

**AMENDMENT I TO MASTER AGREEMENT**

THIS AMENDMENT, hereinafter referred to as “Amendment I”, is made and entered into this 13th day of April, 2021, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as “COUNTY”, and each CONTRACTOR listed in Exhibit A “List of Contractors”, attached hereto and by this reference incorporated herein, and collectively hereinafter referred to as “**CONTRACTORS**”, and such additional CONTRACTOR(S) as may, from time to time during the term of this Agreement, be added by County. Reference in this Amendment to “parties” shall be understood to refer to COUNTY and each individual CONTRACTOR, unless otherwise specified.

WHEREAS the parties entered into that certain Agreement, identified as COUNTY Agreement No. A-19-277, effective the 1<sup>st</sup> day of July 2019, hereinafter referred to as “Agreement”, whereby CONTRACTOR(S) agreed to provide outpatient specialty mental health, court-specific, and community-based support services for children and youth involved in the Child Welfare (CWS) system to COUNTY’s Department of Behavioral Health (DBH) and COUNTY’s Department of Social Services (DSS); and

WHEREAS the number of referrals for the services provided under this Agreement have increased beyond the capacity of the original three CONTRACTORS and it is necessary to add a fourth CONTRACTOR – Turning Point of Central California and, therefore it was determined that this Agreement would need to be amended to provide for the addition of this CONTRACTOR and increase the maximum compensation payable; and

WHEREAS the parties now desire to amend the Agreement regarding changes as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. That the existing COUNTY Agreement No. A-19-277, Page Five (5), beginning with Section Four (4) “COMPENSATION”, Line Seven (7), with the word “COUNTY” and ending on Page Six (6), Line Seventeen (17), with the word “combined” be deleted and the following inserted in its place:

1 "COUNTY agrees to pay CONTRACTOR(S) and CONTRACTOR(S) agree to receive  
2 compensation in accordance with the budget(s) set forth in Revised Exhibit D-1, *et seq.*, attached  
3 hereto and by this reference incorporated herein and made part of this Agreement.

4 A. Maximum Contract Amount

5 For fiscal year (FY) July 1, 2019 through June 30, 2020, in no event shall the  
6 maximum compensation amount under this Agreement exceed Sixteen Million and No/100 Dollars  
7 (\$16,000,000.00) for all CONTRACTOR(S) combined.

8 For FY July 1, 2020 through June 30, 2021, in no event shall the maximum  
9 compensation amount under this Agreement exceed Nineteen Million and No/100 Dollars  
10 (\$19,000,000.00) for all CONTRACTOR(S) combined.

11 For FY July 1, 2021 through June 30, 2022, in no event shall the maximum  
12 compensation amount under this Agreement exceed Twenty-Three Million Five Hundred Thousand  
13 and No/100 Dollars (\$23,500,000.00) for all CONTRACTOR(S) combined.

14 If this Agreement has been extended for an additional twelve (12) month  
15 renewal period for FY July 1, 2022 through June 30, 2023, in no event shall the maximum  
16 compensation amount under this Agreement exceed Twenty-Four Million and No/100 Dollars  
17 (\$24,000,000.00) for all CONTRACTOR(S) combined.

18 If this Agreement has been extended for an additional twelve (12) month  
19 renewal period for FY July 1, 2023 through June 30, 2024, in no event shall the maximum  
20 compensation amount under this Agreement exceed Twenty-Four Million Five Hundred Thousand  
21 and No/100 Dollars (\$24,500,000.00) for all CONTRACTOR(S) combined.

22 The maximum amounts paid to each CONTRACTOR(S) identified in this  
23 Agreement shall be as stated in the individual CONTRACTOR(S)'s "Revised Budget" documents  
24 approved by the COUNTY's DBH and DSS Directors, or their designees, and attached hereto as  
25 Revised Exhibits D-1 *et seq.* and incorporated herein by this reference.

26 B. Maximum Compensation Amounts

27 In no event shall the total maximum compensation amount under this  
28 Agreement for FY 2019-20, FY 2020-21, and FY 2021-22 combined exceed Fifty-Eight Million Five

1 Hundred Thousand and No/100 Dollars (\$58,500,000.00) for all CONTRACTOR(S) combined.

2 If performance standards are met and this Agreement is extended for an  
3 additional twelve (12) month term pursuant to Section Three (3) of this Agreement, then in no event  
4 shall the total maximum compensation amount under this Agreement for FY 2019-20, FY 2020-21,  
5 FY 2021-22, and FY 2022-23 combined exceed Eighty-Two Million Five Hundred Thousand and  
6 No/100 Dollars (\$82,500,000.00) for all CONTRACTOR(S) combined.

7 If performance standards are met and this Agreement is extended for an  
8 additional twelve (12) month term pursuant to Section Three (3) of this Agreement, then in no event  
9 shall the total maximum compensation amount under this Agreement for FY 2019-20, FY 2020-21,  
10 FY 2021-22, FY 2022-23, and FY 2023-24 combined exceed One Hundred Seven Million and No/100  
11 Dollars (\$107,000,000.00) for all CONTRACTOR(S) combined.”

12  
13 2. That the existing COUNTY Agreement No. A-19-277, Page Thirteen (13), beginning  
14 with Line Seventeen (17) with the word “Notwithstanding” and ending on Page Thirteen (13), Line  
15 Twenty-One (21), with the word “Office” be deleted and the following inserted in its place:

16 “Notwithstanding the above, changes to services, staffing, and responsibilities of the  
17 CONTRACTOR(S), as needed, to accommodate changes in the laws relating to specialty mental  
18 health treatment may be made with the signed written approval of COUNTY’s DBH Director, or his or  
19 her designee, and CONTRACTOR(S) through an amendment approved by COUNTY’s County  
20 Counsel and the COUNTY’s Auditor-Controller/Treasurer-Tax Collector’s Office.

21 It is acknowledged by all parties hereto that the dates of the ramp-up period(s) and of  
22 the initial operating period(s), as well as necessary staffing identified within the Revised Exhibits D-1,  
23 *et. seq.* may be adjusted due to unforeseen circumstances (e.g. delays in the location and  
24 procurement of a facility, delays in staffing, fluctuations in referrals from DSS and caseloads,  
25 pandemics, state declaration of a state of emergency, etc.).”

26 3. That all references in existing COUNTY Agreement No. A-19-277 to Exhibit A shall be  
27 changed to read “Revised Exhibit A,” which is attached hereto and incorporated herein by this  
28 reference.

1 4. That Exhibit B-4, which is attached hereto, is incorporated herein by this reference.

2 5. That all references in existing COUNTY Agreement No. A-19-277 to Exhibit D-1 et seq.  
3 shall be changed to read "Revised Exhibit D-1 et seq."

4 COUNTY and CONTRACTOR(S) agree that this Amendment is sufficient to amend the  
5 Agreement and, that upon execution of this Amendment, the Agreement and this Amendment  
6 together shall be considered the Agreement. The Agreement, as hereby amended, is ratified and  
7 continued. Except as otherwise provided in this Amendment I, all other provisions of the Agreement  
8 remain unchanged and in full force and effect. This Amendment I shall become effective upon  
9 execution.

10 ///

11 ///

12 ///

13 ///

14 ///

15 ///

16 ///

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///


26 ///

27 ///

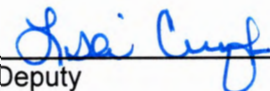
28 ///

1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment I to Agreement as  
2 of the day and year first hereinabove written.

3  
4 **COUNTY OF FRESNO:**

5  
6 By  \_\_\_\_\_  
7 Steven Brandau,  
8 Chairman of the Board of Supervisors  
9 of the County of Fresno

10 **ATTEST:**  
11 Bernice E. Seidel,  
12 Clerk of the Board of Supervisors  
13 County of Fresno, State of California

14 By  \_\_\_\_\_  
15 Deputy

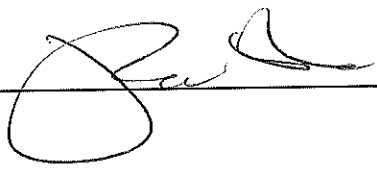
16  
17  
18  
19  
20 Fund/Subclass: 0001/10000  
21 Organization: 5630  
22 Account #: 7295

**PLEASE SEE ADDITIONAL  
SIGNATURE PAGES ATTACHED**

23 EM  
24  
25  
26  
27  
28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

**CONTRACTOR:  
CALIFORNIA PSYCHOLOGICAL INSTITUTE**

By 

Print Name: Paul Owhadi

Title: CEO  
Chairman of the Board, or  
President, or any Vice President

Date: 3-16-21

By Michelle Zavala

Print Name: Michelle Zavala

Title: Administrative Director  
Secretary (of Corporation), or  
any Assistant Secretary, or  
Chief Financial Officer, or  
any Assistant Treasurer

Date: 3-16-21

Mailing Address:  
1470 W. Herndon Avenue, Suite 300  
Fresno, CA 93711  
Phone No.: (559) 256-2000  
Contact: Administrative Director

**PLEASE SEE ADDITIONAL  
SIGNATURE PAGE ATTACHED**

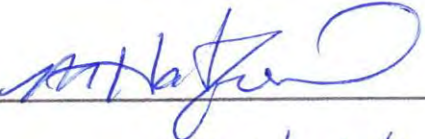
1 **CONTRACTOR:**  
2 **CENTRAL STAR BEHAVIORAL HEALTH**

3  
4 By 

5 Print Name: Kent Dunlap

6  
7 Title: President & CEO  
8 Chairman of the Board, or  
9 President, or any Vice President

10 Date: 3/19/21

11  
12 By 

13 Print Name: M. Hatfield

14  
15 Title: SBIHG VP COO, Secretary  
16 Secretary (of Corporation), or  
17 any Assistant Secretary, or  
18 Chief Financial Officer, or  
19 any Assistant Treasurer

20 Date: 3/21/2021


21  
22  
23  
24 Mailing Address:  
25 1501 Hughes Way, Suite 150  
26 Long Beach, CA 90810  
27 Phone No: (310) 221-6336 ext. 125  
28 Contact: Senior Vice President

1 **CONTRACTOR:**  
2 **UPLIFT FAMILY SERVICES**

3  
4 By 

5 Print Name: Gordon Richardson

6  
7 Title: VP, Clinical Administration  
8 Chairman of the Board, or  
9 President, or any Vice President

10 Date: 03.22.21 

11  
12 By 

13 Print Name: Jason D. Gurahoo

14  
15 Title: CFO  
16 Secretary (of Corporation), or  
17 any Assistant Secretary, or  
18 Chief Financial Officer, or  
19 any Assistant Treasurer


20 Date: 3-18-21

21  
22  
23  
24 Mailing Address:  
25 251 Llewellyn Avenue  
26 Campbell, CA 95008  
27 Phone No.: (408) 379-3790  
28 Contact: Executive Director

**PLEASE SEE ADDITIONAL  
SIGNATURE PAGE ATTACHED**



1 **CONTRACTOR:**  
2 **TURNING POINT OF CENTRAL CALIFORNIA, INC.**

3  
4 By 

5 Print Name: Raymond R. Banks

6  
7 Title: Chief Executive Officer  
8 Chairman of the Board, or  
9 President, or any Vice President

10 Date: 3/24/21

11  
12 By 

13  
14 Print Name: Bruce Tyler

15  
16 Title: Chief Financial Officer  
17 Secretary (of Corporation), or  
18 any Assistant Secretary, or  
19 Chief Financial Officer, or  
20 any Assistant Treasurer

21  
22 Date: 3/24/2021

23 Mailing Address:  
24 615 South Atwood Street  
25 Visalia, CA 93277  
26 Phone No.: (559) 732-8086  
27 Contact: Regional Director  
28

**CHILD WELFARE MENTAL HEALTH  
MASTER AGREEMENT  
LIST OF CONTRACTORS**

- 1. CALIFORNIA PSYCHOLOGICAL INSTITUTE (Exhibit B-1; Revised Exhibit D-1)**  
1470 W. Herndon Avenue, Suite 300  
Fresno, CA 93711  
Phone #: (559) 256-2000  
Contact for Notices: Administrative Director
  
- 2. CENTRAL STAR BEHAVIORAL HEALTH, INC. (Exhibit B-2; Revised Exhibit D-2)**  
1501 Hughes Way, Suite 150  
Long Beach, CA 90810  
Phone #: (310) 221-6336 ext, 125  
Contact for Notices: Senior Vice President
  
- 3. UPLIFT FAMILY SERVICES (Exhibit B-3; Revised Exhibit D-3)**  
251 Llewellyn Avenue  
Campbell, CA 95008  
Phone #: (408) 379-3790  
Contact for Notices: Executive Director
  
- 4. TURNING POINT OF CENTRAL CALIFORNIA (Exhibit B-4; Revised Exhibit D-4)**  
615 South Atwood Street  
Visalia, CA 93277  
Phone #: (559) 732-8086  
Contact for Notices: Regional Director

**CHILD WELFARE MENTAL HEALTH (CWMH)  
SUMMARY OF SERVICES**

ORGANIZATION: **Turning Point of Central California, Inc.**

ADDRESS: 615 South Atwood Street  
Visalia, CA 93277

TELEPHONE: (559) 732-8086

CONTACT PERSON: Ryan Banks, Regional Director

CONTRACT PERIOD: March 23, 2021 – June 30, 2022  
with two (2) optional twelve (12) month renewals

CONTRACT AMOUNT: \$1,230,816 (March 23, 2021 – June 30 30, 2021);  
\$5,291,301 (July 1, 2021 – June 30, 2022);  
\$5,427,403 (July 1, 2022 – June 30, 2023)  
\$5,533,905 (July 1, 2023 – June 30, 2024)

---

**SUMMARY OF SERVICES:**

Turning Point of Central California, Inc., henceforth referred to as CONTRACTOR, will be responsible for providing medically necessary outpatient specialty mental health services for children, youth, and their parents who meet medical necessity, as well as court-specific services to children and families involved in Fresno County's Child Welfare Services (CWS) system. The majority of outpatient specialty mental health services, such as assessments, plan development, therapy, rehabilitation services, crisis intervention, case management, intensive home-based services and intensive care coordination are expected to be community-based and provided in the family's home or in the community, whenever possible.

**SCHEDULE OF SERVICES:**

The CONTRACTOR's office(s) shall be open Monday through Friday, 8:00 am to 5:00 pm. Clinicians will be available to see clients and families for in-home and community-based appointments during the day, weekend, and evening hours, up to 7:00 pm. Group services will be provided during the day and evening hours, up to 7:00 pm, on a scheduled basis, at CONTRACTOR's offices. The CONTRACTOR's office will be located at a site in the metropolitan and/or rural community that offers public transportation in close proximity, adequate parking, and a secure setting. In addition to the Fresno metropolitan area, CONTRACTOR shall serve the rural areas of Fresno County as needed. Any addition or change to the location of office-based services must be approved by the COUNTY in advance of such a change.

**TARGET POPULATION:**

CONTRACTOR shall provide specialty mental health services to all referred children, youth, parents, guardians, and foster parents involved with a child's CWS case. The target population includes children and youth as referred to in the *Katie A. Settlement Agreement* as members of the "class" and "subclass."

1. Katie A. "Class" is defined as children in California who:
  - A. Are in foster care or are at imminent risk of foster care placement, and
  - B. Have a mental illness or condition that has been documented or had an assessment already conducted, and
  - C. Need individualized mental health services, including but not limited to, mental health assessments, outpatient specialty mental health services, case management services, family support, crisis intervention, and other medically necessary services in the home or in a home-like setting, to treat mental illness or condition.

Imminent Risk of foster care placement means that within the last 180 days a child has been participating in voluntary family maintenance or family reunification services and/or has been the subject of either a telephone call to the Child Protective Services hotline or some other documented communication made to a local Child Protective Services agency regarding suspicions of abuse, neglect or abandonment.

Members of this class include children living with their parents, relatives, or in any variety of placements, such as group homes, short-term residential therapeutic programs (STRTPs), or foster homes.

2. "Katie A. Subclass" is identified as children in California who:
  - A. Have an open CWS case; and
  - B. Are full-scope Medi-Cal (Title XIX) eligible; and
  - C. Meet the medical necessity criteria for Medi-Cal Outpatient Specialty Mental Health Services (SMHS) as set forth in CCR, Title 9, Section 1830.205 or Section 1830.210; and
  - D. Are currently in or being considered for a Wraparound program, Therapeutic Foster Care, or specialized care rate due to behavioral health needs or other intensive Early and Periodic Screening Diagnostic and Treatment (EPSDT) services, including but not limited to Therapeutic Behavioral Services or crisis stabilization/intervention; or
  - E. Are currently in or being considered for placement in a group home (Rate Classification 10 or above) or STRTP, psychiatric hospital, 24-hour mental health treatment facility (e.g., psychiatric inpatient hospital, community

residential treatment facility); or has experienced three (3) or more placements within 24 months due to behavioral health needs.

