaluation of outcomes
- Medical terminology and equipment
- Nursing routines and protocols specific to area of assignment

- Principles and techniques of drug administration, and uses and effects of medications
- Principles, practices and techniques of safety and infection control
- Techniques and methods used in crisis intervention with ill clients and/or families
- Laws, rules and regulations governing the practice of public health nursing
- Community medical and social agencies and resources
- Environmental, sociological and psychological issues affecting public health nursing
- Principles of work supervision, including work planning, assignment, and review
- Basic principles of program coordination, including program planning, development and implementation, grant writing, and program documentation

Skill in:

- Independently planning, organizing and implementing nursing activities
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals
- Administering medications/immunizations, performing skilled nursing treatments and procedures, and adapting nursing skills to various environments and situations
- Applying teaching principles and providing education and counseling
- Exercising sound independent judgment within scope of authority and practice
- Preparing and maintaining organized, detailed and accurate medical and other records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background, including social determinants of health and disparities on health issues
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Planning, developing, implementing, and coordinating public health nursing programs in the assigned area of specialty
- Assigning, directing and reviewing the work of others in a lead capacity
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals and community health plans

## **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's or Master's degree in Nursing from an accredited college or university.

Two years of nursing experience comparable to a Public Health Nurse I

**LICENSES AND CERTIFICATES:**

Possession of a valid driver's license within 30 days of hire

Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing

Possession of a valid Public Health Nurse certificate issued by the California Board of Registered Nursing or documentation of a submitted and pending application for the PHN certificate, which must be obtained within 1 year of hire as a Public Health Nurse I.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in both office and clinical settings, and to travel to various sites; strength to lift, carry and position supplies and equipment; touch and dexterity to conduct physical health assessments; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

Working in exposure to communicable disease and/or blood-borne pathogens.

Some positions may require work outside normal daytime business hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.



## Senior Public Health Nurse

Bargaining Unit: Professional--Exempt

Class Code:  
G295

Senior PHN, HCPCFC/CWS 1.0 FTE

COUNTY OF NEVADA

Established Date: Jul 1, 2019

Revision Date: May 10, 2019

### SALARY RANGE

\$39.60 - \$48.35 Hourly

\$3,168.00 - \$3,868.00 Biweekly

\$6,864.00 - \$8,380.67 Monthly

\$82,368.00 - \$100,568.00 Annually

### DEFINITION AND CLASS CHARACTERISTICS:

Under clinical and administrative direction, provides health education, community outreach, case management, medication support, and health counseling services for designated clients within an assigned program; applies and implements professional nursing and public health expertise and skill sets for the purpose of the prevention, treatment, and control of diseases, health risks, and /or other adverse health conditions within an assigned program; to network with local and regional health and welfare communities to ensure clients' well being; to perform a variety of administrative and operational tasks in support of assigned program; and to perform related duties as assigned.

This is the advanced journey level classification in the Public Health Nurse series. Incumbents in this class function with minimal supervision in providing lead direction and training to professional, technical and support staff, and providing public health nursing and case management services for an assigned client caseload(s) or program (s). Incumbents typically have primary responsibility for the development, implementation, administration, and/or service delivery coordination of a specialized program(s). Incumbents may have lead responsibility over the more complex client caseloads or over several programs.

### EXAMPLES OF DUTIES:

Essential:*Public Health Nurse I/II:*

- Provides public health nursing and case management services to individuals and families in homes, schools, community facilities, and specialized clinics by assessing health care requirements, counseling, teaching, and providing or coordinating follow-up health and social services; acts as client advocate
- Participates in the operation of public health services by interviewing and counseling clients, performing screening tests, administering medications and treatments, recording data, making referrals, and related client care duties; may instruct and guide other health care personnel and volunteers; may organize, coordinate and direct specialized program operations
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's or standing orders; monitors and records client response to medication and documents any adverse reactions; instructs clients/family/caregiver on safe and effective use of medications
- Participates in epidemiological investigations and communicable disease control activities, including contact tracing and surveillance
- Responds to public health and natural disasters through established partnerships and protocols
- Participates in community outreach and health promotion and health education events
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and program standards
- Attends a variety of internal and external staff meetings, in-service trainings, team meetings, and case conferences.

