

Plan and Budget Required Documents Checklist

MODIFIED FY 2017/2018

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Agency Information Sheet**County/City: NEVADA COUNTY****Fiscal Year: 2017-18****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
Phone:	(530)265-1450		Grass Valley, CA 95945
Fax:	(530)271-0894	E-Mail:	Ken.Cutler@co.nevada.ca.us

CCS Administrator

Name:	Jennifer Hughes	Address:	500 Crown Point Circle, Ste 110
Phone:	(530)265-1448		Grass Valley, CA 95945
Fax:	(530)271-0841	E-Mail:	Jennifer.Hughes@co.nevada.ca.us

CHDP Director

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

CHDP Deputy Director

Name:	Jennifer Hughes	Address:	500 Crown Point Circle, Ste 110
Phone:	(530)265-1448		Grass Valley, CA 95945
Fax:	(530)271-0841	E-Mail:	Jennifer.Hughes@co.nevada.ca.us

Clerk of the Board of Supervisors or City Council

Name:	Julie Patterson Hunter	Address:	950 Maidu Avenue
Phone:	(530)265-1480		Nevada City, CA 95959
Fax:	(530)265-9836	E-Mail:	Julie.Patterson-Hunter@co.nevada.ca.us

Director of Social Services Agency

Name:	Mike Dent	Address:	950 Maidu Avenue
Phone:	(530)265-1340		Nevada City, CA 95959
Fax:	(530)265-9860	E-Mail:	Mike.Dent@co.nevada.ca.us

Chief Probation Officer

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

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: **2017-18**


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.



Signature of CHDP Director
Ken Cutler, MD, MPH

09/25/17

Date Signed



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

09/25/17

Date Signed



Signature of CHDP Deputy Director
Jennifer Hughes, Public Health Nurse Supervisor

09/25/17

Date Signed

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

Signature of Local Governing Body Chairperson

Date Signed

Hank Weston,
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: **2017-18**

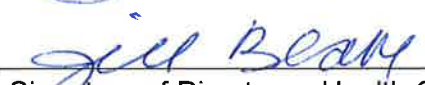
I certify that the CCS Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 5, (commencing with Section 123800) and Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000-14200), and any applicable rules 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
Jennifer Hughes, Public Health Nurse Supervisor

9/25/17

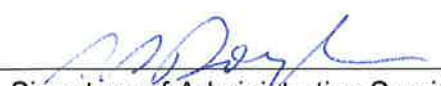
Date Signed



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

09/25/17

Date Signed



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

9/25/17

Date Signed

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

Signature of Local Governing Body Chairperson

Date Signed

Hank Weston,
Chair of the Board of Supervisors

Nevada County Public Health
Children's Medical Service

Agency Description
FY 2017-18

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 Michael Heggarty, MFT. 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. During this FY Cindy Wilson, PHN, Director of Public Health Nursing, has successfully reclassified the CMS Coordinator/Sr. PHN position to a Supervising PHN with the duties of supervising the CCS, CHDP, and HCPCFC programs and staff. Jennifer Hughes, DNP Supervising PHN began this new position in July 2017.

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: Jennifer Hughes, PHN, as the Supervising PHN, Maryellen Beauchamp, PHN, as the CCS Nurse Case Manager; with Irene Jimenez, PHN, assisting on a temporary basis; Jan Jorgensen, PHN focusing on CHDP management follow-up, Sherry Armstrong PHN in HCPCFC Case Management services; Kathryn Kestler, PHN, also in HCPCFC; Debra Pierson, 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 2016-2017:

- Conducted 3364 CHDP Health Assessments and appropriate follow-up for low income children
- Case managed an average of approximately 319 active CCS clients per month
- Case managed 115 children placed in Foster Care
- Continued a contract with Permanente Medical Group for continuity of physiatrist services for MTU children
- Maintained a contract/MOU with Medical Managed Care through California Health and Wellness
- Established a contract/MOU with Medical Managed Care through Anthem Blue Cross
- Provided PT services, with support for OT activities, to approximately 51 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
- Hired Supervising PHN
- Hired temp PHN with CHDP responsibilities
- Consolidated HT responsibilities into 2 full-time positions instead of 1 full-time, 2 part-time

Anticipated Changes for FY 2017-2018:

- Hire and conduct extensive orientation for new part time OT
- Conduct extensive orientation and training for new Supervising PHN
- Programmatic changes in CCS, CHDP, and HCPCFC as directed by California DHCS
- 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.
- Significantly reduce the number of “9M” CCS only cases within the CCS Program.
- Increase the number of OTLICP qualified clients in the CCS Program.
- Partner with new Orthotist/Prosthetist for the quarterly clinics at the MTU
- Recruit and panel ENT and Endocrinology specialists

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 2017-18, 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: 2017-18

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
PHN Supervisor	Jennifer Hughes	70%	Y	Y
PHN II, Case Manager	Maryellen Beauchamp	100%	Y	Y
PHN II, Temporary	Irene Jimenez	5.77%	Y	Y
Health Technician II	Debra Pierson	100%	Y	Y
Health Technician II	Dawn Graves	25%	Y	Y

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 2017-18, 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: 2017-18

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)
PHN Supervisor	Jennifer Hughes	10%	0%	90% Various	Y	Y
PHN II, Temp	Jan Jorgensen	48.1%	0%	51.9% Various	Y	Y
Health Technician II	Dawn Graves	50%	0%	50% Various	Y	Y
Admin Assistant	Carol Smith	10%	0%	90% Various	N	N

Incumbent List - Health Care Program for Children in Foster Care

For FY 2017/2018, complete the table below for all personnel listed in the HCPCFC, HCPCFC Psychotropic Medications Monitoring & Oversight (PMM&O) and CHDP Foster Care Administrative (County/City) budgets (applicable to HCPCFC only) . Use the same job titles for the budgets 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 in the last fiscal year. 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. **If a PMM&O budget was not previously accepted, submit job duty statements and civil service classification statements for all incumbent's listed and funded with PMM&O funds.**

[illegible]

*Requires submission of a job duty statement and civil service classification statement



Public Health Nurse Supervisor

Bargaining Unit: Management
Employees' Association

Class Code:
C293

PHN Supervisor, CMS Program 0.90 FTE

COUNTY OF NEVADA
Revision Date: Apr 29, 2016

SALARY RANGE

\$3,243.20 - \$3,959.20 Biweekly
\$7,026.93 - \$8,578.27 Monthly
\$84,323.20 - \$102,939.20 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under direction, plans, supervises, reviews and evaluates the work of assigned professional and other support staff; performs complex public health nursing duties and/or has responsibility for a specialized health care program.

This is a managerial level position in public health, responsible for major specialized public health program areas, supervising and training of public health nursing staff, and advising on complex client cases. This class is distinguished from the Director of Public Health Nursing in that the latter has overall responsibility for public health nursing services in the entire department.

EXAMPLES OF DUTIES:

Essential:

- Plans, organizes, supervises and reviews the work of assigned professional and support staff.
- Provides leadership and quality review for specialized health programs, such as California Children's Services, Children's Health and Disability Program, and Health Care Program for Children in Foster Care; monitors health assessment completeness and validates medical programs found; monitors frequency and nature of services provided.
- Conducts fiscal planning and budget or grant preparation including strategic planning for budget or grant implementation.
- Provides technical consultation and guidance to staff members on difficult client cases; and/or evaluates the health needs of individuals and special population groups from a wide variety of cultural and economic backgrounds and recent immigrant populations and those choosing alternate lifestyles; and/or identifies the symptoms of physical, mental or emotional problems and refers individuals and

families to appropriate financial, medical or other support services; performs follow-up on such referrals.

- Coordinates services provided by private, public and community voluntary health and social service agencies; serves as liaison to community groups, assisting them in identifying health needs, and providing public health education.
- May serve as primary staff in communicable disease clinics or assists in other clinics; may give immunizations and conduct immunization clinics.
- Monitors and evaluates programs, projects and special services; prepares a variety of periodic and special reports for appropriate management review.
- Represents the County and the department in meetings with community councils and groups, other agencies and the public.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Leadership and coaching for optimal performance
- Program planning, development and implementation, grant writing, and program documentation
- Principles, practices, methods and procedures of public health nursing, health promotion, and disease prevention and control
- Advanced public health nursing principles, practices and techniques, including assessment, client care planning and delivery, patient education, and evaluation of outcomes
- Laws, rules and regulations governing the practice of public health nursing in California
- 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
- Community medical and social agencies and resources
- Environmental, sociological and psychological problems affecting public health nursing

Skill in:

- 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 supervisory capacity
- Managing a complex caseload and establishing priorities for case management, treatment and referrals.
- Applying the principles of epidemiology to a wide range of social and health problems.
- 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
- Administering medications, 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 records
- Collaborating with other members of the health care team on an ongoing basis
- Establishing and maintaining effective working relationships and demonstrating sensitivity with individuals from various cultural, ethnic, physical, behavioral, socioeconomic and environmental settings

-

EDUCATION AND EXPERIENCE REQUIRED:

Bachelor's degree from an accredited college or university in nursing or related degree. Three years of senior public health nursing experience, preferably in a community setting, one year of which included supervision.

LICENSES AND CERTIFICATES:

Possession of a valid license as a Registered Nurse and valid Public Health Nurse certificate issued by the California Board of Registered Nursing.

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

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility and manual dexterity 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 converse 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

Bargaining Unit: Professional--Exempt

CCS Case Manager 1.0 FTE

Class Code:
G290

COUNTY OF NEVADA
Revision Date: Jul 15, 2015

SALARY RANGE

\$2,622.40 - \$3,200.80 Biweekly
\$5,681.87 - \$6,935.07 Monthly
\$68,182.40 - \$83,220.80 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:

Level I:

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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

Bargaining Unit: Temporary Employee

CCS Case Manager-Temp 0.577 FTE

Class Code:
T795

COUNTY OF NEVADA
Revision Date: Aug 23, 2016

SALARY RANGE

\$31.20 - \$38.09 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

KNOWLEDGE AND SKILLS REQUIRED:**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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:**Level I:**

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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.



COUNTY OF NEVADA
Revision Date: Jun 24, 2015

Health Technician II

Bargaining Unit: General

Class Code:
D318

CCS Health Technician 1.0 FTE
CCS Health Technician 0.25 FTE

SALARY RANGE

\$17.66 - \$21.56 Hourly
\$1,412.80 - \$1,724.80 Biweekly
\$3,061.07 - \$3,737.07 Monthly
\$36,732.80 - \$44,844.80 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under supervision, performs work in one or more categories of community/behavioral health programs; determines initial and continuing eligibility for individuals to receive public assistance in community/behavioral health programs; maintains a variety of statistical and billing records; assists in basic community/behavioral health clinic operations; accepts and indexes official documents; assists the public by explaining functions and procedures relating to various community/behavioral health programs; maintains patients medical charts; and performs related work as required.

Health Technician I:

This is an entry and trainee level class in the series. Incumbents function in a training and learning capacity while performing basic and less difficult assignments under close supervision. As incumbents learn program principles, procedures, and assignments they can reasonably expect promotion to the higher level of Health Technician II.

Health Technician II:

This is the first journey level class in the series. Incumbents are responsible for a specialized function that requires approximately two years of work experience in a health related field. Incumbents are expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. Incumbents may also perform in a lead capacity.

Senior Health Technician:

This is the advanced journey level class in the series and is distinguished from the Health Technician II class by the assignment of training and lead responsibilities for Health Technicians I and II, and by the assignment of the most difficult and complex tasks requiring the exercise of independent decisions and actions with little direct supervision.

EXAMPLES OF DUTIES:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training
- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisorial review

KNOWLEDGE AND SKILLS REQUIRED:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training

- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisory review

EDUCATION AND EXPERIENCE REQUIRED:

Health Technician I:

Equivalent to the completion of twelfth grade AND one year of full time, general clerical, data entry and typing experience. Experience in a community/behavioral health related field is highly desirable.

Health Technician II:

Equivalent to the completion of twelfth grade AND two years of full time, general clerical, data entry and processing, typing, interviewing, eligibility determination,

transcription of medical records and/or processing of medical billings experience in a community/behavioral health related field.

Senior Health Technician:

Equivalent to the completion of twelfth grade AND three years of full time, general clerical experience in a community/behavioral health related field. Two years of accounting and/or medical records experience in a public/mental health related field is highly desirable.

LICENSES AND CERTIFICATES:

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

Some positions may require typing at a net rate of 40 wpm (required for Health Technician II).

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and supplies, and attend off-site meetings; manual dexterity to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Willingness and ability to accept assignments in various cultural, physical, behavioral and environmental settings.

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 Physical/Occupational
Therapist**

Class Code:
G270

Bargaining Unit: Professional--Exempt

CCS MTU Senior PT/OT 0.75 FTE

COUNTY OF NEVADA
Revision Date: Jul 15, 2015

SALARY RANGE

\$3,169.60 - \$3,868.80 Biweekly
\$6,867.47 - \$8,382.40 Monthly
\$82,409.60 - \$100,588.80 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under direction, plans, organizes and coordinates the operations of the MTU (Medical Therapy Unit) for the CCS (California Children Services) program; provides physical or occupational therapy to neurologically and/or orthopedically disabled clients eligible for the CCS program; and performs related work as required.

This is the lead and advanced journey level classification in the Occupational Therapist and Physical Therapist series'. Incumbents in this class function with minimal direction in providing lead direction to professional, technical and support staff, and providing therapeutic and case management services for CCS clients. Incumbents have responsibility for organizing and coordinating the operations of the MTU, under medical direction from a physician and administrative supervision from the CCS Program Coordinator. This class is distinguished from the Occupational Therapist and Physical Therapist classes by its lead worker and MTU coordination responsibilities.