**I. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING SERVICES:**

**A. Referrals and Engagement**

1. CONTRACTOR will provide an array of outpatient specialty mental health services to all referrals received from the Department of Behavioral Health's (DBH) CWMH Team. CONTRACTOR shall accept the adequate number of referrals to meet CWMH demand and to cover program costs. Referral priority is determined by the CWMH Team and assessments should be completed within the following designated timeframes:
  - a. Crisis Referrals – Three (3) days
  - b. Standard Referrals – Ten (10) days
  - c. Psychiatric Referrals – Fifteen (15) days
2. CONTRACTOR shall make every attempt to engage clients in service. CONTRACTOR is expected to make at least four (4) contact attempts (in-person or via phone), at minimum one (1) attempt each week, over the course of thirty (30) days and then send a letter to the client if CONTRACTOR is still unable to engage them in services. CONTRACTOR must also maintain regular contact with DSS Social Workers, Supervisors, and Program Managers if they are unable to contact or engage a client. If still unable to reach client, CONTRACTOR must submit a Notice of Action to Managed Care and the CWMH Team. A Notice of Action is not required if the referral packet received by CONTRACTOR is incomplete.

**B. Outpatient Specialty Mental Health Services**

1. CONTRACTOR shall provide the following specialty mental health services for the appropriate duration, frequency, and intensity based upon the needs of the individual receiving services, as determined to be clinically appropriate by a licensed/waivered mental health clinician and the fidelity of the therapeutic intervention provided. It is understood that a child who meets the definition of "Katie A. Subclass" does not, in and of itself, require a higher level or intensity of mental health treatment absent a clinical determination by the treating mental health clinician:
  - a. **Mental Health Assessments**  
Clinical analysis of the history and current status of a beneficiary's mental, emotional, or behavioral disorder; relevant cultural issues and history; diagnosis; and use of testing procedures. A comprehensive assessment shall be

completed by a designated licensed or registered/waivered staff within thirty (30) days from the initial contact date. When a person remains in continuous services, an update/re-assessment shall be completed at least every two (2) years. The clinician may complete a comprehensive assessment instead of an update/re-assessment if it is determined to be the more appropriate clinical decision for the person served. Additionally, current State mandates require that the CANS-50 and PSC-35 are part of the assessment at the beginning of treatment and are administered every six (6) months and at the end of treatment. These will be shared with the Child and Family Team (CFT). If a current assessment has been completed by another CFT team member, it will be accepted in lieu of an assessment completed by the clinician.

**b. Therapy**

A therapeutic intervention that focuses primarily on symptom reduction as a means to improve functional impairments. Therapy may be delivered to an individual or group of beneficiaries (see below) and may include family therapy at which the beneficiary is present.

- 1) Individual
- 2) Collateral
- 3) Conjoint
- 4) Family therapy
- 5) Group therapy

- i. Groups will be led by clinicians and supervised by a licensed clinician. Larger groups may be co-facilitated by two (2) unlicensed clinicians. Licensed Clinical Supervisors will provide in-vivo training, co-facilitation and supervision to ensure group facilitation is high quality, clinically effective, and appropriate.

**c. Crisis Intervention**

A service lasting less than 24 hours, to or on behalf of a beneficiary, for a condition which requires more timely response than a regularly scheduled visit. Activities may include, but are not limited to, assessment, therapy and service access to any significant support person in the beneficiary's life with the intent of improving or maintaining the mental health status of the beneficiary.

**d. Case Management**

Any service that assists a beneficiary to access needed medical, educational, social, prevocational, vocational, rehabilitative, or other community service. Services may

include, but are not limited to, communication, coordination, and referral to available resources. CONTRACTOR will be responsible for monitoring service delivery to beneficiary by third parties, beneficiary progress, and plan development.

**e. Rehabilitation**

Any activity that seeks to improve, maintain, or restore a beneficiary's functional, daily living, social, leisure, grooming, personal hygiene, and meal preparation skills while also providing access to support resources and medication education.

**f. Plan Development**

The development of individual treatment plans, approval of said treatment plans, and/or monitoring of a beneficiary's progress.

**g. Medication Support**

Any service that includes prescribing, administering, dispensing, and monitoring psychiatric medications or biologicals, which are necessary to alleviate the symptoms of mental illness. Services may also include evaluation for the need of medication, evaluation of clinical effectiveness and side effects, obtaining informed consent, medication education and plan development related to the delivery of the service, and/or assessment of the beneficiary. CONTRACTOR shall have a plan in place to ensure medication support coverage, in the event that the Psychiatrist is unavailable to provide services for an extended period of time.

2. CONTRACTOR shall be responsible to provide and appropriately bill for the following services for referred clients, including Katie A. Subclass members, if medically necessary and provided within the California Integrated Core Practice Model and Pathways to Mental Health Core Practice Model, and in accordance with the "Medi-Cal Manual for Intensive Care Coordination (ICC), Intensive Home-Based Services (IHBS) & Therapeutic Foster Care (TFC) for Medi-Cal Beneficiaries":

**a. IHBS may include, but are not limited to:**

- 1) Skill-based interventions for the remediation of behaviors or improvement of symptoms;
- 2) Development of functional skills to improve self-care, self-regulation, or other functional impairments by intervening to decrease or replace non-functional behavior that interferes with daily living tasks or the avoidance of exploitation by others;

- 3) Development of skills or replacement behaviors that allow the child/youth to fully participate in the teaming process and service plans including but not limited to the treatment plan and/or child welfare case plan;
    - 4) Improvement in self-management of symptoms, including self-administration of medications, as appropriate;
    - 5) Education of the child/youth and/or their family or caregiver(s) about how to manage the child/youth's mental health disorder or symptoms;
    - 6) Support of the development, maintenance and use of social networks, including the use of natural and community resources;
    - 7) Support to address behaviors that interfere with the achievement of a stable and permanent family life;
    - 8) Support to address behaviors that interfere with seeking and maintaining a job, if applicable;
    - 9) Support to address behaviors that interfere with a child/youth's success in achieving educational objectives.
  - b. IHBS can be provided by more than one (1) agency when multiple agencies are serving a client. A minimum of 15% of all services provided by CONTRACTOR must be IHBS. It is expected that CONTRACTOR will provide IHBS, unless clinical justification is provided. Clinical justification must be documented in the client's mental health record (this will be reviewed and audited by the COUNTY).
  - c. CONTRACTOR is required to attend ICC meetings and any teaming processes scheduled by other agencies, CWS, or by the DBH CWMH Team to ensure coordination of all mental health treatment services that may involve one (1) or more provider agencies, no less than every ninety (90) days for the child/youth.
  - d. ICC service components/activities include comprehensive assessment and periodic reassessment, development and periodic revision of the plan, referral, monitoring, follow-up activities, and transition.
3. CONTRACTOR will be responsible for providing services in either an office-based or community-based setting. The location of service delivery will be determined based on the needs of the client, preference of the client, and clinical appropriateness. Based on current data, clients prefer or require that their services are provided in a community-based setting. The expectation is that, at minimum, 70% of all CONTRACTOR's client services will be provided in the home or a community-based setting. Location of service delivery should be clinically justified and documented in the client record.



4. CONTRACTOR will be responsible to work cooperatively and collaboratively with CWS staff, DBH staff, CWMH Team staff, and all treatment providers, caregivers, and Foster Family Agencies to achieve the individual and collective treatment goals. Providers are to support the CWS case plan, communicate/resolve barriers to care, and provide continuity and warm hand-offs whenever possible as individuals transition from higher to lower or lower to higher levels of care within or outside of Fresno County.
5. CONTRACTOR will be able to refer to other Fresno County Mental Health Plan (MHP) providers, Managed Care Medi-Cal Health Plans, and other community providers as may be appropriate and in concurrence with the DBH CWMH Team. CONTRACTOR shall provide case management services until client is properly linked with another provider.
6. CONTRACTOR must use evidence-based practices (EBPs) found effective in serving this target population. This includes the provision of training, ongoing sustainability and fidelity to a core competency for CONTRACTOR's mental health clinicians. To date, CONTRACTOR and COUNTY have agreed upon the provision of the following evidence-based practices:
  - a. SafetySeeking Safety
  - b. Child Parent Psychotherapy (CPP)
  - c. Trauma-Focused Cognitive-Behavioral Therapy (TF-CBT)
  - d. Motivational Interviewing (MI)
  - e. Eye Movement Desensitization and Reprocessing (EMDR)
  - f. Dialectical Behavioral Therapy (DBT)

Any additional evidence-based practices CONTRACTOR would like to utilize will require review and consultation with COUNTY.

COUNTY requires CONTRACTOR to ensure their staff pursue certification/accreditation in the agreed upon evidence-based practices, as appropriate, during the first-year term, and demonstrate to COUNTY that they are moving toward successful completion. CONTRACTOR is required to explain in writing their plan to require/support staff in this regard, and their expected timeframe for completion of the certification/accreditation process within the first-year term.

### **C. Court-Specific Mental Health Services**

1. CONTRACTOR will provide the following court-ordered mental health services to children and families in CWS:

**a. Court-Ordered Mental Health Assessments**

Clinical analysis of the history and current status of an individual's mental, emotional, or behavioral disorder; relevant cultural issues and history; diagnosis; and use of testing procedures.

**b. Psychological and Neuropsychological Evaluations**

A structured, analytical interview with the individual (i.e., minor, parent, or guardian) which consists of a clinical assessment, the use of testing instruments, a mental status examination, and a clinical diagnosis (as defined/ruled out using the ICD-10) that is performed only by a Licensed Psychologist with at least five (5) years of postgraduate experience. Services also include a review of CPS and mental health services received to date and contact with relevant others, as necessary. A second psychological or neuropsychological evaluation may be ordered and must be performed by a different Licensed Psychologist and independent of the first evaluation.

**c. Bonding Studies**

A structured, forensic, analytic interview that includes a mental health assessment (in order to define or rule out clinical diagnosis using the ICD-10) for either parent(s) or whomever has been identified by the court to participate in the study, and the child(ren). The study includes assessment of the interaction between the parent(s) and the child(ren) and may include the use of testing instruments (as needed) to more accurately gauge the strength of the bond between parent and child. It may also include the current care provider(s) or prospective adoptive parent(s) when ordered by the court. These studies are to be performed only by a Licensed Mental Health Clinician with appropriate experience or a Waivered Psychologist working under a qualified Licensed Psychologist. A qualified clinician will have completed twenty (20) hours of training in Child Custody as required by the California Board of Psychology (if the child is 0-36 months), training in the Marshak Interaction Method, and training or experience in providing forensic evaluations for the court.

**d. Court Reports and Court Testimony**

CONTRACTOR is responsible for any court reports and/or necessary testimony.

**1) Court Reports**

Documented report of assessment and evaluation findings, progress in treatment, recommendations for treatment, and service plan regarding reunification, maintenance and termination of parental rights, and justification for recommendations. CONTRACTOR shall provide the DBH CWMH Team with a copy of the reports, for tracking purposes.

2) **Court Testimony**

On-site court testimony of assessment and evaluation findings, treatment and service plan recommendations regarding reunification, maintenance and termination of parental rights, and justification for recommendations.

**D. Staffing**

1. CONTRACTOR shall ensure staff are qualified in education, experience, and clinical competencies.
2. CONTRACTOR shall maintain adequate staffing levels in relation to the number of open client cases at any given point to ensure quality service. CONTRACTOR shall not go over a 1:20 staffing ratio.
3. CONTRACTOR will ensure that Clinical Supervisors oversee the work of the Clinicians, including oversight of documentation and claiming in the electronic medical record. Clinical Supervisors who provide mentorship to Clinicians shall be two (2) years post licensure and able to provide Board of Behavioral Sciences (BBS) supervision.
4. CONTRACTOR's Clinicians must be post-graduate and registered with their local licensing board.
5. Assessments must be completed by Licensed Practitioners of the Healing Arts (LPHA), which includes both licensed mental health professionals and registered associates.
6. Interns, including graduate student interns, may be utilized by CONTRACTOR to provide case management-type services, including ICC and IHBS.
7. CONTRACTOR's clinical staff are required to go through the credentialing process through DBH's Managed Care Division. Interns are required to go through the non-credentialing application process through DBH's Managed Care Division.
8. If CONTRACTOR has other agreements with COUNTY to provide specialty mental health treatment services, it will establish criteria and

protocols via a Child and Family Team (CFT) meeting, to ensure referral to services are therapeutically appropriate, benefits the client and caregiver, achieves the client's treatment goals, supports the success of the CWS case plan, and avoids any potential for perceived or actual conflict of interest or self-referral.

9. CONTRACTOR shall have established clinical competency standards when hiring direct service staff and a staff development and training program. CONTRACTOR will provide appropriate training for all staff to include but not limited to trauma-informed practice, EBPs utilized, working with specialized populations such as Infant Mental Health (IMH) and Commercially Sexually Exploited Children (CSEC), and co-occurring competence to serve individuals with mental health and substance use/abuse disorders.

#### **E. Affordable Care Act and Medi-Cal Managed Care Plan requirements**

1. CONTRACTOR understands that effective January 1, 2014, Medi-Cal managed care health plans (MCHPs) are required to serve Medi-Cal beneficiaries with **mild to moderate** impairment of mental, emotional, or behavioral functioning resulting from a mental health condition defined by the current Diagnostic and Statistical Manual. Outpatient benefits available through MCHPs include:
  - a. Individual and group mental health evaluation and treatment (psychotherapy)
  - b. Psychological testing, when clinically indicated to evaluate a mental health condition;
  - c. Outpatient services for the purposes of monitoring drug therapy;
  - d. Psychiatric consultation; and
  - e. Outpatient laboratory, drugs, supplies and supplements (excluding medications as described in the forthcoming "Medi-Cal Managed Care Plan Responsibilities for Outpatient Mental Health Services and Coordination with County Mental Health Plans").
2. CONTRACTOR will comply with all requirements established by the California Department of Health Care Services (DHCS), Fresno County MHP, and Medi-Cal MCHPs for screening, referral, and coordination of care for mild to moderate cases, when clinically appropriate.

#### **F. Administrative Requirements**

1. CONTRACTOR shall meet with COUNTY staff monthly, or as often as needed, for monitoring of program services, client capacity, staffing levels and to exchange pertinent operational information, resolve problems, and coordinate services.

2. CONTRACTOR shall participate in a joint meeting with COUNTY staff and other vendors for CWMH services on a quarterly basis, or as often as needed, to discuss program trends and resolution of concerns and problems across all vendors.
3. CONTRACTOR shall attend bi-monthly Mental Health Contracted Provider Meetings held by DBH.
4. CONTRACTOR will complete and submit monthly activity reports in a manner determined by DBH and DSS.
5. CONTRACTOR will provide annual Civil Rights training to their staff in the first quarter of every calendar year and will provide relevant proof to DBH and DSS by April 1, for each year of the contract.

#### **G. Data and Reporting**

1. CONTRACTOR shall maintain and provide the COUNTY with monthly statistics on the number of individuals/families to include, but not limited to:
  - a. Number of clients referred for mental health assessments; average time between referral and contact with caregiver; average time between referral and assessment; number of assessments completed, number of missed/no-show appointments, number that did not meet Medi-Cal medical necessity criteria;
  - b. Number of clients referred for court-ordered services including type of service, average time between referral and contact with the caregiver to schedule the appointment, average number of days between the referral and the court-ordered service, number of missed/no-show appointments;
  - c. Average wait time between assessment and first visit with assigned therapist;
  - d. Average wait time between referral and provision of medication evaluation;
  - e. Unique clients served; units and dollars of services billed, average cost per client;
  - f. Number and reasons for discharge from care;
  - g. Number of active clients in ongoing treatment;

This information, in addition to the outcome measures to be developed, will be provided to COUNTY on a monthly basis via an activity report template developed by the COUNTY and due no later than the 10<sup>th</sup> of each month.

2. Maintain case files on each individual/family, including, but not limited to the following information:
  - a. Documentation of referrals to/from COUNTY, self-referrals, and others;
  - b. Chronological record of individual and family services provided including relevant contact dates, incidents, actions taken, and results; and,
  - c. Case closure summary, indicating the reasons for closure and the results of the services provided.
3. CONTRACTOR shall maintain secure case files with limited access only to designated staff to ensure confidentiality.
4. CONTRACTOR shall submit a monthly staffing report, due no later than the 10<sup>th</sup> of each month, detailing the total number of positions by classification in the approved budget, number of staff hired (including licensure, ethnicity, bilingual language capability, clinical training/certification in EBPs), and number of vacancies.

## **II. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

- A. Provide mental health service referrals to CONTRACTOR for children and families involved in the CWS system.
- B. Designate a contact person from DSS and DBH for CONTRACTOR to communicate with, when necessary.
- C. Meet with CONTRACTOR monthly, or as often as needed, to exchange pertinent information, resolve problems, and work together to coordinate referrals and services.
- D. Support coordination of ICC meetings initially and no less than every ninety (90) days for a child/youth.
- E. Convene team meetings in alignment with the Continuum of Care Reform (CCR), Child and Family Teaming, Senate Bill 163 Wraparound, and the Integrated Core Practice models for which CONTRACTOR will be required to participate when appropriate.

- F. Provide education and training on CWS, practice models and Medi-Cal licensing, documentation and billing requirements, as needed.