*Senior Public Health Nurse, in addition to the duties of the Public Health Nurse I/II:*

- Plans, organizes and coordinates the day-to-day operations of a specialized program; monitors program to ensure compliance with contract provisions, funding source regulations, and relevant laws, codes and regulations; performs or coordinates service delivery to target population
- Organizes, coordinates, schedules, assigns, directs, reviews, and may supervise the day-to-day work of public health staff; provides on-site consultation to program staff; assures quality of care and coordinates nursing services with other providers and programs; ensures smooth and efficient operation of program services
- Represents the program to other community and state; participates in a variety of internal and external meetings, committees and coalitions to coordinate program activities and operations; serves as primary liaison and resource, and provides training and technical assistance
- Serves as key participant in program design, development and evaluation, including needs assessments and scope of work plans based on the needs assessment; drafts program budgets, contracts, grant applications, funding

proposals, periodic narrative and statistical reports, and other required program documentation

- Monitors the implementation of nursing standards and practices for quality assurance and legal compliance; evaluates the effectiveness of current nursing policies and practices and participates in their formulation and revision; disseminates information and advises staff on the interpretation and application of laws, regulations, policies and procedures
- Assists supervisory and management staff in the preparation of performance appraisals

## **KNOWLEDGE AND SKILLS REQUIRED:**

NOTE: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

### Knowledge of:

- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- General nursing principles, practices and techniques, including assessment, client care planning and delivery, client education, and evaluation of outcomes
- Medical terminology and equipment
- Nursing routines and protocols specific to area of assignment
- Principles and techniques of drug administration, and uses and effects of medications
- Principles, practices and techniques of safety and infection control
- Techniques and methods used in crisis intervention with ill clients and/or families
- Laws, rules and regulations governing the practice of public health nursing
- Community medical and social agencies and resources
- Environmental, sociological and psychological issues affecting public health nursing
- Principles of work supervision, including work planning, assignment, and review
- Basic principles of program coordination, including program planning, development and implementation, grant writing, and program documentation

### Skill in:

- Independently planning, organizing and implementing nursing activities
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals
- Administering medications/immunizations, performing skilled nursing treatments and procedures, and adapting nursing skills to various environments and situations
- Applying teaching principles and providing education and counseling
- Exercising sound independent judgment within scope of authority and practice
- Preparing and maintaining organized, detailed and accurate medical and other records



- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background, including social determinants of health and disparities on health issues
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Planning, developing, implementing, and coordinating public health nursing programs in the assigned area of specialty
- Assigning, directing and reviewing the work of others in a lead capacity
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Assessing community, individual and family health needs and problems
- Developing and implementing client care plans and/or referrals and community health plans

### **EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's or Master's degree in Nursing from an accredited college or university. Three years of nursing experience comparable to Nevada County's Public Health Nurse II

### **LICENSES AND CERTIFICATES:**

Possession of a valid driver's license within 30 days of hire

Possession of a valid license as a Registered Nurse issued by the California Board of Registered Nursing

Possession of a valid Public Health Nurse certificate issued by the California Board of Registered Nursing or documentation of a submitted and pending application for the PHN certificate, which must be obtained within 1 year of hire as a Public Health Nurse I.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Mobility to work in both office and clinical settings, and to travel to various sites; strength to lift, carry and position supplies and equipment; touch and dexterity to conduct physical health assessments; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

Working in exposure to communicable disease and/or blood-borne pathogens.

Some positions may require work outside normal daytime business hours.

Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

### **OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**CMS Program Duty Statement**  
**Child Health and Disability Prevention (CHDP)**  
**Child Welfare Services (CWS)**  
**Health Care Program for Children in Foster Care (HCPCFC)**  
**Psychotropic Medication Monitoring and Oversight (PMM&O)**

Program Position Title: Public Health Nurse  
County Classification: Public Health Nurse II  
Assignment: CWS Program

**This position must meet the criteria for Skilled Professional Medical Personnel (SPMP), as described in Federal Financial Participation (FFP) guidelines found in the Children's Medical Services Plan and Fiscal Guidelines, Chapter 8.**

Distinguishing Characteristics

Under supervision of the Senior PHN, in support of the Health Care Program for Children in Foster Care (HCPCFC), the PHN II performs a variety of public health nursing duties focused on health care coordination for children in foster care. The PHN carries out the administrative and operational components of the Child Health and Disability Prevention (CHDP) and HCPCFC goals and objectives required by State and Federal mandates. The HCPCFC Unit has oversight and implementation responsibility for program guidelines with health providers, community agencies, Child Welfare Services (CWS) and Juvenile Justice and Probation staff/clients. Additionally, the PHN must have a thorough understanding of laws, regulations and procedures governing medical case management of children in foster care with Medi-Cal and other health resources to children in foster placement.

General Responsibilities

The HCPCFC Unit PHN will utilize nursing assessment skills in working with children in the child welfare system and youth in probation, their families and Resource Family (RFs). Using their SPMP expertise to provide administrative case consultation according to Federal Financial Participation (FFP) guidelines found in the Children's Medical Services Plan and Fiscal Guidelines, Chapter 8, the nurse will use public health nursing skills and knowledge of case management, health teaching, screening, counseling, community organization and resources to work collaboratively with the Health and Human Services Agency (HHS) CWS program, Juvenile Justice and Probation Department, along with community agencies to deliver comprehensive health care coordination to this population. The essential functions include the following:

Duties and Responsibilities

- Using skilled medical professional expertise, provide health care coordination, monitoring and oversight of foster children and youth treated with psychotropic medications. This includes acting as a resource expert and consultant for the RFs, the Child Welfare Service Social Workers (CWS-SW), Probation Officers (PO) and other CWS staff regarding the children's health care needs. In addition to regular HCPCFC administrative health care coordination activities, the PMM&O nurse will:
  - o Review the medical components of each request for psychotropic medication filed to verify all required medical information is provided in the application and supporting documents submitted to the court.
  - o Review, monitor, and confirm that the juvenile court has authorized the psychotropic medication(s) the child is taking based on sufficient medical/psychiatric information.
  - o Review and document in the child's Health and Education Passport (HEP), the psychotropic medications authorized for and being taken by the child, the completion of laboratory tests, other screenings and measurements, evaluations, and assessments required to meet reasonable standards of medical practice.

- o Provide guidance and consultation to social workers and probation officers in the scheduling of periodic follow up visits with the prescribing physician, laboratory services, and other necessary health services.
  - o Contact the child's caregiver and child to inquire about the response of the child to the administration of psychotropic medication, including any adverse effects of the medication and if any, to assist with referrals to the prescribing physician or other appropriate health care providers to ensure that any adverse effects are promptly addressed and brought to the attention of the social worker or probation officer.
  - o Review, interpret, and document as necessary, the results of laboratory tests, screenings, and evaluations for the purpose of case planning and coordination.
  - o Review clinical documentation to assess the child or youth's progress in meeting treatment plan goals.
- Collaborate with the RFs and community health care providers to ensure necessary health care information is available to those persons responsible for providing health care for the youth, including maintaining an updated and current HEP.
  - To provide the most effective oversight and monitoring of foster children and youth treated with psychotropic medications, acts in a liaison role to collaborate with the CWS staff, Juvenile Justice and Probation staff, Foster Care Mental Health team, prescribing psychiatrists, primary care providers, Courts and other stakeholders working with foster children and youth treated with psychotropic medications.
  - Facilitate (e.g., assist in scheduling appointments, arranging transportation, etc.) timely referrals to primary care and specialty providers, dentists, mental health providers and other community programs to assure compliance with medical, dental and mental health care assessment and treatment requirements.
  - Maintain accurate and current documentation using the CWS/CMS case management system and supplemental databases.
  - Interpret health care reports for CWS-SWs, POs and other FCS staff.
  - Conduct reviews of completed health assessment forms to assess provider's compliance, trends and a need for assistance to comply with CHDP medical and periodicity guidelines.
  - Develop and implement educational programs/presentations for RFs about the health care needs of child welfare clients.
  - Participate in training/education programs designed to improve the skill level of the individual staff member in meeting and serving the medical, dental and mental health care coordination needs of foster care children and youth, including education related to psychotropic medication.
  - Record data as required for CHDP Performance Measures, CWS/CMS and SafeMeasures®. Collaborate with stakeholders to develop and implement other metrics as needed.
  - Participate with continuous quality improvement activities.
  - Attend Staff meetings, Child-Family Team Meetings, Multidisciplinary Teams, Administrative Reviews, Placement Meetings, and other meetings as appropriate or directed.
  - Participate on program and collaborative workgroups, committees, taskforces as directed.
  - Perform other related duties as assigned.
  - In addition to the above duties, the PHN will function as a Disaster Service Worker as the need arises and will support the Public Health Department in other programs as needed.

