

## TEHAMA COUNTY AUDITOR'S OFFICE

## GRANT FUNDING INFORMATION

(Attach full copy of application and/or Notice of Award)

AUDITOR USE ONLY

Rec'd By:

DEPARTMENT	NAME OF CONTACT	PHONE NUMBER	BUDGET UNIT
Health Services Agency	Jayme Bottke	527-8491	40121

TITLE OF GRANT Children's Medical Services (CMS) Plan & Fiscal GuidelinesGRANTOR AGENCY California Department of Healthcare ServicesGRANT OBJECTIVES Case management and program coordination for CCS

GRANT I.D. NO. \_\_\_\_\_ Federal Catalog # (if applicable): \_\_\_\_\_

GRANT PERIOD From: 7/1/2025 To: 6/30/2026 Applicable Code and/or \_\_\_\_\_

DATE APPLICATION APPROVED BY BOARD: \_\_\_\_\_ Legislative Reference: \_\_\_\_\_

DATE BOARD ACCEPTED FUNDS OR APPROVED CONTRACT: \_\_\_\_\_

IS GRANT RENEWABLE? (Check all applicable)

Yes	No	Annually	Indefinite	Specific No. of Years
X		X		

**GRANT FUNDING** Fiscal Year: 2025-2026

FEDERAL	\$138,987.00	
STATE	\$106,577.00	
OTHER		
1. TOTAL GRANT FUNDS	<b>\$245,564.00</b>	

**COUNTY FUNDING**

HARD MATCH (dollars)	\$25,345.00	
SOFT MATCH (In-kind)		
2. TOTAL COUNTY MATCH	<b>\$25,345.00</b>	

**USE OF FUNDS**

PERSONNEL (attach detail)	\$208,114.00	
SERVICES/SUPPLIES	\$10,322.00	
EQUIPMENT		
OTHER CHARGES	\$52,473.00	
TOTAL FUNDS (must also = 1+2 above)	<b>\$270,909.00</b>	

IF HARD MATCH REQUIRED,  
IDENTIFY FUNDING SOURCE: \_\_\_\_\_IS MATCH FUNDING APPROPRIATED WITHIN EXISTING BUDGET? Yes: ☐ N/A No: ☐METHOD OF PAYMENT OF GRANT FUNDS: Reimburse: ☒ Advance: ☐

ANTICIPATED DATE(S) OF RECEIPT OF GRANT FUNDS: \_\_\_\_\_

EXPENDITURE DEADLINE: 6/30/2026IS INTEREST EARNING ON GRANT FUNDS REQUIRED BY LAW? Yes: ☐ No: ☒WILL THERE BE IMPACTS TO HOUSING, STAFF OR OTHER Yes: ☒ No: ☐COUNTY SUPPORT SERVICES? (If yes, please explain. Use attachment if needed.)  
This is an ongoing program that requires staffing and office space.

  
Jayme Bottke, Executive Director

9-22-25  
DATE Form A-135 (Rev 8-21-07)

## Plan and Budget Required Documents Checklist

FY 2025-2026

County/City: <u>Tehama</u>		Fiscal Year: 2025-2026
	Document	Page Number
1.	<b>Checklist</b>	1
2.	<b>Agency Information Sheet</b>	2
3.	<b>Certification Statement CCS</b>	3
4.	<b>Agency Description</b>	
A.	Brief Narrative	4
B.	Organizational Charts for CCS	Retain locally
C.	CCS Staffing Standards Profile	Retain locally
D.	Incumbent Lists for CCS	5
E.	Civil Service Classification Statements – Include if <u>newly established</u> , proposed, or revised	N/A
F.	Duty Statements – Include if <u>newly established</u> , proposed, or revised	6-13
5.	<b>Memoranda of Understanding and Interagency Agreements List</b>	
A.	MOU/IAA List	14
B.	New, Renewed, or Revised MOU or IAA	N/A
6.	<b>Budgets</b>	
A.	CCS Administrative Budget	
1.	Budget Summary	15
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3.	Budget Justification Narrative	18-19
2.	Inventory/Disposition of DHCS Funded Equipment Form (DHCS1204)	N/A
3.	Property Survey Report Form (STD 152)	N/A
B.	CCS Monitoring and Oversight Budget	N/A
1.	Budget Agency Information and Summary	N/A
2.	Budget Worksheet	N/A
3.	Budget Justification Narrative	N/A