EXAMPLES OF DUTIES:

Essential:

- Organizes and coordinates the operation of the MTU in accordance with CCS program regulations and requirements
- Assigns clients to therapists; determines scheduling priorities; coordinates use of space with other therapists and school personnel
- Serves as liaison and program representative to parents, teachers and school administrators, other therapy providers, and CCS State Regional Office regarding client case management and service coordination; schedules, facilitates and follows up on Medical Therapy Conferences; ensures problem resolution and compliance with regulatory and administrative requirements
- Explains medical eligibility requirements and procedures and refers potential program participants

- Evaluates client needs, develops and carries out individualized plans of treatment for medically eligible disabled persons between the ages of 0-21 years
- Teaches self-care activities emphasizing muscle re-education; designs modifications to fine motor movements to allow greater client participation in daily living activities; adapts games, crafts and other activities as therapeutic exercises; develops positioning plans for severely disabled clients
- Evaluates client needs, obtains authorization and orders orthopedic and therapeutic equipment for clients; constructs adaptive equipment, and designs and makes hand splints; arranges for equipment repair and growth adjustments
- Instructs clients, teachers and other staff in client care, positioning and use of equipment
- Designs home programs and instructs parents and care givers in implementation
- Observes and evaluates client behavior and progress; modifies treatment accordingly
- Prepares clinical notes, narratives, records, reports and related documentation
- Provides professional consultation to and coordination of services with other agencies, community organizations, schools, and others concerned with health services for CCS clients
- Participates in a variety of meetings, case conferences, training sessions and presentations; works with health and educational authorities and community agencies regarding programs, policies and resources
- Monitors MTU budget expenditures; orders routine supplies and equipment; submits budget recommendations for new equipment to appropriate agency

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Principles and practices of work planning, assignment, and review
- Laws, rules, regulations, operational and administrative requirements of the California Children Services program
- Principles, objectives, methods and techniques of pediatric physical and occupational therapy
- Skeletal anatomy and kinesiology
- Basic pathology of orthopedic and neurological disabilities relative to the objectives of physical and occupational therapy
- Child growth and development
- Physical and psychological problems of physically disabled children and their families
- Design, use and care of orthopedic and therapeutic equipment and appliances

Skill in:

- Understanding, applying and ensuring compliance with laws, rules, regulations, policies and procedures of the CCS physical/occupational therapy program
- Representing the program to individuals, groups, and governing bodies, and making effective verbal and written presentations
- Organizing, scheduling and coordinating the work of others

- Understanding and interpreting physicians' orders and developing individualized treatment plans
- Providing effective physical/occupational therapy treatments and instructions to disabled clients
- Effectively imparting instructional information to children, parents, caregivers, teachers, and others
- Evaluating client needs and the effectiveness of orthopedic and therapeutic equipment and appliances
- Designing and constructing hand splits and adaptive equipment
- Using hand tools and making minor adjustments and repairs to wheelchairs and other assistive equipment
- Working cooperatively and effectively as a member of a team, as well as independently
- Exercising sound independent judgement within established guidelines
- Preparing clear, accurate, timely and complete clinical documentation in accordance with requirements of regulatory and funding agencies
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings

EDUCATION AND EXPERIENCE REQUIRED:

Education, training and experience sufficient to meet certification requirements and two years of experience comparable to either Nevada County's classification of Occupational Therapist or Physical Therapist.

LICENSES AND CERTIFICATES:

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

Possession of a valid certificate of registration as an Occupational Therapist issued by the American Occupational Therapy Association OR a valid certificate of registration and current licensure as a Physical Therapist issued by the California State Board of Medical Examiners.

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 up to 40 pounds, and to push clients in wheelchairs weighing up to 200 pounds; mobility and strength to position, balance and maneuver clients; touch and dexterity to assist clients in motor skills, and to manipulate tools and equipment; vision to read handwritten and printed materials, and examine and observe clients; hearing and speech to communicate in person and by telephone.

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.



**Physical/Occupational Therapist
Assistant**

Class Code:
D403

Bargaining Unit: General

CCS MTU PTA 0.75 FTE

COUNTY OF NEVADA
Revision Date: Jul 7, 2015

SALARY RANGE

\$30.87 - \$37.69 Hourly

\$2,469.60 - \$3,015.20 Biweekly

\$5,350.80 - \$6,532.93 Monthly

\$64,209.60 - \$78,395.20 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under general supervision, assists in providing physical or occupational therapy treatment for a variety of disabling conditions, and does related work as required.

This is a para-professional classification working under the supervision of licensed physical or occupational therapists to provide treatment for patients with disabling conditions, injuries and diseases. Incumbents may apply independent judgment in treatment progression within the scope of a treatment plan established by a licensed physical or occupational therapist.

EXAMPLES OF DUTIES:

Essential:

- As a physical therapy assistant (PTA), utilizing proper techniques and safety precautions, administers therapeutic treatment to patients within the treatment programs established by a licensed physical therapist, including: passive, active, assistive and resistive exercises, muscle re-education, and mobility training; treatments utilizing devices such as weight machines, parallel bars, walking devices and steps; therapeutic modality programs including heat, cold, whirlpool, traction, and electrical stimulation.
- As an occupational therapy assistant (OTA), assists in implementing therapeutic occupational therapy treatment to patients within the treatment program established by a certified occupational therapist; utilizes proper techniques and safety precautions.
- Observes and records the reactions of patients to treatment and, within the scope of the established treatment plan, may adjust the treatment to the needs of the individual patient; reports patient reactions and changes to the physical or occupational therapist.
- Maintains accurate records of patient treatments, including a description of

treatment given.

- Assists in gathering patient assessment data; may contribute to the intervention plan and re-assessment process.
- Assists in instructing patients with home exercise programs and equipment utilization.
- Works effectively with therapists, nurses, physicians and other staff, cooperates with health, educational and community organizations in implementing therapy programs for patients.
- Participates in in-service education and staff development classes.
- Attends staff meetings and patient/family conferences as assigned.

Important:

- May maintain treatment areas and supplies; may adjust and make minor repairs to equipment.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- As a PTA, principles, methods, materials, and equipment used in physical therapy
- As an OTA, principles, methods, materials and equipment used in occupational therapy
- Possible hazards to patients during treatment and of necessary precautionary and remedial measures
- Anatomy and physiology sufficient to safely position patients for various types of treatments
- Safe methods of positioning patients for treatment
- Body mechanics and safety procedures
- Standard office methods, equipment and procedures

Skill in:

- Demonstrating to patients and others, acceptable therapeutic techniques utilized in a wide variety of physical or occupational therapies
- Understanding, interpreting and adapting a licensed therapist's written or oral directions regarding physical or occupational therapy treatment plans
- Using hand tools and making minor adjustments and repairs to wheelchairs and other assistive equipment
- Applying laws, rules, regulations, policies and procedures of physical or occupational therapy programs, services and treatment methods
- Working cooperatively and effectively as a member of a team, as well as independently without close supervision
- Exercising sound independent judgment within established guidelines
- Preparing clear, accurate, timely and complete clinical documentation in accordance with requirements of regulatory and funding agencies
- Establishing and maintaining effective working relationships with those contacted in the course of the work

- Working in, and with individuals from, various cultural, physical, behavioral and environmental settings
- Maintaining records of treatments administered

EDUCATION AND EXPERIENCE REQUIRED:

Depending on assignment, either:

Current licensure as a Physical Therapy Assistant by the State of California, Board of Medical Quality Assurance, Physical Therapy Examining Committee,

OR

Valid certificate as an Occupational Therapy Assistant issued by the American Occupational Therapy Association.

LICENSES AND CERTIFICATES:

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

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility to reach, bend, twist, grasp, kneel and climb. Standing for long periods, walking, pushing, pulling, bending, and transferring heavy patients who may require maximum assistance. Vision to read handwritten and printed materials and a computer screen. Hearing and speech to communicate in person and by telephone.

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.



Health Technician II

Class Code:
D318

Bargaining Unit: General

CCS MTU Health Technician 0.25 FTE

COUNTY OF NEVADA
Revision Date: Jun 24, 2015

SALARY RANGE

\$17.66 - \$21.56 Hourly

\$1,412.80 - \$1,724.80 Biweekly

\$3,061.07 - \$3,737.07 Monthly

\$36,732.80 - \$44,844.80 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under supervision, performs work in one or more categories of community/behavioral health programs; determines initial and continuing eligibility for individuals to receive public assistance in community/behavioral health programs; maintains a variety of statistical and billing records; assists in basic community/behavioral health clinic operations; accepts and indexes official documents; assists the public by explaining functions and procedures relating to various community/behavioral health programs; maintains patients medical charts; and performs related work as required.

Health Technician I:

This is an entry and trainee level class in the series. Incumbents function in a training and learning capacity while performing basic and less difficult assignments under close supervision. As incumbents learn program principles, procedures, and assignments they can reasonably expect promotion to the higher level of Health Technician II.

Health Technician II:

This is the first journey level class in the series. Incumbents are responsible for a specialized function that requires approximately two years of work experience in a health related field. Incumbents are expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. Incumbents may also perform in a lead capacity.

Senior Health Technician:

This is the advanced journey level class in the series and is distinguished from the Health Technician II class by the assignment of training and lead responsibilities for Health Technicians I and II, and by the assignment of the most difficult and complex tasks requiring the exercise of independent decisions and actions with little direct supervision.

EXAMPLES OF DUTIES:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training
- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisorial review

KNOWLEDGE AND SKILLS REQUIRED:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training

- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisory review

EDUCATION AND EXPERIENCE REQUIRED:

Health Technician I:

Equivalent to the completion of twelfth grade AND one year of full time, general clerical, data entry and typing experience. Experience in a community/behavioral health related field is highly desirable.

Health Technician II:

Equivalent to the completion of twelfth grade AND two years of full time, general clerical, data entry and processing, typing, interviewing, eligibility determination,

transcription of medical records and/or processing of medical billings experience in a community/behavioral health related field.

Senior Health Technician:

Equivalent to the completion of twelfth grade AND three years of full time, general clerical experience in a community/behavioral health related field. Two years of accounting and/or medical records experience in a public/mental health related field is highly desirable.

LICENSES AND CERTIFICATES:

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

Some positions may require typing at a net rate of 40 wpm (required for Health Technician II).

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and supplies, and attend off-site meetings; manual dexterity to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Willingness and ability to accept assignments in various cultural, physical, behavioral and environmental settings.

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 I/II

Bargaining Unit: Professional--Exempt

Class Code:
G290

CHDP PHN I/II Vacant

COUNTY OF NEVADA
Revision Date: Jul 15, 2015

SALARY RANGE

\$2,622.40 - \$3,200.80 Biweekly
\$5,681.87 - \$6,935.07 Monthly
\$68,182.40 - \$83,220.80 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:

Level I:

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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

Bargaining Unit: Temporary Employee

Class Code:
T795

CHDP PHN II-Temp 48.1 FTE

COUNTY OF NEVADA
Revision Date: Aug 23, 2016

SALARY RANGE

\$31.20 - \$38.09 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

KNOWLEDGE AND SKILLS REQUIRED:**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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:**Level I:**

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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.



Health Technician II

Bargaining Unit: General

Class Code:
D318

CHDP Health Technician II 0.50 FTE

COUNTY OF NEVADA
Revision Date: Jun 24, 2015

SALARY RANGE

\$17.66 - \$21.56 Hourly

\$1,412.80 - \$1,724.80 Biweekly

\$3,061.07 - \$3,737.07 Monthly

\$36,732.80 - \$44,844.80 Annually

DEFINITION AND CLASS CHARACTERISTICS:

Under supervision, performs work in one or more categories of community/behavioral health programs; determines initial and continuing eligibility for individuals to receive public assistance in community/behavioral health programs; maintains a variety of statistical and billing records; assists in basic community/behavioral health clinic operations; accepts and indexes official documents; assists the public by explaining functions and procedures relating to various community/behavioral health programs; maintains patients medical charts; and performs related work as required.

Health Technician I:

This is an entry and trainee level class in the series. Incumbents function in a training and learning capacity while performing basic and less difficult assignments under close supervision. As incumbents learn program principles, procedures, and assignments they can reasonably expect promotion to the higher level of Health Technician II.

Health Technician II:

This is the first journey level class in the series. Incumbents are responsible for a specialized function that requires approximately two years of work experience in a health related field. Incumbents are expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. Incumbents may also perform in a lead capacity.

Senior Health Technician:

This is the advanced journey level class in the series and is distinguished from the Health Technician II class by the assignment of training and lead responsibilities for Health Technicians I and II, and by the assignment of the most difficult and complex tasks requiring the exercise of independent decisions and actions with little direct supervision.