Program Position Title: Public Health Nurse  
County Classification: Senior Public Health Nurse  
Assignment: Child Welfare Services (CWS)

### **Distinguishing Characteristics**

Under administrative direction of the Director of Public Health Nursing, the Senior PHN performs a variety of public health nursing duties focused on coordination and case management health services for children in the Child Welfare Services (CWS) program and provides leadership within the assigned program, including supervision of other staff members.

### **General Responsibilities**

The CWS PHN will utilize the nursing process in working with CWS clients and their families. Utilizing their skilled professional medical personnel (SPMP) expertise, the CWS PHN will provide comprehensive health care coordination activities according to the Federal Financial Participation, and the Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality. The CWS PHN will use public health nursing skills and knowledge of case management, community organization and resources to work collaboratively to deliver health care coordination. The essential functions include the following:

### **Duties and Responsibilities**

- Using skilled medical professional expertise, provide health care coordination, monitoring and oversight to children eligible for CWS services. The CWS PHN's duties and responsibilities include:
  - Coordinate quarterly meetings to enhance completion of Health & Education Passports (HEP) and participate in updating the Health Passport as required by State and Federal regulations. Ensure that HEP is completed and provided to the family or legal guardians.
  - Expedite timely referrals for health related services and community resources.
  - Enter necessary health related data into the CWS electronic system and maintain updated health information.
  - Provide health education to social workers and other CWS staff as needed.
  - Case management of the following caseloads to ensure all health-related benchmarks are documented in a timely manner.
    - Nevada County foster care children placed out of County of Nevada

- Courtesy case manage Interstate Compact for the Protection of Children (ICPC) for medically fragile.
  - Foster care and out-of-home placements in Nevada County, including Truckee.
  - SMART case clients
  - AB 12 clients
  - Probation placement clients
- Attend Child Welfare Service meetings and related trainings as appropriate.
- Attend required Public Health Department meetings and trainings.
- Provide support nursing services and screenings for RFA clients. Refer RFA client's for additional evaluation as needed.
- Review all psychiatric and Group Home quarterly reports pertaining to health related issues.
- Following the Drug Endangered Child (DEC) protocol, consult on an as-needed basis detentions related to child health and welfare. Attend court detention hearings and provide health education information as needed.
- Coordinate and facilitate communications with health care providers regarding Child Welfare Services (CWS) and Probation clients.
- Assist CWS Social Workers and Probation Officers with in-home and/or Group Home visits as needed.
- Provide nursing assessment services during forensic exams as needed on a case by case basis.
- Attend Multi disciplinary Interviews (MDI) as needed.
- Maintain currency with new health information guidelines and skills through attending trainings, workshops and related continuing education activities.
- Provide leadership and conduct administrative functions within the CWS program and PHD's Nursing Leadership Team.
- Supervise other nursing staff who are in the CWS program.
- In addition to the above duties, the PHN will function as a Disaster Service Worker as the need arises and will support the Public Health Department in other programs as needed.