Agency Information Sheet

**County/City:** Tehama

**Fiscal Year 2025-2026**

**Official Agency**

Name:	Tehama Co Health Services Agency	Address:	P.O. Box 400
Health Officer	Timothy Peters, MD		Red Bluff, CA 96080

**CMS Director (if applicable)**

Name:	Jayme Bottke	Address:	P.O. Box 400
Phone:	530-527-8491 x3175		Red Bluff, CA 96080
Fax:	530-527-0703	E-Mail:	Jayme.bottke@tchsa.net

**CCS Administrator**

Name:	Kelly Burton	Address:	P.O. Box 400
Phone:	530-527-6824		Red Bluff, CA 96080
Fax:	530-527-0362	E-Mail:	Kelly.burton@tchsa.net

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


Name:	Sean Houghtby	Address:	P.O. Box 250
Phone:	530-527-3287		Red Bluff, CA 96080
Fax:	530-527-1745	E-Mail:	recorder@tehama.gov

State of California - Health and Human Services Agency

Department of Health Services - Children's Medical Services

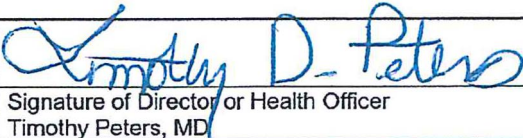
**Certification Statement - California Children's Services (CCS)****County/City:** Tehama**Fiscal Year:** 2025-2026

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 (CMS) 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  
Kelly Burton, Supervising PHN

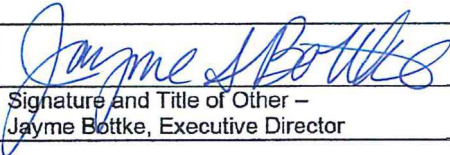
8/19/25

Date Signed

Signature of Director or Health Officer  
Timothy Peters, MD

August 18, 2025

Date Signed

Signature and Title of Other –  
Jayme Bottke, Executive Director

9-22-25

Date Signed

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

Signature of Local Governing Body Chairperson  
Matt Hansen, Tehama County Board of Supervisors

Date Signed

## **Agency Description**

### **Children's Medical Services Plan FY 2025-2026**

The Tehama County Health Services Agency consists of five divisions: Fiscal and Support Services; Substance Use Recovery Services; Behavioral Health Services; Medical Clinic Services; and Public Health Services which includes the Women, Infant, Children's (WIC) Nutritional Program.

The California Children's Services (CCS) Program is within the same location at the Public Health Division. The Health Care Program for Children in Foster Care (HCPCFC), Health Care Program for Children in Foster Care Psychotropic Medications Monitoring and Oversight (HFPCFC PMM&O), HCPCFC Caseload Relief, and HCPCFC Administration is located at the Department of Social Services in the Child Welfare Services Unit.

Jayne Bottke, serves as the Agency Executive Director. The Director of Public Health is Minnie Sagar, MPH. Kelly Burton, Supervising Public Health Nurse, provides day-to-day supervision of the Children Medical Services (CMS) program of CCS and serves as CCS Administrator. Kelly Burton, Supervising Public Health Nurse, provides day-to-day supervision of the Children Medical Services (CMS) programs of HCPCFC, HCPCFC PMM&O, HCPCFC Caseload Relief and acts as the HCPCFC Administrator. Timothy Peters, MD, the County Health Officer provides medical supervision of the CCS and HCPCFC Programs. The organizational chart (retained locally) contains more detailed information.

The local CCS, HCPCFC, and WIC programs strive to coordinate services and cross-refer clients in an efficient manner. CMS program staff meet monthly to discuss programmatic issues and to coordinate services. Release of Information (ROI) is utilized to coordinate services and referrals with Substance Use Recovery Services; Behavioral Health Services; Medical Clinic Services. All of the CMS program staff coordinates efforts to maintain provider relations, non-duplication of services, outreach and case finding, and networking with community agencies.