### III. PERFORMANCE MEASUREMENTS

#### Overall Service Objective:

CONTRACTOR will adhere to the outcome measures developed by COUNTY and any requirements established by the California Department of Social Services (CDSS) and DHCS. County may adjust these outcome measurements, periodically, so as to best measure the success of the program. These outcome measurements and indicators will continue to be developed in conjunction with the CONTRACTOR, COUNTY, and the State Departments.

Services provided by the CONTRACTOR will align and support the principles of Fresno County's child welfare practice model, the Katie A Settlement Agreement, as well as other relevant laws, regulations, statutes, and effective operating principles required to provide the services. Specialty mental health services will be integrated, timely, ongoing, and uninterrupted in a family-focused, trauma-informed delivery model that supports the goals of the client plan developed by COUNTY. Intensive home-based mental health services are expected to provide children and families in the CWS system with effective treatment, improve outcomes, promote wellness, aid in resiliency, and maintain family relationships conducive to healthy emotional development.

#### Performance Outcomes and Measures:

Under the Katie A. Settlement Agreement and Implementation Plan, DHCS and CDSS are collectively working to adopt statewide use of a data-informed system of performance oversight, accountability, and communication that efficiently monitors, measures, and evaluates access, quality, satisfaction, effectiveness, costs, and outcomes at the individual, program, and system levels.

CONTRACTOR is required to submit measureable outcomes on a semi-annual basis, as identified in the DBH's Policy and Procedure Guide (PPG) 1.2.7 Performance Outcomes Measures. Performance outcome measures must be approved by DBH and satisfy all State and local mandates. DBH will provide technical assistance and support in defining measureable outcomes. All performance indicators will reflect the four (4) domains identified by the Commission Accreditation of Rehabilitation Facilities (CARF).

DBH collects data about the characteristics of the persons served and measures service delivery performance indicators in each of the following CARF domains.

- A. Effectiveness - A performance dimension that assesses the degree to which an intervention or series have achieved the desired outcome/result/quality of care through measuring change over time. The results achieved and outcomes observed are for persons served.

- B. Efficiency** - Relationship between results and resources used, such as time, money, and staff. The demonstration of the relationship between results and the resources used to achieve them. A performance dimension addressing the relationship between the outputs/results of the resources used to deliver the service.
- C. Access** - Organizations' capacity to provide services to those who desire or need services. Barriers or lack thereof for persons obtaining services. The ability of clients to receive the right service at the right time. A performance dimension addressing the degree to which a person needing services is able to access those services.
- D. Satisfaction** - Satisfaction measures are usually oriented towards clients, family, staff, and stakeholders. The degree to which the clients, the COUNTY, and other stakeholders are satisfied with services. A performance dimension that describes reports or ratings from persons served about services received from an organization.

DBH may adjust the performance and outcome measures periodically throughout the duration of the Agreement, as needed, to best measure the program as determined by COUNTY. CONTRACTOR must utilize a computerized tracking system with which performance and outcome measures and other relevant client data, such as demographics, will be maintained.

The outcome measures and indicators provided below represent COUNTY DBH and DSS program goals to be achieved by the CONTRACTOR in addition to CONTRACTOR's developed outcomes.

- A. Timeliness of Service** – CONTRACTOR will respond to referrals within the timeframes required by the Final Rule, in order to engage with the clients as soon as possible.
  - 1.** Timely access to services from referral to assessment.
    - a.** Crisis referrals: within three (3) days
    - b.** Standard referrals: within ten (10) days
    - c.** Psychiatric referrals: within fifteen (15) days
  - 2.** 100% of all assessments will be signed/completed within thirty (30) days.
  - 3.** Timely access to service from assessment to ongoing treatment
  - 4.** Timely access to services from referral to medication evaluation, when appropriate



**B. Access and Engagement** – CONTRACTOR will ensure that clients have access to treatment, that the client is actively involved in treatment, and that every effort is made to aid the client in successfully completing treatment.

1. CONTRACTOR will provide services in a location determined by the needs/preference of the client and clinical appropriateness. The expectation is that 70% of client services will be provided in the home or a community-based setting.
2. CONTRACTOR will track the number, type, and location of services per client.
3. CONTRACTOR will actively provide ICC and IHBS services. The expectation is that a minimum of fifteen percent (15%) of the CONTRACTOR's services will be IHBS.
4. Clinician attendance at 100% of teaming meetings.
5. CONTRACTOR will track the "no-show" and cancellation (by client or provider) rates for treatment. The expectation is that the "no-show" and cancellation rates will be ten percent (10%) or less.
6. CONTRACTOR will track the number and reasons for discharge. The expectation is that there will be a low number of discharges due to "no-shows" and a low number of discharges in which the client has not successfully completed treatment.
7. Seventy percent (70%) of individuals with an open child welfare case will successfully complete treatment.

**C. Wellness, Recovery, and Resiliency Supports** – a collaborative approach to treatment strategies to aid in the successful completion of treatment, reunification, and reduction in recidivism.

1. Improved Child Functioning  
Improvement in relationships, behavior, and academic achievements, as demonstrated through the tracking tools, CANS 50 and PSC-35, implemented by the CONTRACTOR and caregivers, respectively.
2. Improved Family Functioning  
Improvement in ability to provide for and maintain a safe and stable environment for the child, as demonstrated through tracking tool, CANS 50, implemented by the CONTRACTOR.
3. Improved Parent Functioning

Improvement in relationships, behavior, and sustaining basic needs, as demonstrated through tracking tool, CANS 50, implemented by the CONTRACTOR.

4. Effectiveness of discharge planning as demonstrated by referral and linkage to other COUNTY programs, community providers, and community resources.
5. Placement, Stability, & Permanency
  - a. Number of placement changes while in treatment
  - b. Permanency status of clients

#### **IV. Cultural Competency**

In alignment with the County's DBH Mental Health Services Act Three-Year Plan, Mental Health Plan, and Cultural Competency Plan, CONTRACTOR shall provide culturally competent and culturally responsive services. CONTRACTOR's responsibilities shall include:

- A. Mental Health and Substance Use Disorder direct service providers must complete eight (8) hours of annual cultural competency training. Training hours may include completing culturally competent courses through DBH Learning Management System or attending cultural awareness events. DBH will provide opportunities and track completion of training hours through its Learning Management System.
- B. When providing interpretation services for DBH clients, CONTRACTOR must utilize interpreters who have received annual training and have been monitored for language competence. By July 1<sup>st</sup> of each year, CONTRACTOR shall provide DBH with its current list of interpreters, which includes training dates and monitoring results. CONTRACTOR shall not utilize any interpreter who has not received annual training and/or has not demonstrated language competence. CONTRACTOR shall have access to DBH approved translators via DBH's established protocol.
- C. In order for DBH to ensure a cultural, racial/ethnic, and linguistic group of direct service providers representative of the population needing services and being served, CONTRACTOR shall complete and email the Monthly Staffing Report, which includes gender, ethnicity, and bilingual language capacity by the tenth (10<sup>th</sup>) of every month.
- D. CONTRACTOR shall provide a plan to address cultural competency standards as set forth in the National Standards on Culturally and Linguistically Appropriate Services (CLAS).

- E.** CONTRACTOR shall provide services within the most relevant and meaningful cultural, gender-sensitive, and age-appropriate context for the target population.
  
- F.** CONTRACTOR shall distribute literature/information brochures in appropriate languages and request feedback as to how access to care could be improved for culturally diverse communities. Distributed information will be approved by DBH and/or DSS designee and translated as needed via DBH protocols.

**Child Welfare Mental Health Services  
California Psychological Services  
Fiscal Year (FY) 2019-20**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	Clinical Director	1.00	\$ -	\$ 152,250	\$ 152,250
1102	Licensed Clinicians	10.50	-	687,863	687,863
1103	Unlicensed Clinicians	12.00	-	745,836	745,836
1104	Client Care Coordinators	6.00	-	262,080	262,080
1105	COO	1.00	156,450	-	156,450
1106	Program Manager	1.00	69,888	-	69,888
1107	Office Manager	1.00	54,000	-	54,000
1108	QA/Outcomes Manager	1.00	54,705	-	54,705
1109	Controller	1.00	105,000	-	105,000
1110	Medical Billing/AR/AP	2.00	115,500	-	115,500
1111	Administrative Assistants	4.00	151,351	-	151,351
1112	Patient Services Representatives	2.50	81,900	-	81,900
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>43.00</b>	<b>\$ 788,794</b>	<b>\$ 1,848,029</b>	<b>\$ 2,636,823</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement		\$ 62,790	\$ 167,210	\$ 230,000
1202	Worker's Compensation		4,119	11,030	15,149
1203	Health Insurance		106,744	233,256	340,000
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 173,653</b>	<b>\$ 411,496</b>	<b>\$ 585,149</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ 49,161	\$ 115,178	\$ 164,339
1302	FICA/MEDICARE		\$ 12,565	\$ 29,435	42,000
1303	SUI		12,803	5,859	18,662
1304	FUTA		1,235	565	1,800
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 75,764</b>	<b>\$ 151,037</b>	<b>\$ 226,801</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 1,038,211</b>	<b>\$ 2,410,562</b>	<b>\$ 3,448,773</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 53,500
3002	Postage	1,200
3003	Printing/Reproduction	10,000
3004	Office Supplies & Equipment	8,000
3005	Household Supplies	10,500
3006	Legal Notices/Advertising	6,150
3007	Staff Training/Registration	23,000
3008	Staff Mileage/Vehicle Maintenance	86,000
3009	Subscriptions & Memberships	-
3010	Licenses and Taxes	4,475
3011	Food	5,000
3012	Program Supplies - Therapeutic	26,000
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 233,825</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 38,300
4002	Rent/Lease Building	276,000
4003	Rent/Lease Equipment	1,962
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	34,500
4007	Janitorial	27,900
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 378,662</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 45,000
5002	HMIS (Health Management Information System)	35,000
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	7,000
5005	Psychologist	22,500
5006	Psychiatrist	202,800
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 312,300</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 180,814
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	15,000
6004	External Audit	14,340
6005	Liability Insurance	39,786
6006	Payroll Services	16,500
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (specify)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 266,440</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 95,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	15,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 110,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 4,750,000</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	846,145	2.98	\$ 2,521,512
8002	Case Management	165,001	2.12	349,802
8003	Crisis Services	2,000	4.07	8,140
8004	Medication Support	59,200	5.44	322,048
8005	Collateral	15,000	2.98	44,700
8006	Plan Development	15,750	2.98	46,935
8007	Assessment	122,500	2.98	365,050
8008	Rehabilitation	253,000	2.22	561,660
8009	Intensive Care Coordination	44,050	2.98	131,269
8010	Intensive Home-Based Services	68,550	2.98	204,279
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,591,196</b>		<b>\$ 4,555,395</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				100%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				4,555,395
Federal Financial Participation (FFP) %			50%	2,277,698
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,277,698</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,277,697
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,277,697</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Psychological Testing - 8,300 units; \$2.81 per unit	\$ 23,323
8402	Court Documentation -- 883 units; \$65.00 per report	\$ 57,395
8403	Mental Health Services (Individual/Family/Group Therapy) - 20,000 units; \$2.98 per unit	\$ 59,600
8404	Case Management - 4,000 units; \$2.12 per unit	\$ 8,480
8405	Crisis Services - 50 units; \$4.07 per unit	\$ 204
8406	Medication Support - 1,700 units; \$5.44 per unit	\$ 9,248
8407	Collateral - 500 units; \$2.98 per unit	\$ 1,490
8408	Plan Development - 225 units; \$2.98 per unit	\$ 671
8409	Assessment - 3,500 units; \$2.98 per unit	\$ 10,430

8410	Rehabilitation - 7,000 units; \$2.22 per unit	\$ 15,540
8411	Intensive Care Coordination - 1,500 units; \$2.98 per unit	\$ 4,470
8412	Intensive Home-Based Services - 1,260 units; \$2.98 per unit	\$ 3,755
<b>OTHER REVENUE TOTAL</b>		<b>\$ 194,605</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 4,750,000</b>
---------------------------------------	---------------------

<b>NET PROGRAM COST:</b>	<b>\$ -</b>
--------------------------	-------------



**Child Welfare Mental Health Services  
California Psychological Services  
Fiscal Year (FY) 2019-20 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,448,773</b>	
<b>Employee Salaries</b>		<b>2,636,823</b>	
1101	Clinical Director	152,250	Is responsible for overseeing and developing an organization's clinical departments. Manages and guides the clinical staff in order to make sure clients receive the best care possible.(1 FTE)
1102	Licensed Clinician	687,863	Provide clinical services to children and adults under contract with Fresno County. Supervise and support unlicensed clinicians. (10.5 FTE)
1103	Unlicensed Clinician	745,836	Provide clinical services under contract with Fresno county to children and adults. (12 FTE)
1104	Client Care Coordinators	262,080	Provide support to families currently being treated by a clinician. Provide linkage and assistance as well as education and school support to children and families. (6 FTE)
1105	COO	156,450	Oversees all staff, HR, Recruitment and retention, Contract oversight and supervises daily operations. (1 FTE)
1106	Program Manager	69,888	Organizes and coordinates staff and curriculum for groups, trainings and chart audit. Responsible for Outcomes Reporting and monthly Activity reports. (1 FTE)
1107	Office Manager	54,000	Supervises administrative assistants and patient care coordinators, coordinates schedules and time off. (1 FTE)
1108	QA/Outcomes Manager	54,705	Responsible for outcomes data input into Avatar. Outcome collections and processing daily. Chart Review and Note review, internal audit and coordination of peer review. Outcomes report tracking and preparation. (1 FTE)
1109	Controller	105,000	Responsible for all general accounting duties. Manages bank accounts, journal entries and all general accounting needs, oversees billing, AR/AP, check reconciliation and taxes. (1 FTE)
1110	Medical Billing/AR/AP	115,500	2 AP/AR clerks - Responsible for all medical billing and data drop, check deposit and bill entry. (2 FTE)
1111	Administrative Assistants	151,351	Responsible for supporting staff, psychiatrist and managers. Do confirmation calls daily. Send all correspondence out of office. (4 FTE)
1112	Patient Services Representatives	81,900	Responsible for supporting staff, psychiatrist and managers. Greet clients and schedule appointments. Do confirmation calls daily. Send all correspondence out of office. (2.5 FTE)
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>585,149</b>	
1201	Retirement	230,000	A competitive benefits package consistent with industry standards in order to retain quality employees
1202	Worker's Compensation	15,149	Workers Compensation
1203	Health Insurance	340,000	Health, Dental & Vision
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>226,801</b>	
1301	OASDI	164,339	Employer Social Security
1302	FICA/MEDICARE	42,000	Employer FICA / Medicare
1303	SUI	18,662	State Unemployment Insurance
1304	FUTA	1,800	Federal Unemployment Tax
1305	Other (specify)	-	
1306	Other (specify)	-	
<b>2000: CLIENT SUPPORT</b>		<b>-</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		
2010	Utility Vouchers	-		
2011	Other (specify)	-		
2012	Other (specify)	-		
2013	Other (specify)	-		
2014	Other (specify)	-		
2015	Other (specify)	-		
2016	Other (specify)	-		

3000: OPERATING EXPENSES		233,825		
3001	Telecommunications	53,500	Expenses listed here include our cost for services related to telephone, internet, and mobile phones .	
3002	Postage	1,200	Stamps, and any related cost associated with mailing items through USPS or another courier used to mail out all intake paperwork. Costs associated with document printing, business cards, scanning, faxing, document destruction/shredding, legal pads, brochures, office stationary, promotional items for clients such as fidget spinners, stress balls etc.	
3003	Printing/Reproduction	10,000	General office items required for basic office functioning, cleaning supplies and household supplies, items directly related to services provided to clients, such as learning materials, books, arts and craft supplies, games, toys, RxNT access for the Psychiatrist, any Psych Testing materials, group supplies.	
3004	Office Supplies & Equipment	8,000	Costs associated with promoting the business such as job postings, directory listings, training postings, and any legal expenses incurred for business purposes.	
3005	Household Supplies	10,500	Employees are provided the benefit at a rate of \$200/ year, on any related training that allows them the opportunity to better themselves so that they can offer our clients the best services. Remaining funds are earmarked for identified trainings useful for this work. CPP, law and ethics, DBT and cultural competency will be scheduled within 30 days of this contract start date.	
3006	Legal Notices/Advertising	6,150	Employees who provide services in the field are provided mileage reimbursements at a rate of \$.535/mile for the general upkeep and maintenance of their vehicles. Other items included here may be expenses related to parking for meetings or court in areas where parking garages must be used.	
3007	Staff Training/Registration	23,000		
3008	Staff Mileage/Vehicle Maintenance	86,000	increased due to staff getting vaccinated and beginning community based services	
3009	Subscriptions & Memberships	-	Payments made to Federal, State, City or County for various tax purposes	
3010	Licenses and Taxes	4,475	Food and beverage costs for the clientele such as coffee, creamer, sugar, tea, honey. We also have snacks available in our kitchen for clients after each session. Cakes ,pizza or cupcakes to celebrate client graduations. Water coolers.	
3011	Food	5,000		
3012	Program Supplies - Therapeutic	26,000		