EXAMPLES OF DUTIES:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training
- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisorial review

KNOWLEDGE AND SKILLS REQUIRED:

Essential:

Health Technician I:

- Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs; assists in the completion and clarification of forms upon which eligibility decisions are based
- Elicits pertinent information from individuals such as income, other resources, and financial obligations; performs mathematical computations
- Assists in interpreting program regulations and rules, explaining them to the public and individuals
- Learns basic data entry; prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of the mail
- Complies with confidentiality requirements
- Assists in the acceptance and receipting of monies, and birth and death certificates for registration and issuing disposition permits
- Codes DSM-IVs

Health Technician II (in addition to the above):

- Reviews, evaluates and validates prescribed information, and assisting in resolving discrepancies
- Performs complex mathematical analysis of personal finance data and accounting records
- Explains community/behavioral procedures, rules and regulations to the public; provides public/behavioral health education to clients
- Performs the more complex data entry and assists in peripheral computer equipment maintenance and training

- May assist the provider during clinic
- Accepts birth and death certificates for registration and issuance of disposition permits
- Reviews medical records for appropriate and completed forms; retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing and statistical purposes; files medical records documentation
- Maintains accounts receivable records; prepares billing statements, including third party medical providers; reconciles billings with service records and resolves disputes
- Authors and initiates correspondence; transcribes and types client records; prepares and routes conservatorship forms as directed by psychiatrists; processes discharge of medical records
- Processes requests for information from and to other physicians, hospitals, clinics and/or agencies
- May train other staff in processing of medical records and may serve in the absence of the Senior Health Technician

Senior Health Technician (in addition to the above):

- Conducts the more complex interviews with individuals requesting public assistance in programs
- Determines accuracy and completeness of statements of fact during initial and continuing eligibility determinations
- Authors own correspondence and assists others as necessary
- Disseminates statistical information for departmental and budgetary purposes
- Adjudicates billings against service records
- Insures proper maintenance of community/behavioral health department computer systems
- Maintains and updates medical records procedures manual
- Works with the quality improvement coordinator to ascertain medical records meet minimum Medi Cal/Medicare requirements as determined by State and/or Federal regulations
- Prepares staff evaluations for supervisorial review

EDUCATION AND EXPERIENCE REQUIRED:

Health Technician I:

Equivalent to the completion of twelfth grade AND one year of full time, general clerical, data entry and typing experience. Experience in a community/behavioral health related field is highly desirable.

Health Technician II:

Equivalent to the completion of twelfth grade AND two years of full time, general clerical, data entry and processing, typing, interviewing, eligibility determination,

transcription of medical records and/or processing of medical billings experience in a community/behavioral health related field.

Senior Health Technician:

Equivalent to the completion of twelfth grade AND three years of full time, general clerical experience in a community/behavioral health related field. Two years of accounting and/or medical records experience in a public/mental health related field is highly desirable.

LICENSES AND CERTIFICATES:

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

Some positions may require typing at a net rate of 40 wpm (required for Health Technician II).

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and supplies, and attend off-site meetings; manual dexterity to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Willingness and ability to accept assignments in various cultural, physical, behavioral and environmental settings.

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.



COUNTY OF NEVADA
Revision Date: Jul 15, 2015

Public Health Nurse II

Bargaining Unit: Professional--Exempt

Class Code:
G290

Child Welfare Services

HCPCFC - Match 71.7432 FTE

HCPCFC - No Match 28.2568 FTE

SALARY RANGE

\$2,622.40 - \$3,200.80 Biweekly
\$5,681.87 - \$6,935.07 Monthly
\$68,182.40 - \$83,220.80 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:

Level I:

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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

Class Code:
G290

Bargaining Unit: Professional--Exempt

HCPCFC - Match 61.3185 FTE
PMM&O 8.6815 FTE

COUNTY OF NEVADA
Revision Date: Jul 15, 2015

SALARY RANGE

\$2,622.40 - \$3,200.80 Biweekly
\$5,681.87 - \$6,935.07 Monthly
\$68,182.40 - \$83,220.80 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.

Public Health Nurse I:

This is the entry level class in the series. Initially under close supervision, incumbents learn and perform duties of increasing complexity. This class is flexibly staffed with Public Health Nurse II, and incumbents normally advance to the higher level after gaining sufficient experience and demonstrating proficiency to meet the requirements of the Public Health Nurse II.

Public Health Nurse II:

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.

EXAMPLES OF DUTIES:

Essential:

- 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
- Participates in the operation of public health clinics 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 clinic operations
- Provides case management services; develops and monitors care plans and ensures that follow-up services are provided and documented; acts as client advocate
- Prepares and administers oral and/or injectable medications/immunizations in accordance with a physician's order; 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
- Participates in community outreach and health promotion and health education events such as health fairs, blood pressure and flu clinics, radio shows, etc.; provides preventive health care services and promotes public awareness of program; drafts and/or distributes newspaper articles, educational pamphlets and related information
- Assists in coordinating nursing activities for individual clients and families with other community social and health agencies and programs
- Audits medical records, department records and contract providers to assure compliance with Federal, State, Medi-Cal and Medicare standards
- Assists department in training office staff and clinicians in MediCal/Medicare documentation standards; reviews and monitors non-compliant medical records
- Compiles and maintains records, reports, charts and statistics, and participates in quality assurance activities
- Attends a variety of internal and external staff meetings, in-service training, team meetings, and case conferences

Important:

- Assists in preparation of procedure manuals, forms, instructional and informational materials, reports, charts, and other documentation; may participate in surveys, needs assessments and data-gathering activities
- Participates in providing or coordinating service delivery to target population as part of a specialized program; may collaborate with community-based organizations, other service providers, other County or State departments, and community and business organizations regarding program services

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 problems affecting public health nursing

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 records
- Collaborating with other members of the health care team on an ongoing basis
- Demonstrating sensitivity to the effects of culture and ethnic background 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

EDUCATION AND EXPERIENCE REQUIRED:

Level I:

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

Level II (in addition to the above):

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 and a valid certificate as a Public Health Nurse issued by the California State Department of Public Health.

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**

Public Health Nurse Supervisor
Jennifer Hughes 1.0 FTE

Program Position Title: Public Health Nurse Supervisor
County Classification: Public Health Nurse Supervisor
Assignment: Children's Medical Services (CMS)

Distinguishing Characteristics

This is a managerial level position in public health, responsible for major specialized public health program areas, supervising and training of public health nursing staff, and advising on complex cases. This class is distinguished from the Director of Public Health Nursing in that the latter has overall responsibility for public health nursing services in the entire department.

General Responsibilities

Under direction, the Public Health Nurse Supervisor plans, supervises reviews and evaluates the work of assigned professional and other support staff, performs complex public health nursing duties and/or has the responsibility for a specialized health care program. The Public Health Nurse Supervisor will utilize their skilled professional medical personnel (SPMP) expertise in providing 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.

Duties and Responsibilities

- The Public Health Nurse Supervisor duties and responsibilities include:
 - Plans, organizes, supervises and reviews the work of assigned professional and support staff.
 - Provides leadership and quality review for specialized health programs such as California Children's Services, Children's Health and Disabilities Program, Health Care Program for Children in Foster Care and the Lead Program. Monitors health assessment completeness and frequency and nature of services provided.
 - Conducts fiscal planning and budget or grant preparation including strategic planning for budget or grant implementation.
 - Provides technical consultation and guidance to staff members on difficult client cases, and/or evaluates the health needs of individuals and special population groups from a wide variety of cultural, economic, and social backgrounds.
 - Coordinates services provided by private, public and community voluntary health and social service agencies, serves as a liaison to community groups, assisting them in identifying health needs, and providing public health instruction.

Nevada County Health & Human Services Agency
CMS Program
Duty Statement

Public Health Nurse Supervisor

Jennifer Hughes 1.0 FTE

- May serve as primary staff in communicable disease clinics or assists in other clinics. May administer immunizations and conduct immunization clinics.
- Monitors and evaluates programs, projects and special services. Prepares a variety of periodic and special reports for appropriate management review.
- Represents the County and the department in meetings with community councils and groups, other agencies and the public.
- In addition to the above duties, the Public Health Nurse Supervisor 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**

California Children's Services (CCS) Public Health Nurse I/II

Maryellen Beauchamp 1.0 FTE

Irene Jimenez (120 hours annually -Temporary)

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

Distinguishing Characteristics

Under administrative direction of the Public Health Nurse Supervisor, the PHN I/II 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 21st birthday) enrolled in the California Children's Services (CCS) program.

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.

Nevada County Health & Human Services Agency
CMS Program
Duty Statement

California Children's Services (CCS) Public Health Nurse I/II

Maryellen Beauchamp 1.0 FTE

Irene Jimenez (120 hours annually -Temporary)

- Initiate case management services to CCS Medi-Cal, Optional Targeted Low Income Children's Program (OTLICP), and straight CCS beneficiaries to assist individual 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.
- 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**

California Children's Services (CCS) Health Technician I- II

Debra Pierson 1.0 FTE

Dawn Graves 0.25 FTE

Program Position Title: Health Technician
County Classification: Health Technician I-II
Assignment: CCS Program

Distinguishing Characteristics

Under administrative direction of the Supervising Public Health Nurse, the Health Technician following Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality, performs work in the California Children's Services Program (CCS); determines initial and continuing eligibility for individuals to receive services in the CCS Program, maintains a variety of statistical and billing records, assists in basic CCS operations, accepts and indexes official documents, assists the public by explaining functions and procedures relating to the CCS program, maintains patients medical charts, and performs related work as required.

General Responsibilities

Under supervision, provides a variety of routine to moderately difficult office support to the CCS program. This support includes requesting and maintaining current medical records/reports, specialized processing related to CCS requirements, working with referrals and Service Authorization Request (SARS) to the CCS program. Obtain financial and residential information from clients to determine CCS eligibility, data entry and word processing. Under direction, provides clerical support to the CCS Case Manager.

Duties & Responsibilities

- The Health Technician II is expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. The CCS Health Technician II's duties and responsibilities include:
 - Schedules appointments, makes referrals and interviews individuals requesting public assistance in community/behavioral programs, assists in the completion and clarification of forms upon which eligibility decisions are based.
 - Elicits pertinent information from individuals such as income, other resources, and financial obligations. Performs mathematical computations.
 - Assists in interpreting program regulations and rules, explaining them to the public and individuals.
 - Learns basic data entry, prepares correspondence and assists in the performance of receptionist duties, including telephone and distribution of mail.
 - Complies with confidentiality requirements.

Nevada County Health & Human Services Agency
CMS Program
Duty Statement

California Children's Services (CCS) Health Technician I- II

Debra Pierson 1.0 FTE

Dawn Graves 0.25 FTE

- Schedules interview appointments and interviews individuals requesting CCS services; assists in the completion and clarification of forms upon which financial/residential eligibility decisions are based
- Elicits pertinent information from individuals such as annual income, other resources (such as PPO, HMO insurance, Medi-cal eligibility) and financial obligations; performs mathematical computations
- Assists in interpreting CCS program rules and regulations to the public and helping families understand the CCS eligibility requirements
- Complies with confidentiality and HIPAA requirements
- Reviews medical records for appropriate and completed forms. Retrieves and evaluates demographic, personal and medical related information from medical charts for data entry, billing, and statistical purposes. Files medical records and All CCS documentation into medical charts
- Reviews, evaluates and validates provider prescribed information before processing/submitting Service Authorization Requests (SARs) to CCS case manager and assists in resolving discrepancies
- Performs typing and data entry with new client registration, input financial/residential eligibility, SARs and case notes/narratives into CMSNet system
- Requests current medical records for all CCS annual reviews to assist CCS case manager with annual medical review to determine continued CCS eligibility
- Provides CCS statistical reports for departmental and budgetary purposes
- Insures proper maintenance of CCS department computer systems and assists in peripheral computer equipment maintenance

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

CCS MTU Senior Physical/Occupational Therapist
Carme Barsotti Physical Therapist 0.75 FTE

Program Position Title: Senior Physical Therapist
County Classification: Senior Physical/Occupational Therapist
Assignment: California Children's Services (CCS) Medical Therapy Unit (MTU)

Distinguishing Characteristics

Under administrative direction of the Supervising Public Health Nurse, the Senior Physical Therapist (Sr PT) plans, organizes and coordinates the operations of the MTU (Medical Therapy Unit) for the CCS (California Children Services) program. According to the to the Federal Financial Participation and the Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality, the Sr PT provides physical or occupational therapy to neurologically and/or orthopedically disabled clients eligible for the CCS program and performs related work as required.

General Responsibilities

This is the lead and advanced level classification in the Physical Therapist classification. Incumbents in this classification function with minimal direction in providing lead direction to professional, technical and support staff, and providing therapeutic and case management services for CCS clients. Incumbents have responsibility for organizing and coordinating the operations of the MTU, under medical direction from a physician and administrative supervision from the Supervising Public Health Nurse. This class is distinguished from the Physical Therapist classification by its lead worker and MTU coordination responsibilities.

Duties & Responsibilities

- Using skilled medical professional expertise, provide coordination, monitoring and oversight of CCS-MTU services to children eligible for CCS services. The CCS-MTU Senior Physical Therapist's duties and responsibilities include:
 - Organization and coordination of the operation of the MTU in accordance with CCS program regulations and requirements.
 - Assigns clients to therapists; determines scheduling priorities, coordinates use of space with other therapists and school personnel.
 - Oversees and supervises quarterly Medical Therapy Conferences. Serves as a liaison between children, their families and MTC physicians. Ensures follow-up of new orders received.
 - Serves as a liaison and program representative to parents, teachers and school administrators, other therapy providers, and CCS State Regional Office regarding client case management and service coordination. Schedules, facilitates and

Nevada County Health & Human Services Agency
CMS Program
Duty Statement

CCS MTU Senior Physical/Occupational Therapist
Carrie Barsotti Physical Therapist 0.75 FTE

follows up on Medial Therapy Conferences, ensure problem resolution and compliance with regulatory and administrative requirements.