As directed by California Department Healthcare Services beginning FY 2022-23, program budgets are separate of one another and must be signed and submitted individually.



### Incumbent List - California Children's Services

For FY 2024-2025, 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: Tehama			Fiscal Year: 2025-2026	
Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
SPHN, CCS Administrator	Kelly Burton	20%	No	No
Business Operations Supervisor	Marilyn Kunz	10%	Yes	No
PHN III	Amy Condie	2%	Yes	No
PHN II	Sharon Atkinson	50%	No	No
OA III	Rene Morrow	95%	No	No

**Tehama County Health Services Agency  
Public Health Nursing Division  
Duty Statement  
Fiscal Year 2025-2026**

**Business Operations Supervisor @ 10% FTE  
California Children's Services (CCS) Program**

**Activities based on Federal Financial Participation (FFP) function codes and activities.**

**Under the direct supervision of the Director of Public Health, the Office Assistant Supervisor performs the following duties:**

**NON-SPMP ACTIVITIES 50%**

**Function 201 – Outreach**

**This function is to be used by all staff when performing activities that inform Medi-Cal eligible or potentially eligible individuals, as well as other clients, about health services covered by Medi-Cal and how to access the health programs. Activities include a combination of oral and written informing methods that describe the range of services available through the Medi-Cal program and the benefits of preventive of remedial health care offered by the Medi-Cal program.**

- Inform individuals, agencies, potential providers, and community groups about the CCS program using written and oral methods.
- Coordinate and participate in screening programs to facilitate identification of at-risk patient populations that are eligible for program services.
- Order, maintain, and distribute CCS/CMS program materials to families, community agencies, and health care providers.
- Inform and assist applicant/client and family in accessing other Medicaid program services, as related to the client's medical condition, such as Medi-Cal and EPSDT Supplemental Services.
- Identify barriers and assist the applicant/client, whose primary language is other than English, to secure medical services related to the client's medical condition.

**Function 204 -Non-SPMP Intra/Interagency Coordination, Collaboration, and Administration.**

**This function is to be used by non-SPMP staff when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.**

- Participate in coordination activities to develop the program in relation to other agencies such as Regional Centers, Medi-Cal field offices, local education agencies, public health agencies (including maternal, child, and adolescent health services), Medi-Cal Managed Care Programs, hospitals, and special care centers.

## **Function 205 - Program Specific Administration**

**This function is to be used by non-SPMP staff when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.**

- Participate in multi-year planning to develop goals, objectives, activities, and evaluation tools in order to measure outcomes.
- Review CCS data and analyze and utilize in program-related needs assessments, program planning, and evaluation.
- Assist with developing, monitoring, and revising yearly budgets to implement program plan within program appropriations in accordance with CSM Plan and fiscal Guidelines.
- Recruit, orient, supervise, and evaluate Office Assistant personnel responsible for implementing the CCS program according to the Staffing Standards.
- Assure that CCS funded personnel perform only allowable functions, audit trail is maintained for all expenditures, and staff complete time studies a minimum of one month a quarter and retain on file.
- Develop and review program standards, regulations, policies, and procedures.
- Develop, maintain, and analyze management information system.
- Formulate and apply program administrative policies.
- Evaluate fiscal procedures related to the program.
- Prepare program-related reports, documents, and correspondence.
- Develop and distribute program specific information including procedure manuals and brochures.

## **Function 207 - Non-SPMP Training**

**This function to be used by all staff when training related to non-SPMP allowable administrative activities and to the medical care of clients.**

- Participate in program-required and/or county, regional, and statewide workshop, meetings, and educational sessions relating to the scope of program benefits and changes in program management.
- Provide training and technical assistant to other agencies/programs that interface with the medical care needs of the applicant/client.
- Participate in training/education programs to improve the skill level of the individual staff member in meeting and serving the medical needs of the applicant/client.