4000: FACILITIES & EQUIPMENT		378,662		
4001	Building Maintenance	38,300	Items such as lawn maintenance, pest control, plumbing, HVAC, electrical, annual fire inspections, trash service, and any other expenses revolving around the general maintenance, safety and security of the common areas.	
4002	Rent/Lease Building	276,000	10,000 sqft building. Lease with Gateway, LLC	
4003	Rent/Lease Equipment	1,962	Monthly rental agreement with Derrell's for a storage space used for documentation retention.	
4004	Rent/Lease Vehicles	-		
4005	Security	-		
4006	Utilities	34,500	Services provided to us such as water, sewer, gas and electric. Currently California Psychological Institute contracts with PG&E, City of Fresno and Pinedale Public Utility.	
4007	Janitorial	27,900	Cleaning cost for 10,000 sqft building.	
4008	Other (specify)	-		
4009	Other (specify)	-		
4010	Other (specify)	-		

5000: SPECIAL EXPENSES		312,300		
5001	Consultant (Network & Data Management)	45,000	Costs associated with the repairs, service, and maintenance of our network and all company devices.	
5002	HMIS (Health Management Information System)	35,000	Expenses related to the maintenance of our Electronic Health Record systems.	
5003	Contractual/Consulting Services (Specify)	-		
5004	Translation Services	7,000	Funds to utilize outside translation services.	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5005	Psychologist	22,500	Per Diem cost associated with providing services to our clients for Psych Evals, Neuro Psych Evals, etc.
5006	Psychiatrist	202,800	Costs associated with providing our clients with med services.
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		266,440	
6001	Administrative Overhead	180,814	Audit Cost/Expenses, Executive fees, Interest accrued on line of credit draw, IT consulting, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support. Other items include our DMV and Live scan identification/verification costs related to background checks.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	15,000	Expenses associated with utilizing an outside Accounting Firm for annual review of our bookkeeping, compliance, and yearly tax filing.
6004	External Audit	14,340	Audited Financial Statements
6005	Liability Insurance	39,786	General Liability and malpractice insurance costs
6006	Payroll Services	16,500	Costs associated with utilizing an outside Payroll company for managing general payroll reporting and compliance, Federal and State tax payments, employee direct deposit and payroll checks, and issuing W2s.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (specify)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		110,000	
7001	Computer Equipment & Software	95,000	Any costs associated with updates and/or replacements of our existing equipment such as Printers, Software, Computers, Servers and server equipment, iPads, and Cell phones, due to normal wear and use. New computers to be in HIPAA compliance with windows.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	15,000	Expenses related to the replacement of our larger ticket items in the office due to normal wear and use such as children's, office and waiting room furniture and equipment, desks, chairs, storage furniture, telephone systems, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES		
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)		
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.
8001	Mental Health Services	Estimated 846,145 units at \$2.98 per unit
8002	Case Management	Estimated 165,001 units at \$2.22 per unit
8003	Crisis Services	Estimated 2,000 units at \$4.07 per unit
8004	Medication Support	Estimated 59,200 units at \$5.44 per unit
8005	Collateral	Estimated 15,000 units at \$2.98 per unit
8008	Rehabilitation	Estimated 15,750 units at \$2.98 per unit
8009	Intensive Care Coordination	Estimated 122,500 units at \$2.98 per unit
8010	Intensive Home-Based Services	Estimated 253,000 units at \$2.22 per unit

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 4,750,000

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 4,750,000

BUDGET CHECK: -

**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2020-21**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	Clinical Director	1.00	\$ -	\$ 160,000	\$ 160,000
1102	Licensed Clinician	11.00	-	1,150,000	1,150,000
1103	Unlicensed Clinician	12.00	-	1,020,000	1,020,000
1104	Client Care Coordinators	8.00	-	480,000	480,000
1105	COO	1.00	151,500	-	151,500
1106	Program Manager	1.00	67,000	-	67,000
1107	Office Manager	1.00	65,000	-	65,000
1108	QA/Outcomes Manager	1.00	85,000	-	85,000
1109	Administrative Assistants/Patient services	7.50	233,251	-	233,251
1110	Medical Billing / AR / AP/Finance	3.00	240,000	-	240,000
1111				-	-
1112				-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>46.50</b>	<b>\$ 841,751</b>	<b>\$ 2,810,000</b>	<b>\$ 3,651,751</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement/Incentive		\$ 67,790	\$ 180,210	\$ 248,000
1202	Worker's Compensation		3,140	8,409	11,549
1203	Health Insurance		106,744	233,256	340,000
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 177,674</b>	<b>\$ 421,875</b>	<b>\$ 599,549</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ 52,189	\$ 164,300	\$ 216,489
1302	FICA/MEDICARE		\$ 12,205	\$ 40,745	\$ 52,950
1303	SUI		13,888	6,293	20,181
1304	FUTA		13,440	6,090	19,530
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 91,722</b>	<b>\$ 217,428</b>	<b>\$ 309,150</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 1,111,147</b>	<b>\$ 3,449,303</b>	<b>\$ 4,560,450</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 65,000
3002	Printing/Postage	12,000
3003	Office, Household & Program Supplies	90,000
3004	Legal/Advertising	15,000
3005	Staff Development & Training	65,000
3006	Staff Mileage	43,000
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Licenses and Taxes	5,975
3010	Food	5,000
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 300,975</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 64,950
4002	Rent/Lease Building	276,000
4003	Rent/Lease Equipment	1,962
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	42,000
4007	Janitorial	38,451
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 423,363</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 55,000
5002	HMIS (Health Management Information System)	35,000
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	10,000
5005	Psychologist	70,000
5006	Psychiatrist	300,000
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 470,000</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 438,590
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	25,000
6004	External Audit	12,000
6005	Insurance (Specify):Liability	39,600
6006	Payroll Services	18,000
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (specify)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 533,190</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 80,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	25,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 105,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,392,978</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	846,145	3.92	\$ 3,316,888
8002	Case Management	166,501	3.10	516,153
8003	Crisis Services	500	3.92	1,960
8004	Medication Support	59,200	6.00	355,200
8005	Collateral	15,000	3.92	58,800
8006	Plan Development	15,750	3.92	61,740
8007	Assessment	122,500	3.92	480,200
8008	Rehabilitation	253,000	3.75	948,750
8009	IHBS	45,050	3.10	139,655
8010	ICC	68,550	3.92	268,716
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,592,196</b>		<b>\$ 6,148,063</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				99%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,086,582
Federal Financial Participation (FFP) %			50%	3,043,291
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,043,291</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 3,104,772
<b>REALIGNMENT TOTAL</b>		<b>\$ 3,104,772</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Psychological Testing - 8,300 units; \$3.92 per unit	\$ 32,536
8402	Court Documentation -- 883 units; \$65.00 per report	57,395
8403	Mental Health Services (Individual/Family/Group Therapy) - 20,000 units; \$3.92 per unit	78,400
8404	Case Management - 4,000 units; \$3.10 per unit	12,400
8405	Crisis Services - 50 units; \$3.92 per unit	196
8406	Medication Support - 1,700 units; \$6.00 per unit	10,200
8407	Collateral - 500 units; \$3.92 per unit	1,960
8408	Plan Development - 225 units; \$3.92 per unit	882
8409	Assessment - 3,500 units; \$3.92 per unit	13,720

8410	Rehabilitation - 7,000 units; \$3.92 per unit	27,440
8411	Intensive Care Coordination - 1,500 units; \$3.92 per unit	5,880
8412	Intensive Home-Based Services - 1,260 units; \$3.10 per unit	3,906
<b>OTHER REVENUE TOTAL</b>		<b>\$ 244,915</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>		<b>\$ 6,392,978</b>
---------------------------------------	--	---------------------

<b>NET PROGRAM COST:</b>	
--------------------------	--



**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2020-21 Budget Narrative**

<b>PROGRAM EXPENSE</b>				
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>AMT</b>	<b>DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE</b>	
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,560,450</b>		
<b>Employee Salaries</b>		<b>3,651,751</b>		
1101	Clinical Director	160,000	Is responsible for overseeing and developing an organization's clinical departments. Manages and guides the clinical staff in order to make sure clients receive the best care possible.(1 FTE)	
1102	Licensed Clinician	1,150,000	Provide clinical services to children and adults under contract with Fresno County. Supervise and support unlicensed clinicians. (10.5 FTE)	
1103	Unlicensed Clinician	1,020,000	Provide clinical services under contract with Fresno county to children and adults. (12 FTE)	
1104	Client Care Coordinators	480,000	Provide support to families currently being treated by a clinician. Provide linkage and assistance as well as education and school support to children and families. (6 FTE)	
1105	COO	151,500	Oversees all staff, HR, Recruitment and retention, Contract oversight and supervises daily operations. (1 FTE)	
1106	Program Manager	67,000	Organizes and coordinates staff and curriculum for groups, trainings and chart audit. Responsible for Outcomes Reporting and monthly Activity reports. (1 FTE)	
1107	Office Manager	65,000	Supervises administrative assistants and patient care coordinators, coordinates schedules and time off. (1 FTE)	
1108	QA/Outcomes Manager	85,000	Responsible for outcomes data input into Avatar. Outcome collections and processing daily. Chart Review and Note review, internal audit and coordination of peer review. Outcomes report tracking and preparation. (1 FTE)	
1109	Administrative Assistants/Patient services	233,251	Responsible for supporting staff, psychiatrist and managers. Greet clients and schedule appointments. Do confirmation calls daily. Send all correspondence out of office. (7.5 FTE)	
1110	Medical Billing / AR / AP/Finance	240,000	1 Controller, responsible for all general accounting duties. Manages bank accounts, journal entries and all general accounting needs, oversees billing, AR/AP, check reconciliation and taxes. 2 AP/AR clerks - Responsible for all medical billing and data drop, check deposit and bill entry. (3 FTE)	
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
1116	0	-		
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>599,549</b>		
1201	Retirement	248,000	A competitive benefits package consistent with industry standards in order to retain quality employees	
1202	Worker's Compensation	11,549	Workers Compensation	
1203	Health Insurance	340,000	Health, Dental & Vision	
1204	Other (specify)	-		
1205	Other (specify)	-		
1206	Other (specify)	-		
<b>Payroll Taxes &amp; Expenses:</b>		<b>309,150</b>		
1301	OASDI	216,489	Employer Social Security	
1302	FICA/MEDICARE	52,950	Employer FICA / Medicare	
1303	SUI	20,181	State Unemployment Insurance	
1304	FUTA	19,530	Federal Unemployment Tax	
1305	Other (specify)	-		
1306	Other (specify)	-		
<b>2000: CLIENT SUPPORT</b>		<b>-</b>		
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		
2010	Utility Vouchers	-		
2011	Other (specify)	-		

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	2012	Other (specify)	-	
	2013	Other (specify)	-	
	2014	Other (specify)	-	
	2015	Other (specify)	-	
	2016	Other (specify)	-	

3000: OPERATING EXPENSES		300,975		
	3001	Telecommunications	65,000	Expenses listed here include our cost for services related to telephone, internet, and mobile phones .
	3002	Printing/Postage	12,000	Stamps, and any related cost associated with mailing items through USPS or another courier used to mail out all intake paperwork. Costs associated with document printing, business cards, scanning, faxing, document destruction/shredding, legal pads, brochures, office stationary, promotional items for clients such as fidget spinners, stress balls etc.
	3003	Office, Household & Program Supplies	90,000	General office items required for basic office functioning, cleaning supplies and household supplies, items directly related to services provided to clients, such as learning materials, books, arts and craft supplies, games, toys, RxNT access for the Psychiatrist, any Psych Testing materials, group supplies. Other items include our DMV and Live scan identification/verification costs related to background checks.
	3004	Legal/Advertising	15,000	Costs associated with promoting the business such as job postings, directory listings, training postings, and any legal expenses incurred for business purposes.
	3005	Staff Development & Training	65,000	Employees are provided the benefit at a rate of \$200/ year, on any related training that allows them the opportunity to better themselves so that they can offer our clients the best services. Remaining funds are earmarked for identified trainings useful for this work. CPP, law and ethics, DBT and cultural competency will be scheduled within 30 days of this contract start date.
	3006	Staff Mileage	43,000	Employees who provide services in the field are provided mileage reimbursements at a rate of \$0.535/mile for the general upkeep and maintenance of their vehicles. Other items included here may be expenses related to parking for meetings or court in areas where parking garages must be used.
	3007	Subscriptions & Memberships	-	
	3008	Vehicle Maintenance	-	
	3009	Licenses and Taxes	5,975	Payments made to Federal, State, City or County for various tax purposes
	3010	Food	5,000	Food and beverage costs for the clientele such as coffee, creamer, sugar, tea, honey. We also have snacks available in our kitchen for clients after each session. Cakes ,pizza or cupcakes to celebrate client graduations. Water coolers.
	3011	Other (specify)	-	
	3012	Other (specify)	-	

4000: FACILITIES & EQUIPMENT		423,363		
	4001	Building Maintenance	64,950	Items such as lawn maintenance, pest control, plumbing, HVAC, electrical, annual fire inspections, trash service, and any other expenses revolving around the general maintenance, safety and security of the common areas.
	4002	Rent/Lease Building	276,000	10,000 sqft building. Lease with Gateway, LLC
	4003	Rent/Lease Equipment	1,962	Monthly rental agreement with Derrell's for a storage space used for documentation retention.
	4004	Rent/Lease Vehicles	-	
	4005	Security	-	
	4006	Utilities	42,000	Services provided to us such as water, sewer, gas and electric. Currently California Psychological Institute contracts with PG&E, City of Fresno and Pinedale Public Utility.
	4007	Janitorial	38,451	Cleaning cost for 10,000 sqft building.
	4008	Other (specify)	-	
	4009	Other (specify)	-	
	4010	Other (specify)	-	

5000: SPECIAL EXPENSES		470,000		
	5001	Consultant (Network & Data Management)	55,000	Costs associated with the repairs, service, and maintenance of our network and all company devices.
	5002	HMIS (Health Management Information System)	35,000	Expenses related to the maintenance of our Electronic Health Record systems.
	5003	Contractual/Consulting Services (Specify)	-	
	5004	Translation Services	10,000	Funds to utilize outside translation services.
	5005	Psychologist	70,000	Per Diem cost associated with providing services to our clients for Psych Evals, Neuro Psych Evals, etc.
	5006	Psychiatrist	300,000	Costs associated with providing our clients with med services.
	5007	Other (specify)	-	
	5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		533,190		
-------------------------------	--	---------	--	--

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
6001	Administrative Overhead	438,590	Audit Cost/Expenses, Executive fees, Interest accrued on line of credit draw, IT consulting, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support. Other items include our DMV and Live scan identification/verification costs related to background checks.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	25,000	Expenses associated with utilizing an outside Accounting Firm for annual review of our bookkeeping, compliance, and yearly tax filing.
6004	External Audit	12,000	Audited Financial Statements
6005	Insurance (Specify):Liability	39,600	General Liability and malpractice insurance costs
6006	Payroll Services	18,000	Costs associated with utilizing an outside Payroll company for managing general payroll reporting and compliance, Federal and State tax payments, employee direct deposit and payroll checks, and issuing W2s.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (specify)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		105,000	
7001	Computer Equipment & Software	80,000	Any costs associated with updates and/or replacements of our existing equipment such as Printers, Software, Computers, Servers and server equipment, iPads, and Cell phones, due to normal wear and use. New computers to be in HIPAA compliance with windows.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	25,000	Expenses related to the replacement of our larger ticket items in the office due to normal wear and use such as children's, office and waiting room furniture and equipment, desks, chairs, storage furniture, telephone systems, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES		
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)		
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY (IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.
8001	Mental Health Services	Estimated 846,145 units at \$3.92 per unit
8002	Case Management	Estimated 165,001 units at \$3.10 per unit
8003	Crisis Services	Estimated 2,000 units at \$3.92 per unit
8004	Medication Support	Estimated 59,200 units at \$6.00 per unit
8005	Collateral	Estimated 15,000 units at \$3.92 per unit
8006	Plan Development	Estimated 15,750 units at \$3.92 per unit
8007	Assessment	Estimated 122,500 units at \$3.92 per unit
8008	Rehabilitation	Estimated 253,000 units at \$3.92 per unit

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,392,978

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,392,978

BUDGET CHECK: -

**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2021-2022**

**PROGRAM EXPENSES**

**1000: SALARIES & BENEFITS**

**Employee Salaries**

Acct #	Position	FTE	Admin	Direct	Total
1101	Clinical Director	1.00	\$ -	\$ 163,200	\$ 163,200
1102	Licensed Clinician	11.00	-	1,173,000	1,173,000
1103	Unlicensed Clinician	12.00	-	1,040,400	1,040,400
1104	Client Care Coordinators	8.00	-	489,600	489,600
1105	COO	1.00	154,530	-	154,530
1106	Program Manager	1.00	68,340	-	68,340
1107	Office Manager	1.00	66,300	-	66,300
1108	QA/Outcomes Manager	1.00	86,700	-	86,700
1109	Administrative Assistants/Patient services	7.50	237,916	-	237,916
1110	Medical Billing / AR / AP/Finance	3.00	244,800	-	244,800
1111					-
1112					-
1113					-
1114					-
1115					-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>46.50</b>	<b>\$ 858,586</b>	<b>\$ 2,866,200</b>	<b>\$ 3,724,786</b>