- Explains medical eligibility requirements and procedures and refers potential program participants to the CCS program.
- Evaluates client needs, develops and carries out individualized plans of treatment for medically eligible children between the ages of 0 to the day of the 21st birthday.
- Instructs clients and their families on self-care activities emphasizing muscle re-education, designs modifications to fine motor and gross movements to allow greater client participation in daily living activities, adapts games, crafts and other activities as therapeutic exercises, and develops positioning plans for severely disabled clients.
- Evaluates client needs, obtains authorization and order orthopedic and therapeutic equipment for clients, constructs obtains adaptive equipment, and arranges for equipment repair and growth adjustments.
- Instructs clients and their families, teachers and other staff in client care, positioning and use of equipment.
- Designs home programs and instructs parents and care givers in implementation.
- Observes and evaluations clients behavior and progress, modifies treatment accordingly.
- Prepares clinical notes, narratives, records, reports, and related documentation.
- Provides professional consultation to and coordination of services with other agencies, community organizations, schools, and others concerned with health services for CCS clients.
- Participates in a variety of meetings, case conferences, training sessions and presentations. Works with health and educational authorities and community agencies regarding programs. Policies and resources.
- Monitors MTU budget expenditures, orders routine supplies and equipment, and submits budget recommendations for new equipment to appropriate agency.

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

CCS MTU Physical Therapy Assistant
Rebecca Giammona 0.75 FTE

Program Position Title: Physical/Occupational Therapist Assistant
County Classification: Physical Therapist Assistant
Assignment: California Children's Services (CCS) Medical Therapy Unit (MTU)

Distinguishing Characteristics

This is a para-professional classification working under the administrative oversight of the Public Health Nurse supervisor, and direct supervision of the Senior Physical Therapist to assist in providing treatment for eligible clients enrolled in the CCS-MTU clinic who have Neurologic and Orthopedic disabilities.

General Responsibilities

The Physical Therapist Assistant (PTA) follows Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality. Under supervision, the PTA assists in providing physical therapy treatment for a variety of disabling conditions and does related work as required. Incumbents may apply independent judgment in treatment progression within the scope of a treatment plan established by the Physical Therapist.

Duties & Responsibilities

- Using skilled medical professional expertise, assist with coordination, monitoring and oversight of CCS-MTU services to children eligible for CCS services. The CCS-MTU Physical Therapist Assistant (PTA) duties and responsibilities include:
 - Assisting referred clients to obtain and maintain CCS eligibility.
 - Adhering to proper techniques and safety precautions, the PTA administers therapeutic treatment to clients including; passive, active, assistive and resistive exercises, muscle re-education, and mobility training.
 - Assists in the maintenance of treatment areas and supplies. May adjust and make minor repairs to equipment.
 - Assists in implementing therapeutic physical therapy treatment to patients within the treatment program established by a licensed Physical Therapist.
 - Observes and records the response of patients to treatment and, within the scope of the established treatment plan, may adjust the treatment to the needs of the individual client. Reports to the supervising Physical Therapist and documents client response in the client medical record.
 - Maintains accurate records of patient treatments, including a description of treatment given.

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

CCS MTU Physical Therapy Assistant
Rebecca Giammona 0.75 FTE

- Assists in gathering client assessment data. May contribute to the intervention plan and re-assessment process.
- Assists in instructing patients with home exercise programs and equipment utilization.
- Works effectively with therapists, nurses, physicians and other staff. Cooperates with health, educational and community organizations in implementing therapy programs for patients.
- Participates in in-service education and staff development classes.
- Attends staff meetings and client/family conferences as assigned.

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

**California Children's Services - Medical Therapist Unit (CCS-MTU) Clinic
Health Technician I- II
*Dawn Graves 0.25 FTE***

Program Position Title: Health Technician
County Classification: Health Technician I-II
Assignment: CCS – MTU Clinic

Distinguishing Characteristics

Under administrative direction of the Supervising Public Health Nurse, the Health Technician follows Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality and performs work in the California Children's Services Program (CCS) Medical Therapy Unit (MTU). This position is primarily housed at the CCS-MTU Clinic located at the Terence K. McAteer Family Resource Center.

General Responsibilities

Under supervision of the Supervising Therapist, provides a variety of routine to moderately difficult office support to the CCS program. This support may include record keeping, specialized processing related to CCS-MTU requirements, word processing, transcription, billing and filing. Under direction, provides clerical support to the CCS-MTU Therapists.

Duties & Responsibilities

- The Health Technician is expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. The CCS Health Technician duties and responsibilities include:
 - Coordinate quarterly MTU Clinic schedule with MTU Therapists.
 - Send appointment dates and schedules to MTU clinic physicians and associated health care providers.
 - Send appointment date and time letter to each client.
 - Organize charts, MTU paperwork, and equipment and deliver to the MTU Clinic.
 - Attend quarterly MTU Clinics, provide clerical support as needed, and transcribe physician reports from medical therapy conference dictations.
 - Send conference dictations, prescriptions and notes to doctors, and other appropriate personnel.
 - Transcribe running notes and therapy reports on a daily on-going basis.
 - Assist therapists with ordering equipment and supplies.
 - Observing universal precautions, clean and assist in maintaining cleanliness of the MTU including weekly laundry.
 - Assist with transporting clients from classroom/bus to therapy.

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

**California Children's Services - Medical Therapist Unit (CCS-MTU) Clinic
Health Technician I- II
*Dawn Graves 0.25 FTE***

- Update MTU registration and Database.
Prepare CCS billing for MTU physicians and obtain signatures
- Pull daily mail from CMSNET SAR system and process by pulling charts, printing narratives, requesting reports etc. for the therapist's review.
- Enter MTU billing via CMSNET quarterly.
- Request medical records following hospitalizations and medical specialty visits of MTU clients.
- Courier mail and documentation to and from Crown Point and the MTU as necessary.
- Shred confidential paperwork per HIPPA guidelines.

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

Children's Health & Disability Program (CHDP) Public Health Nurse I/II
Jan Jorgensen (1,000 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 Public Health Nurse (PHN) Supervisor, 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 Public Health Nurse Supervisor, the CHDP PHN reviews PM 160's or State approved applicable form 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
Jan Jorgensen (1,000 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 PHN Supervisor to organize and implement special projects, e.g. Asthma trainings, vision and hearing trainings, for CHDP providers.
- Collaborate with the PHN Supervisor 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**

California Health & Disability Program (CHDP) Health Technician I-II
Dawn Graves FTE 0.50

Program Position Title: Health Technician
County Classification: Health Technician I-II
Assignment: CHDP

Distinguishing Characteristics

Under administrative direction of the supervising Public Health Nurse, The Health Technician follows the Health Insurance Portability and Accountability Act (HIPPA) guidelines for privacy and confidentiality. The Health Technician performs work in the California Health & Disability Program (CHDP); maintains a variety of statistical and billing records, assists in basic CHDP operations, accepts and indexes official documents, maintains patients' medical charts, and performs related work as required.

General Responsibilities

Under supervision, provides a variety of office support to the CHDP program. This support may include record keeping, specialized processing related to CHDP requirements, typing, word processing, billing and filing. Under direction, provides clerical support to the CHDP Public Health Nurse (PHN).

Duties & Responsibilities

- The Health Technician is expected to successfully perform all phases of work and to exercise independence of decision and action under general direction. The CHDP Health Technician's duties and responsibilities include:
 - Order forms and brochures as appropriate.
 - Supply providers with necessary forms and manuals.
 - As directed by CHDP PHN, distribute all provider notices sent by the State CHDP program and send in the distribution notice to the State.
 - Assist in the implementation of Inter-agency Agreement with the Department of Social Services as needed:
 - Mail/email periodicity notices with labels received from the State as needed/coordinated with the CHDP PHN.
 - Document informing and provision of services according to Program Letter # 81-5.
 - Send PM 160's (or other approved State form) on foster children to the Foster Care PHN.
 - Facilitate communication regarding health care services for children provided in Nevada County with services provided in outside Counties.

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

California Health & Disability Program (CHDP) Health Technician I-II
Dawn Graves FTE 0.50

- Maintain CHDP files. Sort and process PM 160s (or other State approved designated form) to CHDP staff.
- Assist with Kindergarten round-ups in the spring as directed and coordinated with the CHDP PHN.

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

Child Welfare Services Public Health Nurse I/II
Kathryn Kestler 1.0 FTE

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

Distinguishing Characteristics

Under administrative direction of the Public Health Nurse Supervisor, the PHN I/II 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.

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.

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

Child Welfare Services Public Health Nurse I/II
Kathryn Kestler 1.0 FTE

- 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 Protective Services (CPS) and Probation clients.
- Assist CPS 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.
- 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.

CHDP Program Duty Statement
Child Protective Services (CPS)
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: CHDP 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 CHDP Deputy Director, 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 Protective Services (CPS) 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) CPS division, 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 Protective Service Social Workers (CPS-SW), Probation Officers (PO) and other CPS 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 CPS 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 CPS-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.

CHDP Program Referral Data
Fiscal Year 2017-18

County/City: NEVADA COUNTY	FY 14-15		FY 15-16		FY 16-17	
Basic Informing and CHDP Referrals						
1. Total number of CalWORKs/Medi-Cal cases informed and determined eligible by Department of Social Services	CalWORKs 583	Medi-Cal 3630	CalWORKs 522	Medi-Cal 3014	CalWORKs 504	Medi-Cal 2512
2. Total number of cases and recipients in “1” requesting CHDP services	Cases	Recipients	Cases	Recipients	Cases	Recipients
a. Number of CalWORKs cases/recipients	1	1	1	1	5	5
b. Number of Foster Care cases/recipients	0	0	0	0	0	0
c. Number of Medi-Cal only cases/recipients	3	5	1	1	5	41

3. Total number of EPSDT eligible recipients and unborn, referred by Department of Social Services' workers who requested the following:	5	3	68
a. Medical and/or dental services	2	2	30
b. Medical and/or dental services with scheduling and/or transportation	0	0	17
c. Information only (optional)	3	0	21
4. Number of persons who were contacted by telephone, home visit, face-to-face, office visit, or written response to outreach letter	5	3	46
Results of Assistance			
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: **2017-18**

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)
Nevada County IAA	IAA	7/1/17-6/30/19	6/17	Jennifer Hughes	Yes
CHDP/Behavioral Health	MOU	10/1/15-9/30/17 10/1/17-9/30/19	8/15 8/17	Jennifer Hughes	No Yes
CHDP/WIC MOU	MOU	10/1/15-9/30/17 10/1/17-9/30/19	8/15 8/17	Jennifer Hughes	No Yes
HCPCFC MOU	MOU	7/1/17-6/30/19	6/17	Jennifer Hughes	Yes
HCPCFC/CWS MOU	MOU	7/1/17-6/30/19	6/17	Jennifer Hughes	Yes
CHDP/Head Start	MOU	7/1/16-6/30/18	6/16	Jennifer Hughes	No
SELPA MOU	MOU	7/1/15-6/30/18	7/15	Jennifer Hughes	No

Children's Medical Services Plan and Fiscal Guidelines

County/City: **NEVADA COUNTY**

Fiscal Year: 2017-18

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

Nevada County
Intra-agency Agreement
Fiscal Years
7/1/17-6/30/18 and 7/1/18-6/30/19

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) 2017-2018 and 2018-2019.

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 evaluation of reporting systems in health and social services departments.
- D. 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 (In-person) Application/Annual Re-determination
 - a. In the face-to-face 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. Mail-in Application/Annual Re-determination (Medi-Cal Only)
 - 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 form. The Application/Annual Re-determination process includes the mailing of 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," 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. 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:
 - a. Given a state approved brochure about CHDP services and information about the child's need of preventive health care; and
 - b. 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 the CHDP Health Assessment Guidelines, 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
- (5) The nature, scope, and benefits of the CHDP Program.

c. Asked questions to determine whether:

- (1) More information about the CHDP Program is wanted;
- (2) CHDP Program services--medical and/or dental--are wanted; and
- (3) Appointment scheduling assistance and/or transportation arrangement assistance are needed to obtain CHDP medical and/or dental services.

2. The Child Welfare Services staff responsible for placement will document the care provider's response to the questions in the CHDP Program area of the Identification Page in the Placement Notebook in the Placement Management Section in the Client Services Application on the Child Welfare Services/Case Management System (CWS/CMS) by entering:

- a. Date care provider was informed of the CHDP Program and brochure given; and
- b. Care provider's request for CHDP services.

3. Licensed Adoption Agency or other Placement Agency staff responsible for placement will document the care provider and/or child's response to the CHDP questions on the CHDP Referral Form (PM 357) and maintain a copy in the case record.

Note: Any "Yes" response to the CHDP questions or offer of services requires a referral on the CHDP Referral Form (PM 357). See CHDP Program Letter No. 81-5 and All County Letter No. 81-43. A copy of the referral form is to be maintained in the child's case record.

4. 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.

5. Child Welfare Services staff responsible for the child in a foster care placement will complete annual informing of the care provider/child and include information about CHDP preventative health services, unmet health care needs requiring follow up, and a review of the child's access to a primary care provider according to the process outlined for initial informing in IV. B.1.a. through B.1.c.; and will document the results of informing in the case plan update.
6. The Probation Department, Licensed Adoption Agency, or other Placement Agency staff responsible for placement will complete annual informing and the documentation of that informing according to the outline in IV. B.1. and B.3.
7. Informing requirements described in IV. A. 1. through A. 3. shall apply for AFDC-FC placements controlled by the Probation Department, Licensed Adoption Agency, and/or Placement Agencies.
8. 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).
9. 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.
2. When the PM 357 states that a foster care child has been placed out of county, the EPSDT worker then sends a memo to the new county of residence along with a copy of the PM 357. That county then informs the foster care family.