## **Function 10 - Non-Program Specific General Administration**

**This function is to be used by all staff when performing non-program specific administrative activities that relate to multiple functions or to no specific, identifiable functions due to the general nature of the activities. It is also to be used to record any break time as well as time that may become overtime or earned compensatory or certified time off.**

- Review departmental and unit procedures not related to program administration.



- Formulate and apply administrative policies.
- Evaluate fiscal procedures.
- Develop budgets and monitor use of program funds.
- Prepare reports, documents, and correspondence.
- Attend non-program related staff meetings.
- Direct recruitment, selection, and hiring process – not program specific.
- Provide and attend non-program specific in-service orientation and other staff development activities.
- Provide general supervision of staff, including supervision of intern students.

**Function 212 - Paid Time Off**

- This function is to be used by all staff to record usage of paid leave, holiday, vacation, sick leave, etc.

**Tehama County Health Services Agency  
Public Health Nursing Division  
Duty Statement  
Fiscal Year 2025-2026**

**Public Health Nurse III @ 2% FTE  
California Children's Services (CCS) Program**

**Activities based on Federal Financial Participation (FFP) function codes and activities.**

**Under the direct supervision of the Supervising PHN/CCS Administrator, the PHN III performs the following duties:**

**SPMP ACTIVITIES**

**Use skilled professional medical expertise to:**

**Function 202 - SPMP Administrative Medical Case Management**

**This function is to be used only by SPMP when participating in medical reviews: assessing the necessity for, and types of, medical care associated with medical case management and case coordination activities required by individual Medi-Cal beneficiaries.**

- Determine the medical rationale to ensure timely and appropriate medical follow-up.
- Collect and interpret information regarding the applicant/client's medical status and his/her needs for medical services; identify resources and referrals needed to support a patient's care in the home of his/her medical condition.
- Review literature and research articles to determine eligibility and/or benefits relating to a client's specific medical condition.
- Provide information on specialized medical program services available to medically high-risk children and their families.

**Function 203 - SPMP Intra/Interagency Coordination, Collaboration, and Administration.**

**This function is to be used only by SPMP when performing collaborative activities that involve planning and resource development with other agencies, which will improve the cost effectiveness of the health care delivery system and improve availability of medical services**

- Collaborate with groups of physicians, health department staff (e.g., public health nurses), CHDP, WIC, school nurses, hospital, and managed care professional staff to improve the availability and use of medical services.
- Provide CCS program consultation and technical assistance to the medical provider network, and other health care service providers.

## **Function 206 - SPMP Training**

**This function is to be used only when training is provided for or by SPMP and only when the training activities directly relate to the SPMP's performance of specifically allowable SPMP administrative activities.**

- Develop, conduct and/or participate in training health care professionals on the program medical eligibility requirements and medical services, including but not limited to, physicians, registered nurses, medical social workers, physical therapists, occupational therapists, and dietitians, including Medi-Cal managed care plan providers.
- Develop, conduct, and/or participate in county, regional and state-conducted medical training sessions/meetings and include those Managed Care providers under contract with Medi-Cal.
- Attend professional education programs relevant to the role of the medical professional and/or to medical administration of the program(s).

## **Function 208 - SPMP Program Planning and Policy Development**

**This function is to be used only for SPMP and only when performing program planning and policy development activities. The SPMP's tasks must officially involve program planning and policy development, and those tasks must be identified in the employee's position description/duty statement.**

- Develop medical procedures and protocols for the delivery and coordination of CCS services.
- Inform individual providers of medical responsibilities necessary to achieve and maintain CCS panel status.
- Develop educational resources regarding CCS services and benefits for use by patients/families, providers, and community agencies.
- Develop and review medically related regulations, policies and procedures, and other health care services standards.
- Interpret CCS program standards and policy letters to physicians and other health care professionals.

## **Function 209 - SPMP Quality Management**

**This function is to be used only by SPMP and only when performing quality management activities such as monitoring the authorization for medical services (utilization review) process, ongoing program assessment and evaluation, and the development of standards and protocols.**

- Conduct medical data analysis to determine adequacy and effectiveness of current standards/practice, identify gaps in services, problems with utilization of resources, need for services/benefits not currently available, etc.