**Employee Benefits**

Acct #	Description	Admin	Direct	Total
1201	Retirement	\$ 67,790	\$ 180,210	\$ 248,000
1202	Worker's Compensation	\$ 3,140	\$ 8,409	11,549
1203	Health Insurance	\$ 106,744	\$ 233,256	340,000
1204	Other (Specify)	\$ -	\$ -	-
1205	Other (Specify)	\$ -	\$ -	-
1206	Other (Specify)	-	-	-
<b>Employee Benefits Subtotal:</b>		<b>\$ 177,674</b>	<b>\$ 421,875</b>	<b>\$ 599,549</b>

**Payroll Taxes & Expenses:**

Acct #	Description	Admin	Direct	Total
1301	OASDI	\$ 53,232	\$ 167,586	\$ 220,818
1302	FICA/MEDICARE	\$ 12,449	\$ 41,560	54,009
1303	SUI	13,888	6,293	20,181
1304	FUTA	13,440	6,090	19,530
1305	Other (Specify)	-	-	-
1306	Other (Specify)	-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>		<b>\$ 93,009</b>	<b>\$ 221,529</b>	<b>\$ 314,538</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>		<b>\$ 1,129,269</b>	<b>\$ 3,509,604</b>	<b>\$ 4,638,873</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	-
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	65,000
3002	Printing/Postage	12,000
3003	Office, Household & Program Supplies	90,000
3004	Advertising	10,000
3005	Staff Development & Training	30,000
3006	Staff Mileage	43,000
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Licenses and Taxes	5,975
3010	Food	5,000
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 260,975</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	64,950
4002	Rent/Lease Building	276,000
4003	Rent/Lease Equipment	1,962
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	42,000
4007	Janitorial	38,451
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 423,363</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	55,000
5002	HMIS (Health Management Information System)	35,000
5003	Contractual/Consulting Services (Specify)	-

5004	Translation Services	10,000
5005	Psychologist	70,000
5006	Psychiatrist	300,000
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 470,000</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	323,167
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	25,000
6004	External Audit	12,000
6005	Insurance (Specify):Liability	39,600
6006	Payroll Services	18,000
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 417,767</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	80,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	25,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 105,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,315,978</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	846,145	3.92	\$ 3,316,888
8002	Case Management	166,501	3.10	516,153
8003	Crisis Services	500	3.92	1,960
8004	Medication Support	59,200	6.00	355,200
8005	Collateral	15,000	3.92	58,800
8006	Plan Development	15,750	3.92	61,740
8007	Assessment	122,500	3.92	480,200
8008	Rehabilitation	253,000	3.75	948,750
8009	IHBS	45,050	3.10	139,655
8010	ICC	68,550	3.92	268,716
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,592,196</b>		<b>\$ 6,148,063</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				99%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,086,582
Federal Financial Participation (FFP) %			50%	3,043,291
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,043,291</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 3,027,772
<b>REALIGNMENT TOTAL</b>		<b>\$ 3,027,772</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Psychological Testing - 8,300 units; \$3.92 per unit	\$ 32,536
8402	Court Documentation -- 883 units; \$65.00 per report	57,395
8403	Mental Health Services (Individual/Family/Group Therapy) - 20,000 units; \$3.92 per unit	78,400
8404	Case Management - 4,000 units; \$3.10 per unit	12,400
8405	Crisis Services - 50 units; \$3.92 per unit	196
8406	Medication Support - 1,700 units; \$6.00 per unit	10,200
8407	Collateral - 500 units; \$3.92 per unit	1,960
8408	Plan Development - 225 units; \$3.92 per unit	882
8409	Assessment - 3,500 units; \$3.92 per unit	13,720
8410	Rehabilitation - 7,000 units; \$3.92 per unit	27,440
8411	Intensive Care Coordination - 1,500 units; \$3.92 per unit	5,880
8412	Intensive Home-Based Services - 1,260 units; \$3.10 per unit	3,906
<b>OTHER REVENUE TOTAL</b>		<b>\$ 244,915</b>

TOTAL PROGRAM FUNDING SOURCES:	\$	6,315,978
--------------------------------	----	-----------

NET PROGRAM COST:	\$	-
-------------------	----	---



**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2021-2022 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
<b>ACCT #</b>	<b>LINE ITEM</b>	<b>AMT</b>	<b>DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE</b>
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,638,873</b>	
<b>Employee Salaries</b>		<b>3,724,786</b>	
1101	Clinical Director	163,200	Is responsible for overseeing and developing an organization's clinical departments. Manages and guides the clinical staff in order to make sure clients receive the best care possible.(1 FTE)
1102	Licensed Clinician	1,173,000	Provide clinical services to children and adults under contract with Fresno County. Supervise and support unlicensed clinicians. (10.5 FTE)
1103	Unlicensed Clinician	1,040,400	Provide clinical services under contract with Fresno county to children and adults. (12 FTE)
1104	Client Care Coordinators	489,600	Provide support to families currently being treated by a clinician. Provide linkage and assistance as well as education and school support to children and families. (6 FTE)
1105	COO	154,530	Oversees all staff, HR, Recruitment and retention, Contract oversight and supervises daily operations. (1 FTE)
1106	Program Manager	68,340	Organizes and coordinates staff and curriculum for groups, trainings and chart audit. Responsible for Outcomes Reporting and monthly Activity reports. (1 FTE)
1107	Office Manager	66,300	Supervises administrative assistants and patient care coordinators, coordinates schedules and time off. (1 FTE)
1108	QA/Outcomes Manager	86,700	Responsible for outcomes data input into Avatar. Outcome collections and processing daily. Chart Review and Note review, internal audit and coordination of peer review. Outcomes report tracking and preparation. (1 FTE)
1109	Administrative Assistants/Patient services	237,916	Responsible for supporting staff, psychiatrist and managers. Greet clients and schedule appointments. Do confirmation calls daily. Send all correspondence out of office. (7.5 FTE)
1110	Medical Billing / AR / AP/Finance	244,800	1 Controller, responsible for all general accounting duties. Manages bank accounts, journal entries and all general accounting needs, oversees billing, AR/AP, check reconciliation and taxes. 2 AP/AR clerks - Responsible for all medical billing and data drop, check deposit and bill entry. (3 FTE)
1111	0	-	
1112	0	-	
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>599,549</b>	
1201	Retirement	248,000	A competitive benefits package consistent with industry standards in order to retain quality employees
1202	Worker's Compensation	11,549	Workers Compensation
1203	Health Insurance	340,000	Health, Dental & Vision
1204	Other (Specify)	-	
1205	Other (Specify)	-	
1206	Other (Specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>314,538</b>	
1301	OASDI	220,818	Employer Social Security
1302	FICA/MEDICARE	54,009	Employer FICA / Medicare
1303	SUI	20,181	State Unemployment Insurance
1304	FUTA	19,530	Federal Unemployment Tax
1305	Other (Specify)	-	
1306	Other (Specify)	-	
<b>2000: CLIENT SUPPORT</b>		<b>-</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
2010	Utility Vouchers	-		
2011	Other (Specify)	-		
2012	Other (Specify)	-		
2013	Other (Specify)	-		
2014	Other (Specify)	-		
2015	Other (Specify)	-		
2016	Other (Specify)	-		

3000: OPERATING EXPENSES		260,975	
3001	Telecommunications	65,000	Expenses listed here include our cost for services related to telephone, internet, and mobile phones .
3002	Printing/Postage	12,000	Stamps, and any related cost associated with mailing items through USPS or another courier used to mail out all intake paperwork. Costs associated with document printing, business cards, scanning, faxing, document destruction/shredding, legal pads, brochures, office stationary, promotional items for clients such as fidget spinners, stress balls etc.
3003	Office, Household & Program Supplies	90,000	General office items required for basic office functioning, cleaning supplies and household supplies, items directly related to services provided to clients, such as learning materials, books, arts and craft supplies, games, toys, RxNT access for the Psychiatrist, any Psych Testing materials, group supplies. Other items include our DMV and Live scan identification/verification costs related to background checks.
3004	Advertising	10,000	Costs associated with promoting the business such as job postings, directory listings, training postings, and any legal expenses incurred for business purposes.
3005	Staff Development & Training	30,000	Employees are provided the benefit at a rate of \$200/ year, on any related training that allows them the opportunity to better themselves so that they can offer our clients the best services. Remaining funds are earmarked for identified trainings useful for this work. CPP, law and ethics, DBT and cultural competency will be scheduled within 30 days of this contract start date.
3006	Staff Mileage	43,000	Employees who provide services in the field are provided mileage reimbursements at a rate of \$0.535/mile for the general upkeep and maintenance of their vehicles. Other items included here may be expenses related to parking for meetings or court in areas where parking garages must be used.
3007	Subscriptions & Memberships	-	0
3008	Vehicle Maintenance	-	0
3009	Licenses and Taxes	5,975	Payments made to Federal, State, City or County for various tax purposes
3010	Food	5,000	Food and beverage costs for the clientele such as coffee, creamer, sugar, tea, honey. We also have snacks available in our kitchen for clients after each session. Cakes ,pizza or cupcakes to celebrate client graduations. Water coolers.
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		423,363	
4001	Building Maintenance	64,950	Items such as lawn maintenance, pest control, plumbing, HVAC, electrical, annual fire inspections, trash service, and any other expenses revolving around the general maintenance, safety and security of the common areas.
4002	Rent/Lease Building	276,000	10,000 sqft building. Lease with Gateway, LLC
4003	Rent/Lease Equipment	1,962	Monthly rental agreement with Derrell's for a storage space used for documentation retention.
4004	Rent/Lease Vehicles	-	0
4005	Security	-	0
4006	Utilities	42,000	Services provided to us such as water, sewer, gas and electric. Currently California Psychological Institute contracts with PG&E, City of Fresno and Pinedale Public Utility.
4007	Janitorial	38,451	Cleaning cost for 10,000 sqft building.
4008	Other (Specify)	-	
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		470,000	
5001	Consultant (Network & Data Management)	55,000	Costs associated with the repairs, service, and maintenance of our network and all company devices.
5002	HMIS (Health Management Information System)	35,000	Expenses related to the maintenance of our Electronic Health Record systems.
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	10,000	Funds to utilize outside translation services.
5005	Psychologist	70,000	Per Diem cost associated with providing services to our clients for Psych Evals, Neuro Psych Evals, etc.
5006	Psychiatrist	300,000	Costs associated with providing our clients with med services.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		417,767	
6001	Administrative Overhead	323,167	Audit Cost/Expenses, Executive fees, Interest accrued on line of credit draw, IT consulting, HIPAA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support. Other items include our DMV and Live scan identification/verification costs related to background checks.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	25,000	Expenses associated with utilizing an outside Accounting Firm for annual review of our bookkeeping, compliance, and yearly tax filing.
6004	External Audit	12,000	Audited Financial Statements
6005	Insurance (Specify):Liability	39,600	General Liability and malpractice insurance costs
6006	Payroll Services	18,000	Costs associated with utilizing an outside Payroll company for managing general payroll reporting and compliance, Federal and State tax payments, employee direct deposit and payroll checks, and issuing W2s.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		105,000	
7001	Computer Equipment & Software	80,000	Any costs associated with updates and/or replacements of our existing equipment such as Printers, Software, Computers, Servers and server equipment, iPads, and Cell phones, due to normal wear and use. New computers to be in HIPAA compliance with windows.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	25,000	Expenses related to the replacement of our larger ticket items in the office due to normal wear and use such as children's, office and waiting room furniture and equipment, desks, chairs, storage furniture, telephone systems, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES		
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)		
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.
8001	Mental Health Services	
8002	Case Management	
8003	Crisis Services	
8004	Medication Support	
8005	Collateral	
8006	Plan Development	
8007	Assessment	
8008	Rehabilitation	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,315,978

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,315,978

BUDGET CHECK: -

**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2022-2023**

**PROGRAM EXPENSES**

**1000: SALARIES & BENEFITS**

**Employee Salaries**

Acct #	Position	FTE	Admin	Direct	Total
1101	Clinical Director	1.00	\$ -	\$ 166,464	\$ 166,464
1102	Licensed Clinician	11.00	-	1,196,460	1,196,460
1103	Unlicensed Clinician	12.00	-	1,061,208	1,061,208
1104	Client Care Coordinators	8.00	-	499,392	499,392
1105	COO	1.00	157,621	-	157,621
1106	Program Manager	1.00	69,707	-	69,707
1107	Office Manager	1.00	67,626	-	67,626
1108	QA/Outcomes Manager	1.00	88,434	-	88,434
1109	Administrative Assistants/Patient services	7.50	242,674	-	242,674
1110	Medical Billing / AR / AP/Finance	3.00	249,696	-	249,696
1111			-	-	-
1112			-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>46.50</b>	<b>\$ 875,758</b>	<b>\$ 2,923,524</b>	<b>\$ 3,799,282</b>

**Employee Benefits**

Acct #	Description	Admin	Direct	Total
1201	Retirement	67,790	180,210	\$ 248,000
1202	Worker's Compensation	3,140	8,409	11,549
1203	Health Insurance	106,744	233,256	340,000
1204	Other (specify)	-	-	-
1205	Other (specify)	-	-	-
1206	Other (specify)	-	-	-
<b>Employee Benefits Subtotal:</b>		<b>\$ 177,674</b>	<b>\$ 421,875</b>	<b>\$ 599,549</b>

**Payroll Taxes & Expenses:**

Acct #	Description	Admin	Direct	Total
1301	OASDI	\$ 54,297	\$ 170,938	\$ 225,235
1302	FICA/MEDICARE	\$ 12,698	\$ 42,391	55,089
1303	SUI	13,888	6,293	20,181
1304	FUTA	13,440	6,090	19,530
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>		<b>\$ 94,323</b>	<b>\$ 225,712</b>	<b>\$ 320,035</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>		<b>\$ 1,147,755</b>	<b>\$ 3,571,111</b>	<b>\$ 4,718,866</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	-
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	65,000
3002	Printing/Postage	12,000
3003	Office, Household & Program Supplies	90,000
3004	Advertising	10,000
3005	Staff Development & Training	30,000
3006	Staff Mileage	43,000
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Licenses and Taxes	5,975
3010	Food	5,000
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 260,975</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	50,000
4002	Rent/Lease Building	276,000
4003	Rent/Lease Equipment	1,962
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	42,000
4007	Janitorial	38,451
4008	Other (specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 408,413</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	55,000
5002	HMIS (Health Management Information System)	35,000
5003	Contractual/Consulting Services (Specify)	-

5004	Translation Services	10,000
5005	Psychologist	70,000
5006	Psychiatrist	300,000
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 470,000</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	298,124
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	25,000
6004	External Audit	12,000
6005	Insurance (Specify):	39,600
6006	Payroll Services	18,000
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 392,724</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	20,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	15,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 35,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,285,978</b>
-------------------------------	--	---------------------

## PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	846,145	3.92	\$ 3,316,888
8002	Case Management	166,501	3.10	516,153
8003	Crisis Services	500	3.92	1,960
8004	Medication Support	59,200	6.00	355,200
8005	Collateral	15,000	3.92	58,800
8006	Plan Development	15,750	3.92	61,740
8007	Assessment	122,500	3.92	480,200
8008	Rehabilitation	253,000	3.75	948,750
8009	IHBS	45,050	3.10	139,655
8010	ICC	68,550	3.92	268,716
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>\$ 1,592,196</b>		<b>\$ 6,148,063</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				99%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,086,582
Federal Financial Participation (FFP) %			50%	3,043,291
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,043,291</b>

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,997,772
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,997,772</b>

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Psychological Testing - 8,300 units; \$3.92 per unit	\$ 32,536
8402	Court Documentation -- 883 units; \$65.00 per report	57,395
8403	Mental Health Services (Individual/Family/Group Therapy) - 20,000 units; \$3.92 per unit	78,400
8404	Case Management - 4,000 units; \$3.10 per unit	12,400
8405	Crisis Services - 50 units; \$3.92 per unit	196
8406	Medication Support - 1,700 units; \$6.00 per unit	10,200
8407	Collateral - 500 units; \$3.92 per unit	1,960
8408	Plan Development - 225 units; \$3.92 per unit	882
8409	Assessment - 3,500 units; \$3.92 per unit	13,720
8410	Rehabilitation - 7,000 units; \$3.92 per unit	27,440
8411	Intensive Care Coordination - 1,500 units; \$3.92 per unit	5,880
8412	Intensive Home-Based Services - 1,260 units; \$3.10 per unit	3,906
<b>OTHER REVENUE TOTAL</b>		<b>\$ 244,915</b>