All AFDC - Foster Care children for whom a PM 357 is received will be specially noted for followup. If no PM 160, or State approved alternative form is received within 2-4 months, the foster parent will be contacted again to ascertain their need in obtaining medical and/or dental care. If still no response, refer back to Social Services Child Protective Services (CPS) for follow-up care.

A copy of the PM 160, or State approved alternative CHDP form on all foster children is sent to CPS/FC PHN.

3. Referral requirements described in IV. C. 1. and C. 2. above also apply to children in foster care placements controlled by the Probation Department, Licensed Adoption Agency, and/or a Placement Agency. The appropriate probation workers and locally based adoption agencies shall be contacted on at least an annual basis to: develop a system of identified CHDP eligible children and need for referral to the EPSDT unit for followup.

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 (identified on existing form as AFDC).
 - 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. Eligibility 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 staff responsible for placement of the child will ensure that the child receives medical and dental care which places attention on preventive health services through the CHDP Program, or equivalent health services in accordance with the CHDP Program's schedule for periodic health and dental assessments. More frequent health assessments may be obtained for a child when the child enters a new placement. For example, if a child has no records documenting a health assessment during their previous placement, if they are not performing at age expected developmental skills, or they have been moved to an area with a new provider, another health assessment may be claimed through CHDP by entering "New Foster Care Placement" in the Comments/Problems area of the Confidential Screening/Billing Report (PM 160), or State approved alternative form.
2. The staff responsible for placement of the child will ensure that arrangements are made for necessary diagnosis and treatment of health conditions suspected or identified.
3. Medical records including, but not limited to, copies of the CHDP Confidential Screening/Billing Reports (PM 160), 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.
4. 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 CHDP Program'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 the Supervising Public Health Nurse overseeing the Childrens Medical Services program.
- 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. Reminder cards with current addresses will be generated and mailed by the State CHDP Program for all children twenty-seven months of age and younger who are receiving Medi-Cal.
- F. 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.

2. Appointment scheduling assistance and date given.
 3. Date(s) of appointment(s) and name(s) of provider(s).
 4. Confirmation of CHDP services:
 - a. Health assessment requires a PM 160, or State approved alternative form on file; or provider certification of provision of service.
 - b. Dental services require family, provider, or child verification.
 5. Follow up to needed diagnosis and treatment:
 - a. Response to offer of appointment scheduling and transportation assistance.
 - b. Type of transportation assistance and date given.
 - c. Date(s) of appointment(s) and name(s) of provider(s).
 - d. Confirmation of care--PM 161 or similar form of certification by provider.
 6. Date appointment scheduling and/or transportation assistance was declined and by whom.
 7. 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.
- G. A quarterly report will be submitted by the 15th day following the end of each quarter to the State Department of Health Services showing the number of CalWORKs and Foster Care recipients, and Medi-Cal Only recipients requesting CHDP services. This report will be used to verify information submitted annually on the Case Management Data Flow Sheet as part of the County's Plan and Budget for the following fiscal year.

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 PM 160, or State approved alternative form.
- E. Copies of Confidential Screening/Billing Reports for services given to children in foster care will be sent to the responsible Social Services Department.
- F. 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.
- G. 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 Supervising Public Health Nurse overseeing the Childrens Medical Services program or designee will provide training to Social Services and Probation Department staff.
- B. As needed, Supervising Public Health Nurse overseeing the Childrens Medical Services program or designee will provide training to foster parent(s) and group care home, residential treatment center, and other out-of-home care facility staff.
- C. All appropriate health department staff will receive an annual update regarding the CHDP Program.

- D. 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.
 4. Identified needs revealed by formalized education needs assessment tool. The Supervising Public Health Nurse overseeing the Childrens Medical Services program will consult with the Social Services Program manager, the Assistant Chief Probation Officer, Juvenile Division and/or the Director of a licensed adoption agency to implement additional needed staff in-service education.

IX. Management Information and Program Evaluation Services


- A. The following information will be compiled and shared between departments.
1. Numbers of:
 - a. Children in foster care (from computer printout in Social Services Department).
 - b. Requests for CHDP services.
 - c. Requests for more information.
 - d. Requests for scheduling and/or transportation assistance..
 - e. Medical assessment services requested and received.
 - f. Dental services requested and received.
 - g. Referrals to diagnosis and treatment.
- B. Conduct and describe methods of program evaluation.
1. PM 160's, or State approved alternative form will be reviewed within ten days of receipt to assure providers are following health assessment procedures required for various age groups by the health technician and CHDP Public Health Nurse.
 2. Visits to providers will be made on a yearly basis or as deemed necessary by the CMS Coordinator or CHDP PHN's for reasons of quality assurance.
 3. Program procedure will be reviewed at least quarterly by CHDP and EPSDT staff.

X. 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, 2015 through June 30, 2017 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



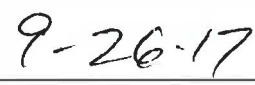
Mike Dent
Nevada County Social Services Director



Date



Michael Ertola
Nevada County Probation Department
Chief Probation Officer



Date

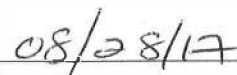
Nevada County
Memorandum of Understanding (MOU)
Between the
Local Mental Health Managed Care Plan (MHP)
and the
Local Child Health and Disability Prevention (CHDP) Program
This MOU is in effect from October 1, 2017 – September 30, 2019

Category	Local Mental Health Plan	Local CHDP Program
Liaison	<p>Designate a liaison from the Mental Health Plan (MHP) to the CHDP program to be responsible for coordinating and implementing the MOU and initiating change when a problem has been identified.</p> <p>MHP liaison will meet with the CHDP liaison at least quarterly, and more frequently, as needed, during startup, to update CHDP on changes in policies and procedures, and review concerns/patterns.</p>	<p>Designate a liaison from the CHDP program to the Mental Health Plan to be responsible for coordinating and implementing the MOU and initiating change when a problem has been identified.</p> <p>CHDP program liaison will meet with the MHP liaison at least quarterly, and more frequently, as needed, during startup, to update the MHP on changes in policies and procedures, and review concerns/patterns.</p>
Interagency Coordination	<p>Refer to the CHDP program any child 0 to 21 years receiving care from the MHP and with no known primary care provider.</p> <p>Collaborate with CHDP liaison on an as needed basis regarding any barriers in bringing mental health services to children.</p> <p>Collaborate with the CHDP program multiagency information sharing/planning sessions (SMART meetings) for the mental health needs of children 0 to 21 years.</p>	<p>Receive referrals from the MHP of any child 0 to 21 years and without a primary care provider in order for CHDP to assist with linking the child to a primary care provider.</p> <p>Refer to the MHP any child 0 to 21 years with potential needs for MHP services.</p> <p>Collaborate with MHP liaison on an as needed basis regarding any barriers in bringing CHDP services to children.</p> <p>Collaborate with the MHP at multiagency information sharing/planning sessions (SMART meetings) for the mental health needs of children 0 to 21 years.</p> <p>Link the MHP with the county California Children Services (CCS) program in order to clarify the CCS policies and procedures for mental health referrals.</p>

Category	Local Mental Health Plan	Local CHDP Program
Provider Referral Network	<p>Collaborate with the CHDP program to provide information to CHDP enrolled providers about accessing services for children 0 to 21 through the MHP.</p> <p>Collaborate with the CHDP program to provide information about CHDP, community health programs and resources to the MHP staff and providers, initially and at periodic intervals.</p> <p>Collaborate with the CHDP program to develop a system for identifying providers serving the mental health needs of children 0 to 21 years through the MHP provider network.</p>	<p>Collaborate with the MHP to provide information to MHP providers about referring children 0 to 21 years to the CHDP program for access to medical and dental services.</p> <p>Provide information about CHDP, community health programs and resources, initially and at periodic intervals to MHP staff, including staff on the MHP Access Line, and MHP providers.</p> <p>Provide information to the MHP about the referral resources developed by the CHDP program for services to children 0 to 21 years with needs for services not included in the MHP services.</p>
Case Coordination	<p>Develop and implement confidentiality standards for sharing information with the CHDP program about a child/family.</p> <p>Implement MHP services for children 0 to 21 years with conditions covered by the MHP scope of benefits.</p> <p>Review the child's sources of care for other than the existing mental health concern, and refer children 0 to 21 years and their families to the CHDP program for coordination with other health care resources.</p> <p>Within the available resources, request MHP providers inform the CHDP program of a child/family who failed to keep three or more appointments after completion of the intake procedure.</p>	<p>Develop and implement confidentiality standards for sharing information with the MHP about a child/family.</p> <p>Assist children 0 to 21 years and their families to follow through with referrals to the MHP.</p> <p>Assist families with children 0 to 21 years to access other services needed, e.g., medical, dental and other mental health services.</p> <p>Within the available resources, assist the MHP to locate a child/family who fails to keep appointments after completion of the intake procedure.</p>

Category	Local Mental Health Plan	Local CHDP Program
	<p>Collaborate with the CHDP program to develop resources for mental health services to children in foster care residing in their county or in a county other than the placing county (legal county of residence).</p> <p>Based upon information documented about services provided to children 0-21 years, identify unmet needs.</p>	<p>Collaborate with the MHP to develop resources for mental health services to children in foster care residing in their county or in a county other than the placing county (legal county of residence).</p> <p>Inform the MHP of children in the CHDP program that have relocated to another county.</p> <p>Based upon information documented about services provided to children 0-21 years, identify unmet needs.</p>
Advocacy	<p>Provide information to CHDP program staff about the process required for children to access MHP services.</p> <p>Inform MHP providers of the CHDP program resources and contact person for assisting children 0 to 21 years with linkages to other health care resources.</p> <p>Inform children 0 to 21 years and their families about the CHDP program resources and contact for linking to other health care resources.</p>	<p>Participate in training sessions provided by the MHP regarding the process required for children and their families to access MHP services.</p> <p>Assist CHDP enrolled providers to know how and where to refer children for services known to fall outside of the MHP scope of benefits.</p> <p>Inform children 0 to 21 years and their families on the process for accessing mental health services.</p>
Updating MOU	MHP liaison meet with the CHDP program liaison annually to review MOU and revise as needed.	CHDP program liaison meet with the MHP liaison annually to review MOU and revise as needed.


Jill Blake, MPA
Public Health Director


Date 08/28/17


Rebecca Slade, M.F.T.
Behavioral Health Director


Date 8/17/17

NEVADA COUNTY
Memorandum of Understanding
Between the
Child Health Disability Prevention Program
and the
Women, Infants, and Children Supplemental Nutrition Program
Fiscal Years
10/1/17-9/30/19

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. Instruct providers to refer WIC-eligible infants and children for services by completing the Confidential Screening/Billing Report (PM 160), the WIC referral form, or prescription pad with date, height, weight, hematology, other comments regarding physical/medical status and the health care provider's signature. The referral form will be sent with the parent or guardian to the WIC appointment. A copy of the PM 160 will be given to the patient.
2. 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. Orient new CHDP staff about WIC services.
6. Follow-up on reported nutritional problems and questionable nutrition/medical information on CHDP clients under 5 years old and provide a copy of the PM160 and WIC referral letter to WIC.
7. Provide WIC with CHDP provider lists (quarterly or semiannually) or more frequently 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 CDHP of relevant changes in WIC policies, procedures, and eligibility.

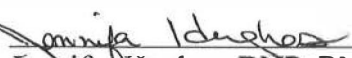
3. Orient new WIC participants about the CHDP Program.
4. Orient new WIC staff about CHDP services.
5. Accept the patient copy of the Confidential Screening/Billing Report (PM 160) as evidence of a medical examination.
6. Inform the CHDP Program of questionable nutrition/medical data or inappropriate counseling given to a WIC participant by a CHDP provider.

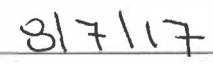
BOTH PROGRAMS AGREE THAT THEY WILL:


1. Review and update this agreement annually.
2. WIC and CMS Coordinators 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.