- Perform county, regional and state program reviews; evaluate performance, attainment of goals/objectives, measure outcomes, etc.
- Develop and utilize criteria to assess services of the MTU.

## **NON-SPMP ACTIVITIES**

### **Function 201 – Outreach**

**This function is to be used by all staff when performing activities that inform Medi-Cal eligible or potentially eligible individuals, as well as other clients, about health services covered by Medi-Cal and how to access the health programs. Activities include a combination of oral and written informing methods that describe the range of services available through the Medi-Cal program and the benefits of preventive or remedial health care offered by the Medi-Cal program.**

- Inform individuals, agencies, potential providers, and community groups about the CCS program using written and oral methods.
- Coordinate and participate in screening programs to facilitate identification of at-risk patient populations that are eligible for program services.
- Order, maintain, and distribute CCS/CMS program materials to families, community agencies, and health care providers.
- Inform and assist applicant/client and family in accessing other Medicaid program services, as related to the client's medical condition, such as Medi-Cal and EPSDT Supplemental Services.
- Identify barriers and assist the applicant/client, whose primary language is other than English, to secure medical services related to the client's medical condition.

### **Function 204 -Non-SPMP Intra/Interagency Coordination, Collaboration, and Administration.**

**This function is to be used by non-SPMP staff when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.**

- Participate in coordination activities to develop the program in relation to other agencies such as Regional Centers, Medi-Cal field offices, local education agencies, public health agencies (including maternal, child, and adolescent health services), Medi-Cal Managed Care Programs, hospitals, and special care centers.

### **Function 205 - Program Specific Administration**

**This function is to be used by non-SPMP staff when performing activities that are related to program planning functions, including collaborative and intra/interagency coordination activities.**

- Participate in multi-year planning to develop goals, objectives, activities, and evaluation tools in order to measure outcomes.
- Review CCS data, and analyze and utilize in program-related needs assessments, program planning, and evaluation.

- Develop, monitor, and revise yearly budgets to implement program plan within program appropriations in accordance with CSM Plan and fiscal Guidelines.
- Orient personnel responsible for implementing the CCS program according to the Staffing Standards.
- Develop and review program standards, regulations, policies, procedures, and health-related educational materials.
- Develop, maintain, and analyze management information system.
- Review literature and research articles to apply up-to-date knowledge in delivery of health care services.
- Analyze and/or review program-related legislation.
- Formulate and apply program administrative policies.
- Evaluate fiscal procedures related to the program.
- Prepare program-related reports, documents, and correspondence.
- Develop and distribute program specific information including procedure manuals and brochures.

### **Function 207 - Non-SPMP Training**

**This function to be used by all staff when training related to non-SPMP allowable administrative activities and to the medical care of clients.**

- Participate in program-required and/or county, regional, and statewide workshop, meetings, and educational sessions relating to the scope of program benefits and changes in program management.
- Provide training and technical assistance to other agencies/programs that interface with the medical care needs of the applicant/client.
- Participate in training/education programs to improve the skill level of the individual staff member in meeting and serving the medical needs of the applicant/client.

### **Function 10 - Non-Program Specific General Administration**

**This function is to be used by all staff when performing non-program specific administrative activities that relate to multiple functions or to no specific, identifiable functions due to the general nature of the activities. It is also to be used to record any break time as well as time that may become overtime or earned compensatory or certified time off.**

- Review departmental and unit procedures not related to program administration.
- Formulate and apply administrative policies.
- Prepare reports, documents, and correspondence.
- Analyze and/or review legislation.
- Review literature and research articles.
- Attend non-program related staff meetings.
- Provide and attend non-program specific in-service orientation and other staff development activities.



## **Function 212 - Paid Time Off**

- This function is to be used by all staff to record usage of paid leave, holiday, vacation, sick leave, etc.