TOTAL PROGRAM FUNDING SOURCES:	\$	6,285,978
--------------------------------	----	-----------

NET PROGRAM COST:	\$	-
-------------------	----	---



**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2022-2023 Budget Narrative**

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,718,866</b>		
<b>Employee Salaries</b>		<b>3,799,282</b>		
1101	Clinical Director	166,464	Is responsible for overseeing and developing an organization's clinical departments. Manages and guides the clinical staff in order to make sure clients receive the best care possible.(1 FTE)	
1102	Licensed Clinician	1,196,460	Provide clinical services to children and adults under contract with Fresno County. Supervise and support unlicensed clinicians. (10.5 FTE)	
1103	Unlicensed Clinician	1,061,208	Provide clinical services under contract with Fresno county to children and adults. (12 FTE)	
1104	Client Care Coordinators	499,392	Provide support to families currently being treated by a clinician. Provide linkage and assistance as well as education and school support to children and families. (6 FTE)	
1105	COO	157,621	Oversees all staff, HR, Recruitment and retention, Contract oversight and supervises daily operations. (1 FTE)	
1106	Program Manager	69,707	Organizes and coordinates staff and curriculum for groups, trainings and chart audit. Responsible for Outcomes Reporting and monthly Activity reports. (1 FTE)	
1107	Office Manager	67,626	Supervises administrative assistants and patient care coordinators, coordinates schedules and time off. (1 FTE)	
1108	QA/Outcomes Manager	88,434	Responsible for outcomes data input into Avatar. Outcome collections and processing daily. Chart Review and Note review, internal audit and coordination of peer review. Outcomes report tracking and preparation. (1 FTE)	
1109	Administrative Assistants/Patient services	242,674	Responsible for supporting staff, psychiatrist and managers. Greet clients and schedule appointments. Do confirmation calls daily. Send all correspondence out of office. (7.5 FTE)	
1110	Medical Billing / AR / AP/Finance	249,696	1 Controller, responsible for all general accounting duties. Manages bank accounts, journal entries and all general accounting needs, oversees billing, AR/AP, check reconciliation and taxes. 2 AP/AR clerks - Responsible for all medical billing and data drop, check deposit and bill entry. (3 FTE)	
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
1116	0	-		
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>599,549</b>		
1201	Retirement	248,000	A competitive benefits package consistent with industry standards in order to retain quality employees	
1202	Worker's Compensation	11,549	Workers Compensation	
1203	Health Insurance	340,000	Health, Dental & Vision	
1204	Other (specify)	-		
1205	Other (specify)	-		
1206	Other (specify)	-		
<b>Payroll Taxes &amp; Expenses:</b>		<b>320,035</b>		
1301	OASDI	225,235	Employer Social Security	
1302	FICA/MEDICARE	55,089	Employer FICA / Medicare	
1303	SUI	20,181	State Unemployment Insurance	
1304	FUTA	19,530	Federal Unemployment Tax	
1305	Other (specify)	-		
1306	Other (specify)	-		
<b>2000: CLIENT SUPPORT</b>		<b>-</b>		
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
2010	Utility Vouchers	-		
2011	Other (Specify)	-		
2012	Other (Specify)	-		
2013	Other (Specify)	-		
2014	Other (Specify)	-		
2015	Other (Specify)	-		
2016	Other (Specify)	-		

3000: OPERATING EXPENSES		260,975		
3001	Telecommunications	65,000	Expenses listed here include our cost for services related to telephone, internet, and mobile phones .	
3002	Printing/Postage	12,000	Stamps, and any related cost associated with mailing items through USPS or another courier used to mail out all intake paperwork. Costs associated with document printing, business cards, scanning, faxing, document destruction/shredding, legal pads, brochures, office stationary, promotional items for clients such as fidget spinners, stress balls etc.	
3003	Office, Household & Program Supplies	90,000	General office items required for basic office functioning, cleaning supplies and household supplies, items directly related to services provided to clients, such as learning materials, books, arts and craft supplies, games, toys, RxNT access for the Psychiatrist, any Psych Testing materials, group supplies. Other items include our DMV and Live scan identification/verification costs related to background checks.	
3004	Advertising	10,000	Costs associated with promoting the business such as job postings, directory listings, training postings, and any legal expenses incurred for business purposes.	
3005	Staff Development & Training	30,000	Employees are provided the benefit at a rate of \$200/ year, on any related training that allows them the opportunity to better themselves so that they can offer our clients the best services. Remaining funds are earmarked for identified trainings useful for this work. CPP, law and ethics, DBT and cultural competency will be scheduled within 30 days of this contract start date.	
3006	Staff Mileage	43,000	Employees who provide services in the field are provided mileage reimbursements at a rate of \$0.535/mile for the general upkeep and maintenance of their vehicles. Other items included here may be expenses related to parking for meetings or court in areas where parking garages must be used.	
3007	Subscriptions & Memberships	-	0	
3008	Vehicle Maintenance	-	0	
3009	Licenses and Taxes	5,975	Payments made to Federal, State, City or County for various tax purposes	
3010	Food	5,000	Food and beverage costs for the clientele such as coffee, creamer, sugar, tea, honey. We also have snacks available in our kitchen for clients after each session. Cakes ,pizza or cupcakes to celebrate client graduations. Water coolers.	
3011	Other (Specify)	-		
3012	Other (Specify)	-		

4000: FACILITIES & EQUIPMENT		408,413		
4001	Building Maintenance	50,000	Items such as lawn maintenance, pest control, plumbing, HVAC, electrical, annual fire inspections, trash service, and any other expenses revolving around the general maintenance, safety and security of the common areas.	
4002	Rent/Lease Building	276,000	10,000 sqft building. Lease with Gateway, LLC	
4003	Rent/Lease Equipment	1,962	Monthly rental agreement with Derrell's for a storage space used for documentation retention.	
4004	Rent/Lease Vehicles	-	0	
4005	Security	-	0	
4006	Utilities	42,000	Services provided to us such as water, sewer, gas and electric. Currently California Psychological Institute contracts with PG&E, City of Fresno and Pinedale Public Utility.	
4007	Janitorial	38,451	Cleaning cost for 10,000 sqft building.	
4008	Other (specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		470,000		
5001	Consultant (Network & Data Management)	55,000	Costs associated with the repairs, service, and maintenance of our network and all company devices.	
5002	HMIS (Health Management Information System)	35,000	Expenses related to the maintenance of our Electronic Health Record systems.	
5003	Contractual/Consulting Services (Specify)	-		
5004	Translation Services	10,000	Funds to utilize outside translation services.	
5005	Psychologist	70,000	Per Diem cost associated with providing services to our clients for Psych Evals, Neuro Psych Evals, etc.	
5006	Psychiatrist	300,000	Costs associated with providing our clients with med services.	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5007	Other (Specify)	-	
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		392,724	
6001	Administrative Overhead	298,124	Audit Cost/Expenses, Executive fees, Interest accrued on line of credit draw, IT consulting, HIPAA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support. Other items include our DMV and Live scan identification/verification costs related to background checks.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	25,000	Expenses associated with utilizing an outside Accounting Firm for annual review of our bookkeeping, compliance, and yearly tax filing.
6004	External Audit	12,000	Audited Financial Statements
6005	Insurance (Specify):	39,600	General Liability and malpractice insurance costs
6006	Payroll Services	18,000	Costs associated with utilizing an outside Payroll company for managing general payroll reporting and compliance, Federal and State tax payments, employee direct deposit and payroll checks, and issuing W2s.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		35,000	
7001	Computer Equipment & Software	20,000	Any costs associated with updates and/or replacements of our existing equipment such as Printers, Software, Computers, Servers and server equipment, iPads, and Cell phones, due to normal wear and use. New computers to be in HIPAA compliance with windows.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	15,000	Expenses related to the replacement of our larger ticket items in the office due to normal wear and use such as children's, office and waiting room furniture and equipment, desks, chairs, storage furniture, telephone systems, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES		
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)		
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.
8001	Mental Health Services	
8002	Case Management	
8003	Crisis Services	
8004	Medication Support	
8005	Collateral	
8006	Plan Development	
8007	Assessment	
8008	Rehabilitation	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,285,978

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,285,978

BUDGET CHECK: -

**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2023-2024**

**PROGRAM EXPENSES**

1000: SALARIES & BENEFITS					
Employee Salaries					
Acct #	Position	FTE	Admin	Direct	Total
1101	Clinical Director	1.00	\$ -	169,793	\$ 169,793
1102	Licensed Clinician	11.00	-	1,220,389	1,220,389
1103	Unlicensed Clinician	12.00	-	1,082,432	1,082,432
1104	Client Care Coordinators	8.00	-	509,380	509,380
1105	COO	1.00	160,773	-	160,773
1106	Program Manager	1.00	71,101	-	71,101
1107	Office Manager	1.00	68,979	-	68,979
1108	QA/Outcomes Manager	1.00	90,203	-	90,203
1109	Administrative Assistants/Patient services	7.50	247,527	-	247,527
1110	Medical Billing / AR / AP/Finance	3.00	254,690	-	254,690
1111			-	-	-
1112		-	-	-	-
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			\$ -	\$ -	-
1119	0	-	-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>46.50</b>	<b>\$ 893,273</b>	<b>\$ 2,981,994</b>	<b>\$ 3,875,267</b>
Employee Benefits					
Acct #	Description		Admin	Direct	Total
1201	Retirement		67,790	180,210	\$ 248,000
1202	Worker's Compensation		3,140	8,409	11,549
1203	Health Insurance		106,744	233,256	340,000
1204	Other (Specify)		-	-	-
1205	Other (Specify)		-	-	-
1206	Other (Specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 177,674</b>	<b>\$ 421,875</b>	<b>\$ 599,549</b>
Payroll Taxes & Expenses:					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 55,383	\$ 174,356	\$ 229,739
1302	FICA/MEDICARE		\$ 12,952	\$ 43,239	56,191
1303	SUI		13,888	6,293	20,181
1304	FUTA		13,440	6,090	19,530
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 95,663</b>	<b>\$ 229,978</b>	<b>\$ 325,641</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 1,166,610</b>	<b>\$ 3,633,847</b>	<b>\$ 4,800,457</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (Specify)	-
2012	Other (Specify)	-
2013	Other (Specify)	-
2014	Other (Specify)	-
2015	Other (Specify)	-
2016	Other (Specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	65,000
3002	Printing/Postage	8,000
3003	Office, Household & Program Supplies	83,518
3004	Advertising	10,000
3005	Staff Development & Training	25,000
3006	Staff Mileage	43,000
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	licenses and Taxes	5,975
3010	food	5,000
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 245,493</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 35,000
4002	Rent/Lease Building	\$ 276,000
4003	Rent/Lease Equipment	\$ 1,962
4004	Rent/Lease Vehicles	\$ -
4005	Security	\$ -
4006	Utilities	\$ 42,000
4007	Janitorial	\$ 38,451
4008	Other (Specify)	\$ -
4009	Other (Specify)	\$ -
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 393,413</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	\$ 55,000
5002	HMIS (Health Management Information System)	\$ 35,000
5003	Contractual/Consulting Services (Specify)	\$ -

5004	Translation Services	\$ 5,000
5005	Psychologist	\$ 70,000
5006	psychiatrist	\$ 300,000
5007	Other (Specify)	\$ -
5008	Other (Specify)	\$ -
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 465,000</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	\$ 247,015
6002	Professional Liability Insurance	\$ -
6003	Accounting/Bookkeeping	\$ 25,000
6004	External Audit	\$ 12,000
6005	Insurance (Specify):	\$ 39,600
6006	Payroll Services	\$ 18,000
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	\$ -
6008	Other (Specify)	\$ -
6009	Other (Specify)	\$ -
6010	Other (Specify)	\$ -
6011	Other (Specify)	\$ -
6012	Other (Specify)	\$ -
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 341,615</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	\$ 30,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	\$ -
7003	Furniture & Fixtures	\$ 10,000
7004	Leasehold/Tenant/Building Improvements	\$ -
7005	Other Assets over \$500 with Lifespan of 2 Years +	\$ -
7006	Assets over \$5,000/unit (Specify)	\$ -
7007	Other (Specify)	\$ -
7008	Other (Specify)	\$ -
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 40,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,285,978</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	846,145	3.92	\$ 3,316,888
8002	Case Management	166,501	3.10	516,153
8003	Crisis Services	500	3.92	1,960
8004	Medication Support	59,200	6.00	355,200
8005	Collateral	15,000	3.92	58,800
8006	Plan Development	15,750	3.92	61,740
8007	Assessment	122,500	3.92	480,200
8008	Rehabilitation	253,000	3.75	948,750
8009	IHBS	45,050	3.10	139,655
8010	ICC	68,550	3.92	268,716
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>\$ 1,592,196</b>		<b>\$ 6,148,063</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				99%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,086,582
Federal Financial Participation (FFP) %			50%	3,043,291
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,043,291</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,997,772
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,997,772</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Psychological Testing - 8,300 units; \$3.92 per unit	\$ 32,536
8402	Court Documentation -- 883 units; \$65.00 per report	57,395
8403	Mental Health Services (Individual/Family/Group Therapy) - 20,000 units; \$3.92 per unit	78,400
8404	Case Management - 4,000 units; \$3.10 per unit	12,400
8405	Crisis Services - 50 units; \$3.92 per unit	196
8406	Medication Support - 1,700 units; \$6.00 per unit	10,200
8407	Collateral - 500 units; \$3.92 per unit	1,960
8408	Plan Development - 225 units; \$3.92 per unit	882
8409	Assessment - 3,500 units; \$3.92 per unit	13,720
8410	Rehabilitation - 7,000 units; \$3.92 per unit	27,440
8411	Intensive Care Coordination - 1,500 units; \$3.92 per unit	5,880
8412	Intensive Home-Based Services - 1,260 units; \$3.10 per unit	3,906
<b>OTHER REVENUE TOTAL</b>		<b>\$ 244,915</b>

TOTAL PROGRAM FUNDING SOURCES:	\$	6,285,978
--------------------------------	----	-----------

NET PROGRAM COST:	\$	-
-------------------	----	---



**Child Welfare Mental Health  
California Psychological Institute  
Fiscal Year (FY) 2023-2024 Budget Narrative**

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,800,457</b>		
<b>Employee Salaries</b>		<b>3,875,267</b>		
1101	Clinical Director	169,793	Is responsible for overseeing and developing an organization's clinical departments. Manages and guides the clinical staff in order to make sure clients receive the best care possible.(1 FTE)	
1102	Licensed Clinician	1,220,389	Provide clinical services to children and adults under contract with Fresno County. Supervise and support unlicensed clinicians. (10.5 FTE)	
1103	Unlicensed Clinician	1,082,432	Provide clinical services under contract with Fresno county to children and adults. (12 FTE)	
1104	Client Care Coordinators	509,380	Provide support to families currently being treated by a clinician. Provide linkage and assistance as well as education and school support to children and families. (6 FTE)	
1105	COO	160,773	Oversees all staff, HR, Recruitment and retention, Contract oversight and supervises daily operations. (1 FTE)	
1106	Program Manager	71,101	Organizes and coordinates staff and curriculum for groups, trainings and chart audit. Responsible for Outcomes Reporting and monthly Activity reports. (1 FTE)	
1107	Office Manager	68,979	Supervises administrative assistants and patient care coordinators, coordinates schedules and time off. (1 FTE)	
1108	QA/Outcomes Manager	90,203	Responsible for outcomes data input into Avatar. Outcome collections and processing daily. Chart Review and Note review, internal audit and coordination of peer review. Outcomes report tracking and preparation. (1 FTE)	
1109	Administrative Assistants/Patient services	247,527	Responsible for supporting staff, psychiatrist and managers. Greet clients and schedule appointments. Do confirmation calls daily. Send all correspondence out of office. (7.5 FTE)	
1110	Medical Billing / AR / AP/Finance	254,690	1 Controller, responsible for all general accounting duties. Manages bank accounts, journal entries and all general accounting needs, oversees billing, AR/AP, check reconciliation and taxes. 2 AP/AR clerks - Responsible for all medical billing and data drop, check deposit and bill entry. (3 FTE)	
1111	0	-		
1112	0	-		
1113	0	-		
1114	0	-		
1115	0	-		
1116	0	-		
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>599,549</b>		
1201	Retirement	248,000	A competitive benefits package consistent with industry standards in order to retain quality employees	
1202	Worker's Compensation	11,549	Workers Compensation	
1203	Health Insurance	340,000	Health, Dental & Vision	
1204	Other (Specify)	-		
1205	Other (Specify)	-		
1206	Other (Specify)	-		
<b>Payroll Taxes &amp; Expenses:</b>		<b>325,641</b>		
1301	OASDI	229,739	Employer Social Security	
1302	FICA/MEDICARE	56,191	Employer FICA / Medicare	
1303	SUI	20,181	State Unemployment Insurance	
1304	FUTA	19,530	Federal Unemployment Tax	
1305	Other (Specify)	-		
1306	Other (Specify)	-		
<b>2000: CLIENT SUPPORT</b>		<b>-</b>		
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
2010	Utility Vouchers	-		
2011	Other (Specify)	-		
2012	Other (Specify)	-		
2013	Other (Specify)	-		
2014	Other (Specify)	-		
2015	Other (Specify)	-		
2016	Other (Specify)	-		