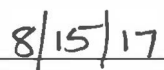

Jill Blake, MPA
Public Health Director


Date


Jennifer Hughes, DNR, RN, PHN
Supervising Public Health Nurse
CHDP Deputy Director


Date


Debra Wilson, RD, MPH
WIC Program Director


Date

Memoranda of Understanding
Health Care Program for Children in Foster Care
Fiscal Years
7/1/17-6/30/18 and 7/1/18-6/30/19

**SUGGESTED AREAS OF RESPONSIBILITY FOR CHILD HEALTH AND DISABILITY PREVENTION (CHDP) 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**

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Location	PHN will be located in both the CWS agency and Probation Dept. with accessibility to all team members servicing children in foster care.	In CWS, PHN will be provided a work station. In the Probation Dept. PHN will be reasonably accommodated for a work station. Both areas will provide a computer with access to the CWS/CMS systems, and a locked file cabinet to store confidential medical records.
Supervision	PHN will be supervised by the Supervising PHN in the local CHDP program with input from CWS agency/Probation staff.	CWS Program Manager/Supervising Probation Officer will provide input to the Supervising PHN and/or director of Public Health Nursing
Accessing Resources	<p>PHN will identify health care providers in the community.</p> <p>PHN will evaluate the adequacy, accessibility and availability of the referral network for health care services and collaborate with CHDP staff to identify additional qualified providers.</p> <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 PHNs 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>

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Health Care Planning and Coordination	<p>PHN will interpret health care reports for Social Worker/Probation Officers and others as needed.</p> <p>PHN will develop a health plan for each child expected to remain in foster care.</p> <p>PHN will work with foster care provider to ensure that the child's Health and Education Passport (HEP) or its equivalent is updated.</p> <p>PHN will assist foster care providers in obtaining timely comprehensive assessments.</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 foster caregiver in providing for the special health care needs, including but not limited to CHDP Health Assessment Guidelines.</p> <p>PHN will obtain and provide health care documentation when necessary to support the request for health care services.</p> <p>PHN will collaborate with Social Worker/Probation Officer, biological parent when possible and foster care provider to ensure that necessary medical/health care information is available to those persons responsible for providing health care for the child, including a copy of the HEP to the foster care provider.</p> <p>PHN will assist Social Worker/Probation Officer to assess the suitability of the foster care placement in light of the health care needs of the child's.</p> <p>PHN will collaborate with the Social Worker/Probation Officer and foster care provider to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc.</p> <p>PHN will review child's health plan with Social Worker/Probation Officer as needed and at least every six months.</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 expected to remain in foster care for 6 months of longer.</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 foster care provider.</p> <p>Social Worker/Probation Officer will consult with the PHN to assess the suitability of the foster care placement in light of the health care needs of the child.</p> <p>Social Worker/Probation Officer will collaborate with the PHN and foster care provider to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc.</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 information will be incorporated into the HEP and court report.</p>

Service Provided	Local CHDP Responsibilities Foster Care PHN	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Training/ Orientation	<p>PHN will participate in developing and providing educational programs for health care providers to increase community awareness of and interest in the special health care needs of children in foster care.</p> <p>PHN will educate social workers, juvenile court staff, foster care providers, school nurses and others about the health care needs of children in foster care.</p>	<p>CWS agency/Probation Officers will provide input to PHN in developing curriculum for training others about health care needs of children in foster care.</p> <p>CWS agency staff/Probation Officers will collaborate with PHNs in educating juvenile court staff, foster care providers, and others about the health care needs of children in foster care.</p> <p>CWS agency personnel will arrange for PHN access to the Child Welfare Services/Case Management System (CWS /CMS) system and provide training in its use.</p>
Policy /Procedure Development	<p>PHN will provide program consultation to CWS/ Probation Departments in the development and implementation of the CHDP Health Assessment Guidelines/CHDP program policies related to the Health Care Program for Children in Foster Care.</p> <p>PHN will participate in multi-disciplinary meetings for review of health-related issues.</p>	<p>CWS agency staff/Probation Officers will include the PHN in team meetings and provide orientation to social services and consultation on CWS/CMS.</p>
Transition from Foster Care	<p>PHN will provide assistance to the Social Worker/Probation Officer and the child leaving foster care on the availability of options of health care coverage and community resources to meet the health care needs upon emancipation.</p>	<p>CWS agency staff/Probation Officers will collaborate with PHN to assure person leaving foster care supervision is aware and connected to resources for independent living.</p>
Quality Assurance	<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 establish baseline data for evaluating health care services provided to children in foster care.</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>PHN will provide the following staffing under this agreement:</p> <p>1.70 Public Health Nurse</p> <p>0.10 Supervising Public Health Nurse</p> <p>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.</p>	<p>CWS agency will provide reimbursement to Public Health for the following PHN staffing and related indirect and operating expenses:</p> <p>1.70 Public Health Nurse</p> <p>0.10 Supervising Public Health Nurse</p>

MEMORANDUM OF UNDERSTANDING

Health Care Program for Children in Foster Care

This Memorandum of Understanding is in effect from July 1, 2017 through June 30, 2019 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

09/26/17
 Date


 Mike Dent
 Nevada County Social Services Director

9/26/17
 Date


 Michael Ertola
 Nevada County Probation Department
 Chief Probation Officer

9-26-17
 Date

**Memoranda of Understanding
Child Welfare Services
Fiscal Years
7/1/17-6/30/18 and 7/1/18-6/30/19**

**SUGGESTED AREAS OF RESPONSIBILITY FOR CHILD WELFARE SERVICES PUBLIC HEALTH NURSES (PHNs) AND
CHILD WELFARE SERVICES (CWS) AGENCY SOCIAL WORKERS AND PROBATION OFFICERS IN THE
CHILD WELFARE SERVICES PROGRAMS**

Service Provided	Local Child Welfare Services PHN Responsibilities	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Location	PHN will be located in the CWS agency with accessibility to all team members servicing children in the Child Welfare Services programs and the Probation Department.	PHN will be located with CPS agency staff and the Probation Department.. CPS and Probation Department personnel will have accessibility to all PHN's servicing children in placement.
Supervision	PHN will be supervised by the Supervising PHN in the local CWS program with input from both the Department of Social Services (DSS) and Probation Dept. management.	CWS Program Manager/Supervising Probation Supervisor will communicate regularly with the Supervising PHN and/or Director of Public Health Nursing
Accessing Resources	<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 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>

Service Provided	Local Child Welfare Services PHN Responsibilities	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Health Care Planning and Coordination	<p>The PHN will use public health nursing skills and knowledge of case management, community organization, and resources to collaboratively deliver health care coordination. The essential functions include the following:</p> <p>PHN will ensure completion of the Health & Education Passport (HEP), provide a copy to the family or legal guardian, and will participate in updating the HEP as required by State & 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>PHN will case manage the following caseloads to ensure all health-related benchmarks are documented in a timely manner:</p> <ul style="list-style-type: none"> • Courtesy case manages Interstate Compact for the Protection of Children (ICPC) for children who are medically fragile. • SMART client cases AB 12 clients • Drug Endangered Child (DEC) • Probation placement clients 	<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 family or legal guardian.</p> <p>Social Worker/Probation Officer will consult with the PHN to assess the suitability of the child's placement in light of the special health care needs of the child.</p> <p>Social Worker/Probation Officer will collaborate with the PHN to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, and effectiveness of services provided.</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>

Service Provided	Local Child Welfare Services PHN Responsibilities	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
	<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>Following the Drug Endangered Child (DEC) protocol, the PHN will consult on an as-needed basis detentions related to child health and welfare. The PHN will attend court detention hearings and provide health education information as needed.</p> <p>The PHN will coordinate and facilitate communications with health care providers regarding Child Protective Services (CPS) and Probation clients.</p> <p>On a health related as-needed basis the PHN will assist CPS Social Workers and Probation Officers with in-home and/or Group Home visits.</p> <p>The PHN will provide nursing assessment services during forensic exams as needed on a case by case basis.</p> <p>The PHN will attend Multi-disciplinary Interviews (MDI) as needed on a case by case basis based on the child's health status and related health needs.</p>	<p>CWS will provide a 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 necessary 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 on an as-needed basis related to child health care needs.</p> <p>CWS will assist in the coordination and facilitation of communications between the PHN and health care providers including obtaining necessary medical documentation.</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 during forensic exams.</p> <p>CWS will request the PHN to attend Multi-disciplinary Interviews (MDI) on a case by case basis based on the child's health status and related health needs.</p>

Service Provided	Local Child Welfare Services PHN Responsibilities	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Training/ Orientation	<p>PHN will participate in developing and providing educational programs for health care providers to increase community awareness of and interest in the special health care needs of children in Child Welfare Services</p> <p>PHN will educate social workers, juvenile court staff, care providers, school nurses and others 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/Probation Officers will provide input to PHN in developing curriculum for training others about health care needs of children in CWS.</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 personnel will arrange for PHN access to the Child Welfare Services/Case Management System (CWS /CMS) system and provide training in its use.</p>
Policy /Procedure Development	<p>PHN will provide program consultation to CWS/ Probation Departments in the development and implementation of program policies related to the health care for children in the CWS.</p> <p>PHN will participate in multi-disciplinary meetings for review of health-related issues.</p>	<p>CWS agency staff/Probation Officers will include the PHN in team meetings and provide orientation to social services and consultation on CWS/CMS.</p>
Transition from CWS	<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 person leaving CWS is aware of health care coverage and community resources to meet the health care needs of the child.</p>

Service Provided	Local Child Welfare Services PHN Responsibilities	Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer
Quality Assurance	<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 establish baseline data for evaluating health care services provided to children in foster care.</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>PHN will provide the following staffing under this agreement: 1.0 FTE Public Health Nurse 0.10 Supervising Public Health Nurse</p> <p>Public Health will invoice the State of California Health Care Program for Children in Foster Care (HCPFC) 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 HCPFC plus related operating expenses.</p>	<p>CWS agency will provide reimbursement to Public Health for the following PHN staffing and related indirect and operating expenses: 1.00 Public Health Nurse 0.10 Supervising Public Health Nurse</p>

MEMORANDUM OF UNDERSTANDING

Health Care Program for Children in Children's Medical Services

This Memorandum of Understanding is in effect from July 1, 2017 through June 30, 2019 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
09/26/17
Date


Mike Dent
Nevada County Social Services Director
9/26/17
Date


Michael Ertola
Nevada County Probation Department
Chief Probation Officer
9/26/17
Date

CHDP Administrative Budget Summary for FY 2017/2018
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	\$133,205	\$133,205	\$133,205	\$69,837	\$63,368
II. Total Operating Expenses	\$1,175	\$1,175	\$1,175	\$15	\$1,160
III. Total Capital Expenses	\$0	\$0	\$0		\$0
IV. Total Indirect Expenses	\$39,562	\$39,562	\$39,562		\$39,562
V. Total Other Expenses	\$0	\$0	\$0		\$0
Budget Grand Total	\$173,942	\$173,942	\$173,942	\$69,852	\$104,090

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	\$69,508		\$69,508	\$17,463	\$52,045
Federal (Title XIX)	\$104,434		\$104,434	\$52,389	\$52,045

James Kraywinkel

Prepared By (Signature)

9/13/2017

Date Prepared

(530) 470-2415

Phone Number

James.Kraywinkel@co.nevada.ca.us

Email Address

Jennifer Hughes
 CHDP Director or Deputy
 Director (Signature)

9/22/2017

Date

(530) 265-1448

Phone Number

Jennifer.Hughes@co.nevada.ca.us

Email Address

CHDP Administrative Budget Worksheet for FY 2017/2018
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)
Personnel Expenses											
1. PHN Supervisor - Hughes	100%	\$93,167	\$93,167.00	10.0%	\$9,317	100%	\$9,317	25.0%	\$2,329.18	75.0%	\$6,987.53
2. PHN II- Jorgenson-Cercone	100%	\$66,186	\$66,186.00	48.1%	\$31,835	100%	\$31,835	75.0%	\$23,876.60	25.0%	\$7,958.87
3. Admin Ass't - Smith	100%	\$51,909	\$51,909.00	10.0%	\$5,191	100%	\$5,191	0.0%	\$0.00	100%	\$5,190.90
4. Health Technician II - Graves	100%	\$45,101	\$45,101.00	50.0%	\$22,551	100%	\$22,551	0.0%	\$0.00	100%	\$22,550.50
5. PHN - TBD	100%	\$72,800	\$72,800	44.4%	\$32,323	100%	\$32,323	83.1%	\$26,861	16.9%	\$5,463
6.											
7.											
8.											
9.											
10.											
Total Salaries and Wages			\$329,163		\$101,217		\$101,217		\$53,066		\$48,150
Less Salary Savings			\$0		\$0		\$0		\$0		\$0
Net Salaries and Wages			\$329,163		\$101,217		\$101,217		\$53,066		\$48,150
Staff Benefits (Specify %) 31.60%			\$115,228		\$31,988		\$31,988		\$16,771		\$15,217
I. Total Personnel Expenses			\$444,391		\$133,205		\$133,205		\$69,837		\$63,368
II. Operating Expenses											
1. Travel					\$225		\$210		\$15		\$210
2. Training					\$75		\$75		\$0		\$75
3. General Office Expense					\$300		\$300				\$300
4. Copier/Duplication					\$250		\$250				\$250
5. Direct County Charges					\$325		\$325				\$325
6.											
7.											
8.											
9.											
10.											
II. Total Operating Expenses					\$1,175		\$1,160		\$15		\$1,160

CHDP Administrative Budget Worksheet for FY 2017/2018
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)
III. Capital Expenses											
1.											
2.											
3.											
4.											
5.											
II. Total Capital Expenses											
IV. Indirect Expenses											
1. Internal (Specify %)	19.70%				\$26,241		\$26,241				\$26,241
2. External (Specify %)	10.00%				\$13,320		\$13,320				\$13,320
IV. Total Indirect Expenses					\$39,562		\$39,562				\$39,562
V. Other Expenses											
1.											
2.											
3.											
4.											
5.											
V. Total Other Expenses					\$0		\$0				\$0
Budget Grand Total			\$444,391		\$173,942		\$173,927		\$69,852		\$104,089

James Kraywinkel
 Prepared By (Signature)

9/13/17

Date Prepared

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NEVADA COUNTY
Children's Medical Services
FY 2017-2018 No Match CHDP Budget Justification Narrative

(1) Personnel Expense		Justification Narrative
Total Salaries	\$101,217	Salaries are based actual individual CHDP staff salaries from the FY 17/18 County CHDP budget.
Total Benefits	\$31,988	Benefits are based actual individual CHDP staff benefits from the FY 17/18 County CHDP budget. Annual Worker's Comp charge is included in benefits
Total Personnel Expense	\$ 133,205	

Personnel Positions

1. Director of Public Health Nursing	This position is budgeted for 0%, which is a decrease of 15% from FY 16/17
2. CMS Coordinator/ PHN Supervisor (Hughes)	This position is budgeted for 10% which is a reduction of 5% from FY 16/17
3. PHN II (Temp-TBD)	This position is budgeted for 44.4%, which is an increase of 29.4% from FY 16/17
4. PHN II (Temp) (Jorgensen)	This position is budgeted for 48%, which is the same as FY 16/17
5. Senior Health Tech	This position is combined into the Health Tech II position
6. Health Tech II (Graves)	This position combines all previous HT positions into one, and is an overall increase of 24% from FY 16/17
7. Health Tech II	This position is combined into the Health Tech II position
8. Administrative Assistant (Smith)	This position is budgeted at 10%, which is an increase of 5% from FY 16/17.