### 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: Tehama				Fiscal Year: 2025-2026	
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)
CCS/Partnership Health Plan	MOU	10/01/2025-09/30/2028		Jayne Bottke, TCHSA Executive Director	Yes
CCS/Blue Cross	MOU	3/20/99 - ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/VSP	MOU	1999 – ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/SRO/Health Net	MOU	7/03/03 – ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/Delta Dental	MOU	12/21/98 – ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/Premier Access	MOU	12/28/98 – ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/EyeMed Vision Care	MOU	1/10/96 – ongoing		Jayne Bottke, TCHSA Executive Director	No
CCS/Blue Shield of CA	MOU	07/2000 – ongoing		Jayne Bottke, TCHSA Executive Director	No



## CCS Administrative Budget Summary


Fiscal Year: 2025-26

County: Tehama

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	78	15.12%
<b>OTLIP -</b> Total Cases of Open (Active) OTLIP Children	53	10.27%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIP) Children	385	74.61%
<b>TOTAL CCS CASELOAD</b>	<b>516</b>	<b>100%</b>

	Col 1 = Col 2+3+4	Straight CCS	OTLIP	Medi-Cal (non-OTLIP) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>I. Total Personnel Expense</b>	208,114	31,459	21,376	155,280	79,167	76,113
<b>II. Total Operating Expense</b>	10,767	1,628	1,107	8,034	169	7,865
<b>III. Total Capital Expense</b>	0	0	0	0		0
<b>IV. Total Indirect Expense</b>	52,028	7,865	5,344	38,819		38,819
<b>V. Total Other Expense</b>	0	0	0	0		0
<b>Budget Grand Total</b>	<b>270,909</b>	<b>40,952</b>	<b>27,827</b>	<b>202,133</b>	<b>79,336</b>	<b>122,797</b>

	Col 1 = Col 2+3+4	Straight CCS	OTLIP	Medi-Cal (non-OTLIP) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIP) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
<b>Straight CCS</b>						
State	20,475	20,475				
County	20,475	20,475				
<b>OTLIP</b>						
State	4,870		4,870			
County	4,870		4,870			
Federal (Title XXI)	18,087		18,087			
<b>Medi-Cal</b>						
State	81,232			81,232	19,834	61,398
Federal (Title XIX)	120,900			120,900	59,502	61,398

  
Prepared By (Signature)

Kelly Burton, SPHN

Prepared By (Printed Name)

[kelly.burton@tchsa.net](mailto:kelly.burton@tchsa.net)

Email Address

  
CCS Administrator (Signature)

Kelly Burton, SPHN

CCS Administrator (Printed Name)

[kelly.burton@tchsa.net](mailto:kelly.burton@tchsa.net)

Email Address

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	78	15.12%
<b>OTLIPC -</b> Total Cases of Open (Active) OTLIPC Children	53	10.27%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	385	74.61%
<b>TOTAL CCS CASELOAD</b>	<b>516</b>	<b>100%</b>

### CCS Administrative Budget Worksheet

Fiscal Year: 2025-26

County: Tehama



				Straight CCS		Optional Targeted Low Income Children's Program (OTLIPC)		Medi-Cal (Non-OTLIPC)					
Column	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6 )	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLIPC) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Personnel Expense													
Program Administration													
1. Kelly Burton, SPHN	2.00%	112,403	2,248	15.12%	340	10.27%	231	74.61%	1,677			100.00%	1,677
2. Marilyn Kunz, BOS	10.00%	59,486	5,949	15.12%	899	10.27%	611	74.61%	4,439			100.00%	4,439
3. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
Subtotal		171,889	8,197		1,239		842		6,116				6,116
Medical Case Management													
1. Sharon Atkinson, PHN II	48.00%	90,154	43,274	15.12%	6,541	10.27%	4,445	74.61%	32,288	95.00%	30,674	5.00%	1,614
2. Kelly Burton, SPHN	18.00%	112,403	20,233	15.12%	3,058	10.27%	2,078	74.61%	15,096	95.00%	14,341	5.00%	755
3. Amy Condie, Public Health Nurse III	2.00%	111,488	2,230	15.12%	337	10.27%	229	74.61%	1,664	95.00%	1,581	5.00%	83
4. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
6. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
7. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
8. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
Subtotal		314,045	65,737		9,936		6,752		49,048		46,596		2,452
Other Health Care Professionals													
1. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
2. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
Subtotal		0	0		0		0		0		0		0
Ancillary Support													
1. Rene Morrow, OA III	38.00%	55,180	20,968	15.12%	3,170	10.27%	2,154	74.61%	15,645			100.00%	15,645
2. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
3. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
4. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
5. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
Subtotal		55,180	20,968		3,170		2,154		15,645				15,645
Clerical and Claims Support													
1. Rene Morrow, OA III	50.00%	55,180	27,590	15.12%	4,171	10.27%	2,834	74.61%	20,586	0.00%	0	100.00%	20,586
2. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
3. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
4. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
5. Employee Name, Position	0.00%	0	0	15.12%	0	10.27%	0	74.61%	0	0.00%	0	100.00%	0
Subtotal		55,180	27,590		4,171		2,834		20,586		0		20,586