3000: OPERATING EXPENSES		245,493		
3001	Telecommunications	65,000	Expenses listed here include our cost for services related to telephone, internet, and mobile phones .	
3002	Printing/Postage	8,000	Stamps, and any related cost associated with mailing items through USPS or another courier used to mail out all intake paperwork. Costs associated with document printing, business cards, scanning, faxing, document destruction/shredding, legal pads, brochures, office stationary, promotional items for clients such as fidget spinners, stress balls etc.	
3003	Office, Household & Program Supplies	83,518	General office items required for basic office functioning, cleaning supplies and household supplies, items directly related to services provided to clients, such as learning materials, books, arts and craft supplies, games, toys, RxNT access for the Psychiatrist, any Psych Testing materials, group supplies. Other items include our DMV and Live scan identification/verification costs related to background checks.	
3004	Advertising	10,000	Costs associated with promoting the business such as job postings, directory listings, training postings, and any legal expenses incurred for business purposes.	
3005	Staff Development & Training	25,000	Employees are provided the benefit at a rate of \$200/ year, on any related training that allows them the opportunity to better themselves so that they can offer our clients the best services. Remaining funds are earmarked for identified trainings useful for this work. CPP, law and ethics, DBT and cultural competency will be scheduled within 30 days of this contract start date.	
3006	Staff Mileage	43,000	Employees who provide services in the field are provided mileage reimbursements at a rate of \$0.535/mile for the general upkeep and maintenance of their vehicles. Other items included here may be expenses related to parking for meetings or court in areas where parking garages must be used.	
3007	Subscriptions & Memberships	-	0	
3008	Vehicle Maintenance	-	0	
3009	licenses and Taxes	5,975	Payments made to Federal, State, City or County for various tax purposes	
3010	food	5,000	Food and beverage costs for the clientele such as coffee, creamer, sugar, tea, honey. We also have snacks available in our kitchen for clients after each session. Cakes ,pizza or cupcakes to celebrate client graduations. Water coolers.	
3011	Other (Specify)	-		
3012	Other (Specify)	-		

4000: FACILITIES & EQUIPMENT		393,413		
4001	Building Maintenance	35,000	Items such as lawn maintenance, pest control, plumbing, HVAC, electrical, annual fire inspections, trash service, and any other expenses revolving around the general maintenance, safety and security of the common areas.	
4002	Rent/Lease Building	276,000	10,000 sqft building. Lease with Gateway, LLC	
4003	Rent/Lease Equipment	1,962	Monthly rental agreement with Derrell's for a storage space used for documentation retention.	
4004	Rent/Lease Vehicles	-	0	
4005	Security	-	0	
4006	Utilities	42,000	Services provided to us such as water, sewer, gas and electric. Currently California Psychological Institute contracts with PG&E, City of Fresno and Pinedale Public Utility.	
4007	Janitorial	38,451	Cleaning cost for 10,000 sqft building.	
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		465,000		
5001	Consultant (Network & Data Management)	55,000	Costs associated with the repairs, service, and maintenance of our network and all company devices.	
5002	HMIS (Health Management Information System)	35,000	Expenses related to the maintenance of our Electronic Health Record systems.	
5003	Contractual/Consulting Services (Specify)	-		
5004	Translation Services	5,000	Funds to utilize outside translation services.	
5005	Psychologist	70,000	Per Diem cost associated with providing services to our clients for Psych Evals, Neuro Psych Evals, etc.	
5006	psychiatrist	300,000	Costs associated with providing our clients with med services.	
5007	Other (Specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5008	Other (Specify)	-	

6000: ADMINISTRATIVE EXPENSES		341,615	
6001	Administrative Overhead	247,015	Audit Cost/Expenses, Executive fees, Interest accrued on line of credit draw, IT consulting, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support. Other items include our DMV and Live scan identification/verification costs related to background checks.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	25,000	Expenses associated with utilizing an outside Accounting Firm for annual review of our bookkeeping, compliance, and yearly tax filing.
6004	External Audit	12,000	Audited Financial Statements
6005	Insurance (Specify):	39,600	General Liability and malpractice insurance costs
6006	Payroll Services	18,000	Costs associated with utilizing an outside Payroll company for managing general payroll reporting and compliance, Federal and State tax payments, employee direct deposit and payroll checks, and issuing W2s.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (Specify)	-	
6009	Other (Specify)	-	
6010	Other (Specify)	-	
6011	Other (Specify)	-	
6012	Other (Specify)	-	

7000: FIXED ASSETS		40,000	
7001	Computer Equipment & Software	30,000	Any costs associated with updates and/or replacements of our existing equipment such as Printers, Software, Computers, Servers and server equipment, iPads, and Cell phones, due to normal wear and use. New computers to be in HIPAA compliance with windows.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	10,000	Expenses related to the replacement of our larger ticket items in the office due to normal wear and use such as children's, office and waiting room furniture and equipment, desks, chairs, storage furniture, telephone systems, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,285,978**  
**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,285,978**  
**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2019-20**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Program Director	1.00	\$ -	\$ 99,300	\$ 99,300
1102	Case Manager	9.00	-	509,850	509,850
1103	Mental Health Specialists	21.00	-	1,448,129	1,448,129
1104	Clinical Supervisors	3.00	-	222,789	222,789
1105	Intake Coordinator	2.00	-	67,898	67,898
1106	LVN	0.50	-	26,780	26,780
1107	Administrator	0.25	29,175	-	29,175
1108	Quality Assurance Coordinator	0.40	21,218	-	21,218
1109	Quality Assurance Manager	0.40	27,583	-	27,583
1110	Training Coordinator	0.40	22,067	-	22,067
1111	Human Resource Coordinator	0.50	26,788	-	26,788
1112	Admin Clerk	1.50	54,631	-	54,631
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>39.95</b>	<b>\$ 181,462</b>	<b>\$ 2,374,746</b>	<b>\$ 2,556,207</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement/Workers Comp/Health Insurance		\$ 31,302	\$ 409,644	\$ 440,946
1202	Other (specify)		-	-	-
1203	Other (specify)		-	-	-
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 31,302</b>	<b>\$ 409,644</b>	<b>\$ 440,946</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	Payroll Taxes		\$ 18,146	\$ 237,475	\$ 255,621
1302	Other (specify)		\$ -	\$ -	-
1303	Other (specify)		-	-	-
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 18,146</b>	<b>\$ 237,475</b>	<b>\$ 255,621</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 230,910</b>	<b>\$ 3,021,865</b>	<b>\$ 3,252,774</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	2,400
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 2,400</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telephone	\$ 95,468
3002	Postage	-
3003	Printing/Reproduction	-
3004	Office Supplies & Equipment	14,382
3005	Household Supplies	-
3006	Legal Notices/Advertising	-
3007	Staff Training/Registration	30,000
3008	Staff Mileage/Vehicle Maintenance	82,563
3009	Subscriptions & Memberships	-
3010	Licenses and Taxes	15,000
3011	Food	-
3012	Program Supplies - Therapeutic	-
3013	Other - Purchased Services	34,860
3014	Other - Centralized Services - program	125,435
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 397,708</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 22,800
4002	Rent/Lease Building	73,080
4003	Rent/Lease Equipment	19,000
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	15,000
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 129,880</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	7,200
5005	Medication Supports	186,000
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 193,200</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	\$ 608,658
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	90,000
6004	External Audit	3,600
6005	Liability Insurance	18,896
6006	Payroll Services	11,984
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other (specify)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 733,138</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computers & Software	\$ 37,901
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	3,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 40,901</b>

<b>TOTAL PROGRAM EXPENSES</b>	<b>\$ 4,750,000</b>
-------------------------------	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>
--

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	471,977	2.81	\$ 1,326,255
8002	Case Management	340,015	2.17	737,833
8003	Crisis Intervention	2,654	4.17	11,067
8004	Medication Support	35,610	5.18	184,458
8005	Collateral	311,807	2.81	876,177
8006	Plan Development	32,822	2.81	92,229
8007	Assessment	49,233	2.81	138,344
8008	Rehabilitation	32,822	2.81	92,229
8009	Intensive Care Coordination	212,510	2.17	461,146
8010	Intensive Home-Based Services	246,163	2.81	691,719
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,735,613</b>		<b>\$ 4,611,457</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				97%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				4,473,113
Federal Financial Participation (FFP) %			50%	2,236,557
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,236,556</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>
--

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>
---------------------------

Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,236,558
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,236,558</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>
--

Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>
-----------------------------

Acct #	Line Item Description	Amount
8401	Psychological Evaluations - 15,866 units; \$2.81 per unit	\$ 44,583
8402	Court Documentation, Reports -- 29,388 units; \$2.81 per unit	\$ 82,580
8403	Mental Health Services - 39,819 units; \$2.81 per unit	\$ 111,891
8404	Case Management - 14,853 units; \$2.17 per unit	\$ 32,231
8405	Crisis Intervention - 85 units; \$4.17 per unit	\$ 354
8406	Medication Support - 902 units; \$5.81 per unit	\$ 5,241
<b>OTHER REVENUE TOTAL</b>		<b>\$ 276,886</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 4,750,000</b>
---------------------------------------	---------------------

<b>NET PROGRAM COST:</b>	\$	-
--------------------------	----	---



**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2019-20 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,252,774</b>	
<b>Employee Salaries</b>		<b>2,556,207</b>	
1101	Program Director	99,300	This position oversees program management and maintains in compliance with contract and legal requirements. (1.0 FTE)
1102	Case Manager	509,850	Will provide case management activities to assist individuals at risk or indicating symptoms of mental health problems to ensure access to needed medical, rehabilitative, and other needed services and resources. Case Manager will work to identify and link individuals to resources and related supports, monitor service delivery to ensure access to care. Case Manager will provide person-to-person case management support to address barriers to treatment and will support individuals connecting with appropriate mental health resources. Case Managers will provide individualized attention, as well as services and supports as needed. (9.0 FTE)
1103	Mental Health Specialists	1,448,129	Provides initial and ongoing assessment, develops EPSDT plan. Provides individual and family trauma-informed mental health services and therapy. Provides clinical support and information to CFTs, as CFT and ICC team member. Documents and bills for services, and completes outcomes information. (21.0 FTE)
1104	Clinical Supervisors	222,789	Under general direction, supervises specialty mental health services and the work of license-eligible therapists in accordance with BBS requirements. May also provide individual mental health services. (3.0 FTE)
1105	Intake Coordinator	67,898	Processes referrals, consent packets, and paperwork, etc. (2.0 FTE)
1106	LVN	26,780	Provides direct client care, including medications, and supervises nursing activities performed by professional and para-professional nursing personnel on the unit. (0.5 FTE)
1107	Administrator	29,175	Has a direct responsibility for the Community Services program and will report to Regional Administrator, will ensure operational, clinical, and regulatory requirements are met. He/She will directly supervise the Program Director. (0.25 FTE)
1108	Quality Assurance Coordinator	21,218	Responsible for utilization review and assisting in medical record management by gathering and analyzing agency data and assisting in the agency's quality control, quality assurance, and quality improvement efforts. (0.40 FTE)
1109	Quality Assurance Manager	27,583	Manages all Quality Assurance tasks for the program, which includes records management, documentation and service audits for compliance to Medi-Cal and internal requirements. (0.40 FTE)
1110	Training Coordinator	22,067	Assists in the development, coordination, delivery and administration of agency training programs. (0.40 FTE)
1111	Human Resource Coordinator	26,788	Manages all human resource clerical and administrative tasks for the program staff. This position is responsible for supporting the development of a positive working environment to enhance agency success and reduce legal risk, as well as management team support and consultation, employee relations, interpretation and administration of HR policies and procedures, staff recruitment and selection, compensation, and employee benefits etc. (0.50 FTE)
1112	Admin Clerk	54,631	Responsible for insuring the client record within EMR (Electronic Medical Record) is maintained, physician orders are signed within the prescribed time period, clinical, consultant and discharge documentation and appointments are scheduled, weekly summary sheets are prepared, and also acts as the administrative support for the units. (1.5 FTE)
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>440,946</b>	
1201	Retirement/Workers Comp/Health Insurance	440,946	17.25% of annual salaries
1202	Other (specify)	-	
1203	Other (specify)	-	
1204	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1205	Other (specify)	-	
1206	Other (specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>255,621</b>	
1301	Payroll Taxes	255,621	10% of annual salaries
1302	Other (specify)	-	
1303	Other (specify)	-	
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

<b>2000: CLIENT SUPPORT</b>		<b>2,400</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	2,400	For client supplies and incentives based on \$200 per month - this will cover food for family meetigns and graduation celebrations
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	

<b>3000: OPERATING EXPENSES</b>		<b>397,708</b>	
3001	Telephone	95,468	For staff cell phone reimbursement (\$60 per month for 35.5 staff and the director at \$100 per month). Included is \$68,708 for landline, internet & phones which includes Wi-Fi for staff tablets.
3002	Postage	-	
3003	Printing/Reproduction	-	
3004	Office Supplies & Equipment	14,382	Based on \$14,382 for office supplies for 39.95 FTEs
3005	Household Supplies	-	
3008	Staff Mileage/Vehicle Maintenance	82,563	Estimated staff travel reimbursement for client visits (IRS mileage rate @ .58/mile) and for staff travel to training programs, which is based on our experience in administering similar programs and locations. Based on our experience the 39.95 FTEs will travel approximately 75 miles/FTE per week. Calculated @ \$6,880/month.
3009	Subscriptions & Memberships	-	Comprised of on-going program required education, training and materials for staff and training for DBT/AF-CBT/CBT practices. Calculated at \$2,500 per month
3010	Licenses and Taxes	15,000	\$15,000 for Property Taxes, business licenses, and Joint Commission fees.
3011	Food	-	
3012	Program Supplies - Therapeutic	-	
3013	Other - Purchased Services	34,860	Includes start up costs for recruitment of \$1,740, on-going staff recruitment, document shredding, water and coffee service, postage meter rental, security services and storage facility of \$33,120.
3014	Other - Centralized Services - program	125,435	Comprised of the SBHG corporate and regional support in the numerous areas including support from the Senior Administrator as well as services provided for Program Development and Evaluation (e.g. tracking and reporting outcomes, and implementation of practices), Quality & Compliance (e.g. internal chart audits, compliance audits, and TJC-readiness preparation), and Training (e.g. TIP and Core Practice trainings provided company-wide). There is a significant cost advantage to all the SBHG company programs in sharing these costs rather than building them into each program. SBHG support provides oversight of all of our programs to ensure consistency with our standards and policies and procedures. The cost of this support is shared by all programs and is budgeted 3% of total expenses.

<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>129,880</b>	
4001	Building Maintenance	22,800	For janitorial services, repairs and maintenance, calculated at \$1,900 per month for 12 months.
4002	Rent/Lease Building	73,080	Calculated at \$1.50 per square foot per month for 4,350 square feet for 12 months.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4003	Rent/Lease Equipment	19,000	For copier lease, toner and maintenance for 12 months.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	15,000	Electricity, Water, Gas. \$1,250 per month for 12 months.
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

5000: SPECIAL EXPENSES		193,200	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	7,200	Annual translation services
5005	Medication Supports	186,000	Includes Psychiatrist: \$141,600 for 59 hours per month at \$200 per hour and Psychologist: \$44,400 for 37 hours per month at \$100 per hour.
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		733,138	
6001	Administrative Overhead	608,658	Will not exceed 15% of total costs. \$401,591 or 10% of total costs is an allocation from Stars Behavioral Health Group. It covers operations administration, information technology, human resources, communications, finance, and associated fringe benefits and expenses. SBHG oversight ensures consistency with our quality standards and policies and procedures. The cost is developed from allocating the SBHG costs among all the programs within all the SBHG companies based on standard accounting practices. This economy of scale results in a significant savings for all SBHG programs. Rather than staffing each program for all necessary services above, the services are performed by few employees and then shared among all SBHG programs. \$207,067 or 5% of the total expenses is budgeted as SBHG operating income. Up to 5% of the total expenses will be net income while maintaining total Administrative/Overhead expenses under 15% of total funding.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	90,000	This program will be supported and greatly benefit from the experienced and established local Starlight Community Services organization. There is a large cost advantage to the program in being supported by Starlight CS in the areas of operations, business office and billing functions. Without the support from an affiliated organization, the program would need to have dedicated staff for these functions. Additionally any costs shared with this program will result in savings to the county through lower costs for other Central Star County Programs. The cost of this support is budgeted at \$7,500 per month which is consistent with other programs.
6004	External Audit	3,600	Annual audit fees
6005	Liability Insurance	18,896	For general liability, property and professional liability based on \$473 per FTE.
6006	Payroll Services	11,984	Payroll processing fees based on \$25 per month for 39.95 employees
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other (specify)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		40,901	
7001	Computers & Software	37,901	For IT equipment, software and support.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	3,000	For minor office equipment, furniture.
7004	Leasehold/Tenant/Building Improvements	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES		
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)		
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.
8001	Mental Health Services	Estimated 471,977 units at \$2.81 per unit
8002	Case Management	Estimated 340,015 units at \$2.17 per unit
8003	Crisis Intervention	Estimated 2,654 units at \$4.17 per unit
8004	Medication Support	Estimated 35,610 units at \$5.18 per unit
8005	Collateral	Estimated 311,807 units at \$2.81 per unit
8006	Plan Development	Estimated 32,822 units at \$2.81 per unit
8007	Assessment	Estimated 49,233 units at \$2.81 per unit
8008	Rehabilitation	Estimated 32,822 units at \$2.81 per unit
8009	Intensive Care Coordination	Estimated 212,510 units at \$2.17 per unit
8010	Intensive Home-Based Services	Estimated 246,163 units at \$2.81 per unit