(2) Operating Expenses		Justification Narrative
Travel	\$225	Includes travel to statewide conferences, regional meetings, travel for approved training, daily program activities, personal vehicle use mileage and actual cost for lodging and meals for overnight travel. This, with the \$75 in training, is a reduction of \$90 from FY 16/17
Training	\$75	This, with \$225 training, is a reduction of \$90 from FY 16/17
Office Supplies	\$300	Includes office supplies, postage, etc. This is a decrease of \$700 from FY 16/17.
Copier/Duplication	\$250	This line item was included in Office in FY 16/17
County Direct	\$325	This includes charges from county departments not included in the Cost Allocation (A - 87) Plan. This is an increase of \$75 from FY 16/17
Total Operating Expenses	\$1,175	

(3) Capital Expense \$ -

(4) Indirect Expense		Justification Narrative
Internal - 19.70%	\$26,241	CHDP Program's share of costs based on 19.70% of Personnel costs (133,205 X 19.70%) and reflects anticipated program costs as shown in the 17/18 County budget.
External - 10.00%	\$13,321	CHDP program's share of costs is based on the County's Indirect Cost Allocation Plan (A-87) and HHS Agency Cost Allocation as budgeted for FY 16/17. (133,205 X 10.00%)

Total Indirect Expense \$ 39,562

(5) Other Expenses \$ -



Budget Grand Total \$ 173,942

Foster Care Administrative Budget Summary Fiscal Year 2017/2018**County/City Match****County/Title XIX Federal Funds****County/City Name: NEVADA**

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced County/City/Federal (25/75)	Nonenhanced County/City/Federal (50/50)
I. Total Personnel Expense	\$185,503	\$145,480	\$40,023
II. Total Operating Expense	\$3,500	\$0	\$3,500
III. Total Capital Expense			
IV. Total Indirect Expense	\$70,083		\$70,083
V. Total Other Expense			
Budget Grand Total	\$259,086	\$145,480	\$113,606

Column	1	2	3
Source of Funds	Total Funds	Enhanced County- City/Federal (25/75)	Nonenhanced County- City/Federal (50/50)
County-City Funds	\$93,173	\$36,370	\$56,803
Federal Funds (Title XIX)	\$165,913	\$109,110	\$56,803
Budget Grand Total	\$259,086		

Source County-City Funds:

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Prepared By (Signature)	Date Prepared	Phone Number	Email Address
	9/22/2017	(530) 265-1448	Jennifer.Hughes@co.nevada.ca.us
CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

Foster Care Administrative Budget Worksheet Fiscal Year 2017/2018

County-City/Federal Match
County/Title XIX Federal Funds
County/City Name: NEVADA

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced County-City/Federal (25/75)	% or FTE	Nonenhanced County-City/Federal (50/50)
I. Personnel Expenses							
1. PHN II - Armstrong	61.3185%	\$83,371	\$51,122	82.87%	\$42,365	17.13%	\$8,757
2. PHN II - Kestler	71.7432%	\$83,711	\$60,057	79.05%	\$47,475	20.95%	\$12,582
3. PHN Supervisor - Hughes	10.0000%	\$93,167	\$9,317	50.00%	\$4,658	50.00%	\$4,658
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages			\$120,495		\$94,498		\$25,997
Less Salary Savings			\$0		\$0		\$0
Net Salaries and Wages			\$120,495		\$94,498		\$25,997
Staff Benefits (Specify %) 53.95%			\$65,007		\$50,982		\$14,026
I. Total Personnel Expenses			\$185,503		\$145,480		\$40,023
II. Operating Expenses							
1. Travel			\$2,750		\$0		\$2,750
2. Training			\$750		\$0		\$750
II. Total Operating Expenses			\$3,500		\$0		\$3,500
III. Capital Expenses							
1.							
2.							
II. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 37.78%			\$70,083				\$70,083
2. External							
IV. Total Indirect Expenses			\$70,083				\$70,083
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$259,086		\$145,480		\$113,606

James Krawinkel

Prepared By (Signature)

9/13/17

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CHDP Director or Deputy Director (Signature)

9/22/17

Date

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**Nevada County
Children's Medical Services
FY 17/18 HCPCFC Administrative Budget Justification Narrative**

(1) Personnel Expenses

Total Salaries	\$120,496
Total Benefits	\$65,007
Total Personnel Expenses	\$185,503

Justification Narrative

Salaries are based on actual individual HCPCFC staff salaries from the FY 17/18 County HCPCFC budget.

Benefits are based on actual individual HCPCFC staff benefits from the FY 17/18 County HCPCFC budget.

Personnel Positions

PHN II (Kestler)

This position is budgeted for 28.2568% under No County Match budget and 71.7432% under the County Match budget for a total of 100%, which is the same as FY 16/17.

PHN II (Armstrong)

This position is budgeted for 8.6815% under the PMM&O budget and 61.3185% under the County Match budget for a total of 70%, which is an increase of 10% over FY 16/17.

PHN Supervisor (Hughes)

This position was budgeted as the Director of PHN's in FY 16/17. The Supervisory position is budgeted for 10% which is the same as FY 16/17

(2) Operating Expenses

Travel	
	\$2,750
Training	\$0
Total Operating Expenses	\$3,500

Justification Narrative

Travel expense is \$2,750, which added to \$750 in Training equals \$3,500 which is an increase of \$1,200 over FY 16/17.

Travel expense is \$2,750, which added to \$750 in Training equals \$3,500 which is an increase of \$1,200 over FY 16/17.

(3) Capital Expense

\$0

(4) Indirect Expense

Internal	\$70,083
External	N/A
Total Indirect Expense	\$70,083

Justification Narrative

Indirect Cost will be 37.78% of the county Match budget (\$185,503 X 37.78% = \$70,083), or 30% of total HCPCFC personnel costs for FY 17/18 (233,611 X 30.00% = 70,083)

N/A Not allowable by State HCPCFC

(5) Other Expenses

\$0

Budget Grand Total **\$259,086**

HCPCFC Administrative Budget Summary Fiscal Year 2017-2018

County/City Name: NEVADA

Column	1	2	3
Category/Line Item	Total Budget (2 + 3)	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
I. Total Personnel Expenses	\$37,108	\$37,108	\$0
II. Total Operating Expenses	\$0	\$0	\$0
III. Total Capital Expenses			
IV. Total Indirect Expenses	\$0		\$0
V. Total Other Expenses			
Budget Grand Total	\$37,108	\$37,108	\$0

Column	1	2	3
Source of Funds	Total Funds	Enhanced State/Federal (25/75)	Nonenhanced State/Federal (50/50)
State Funds	\$9,277	\$9,277	\$0
Federal Funds (Title XIX)	\$27,831	\$27,831	\$0
Budget Grand Total	\$37,108		



Prepared By (Signature)

9/13/2017

Date Prepared

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9/22/2017

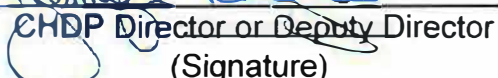
Date

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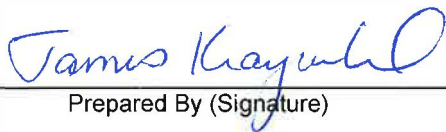


CHDP Director or Deputy Director
(Signature)

HPCFC Administrative Budget Worksheet Fiscal Year 2017/2018

County/City Name: NEVADA

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
I. Personnel Expenses							
1. PHN II - Kestler	28.2568%	\$83,711	\$23,654	100%	\$23,654		
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total Salaries and Wages							
Less Salary Savings							
Net Salaries and Wages			\$23,654		\$23,654		\$0
Staff Benefits (Specify %) 56.88%			\$13,454		\$13,454		
I. Total Personnel Expenses			\$37,108		\$37,108		
II. Operating Expenses							
1. Travel							
2. Training							
II. Total Operating Expenses							
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %) 0.00%							
2. External							
IV. Total Indirect Expenses							
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$37,108		\$37,108		



Prepared By (Signature)

9/13/17

Date prepared

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Phone Number

Email Address

9/22/2017

Date

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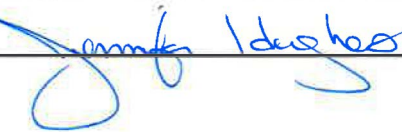
Email Address

CHDP Director or Deputy Director (Signature)

**Nevada County
Children's Medical Services
FY 17/18 HCPCFC Administrative Budget Justification Narrative**

(1) Personnel Expenses		Justification Narrative
Total Salaries	\$23,654	Salaries are based on actual individual HCPCFC staff salaries from the FY 17/18 County HCPCFC budget.
Total Benefits	\$13,454	Benefits are based on actual individual HCPCFC staff benefits from the FY 17/18 County HCPCFC budget.
Total Personnel Expenses	\$37,108	
<u>Personnel Positions</u>		
PHN II (Kestler)		This position is budgeted for 28.2568% under No County Match budget and 71.7432% under the County Match budget for a total of 100%, which is the same as FY 16/17.
(2) Operating Expenses		Justification Narrative
Travel	\$0	Travel expense is \$0, which added to \$3,500 in the county Match budget is an increase of \$1,200 over FY 16/17.
Training	\$0	
Total Operating Expenses	\$0	
(3) Capital Expense	\$0	
(4) Indirect Expense		Justification Narrative
Internal	\$0	No Indirect will be claimed in the No County Match budget
External	N/A	Not allowable by State HCPCFC
Total Indirect Expense	\$0	
(5) Other Expenses	\$0	
Budget Grand Total	\$37,108	



H:\PH\CarolS\CMS\2017-18 CMS Plan\Section 6 Budget\6-76 HCPCFC Admin NCM Justification 09_13_17.xls justification

State of California – Health and Human Services Agency		Department of Health Care Services – Systems of Care Division	
County/City Name:			
HPCFC Psychotropic Medication Monitoring and Oversight (PMM&O) Budget Summary Fiscal Year 2017/2018			
Category/Line Item	Total Invoiced	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
A	(B = C + D)	C	D
I. Total Personnel Expenses	11,000	11,000	0
II. Total Operating Expenses	0	0	0
III. Total Capital Expenses			
IV. Total Indirect Expenses	0		0
V. Total Other Expenses			
Expenditures Grand Total	11,000	11,000	0
Source of Funds	Total Funds Invoiced	Enhanced State/Federal (25/75)	Non-Enhanced State/Federal (50/50)
E	(F = G + H)	G	H
State Funds	2,750	2,750	0
Federal Funds (Title XIX)	8,250	8,250	0
Total Source of Funds	11,000	11,000	0
Prepared By (Signature):	Date Prepared:	Phone Number:	E-mail Address:
	9/13/2017	(530) 470-2415	James.Kraywinkel@co.nevada.ca.us
CHDP Director or Deputy Director (Signature):	Date Prepared:	Phone Number:	E-mail Address:
	9/22/2017	(530) 265-1448	Jennifer.Hughes@co.nevada.ca.us

HCPCFC Psychotropic Medication Monitoring and Oversight (PMM&O) Budget Worksheet
Fiscal Year 2017/2018

County/City Name: NEVADA

Column	1A	1B	1	2A	2	3A	3
Category/Line Item	% or FTE	Annual Salary	Total Budget (1A x 1B or 2 + 3)	% or FTE	Enhanced State/Federal (25/75)	% or FTE	Nonenhanced State/Federal (50/50)
I. Personnel Expenses							
1. PHN II - Armstrong	8.6815%	\$83,371	\$7,238	100%	\$7,238	0%	\$0
2.			\$0		\$0	100%	\$0
3.			\$0		\$0	100%	\$0
4.			\$0		\$0	100%	\$0
5.			\$0		\$0	100%	\$0
6.			\$0		\$0	100%	\$0
7.			\$0		\$0	100%	\$0
8.			\$0		\$0	100%	\$0
9.			\$0		\$0	100%	\$0
10.			\$0		\$0	100%	\$0
Total Salaries and Wages	9%		\$7,238		\$7,238		\$0
Less Salary Savings							
Net Salaries and Wages			\$7,238		\$7,238		\$0
Staff Benefits (Specify %) 51.98%			\$3,762		\$3,762		\$0
I. Total Personnel Expenses			\$11,000		\$11,000		\$0
II. Operating Expenses							
1. Travel					\$0	100%	\$0
2. Training					\$0	100%	\$0
II. Total Operating Expenses			\$0		\$0		\$0
III. Capital Expenses							
1.							
2.							
III. Total Capital Expenses							
IV. Indirect Expenses							
1. Internal (Specify %)			\$0				\$0
2. External							
IV. Total Indirect Expenses			\$0				\$0
V. Other Expenses							
1.							
2.							
V. Total Other Expenses							
Budget Grand Total			\$11,000		\$11,000		\$0

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CHDP Director or Deputy Director (Signature)	Date	Phone Number	Email Address