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
<b>STRAIGHT CCS -</b> Total Cases of Open (Active) Straight CCS Children	78	15.12%
<b>OTLIPC -</b> Total Cases of Open (Active) OTLIPC Children	53	10.27%
<b>MEDI-CAL -</b> Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	385	74.61%
<b>TOTAL CCS CASELOAD</b>	<b>516</b>	<b>100%</b>

### CCS Administrative Budget Worksheet

Fiscal Year: 2025-26

County: Tehama



Column	1	2	3	Straight CCS		Optional Targeted Low Income Children's Program (OTLIPC)		Medi-Cal (Non-OTLIPC)					
				4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLIPC) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
Total Salaries and Wages			122,492	15.12%	18,516	10.27%	12,582	74.61%	91,395	50.98%	46,596	49.02%	44,799
Staff Benefits (Specify %)	69.90%		85,622	15.12%	12,943	10.27%	8,794	74.61%	63,885		32,571		31,314
<b>I. Total Personnel Expense</b>			<b>208,114</b>	<b>15.12%</b>	<b>31,459</b>	<b>10.27%</b>	<b>21,376</b>	<b>74.61%</b>	<b>155,280</b>		<b>79,167</b>		<b>76,113</b>
<b>II. Operating Expense</b>													
1. Travel			245	15.12%	37	10.27%	25	74.61%	183	50.98%	93	49.02%	90
2. Training			200	15.12%	30	10.27%	21	74.61%	149	50.98%	76	49.02%	73
3. Communications			849	15.12%	128	10.27%	87	74.61%	633			100.00%	633
4. Facilities			2,663	15.12%	403	10.27%	274	74.61%	1,987			100.00%	1,987
5. Office			4,630	15.12%	700	10.27%	476	74.61%	3,455			100.00%	3,455
6. Professional			2,180	15.12%	330	10.27%	224	74.61%	1,627			100.00%	1,627
7. Spec Dept			0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
<b>II. Total Operating Expense</b>			<b>10,767</b>		<b>1,628</b>		<b>1,107</b>		<b>8,034</b>		<b>169</b>		<b>7,865</b>
<b>III. Capital Expense</b>													
1.				15.12%	0	10.27%	0	74.61%	0				0
2.				15.12%	0	10.27%	0	74.61%	0				0
3.				15.12%	0	10.27%	0	74.61%	0				0
<b>III. Total Capital Expense</b>			<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>				<b>0</b>
<b>IV. Indirect Expense</b>													
1. Indirect Cost Rate	25.00%		52,028	15.12%	7,865	10.27%	5,344	74.61%	38,819			100.00%	38,819
			0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
<b>IV. Total Indirect Expense</b>			<b>52,028</b>		<b>7,865</b>		<b>5,344</b>		<b>38,819</b>				<b>38,819</b>
<b>V. Other Expense</b>													
1. Maintenance & Transportation			0	15.12%	0	10.27%	0	74.61%	0			100.00%	0
2.				15.12%	0	10.27%	0	74.61%	0			100.00%	0
3.				15.12%	0	10.27%	0	74.61%	0			100.00%	0
4.				15.12%	0	10.27%	0	74.61%	0			100.00%	0
5.				15.12%	0	10.27%	0	74.61%	0			100.00%	0
<b>V. Total Other Expense</b>			<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>				<b>0</b>
<b>Budget Grand Total</b>			<b>270,909</b>		<b>40,952</b>		<b>27,827</b>		<b>202,133</b>		<b>79,336</b>		<b>122,797</b>

  
Prepared By (Signature)

Kelly Burton, SPHN  
Prepared By (Printed Name)

8/19/25  
Date Prepared

530-527-6824  
Phone Number

  
CCS Administrator (Signature)

Kelly Burton, SPHN  
CCS Administrator (Printed Name)

8/19/25  
Date Signed

530-527-6824  
Phone Number



Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2025-2026

**Tehama County CCS Program  
Budget Narrative  
Fiscal Year 2025-2026**

<b>I. PERSONNEL EXPENSES</b>		<b>JUSTIFICATION</b>
Total Salaries:	<b>\$122,492</b>	
Total Benefits:	<b>\$85,622</b>	Benefits are based on actual cost projections.
<b>Total Personnel Expenses:</b>	<b>\$208,114</b>	
Supervising PHN Burton 20% FTE	<b>\$22,481</b>	The Supervising PHN acts as the CCS Administrator. She provides direct staff supervision and overall program direction.
Business Operations Supervisor Kunz 10%	<b>\$5,949</b>	The Business Operations Supervisor provides direct staff supervision for Office Assistant Staff.
PHN III Condie 2%	<b>\$2,230</b>	The PHN III assists with Program Policies and Procedures and Quality Assurance reporting.
PHN II Atkinson 48% FTE	<b>\$43,274</b>	The PHN II is responsible for the medical case management activities.
Office Assistant III Morrow 88% FTE	<b>\$48,558</b>	The OA III provides clerical, financial eligibility and claim support, and bilingual services for the program.

<b>II. OPERATING EXPENSES</b>		
Travel	<b>\$245</b>	Includes travel for statewide/regional trainings and meetings and local travel to providers, schools, county offices and home visits.
Training	<b>\$200</b>	Includes registration and CEU fees for trainings.
Communications	<b>\$849</b>	Costs for long distance and cellular charges and a percentage of charges for local use, based on total FTE's in program.
Facilities	<b>\$2,663</b>	Costs for necessary repair and maintenance of the building. Based on actual costs and total FTEs. Includes refuse disposal, janitorial, towels, tissues, soap and is based on actual costs and FTE's. Rent charges for the Fiscal/Data Administrative Building and the Corning office site. Based on actual costs and total FTE's. Charges for electricity and natural gas: based on actual costs and total FTE's.
Office	<b>\$4,630</b>	Includes secretarial and office supplies, printing, stationary, envelopes, and Xerox charges. Spreads based on program FTEs. Includes charges for fax machine, postage meter and postage and is budgeted based on actual usage from the previous FY.
Professional	<b>\$2,180</b>	Costs for Microsoft license, software and computer support and annual maintenance costs. Costs are based on

Children's Medical Services Plan and Fiscal Guidelines for Fiscal Year 2025-2026

		total FTEs. Also includes costs associated with fingerprints and the physical examination required for County employment of new staff. The amount is based on anticipated program costs. Does not include any insurance costs associated with Public Health clinics. Charges are based on actual costs and total FTEs.
Special Departmental	\$0	
<b>Total Operating Expenses:</b>	<b>\$10,767</b>	
<b>III. CAPITAL EXPENSES</b>		
<b>Total Capital Expenses:</b>	<b>\$0</b>	No capital expenses are requested.

<b>IV. INDIRECT EXPENSES</b>		
A. Internal @ 25 %	<b>\$52,028</b>	Costs charged by the Tehama County Health Services Agency for indirect administrative costs. Estimated cost based on program salaries and actual costs from the previous FY.
B. External @ 0%	<b>\$0</b>	Costs charged by the auditor including equipment use, professional county services such as personnel, auditor, treasurer, and county clerk. Estimated cost based on program salaries and actual costs from the previous FY.
<b>Total Indirect Expenses:</b>	<b>\$52,028</b>	

<b>V. OTHER EXPENSES</b>		
<b>Total Other Expenses:</b>	<b>\$0</b>	
<b>BUDGET GRAND TOTAL</b>	<b>\$270,909</b>	