Budget Justification Narrative

**Children's Medical Services
Nevada County
HCPCFC PMM&O Budget Justification Narrative
Fiscal Year 2017-2018**

I. PERSONNEL EXPENSES		Identify and explain any changes in Personnel including FTE percentage changes.
Total Salaries:	\$7,866	098013 FTE added to program for case amnagement activities
Total Benefits:	\$4,563	Staff benefits based upon actual estimates from county provided budget salary planner for FY 16/17
Total Personnel Expenses:	\$12,429	
PHN Supervisor		
Public Health Nurse		
PHN II		An increase of 09813 FTE - Fte will be added to 1 6 PHN FTE in HCPCFC Match and county Match budgets
PHN I		
Office Assistant III (2)		
Office Assistant II (1)		
Office Assistant I		

II. OPERATING EXPENSES		List all Operating Expense line items. Identify and explain any increase, decrease, or newly listed line item.
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
Total Operating Expenses:	\$0	

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

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

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

Budget Grand Total **\$12,429**

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	20.59	6.34%
HEALTHY FAMILIES - Total Cases of Open (Active) Healthy Families Children	0	0.00%
MEDI-CAL/OTLCP (TITLE XXI) - Total Cases of Open (Active) MC/TLICP Children	91.79	28.24%
MEDI-CAL (TITLE XIX) - Total Cases of Open (Active) Medi-Cal Children	212.62	65.42%
TOTAL CCS CASELOAD	325	100%

CCS Administrative Budget Summary

Fiscal Year: 2017-2018

County: NEVADA

	Col 1 = Col 2+3+4+5	Straight CCS	Title XXI - HF	Title XXI Medi-Cal/OTLCP	Title XIX Medi-Cal (Column 5 = Columns 6 + 7)		
Column	1	2	3	4	5	6	7
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Healthy Families County/State/Fed (17.5/17.5/65)	Medi-Cal/Optional Targeted Low Income Children's Program (OTLCP) County/State/Fed (17.5/17.5/65)	Title XIX Medi-Cal State/Federal	Enhanced Title XIX Medi-Cal State/Federal (25/75)	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
I. Total Personnel Expense	332,419	21,060	0	93,886	217,505	74,060	143,445
II. Total Operating Expense	13,737	870	0	3,879	8,988	482	8,506
III. Total Capital Expense	0	0	0	0	0		0
IV. Total Indirect Expense	93,078	5,896	0	26,288	60,903		60,903
V. Total Other Expense	5,000	317	0	1,412	3,272		3,272
Budget Grand Total	444,234	28,143	0	125,465	290,668	74,542	216,126

	Col 1 = Col 2+3+4+5	Straight CCS	Title XXI - HF	Title XXI Medi-Cal/OTLCP	Title XIX Medi-Cal (Column 5 = Columns 6 + 7)		
Column	1	2	3	4	5	6	7
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Healthy Families County/State/Fed (17.5/17.5/65)	Medi-Cal/Optional Targeted Low Income Children's Program (OTLCP) County/State/Fed (17.5/17.5/65)	Title XIX Medi-Cal State/Federal	Enhanced Title XIX Medi-Cal State/Federal (25/75)	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
Straight CCS							
State	14,071	14,071					
County	14,072	14,072					
Healthy Families							
State	0		0				
County	0		0				
Federal (Title XXI)	0		0				
Title XXI - Medi-Cal/OTLCP							
State	16,812			16,812			
County	16,812			16,812			
Federal (Title XXI)	91,841			91,841			
Title XIX - Medi-Cal							
State	126,699				126,699	18,636	108,063
Federal (Title XIX)	163,969				163,969	55,906	108,063

Prepared By (Signature)

James Kraywinkel

Prepared By (Printed Name)

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CCS Administrator (Signature)

Jennifer Hughes

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CCS CASELOAD	Actual Caseload	Percent of Total CCS
STRAIGHT CCS -		
Total Cases of Open (Active) Straight CCS Children	20 59	6.34%
HEALTHY FAMILIES -		
Total Cases of Open (Active) Healthy Families Children		0.00%
MEDI-CAL/OTLICP (TITLE XXI) -		
Total Cases of Open (Active) MC/TLICP Children	91 79	28.24%
MEDI-CAL (TITLE XIX) -		
Total Cases of Open (Active) Medi-Cal Children	212 62	65.43%
TOTAL CCS CASELOAD	325	100%

CCS Administrative Budget Worksheet

Fiscal Year: 2017-2018County: NEVADA

				Straight CCS		Title XXI - Healthy Families		Title XXI - Medi-Cal/Optional Targeted Low Income Children Program (OTLICP)		Title XIX - Medi-Cal					
Column	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8	9A	9
Category/Line Item	% FTE	Annual Salary	Total Budget {1 x 2 or 4 + 5 + 6 + 7}	Caseload %	Straight CCS County/State (50/50)	Caseload %	Healthy Families County/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal/Optional Targeted Low Income Children's Program (OTLICP) Co/State/Fed (17.5/17.5/65)	Caseload %	Title XIX Medi-Cal State/Federal	Enhanced % FTE	Enhanced Title XIX Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
I. Personnel Expense															
Program Administration															
1. CMS Coordinator, PHN Supervisor - Hughes	70.00%	81,866	57,306	6.34%	3,631	0.00%	0	28.24%	16,185	65.43%	37,496			100.00%	37,496
2. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
Subtotal		81,866	57,306		3,631		0		16,185		37,496				37,496
Medical Case Management															
1. PHN II - Beauchamp	100.00%	91,791	91,791	6.34%	5,815	0.00%	0	28.24%	25,925	65.43%	60,060	74.00%	44,444	26.00%	15,616
2. PHN II - Jimenez (Temp)	5.77%	83,200	4,801	6.34%	304	0.00%	0	28.24%	1,356	65.43%	3,141	76.50%	2,403	23.50%	738
3. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
6. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
7. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
8. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
Subtotal		174,991	96,592		6,119		0		27,281		63,201		46,847		16,354
Other Health Care Professionals															
1. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
2. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
Subtotal		0	0		0		0		0		0		0		0
Ancillary Support															
1. HT II - Pierson	100.00%	45,101	45,101	6.34%	2,857	0.00%	0	28.24%	12,738	65.43%	29,510			100.00%	29,510
2. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
Subtotal		45,101	45,101		2,857		0		12,738		29,510				29,510
Clerical and Claims Support															
1. HT II - Graves	25.00%	45,101	11,275	6.34%	714	0.00%	0	28.24%	3,184	65.43%	7,377	0.00%	0	100.00%	7,377
2. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	6.34%	0	0.00%	0	28.24%	0	65.43%	0	0.00%	0	100.00%	0
Subtotal		45,101	11,275		714		0		3,184		7,377		0		7,377

CCS CASELOAD	Actual Caseload	Percent of Total CCS
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	20 59	6.34%
HEALTHY FAMILIES - Total Cases of Open (Active) Healthy Families Children		0.00%
MEDI-CAL/OTLICP (TITLE XXI) - Total Cases of Open (Active) MC/TLICP Children	91 79	28.24%
MEDI-CAL (TITLE XIX) - Total Cases of Open (Active) Medi-Cal Children	212 62	65.43%
TOTAL CCS CASELOAD	325	100%

CCS Administrative Budget Worksheet

Fiscal Year: 2017-2018County: NEVADA

Column	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8	9A	9
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6 + 7)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Healthy Families County/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal/ Optional Targeted Low Income Children's Program (OTLICP) Co/State/Fed (17.5/17.5/65)	Caseload %	Title XIX Medi-Cal State/Federal	Enhanced % FTE	Enhanced Title XIX Medi-Cal State/Federal (25/75)	Non- Enhanced % FTE	Non-Enhanced Title XIX Medi-Cal State/Federal (50/50)
Total Salaries and Wages			210,274	6.34%	13,322	0.00%	0	28.24%	59,388	65.43%	137,584	34.05%	46,847	65.95%	90,737
Staff Benefits (Specify %)	58.09%		122,145	6.34%	7,738	0.00%	0	28.24%	34,498	65.43%	79,921		27,213		52,708
I. Total Personnel Expense			332,419	6.34%	21,060	0.00%	0	28.24%	93,886	65.43%	217,505		74,060		143,445
II. Operating Expense															
1 Travel - mileage and per diem for CCS meetings			1,610	6.34%	102	0.00%	0	28.24%	455	65.43%	1,053	34.05%	359	65.95%	694
2 Training - registration expense			550	6.34%	35	0.00%	0	28.24%	155	65.43%	360	34.05%	123	65.95%	237
3 Insurance - Worker's Comp \$5,124			5,124	6.34%	325	0.00%	0	28.24%	1,447	65.43%	3,353			100.00%	3,353
4 Office - Supplies \$850, Duplication \$150, Postage \$1,100			2,100	6.34%	133	0.00%	0	28.24%	593	65.43%	1,374			100.00%	1,374
5 Equipment Maint. - Internet connect \$2,400, software license \$250			2,650	6.34%	168	0.00%	0	28.24%	748	65.43%	1,734			100.00%	1,734
6 Communication - fax line \$1,020, cell phone \$250			1,270	6.34%	80	0.00%	0	28.24%	359	65.43%	831			100.00%	831
7 Other Direct - Facilities \$100, HR \$333			433	6.34%	27	0.00%	0	28.24%	122	65.43%	283			100.00%	283
II. Total Operating Expense			13,737		870		0		3,879		8,988		482		8,506
III. Capital Expense															
1				6.34%	0	0.00%	0	28.24%	0	65.43%	0				0
2				6.34%	0	0.00%	0	28.24%	0	65.43%	0				0
3				6.34%	0	0.00%	0	28.24%	0	65.43%	0				0
III. Total Capital Expense			0		0		0		0		0				0
IV. Indirect Expense															
1 Internal	9.00%		29,918	6.34%	1,895	0.00%	0	28.24%	8,450	65.43%	19,576			100.00%	19,576
2 External	19.00%		63,160	6.34%	4,001	0.00%	0	28.24%	17,838	65.43%	41,327			100.00%	41,327
IV. Total Indirect Expense			93,078		5,896		0		26,288		60,903				60,903
V. Other Expense															
1 Maintenance & Transportation			5,000	6.34%	317	0.00%	0	28.24%	1,412	65.43%	3,272			100.00%	3,272
2				6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
3				6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
4				6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
5				6.34%	0	0.00%	0	28.24%	0	65.43%	0			100.00%	0
V. Total Other Expense			5,000		317		0		1,412		3,272				3,272
Budget Grand Total			444,234		28,143		0		125,465		290,668		74,542		216,126

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**Children's Medical Services
Nevada County
CCS Budget Justification Narrative
Fiscal Year 2017-2018**

I. PERSONNEL EXPENSES		
Total Salaries:	\$210,274	Salaries are based actual individual CCS staff salaries from the FY 17-18 County CCS budget. Benefits are based actual individual CCS staff benefits from the FY 17-18 County CCS budget.
Total Benefits:	\$122,145	
Total Personnel Expenses:	\$332,419	
Director of PHN's	This position was removed from the budget with the hire of a CMS Coordinator in FY 17/18	
CMS Coordinator/PHN Supervisor (Hughes)	This position is budgeted for 70% which, when added with the DPHN, is a 47.5% increase as budgeted in FY 16/17.	
PHN II/ Case Manager (Beauchamp)	This position is budgeted for 100% which is a 27.5% decrease from the FY 16/17 budget.	
PHN II/ Case Manager (Jimenez)	This position is budgeted for 5.77% which is a decrease of 4.23% from FY 16/17.	
Supervising OT/PT	This position was removed from the budget with the hire of a CMS Coordinator in FY 17/18	
Health Tech II (Pierson)	This position is budgeted at 100%, which is an increase of 5% from FY 16/17.	
Health Tech II (Graves)	This position is budgeted at 25% which is a decrease of 25% from FY 16/17.	
Health Tech	This position was removed from the budget with the hire of a CMS Coordinator in FY 17/18	
II. OPERATING EXPENSES		
Travel	\$1,610	When combined with training, this is an increase of \$910 from FY 16/17.
Training	\$550	When combined with travel, this is an increase of \$910 from FY 16/17.
Office Supplies/Printing/Postage	\$2,100	This is a decrease of \$1,300 from FY 16/17.
Insurance	\$5,124	Worker's Comp charges as stated in the County budget. This is an decrease of \$771 from FY 16/17.
IT Sup-Software, Internal, Ph/Rem	\$2,650	Equip Maint charges are decreased based upon charges to CCS by county administration/IS department. This is a decrease of \$3,350 from FY 16/17.
Other direct	\$433	Direct charges from county departments not included in the Cost Allocation which may include, but is not limited to HR and facilities charges. This is a reduction of \$917 from FY 16/17.
Communication/Fax	\$1,270	Independent fax line for CCS program and cell for CMS Coordinator. This is an increase of \$70 from FY 16/17.
Total Operating Expenses:	\$13,737	

III. CAPITAL EXPENSES		
Total Capital Expenses:	0	None

IV. INDIRECT EXPENSES		
1. Internal (9.00%)	\$29,918	This amount includes charge from Public Health Administration. Remaining indirect charges will be absorbed by program realignment
2. External (19.00%)	\$63,160	This amount include charges from Nevada County administrative departments and HHS Agency charges. The remainder will be picked up by realignment.
Total Indirect Expenses:	\$93,078	

V. OTHER EXPENSES		
Maintenance & Transportation	\$5,000	Transportation, meals and lodging for CCS clients. This is a decrease of \$400 from FY 16/17.
Total Other Expenses:	\$5,000	

Budget Grand Total	\$444,234
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