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 4,750,000**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 4,750,000**

**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2020-21**

**PROGRAM EXPENSES**

**1000: SALARIES & BENEFITS**

**Employee Salaries**

Acct #	Position	FTE	Admin	Direct	Total
1101	Program Director	1.00	\$ -	\$ 101,286	\$ 101,286
1102	Case Managers	8.00	-	520,000	520,000
1103	Mental Health Specialist	22.00	-	1,672,000	1,672,000
1104	Clinical Supervisors	3.00	-	270,000	270,000
1105	Intake Coordinators	1.00	-	34,628	34,628
1106	LVN	0.50	-	27,316	27,316
1107	Administrator	0.25	29,758	-	29,758
1108	Quality Assurance Coordinator	0.40	21,642	-	21,642
1109	Quality Assurance Manager	0.40	28,135	-	28,135
1110	Training Coordinator	0.40	22,508	-	22,508
1111	Human Resource Coordinator	0.50	27,323	-	27,323
1112	Admin Clerk	2.00	67,105	-	67,105
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>39.45</b>	<b>\$ 196,471</b>	<b>\$ 2,625,230</b>	<b>\$ 2,821,701</b>

**Employee Benefits**

Acct #	Description	Admin	Direct	Total
1201	Retirement	\$ 5,305	\$ 70,881	\$ 76,186
1202	Worker's Compensation	5,894	78,757	84,651
1203	Health Insurance	23,577	302,329	325,906
1204	Other (specify)	-	-	-
1205	Other (specify)	-	-	-
1206	Other (specify)	-	-	-
<b>Employee Benefits Subtotal:</b>		<b>\$ 34,776</b>	<b>\$ 451,967</b>	<b>\$ 486,743</b>

**Payroll Taxes & Expenses:**

Acct #	Description	Admin	Direct	Total
1301	OASDI	\$ 12,181	\$ 162,764	\$ 174,945
1302	FICA/MEDICARE	2,849	38,066	40,915
1303	SUI	4,519	61,791	66,310
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>		<b>\$ 19,549</b>	<b>\$ 262,621</b>	<b>\$ 282,170</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>		<b>\$ 250,796</b>	<b>\$ 3,339,818</b>	<b>\$ 3,590,614</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	3,901
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	110,400
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 114,301</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 77,473
3002	Printing/Postage	-
3003	Office, Household & Program Supplies	17,902
3004	Advertising	-
3005	Staff Development & Training	8,004
3006	Staff Mileage	77,756
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other - Purchased Services	39,480
3010	Other - Licenses and Taxes	15,000
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 235,615</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 22,800
4002	Rent/Lease Building	60,864
4003	Rent/Lease Equipment	13,226
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	16,800
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 113,690</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-

5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	7,200
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 7,200</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	\$ 377,782
6002	Professional Liability Insurance	22,920
6003	Accounting/Bookkeeping	90,000
6004	External Audit	14,500
6005	Insurance (Specify)	-
6006	Payroll Services	13,255
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other - Centralized Services - program	123,785
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 642,242</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	\$ 46,338
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 46,338</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 4,750,000</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>
--

Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	616,369	2.85	\$ 1,756,651
8002	Case Management	543,119	2.20	1,194,861
8003	Crisis Services	2,957	4.17	12,332
8004	Medication Support	39,705	5.21	206,862
8005	Collateral	161,887	2.85	461,377
8006	Plan Development	46,550	2.85	132,668
8007	Assessment	54,361	2.85	154,928
8008	Rehabilitation	36,241	2.85	103,286
8009	ICC	130,837	2.20	287,842
8010	IHBS	145,652	2.85	415,108
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,777,677</b>		<b>\$ 4,725,914</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				97%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				4,584,137
Federal Financial Participation (FFP) %			50%	2,292,068
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,292,068</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>
--

Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>
---------------------------

Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,046,412
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,046,412</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>
--

Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>
-----------------------------

Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Psychological Evaluations - \$2.85 per unit; 20,509 units	58,452
8404	Court Documentation, Reports - \$2.85 per unit; 41,019 units	116,904
8405	Non-MediCal Clients (Mental Health Services) - \$2.85 per unit; 41,635 units	118,659
8406	Non-MediCal Clients (Case Management) - \$2.20 per unit; 20,102 units	44,225
8407	Non-MediCal Clients (Crisis Intervention) - \$4.17 per unit; 98 units	408
8408	Non-MediCal Clients (Medical Support) - \$5.21 per unit; 1,306 units	6,804
8409	ICC - \$2.20 per unit; 11,377 units	25,030
8410	IHBS - \$2.85 per unit; 14,399 units	41,038
<b>OTHER REVENUE TOTAL</b>		<b>\$ 411,520</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 4,750,000</b>
---------------------------------------	---------------------



NET PROGRAM COST:	\$ -
-------------------	------

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2020-21 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,590,614</b>	
<b>Employee Salaries</b>		<b>2,821,701</b>	
1101	Program Director	101,286	1.0 FTE, this position oversees program management and maintains in compliance with contract and legal requirements.
1102	Case Managers	520,000	8.0 FTE, will provide case management activities to assist individuals at risk or indicating symptoms of mental health problems to ensure access to needed medical, rehabilitative, and other needed services and resources. Case Manager will work to identify and link individuals to resources and related supports, monitor service delivery to ensure access to care. Case Manager will provide person-to-person case management support to address barriers to treatment and will support individuals connecting with appropriate mental health resources. Case Managers will provide individualized attention, as well as services and supports as needed.
1103	Mental Health Specialist	1,672,000	22 FTE's, provides initial and ongoing assessment; develops EPSDT plan. Provides individual and family trauma-informed mental health services and therapy. Provides clinical support and information to CFTs, as CFT and ICC team member. Documents and bills for services, and completes outcomes information.
1104	Clinical Supervisors	270,000	3.0 FTE, under general direction, supervises Specialty Mental Health Services, and the work of license-eligible therapists in accordance with BBS requirements. May also provide individual mental health services.
1105	Intake Coordinators	34,628	1.0 FTE, processes referrals, consent packets, and paperwork, etc.
1106	LVN	27,316	0.50 FTE, provides direct client care including medications, and supervises nursing activities performed by professional and para-professional nursing personnel on the unit.
1107	Administrator	29,758	.25 FTE, has a direct responsibility for the Community Service program and will report to Regional Administrator, will ensure operational, clinical and regulatory requirements are met. He/she will directly supervise the Program Director.
1108	Quality Assurance Coordinator	21,642	.40 FTE, is responsible for utilization review and assisting in medical record management by gathering and analyzing agency data and assisting in the agency's quality control, quality assurance, and quality improvement efforts.
1109	Quality Assurance Manager	28,135	.40 FTE, manages all Quality Assurance tasks for the program, which includes records management, documentation and service audits for compliance to Medi-Cal and internal requirements.
1110	Training Coordinator	22,508	.40 FTE, assists in the development, coordination, delivery and administration of agency training programs.
1111	Human Resource Coordinator	27,323	.50 FTE, manages all human resource clerical and administrative tasks for the program staff. This position is responsible for supporting the development of a positive working environment to enhance agency success and reduce legal risk, as well as management team support and consultation, employee relations, interpretation and administration of HR policies and procedures, staff recruitment and selection, compensation, and employee benefits etc.
1112	Admin Clerk	67,105	2.0 FTE, is responsible for insuring the client record within EMR (Electronic Medical Record) is maintained, physician orders are signed within the prescribed time period, clinical, consultant and discharge documentation and appointments are scheduled, weekly summary sheets are prepared, and also acts as the administrative support for the units.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>486,743</b>	
1201	Retirement	76,186	Annual ESOP Pension and 401k employer match, calculated at 2.7% of annual salaries
1202	Worker's Compensation	84,651	Worker Compensation calculated at 3% of annual salaries
1203	Health Insurance	325,906	Health Insurance is calculated at 12% of annual salaries
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>Payroll Taxes &amp; Expenses:</b>		<b>282,170</b>	
1301	OASDI	174,945	Calculated at 6.20% of annual salaries up to the annual IRS max
1302	FICA/MEDICARE	40,915	Calculated at 1.45% of annual salaries
1303	SUI	66,310	Calculate at the Company's rate of 6% up to \$7,000 of annual wages per employee
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	
<b>2000: CLIENT SUPPORT</b>		<b>114,301</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	3,901	When transporting clients, funds used for gas refill.
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	110,400	Includes Psychiatrist for 75 hours per month at \$123 per hour.
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	
<b>3000: OPERATING EXPENSES</b>		<b>235,615</b>	
3001	Telecommunications	77,473	Staff cell phone reimbursement, contingent on headcount (\$60 per month for staff and the director at \$100 per month) also landline, internet & phones which includes Wi-Fi for staff tablets.
3002	Printing/Postage	-	
3003	Office, Household & Program Supplies	17,902	\$15,402 For office supplies for 39.45 FTE's also including Covid related cleaning supplies \$2,500 for the year.
3004	Advertising	-	
3005	Staff Development & Training	8,004	Comprise of the on-going program required education, training and materials for staff and training for DBT/ AF-CBT/ CBT practices.
3006	Staff Mileage	77,756	This is estimated staff travel reimbursement for client visits (IRS mileage rate @ .58/miles) and for staff travel to training programs, which is based on our experience in administering similar programs and locations. Based on our experience the 39.45 FTEs will travel 11,172 miles a month and get reimbursed Calculated @ \$6,480/month.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other - Purchased Services	39,480	Includes on-going staff recruitment, document shredding, water and coffee service, postage meter rental, Security services and storage facility.
3010	Other - Licenses and Taxes	15,000	Property Taxes, business licenses and Joint Commission fees.
3011	Other (specify)	-	
3012	Other (specify)	-	
<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>113,690</b>	
4001	Building Maintenance	22,800	For janitorial services, repairs and maintenance, calculated at \$1,900 per month for 12 months.
4002	Rent/Lease Building	60,864	Calculated at \$1.17 per square foot per month for 4,350 square feet for 12 months.
4003	Rent/Lease Equipment	13,226	For copier lease, toner and maintenance for 12 months.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	16,800	Electricity, Water, Gas, \$1,400 per month for 12 months.
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	
<b>5000: SPECIAL EXPENSES</b>		<b>7,200</b>	
5001	Consultant (Network & Data Management)	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
5002	HMIS (Health Management Information System)	-		
5003	Contractual/Consulting Services (Specify)	-		
5004	Translation Services	7,200		For annual translation services.
5005	Other (specify)	-		
5006	Other (specify)	-		
5007	Other (specify)	-		
5008	Other (specify)	-		

6000: ADMINISTRATIVE EXPENSES		642,242		
6001	Administrative Overhead	377,782		Will not exceed 15% of total costs. As 10% of total costs is an allocation from Stars Behavioral Health Group. It covers operations administration, information technology, human resources, communications, finance, and associated fringe benefits and expenses. SBHG oversight ensures consistency with our quality standards and policies and procedures. The cost is developed from allocating the SBHG costs among all the programs within all the SBHG companies based on standard accounting practices. This economy of scale results in a significant savings for all SBHG programs. Rather than staffing each program for all necessary services above, the services are performed by fewer employees and then shared among all SBHG programs. And 5% of the total expenses is budgeted as SBHG operating income. Up to 5% of the total expenses will be net income while maintaining total Administrative/Overhead expenses under 15% of total funding.
6002	Professional Liability Insurance	22,920		For general liability, property and professional liability based on \$581per FTE.
6003	Accounting/Bookkeeping	90,000		This program will be supported and greatly benefit from the experienced and established local Starlight Community Services organization. There is a large cost advantage to the program in being supported by Starlight CS in the areas of operations, business office and billing functions. Without the support from an affiliated organization, the program would need to have dedicated staff for these functions. Additionally any costs shared with this program will result in savings to the county though lower costs for other Central Star County Programs. The cost of this support is budgeted at \$7,500 per month which is consistent with other programs.
6004	External Audit	14,500		For annual audit fees.
6005	Insurance (Specify)	-		
6006	Payroll Services	13,255		For payroll processing fees based on \$28 per month for 39.45 employees.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-		
6008	Other - Centralized Services - program	123,785		Is comprised of the SBHG corporate and regional support in the numerous areas including support from the Senior Administrator as well as services provided for Program Development and Evaluation (e.g., tracking and reporting outcomes, and implementation of practices), Quality & Compliance (e.g., internal chart audits, compliance audits, and TJC-readiness preparation), and Training (e.g., TIP and Core Practice trainings provided company-wide). There is a significant cost advantage to all the SBHG company programs in sharing these costs rather than building them into each program. SBHG support provides oversight of all of our programs to ensure consistency with our standards and policies and procedures. The cost of this support is shared by all programs and is budgeted 3% of total expenses.
6009	Other (specify)	-		
6010	Other (specify)	-		
6011	Other (specify)	-		
6012	Other (specify)	-		

7000: FIXED ASSETS		46,338		
7001	Computer Equipment & Software	46,338		For minor office equipment, furniture, IT equipment, software and support. Total \$3,862 monthly, this estimate includes 15 laptops and 5 desktops.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-		
7003	Furniture & Fixtures	-		
7004	Leasehold/Tenant/Building Improvements	-		
7005	Other Assets over \$500 with Lifespan of 2 Years +	-		
7006	Assets over \$5,000/unit (Specify)	-		
7007	Other (specify)	-		
7008	Other (specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>PROGRAM FUNDING SOURCES</b>			
<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	ICC		
8010	IHBS		

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 4,750,000**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 4,750,000**

**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2021-22**

**PROGRAM EXPENSES**

**1000: SALARIES & BENEFITS**

**Employee Salaries**

Acct #	Position	FTE	Admin	Direct	Total
1101	Program Director	1.00	\$ -	\$ 104,325	\$ 104,325
1102	Case Managers	8.00	-	535,600	535,600
1103	Mental Health Specialist	22.00	-	1,722,160	1,722,160
1104	Clinical Supervisors	4.00	-	370,800	370,800
1105	Intake Coordinators	1.00	-	35,667	35,667
1106	LVN	0.50	-	28,135	28,135
1107	Administrator	0.25	30,651	-	30,651
1108	Quality Assurance Coordinator	0.40	22,291	-	22,291
1109	Quality Assurance Manager	0.40	28,979	-	28,979
1110	Training Coordinator	0.40	23,183	-	23,183
1111	Human Resource Coordinator	0.50	28,143	-	28,143
1112	Admin Clerk	3.00	103,677	-	103,677
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>41.45</b>	<b>\$ 236,924</b>	<b>\$ 2,796,687</b>	<b>\$ 3,033,611</b>

**Employee Benefits**

Acct #	Description	Admin	Direct	Total
1201	Retirement	\$ 6,397	\$ 75,511	\$ 81,908
1202	Worker's Compensation	7,108	83,901	91,009
1203	Health Insurance	28,431	335,602	364,033
1204	Other (specify)	-	-	-
1205	Other (specify)	-	-	-
1206	Other (specify)	-	-	-
<b>Employee Benefits Subtotal:</b>		<b>\$ 41,936</b>	<b>\$ 495,014</b>	<b>\$ 536,950</b>

**Payroll Taxes & Expenses:**

Acct #	Description	Admin	Direct	Total
1301	OASDI	\$ 14,689	\$ 173,395	\$ 188,084
1302	FICA/MEDICARE	3,435	40,552	43,987
1303	SUI	5,449	64,324	69,773
1304	Other (specify)	-	-	-
1305	Other (specify)	-	-	-
1306	Other (specify)	-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>		<b>\$ 23,573</b>	<b>\$ 278,271</b>	<b>\$ 301,844</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>		<b>\$ 302,433</b>	<b>\$ 3,569,972</b>	<b>\$ 3,872,405</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	4,018
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	113,712
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 117,730</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 79,797
3002	Printing/Postage	-
3003	Office, Household & Program Supplies	18,889
3004	Advertising	-
3005	Staff Development & Training	68,244
3006	Staff Mileage	80,089
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other - Purchased Services	40,664
3010	Other- Licenses and Taxes	15,000
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 302,683</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 23,484
4002	Rent/Lease Building	62,690
4003	Rent/Lease Equipment	13,623
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	17,304
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 117,101</b>

<b>5000: SPECIAL EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-

5004	Translation Services	7,416
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 7,416</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
6001	Administrative Overhead	\$ 389,115
6002	Professional Liability Insurance	23,608
6003	Accounting/Bookkeeping	92,700
6004	External Audit	14,935
6005	Insurance (Specify)	-
6006	Payroll Services	13,653
6007	Depreciation <i>(Provider-Owned Equipment to be Used for Program Purposes)</i>	-
6008	Other - Centralized Services - program	127,499
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 661,510</b>

<b>7000: FIXED ASSETS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
7001	Computer Equipment & Software	\$ 47,728
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 47,728</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,126,573</b>
-------------------------------	--	---------------------



## PROGRAM FUNDING SOURCES

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	616,833	2.94	\$ 1,810,715
8002	Case Management	502,550	2.27	1,138,779
8003	Crisis Services	2,902	4.30	12,466
8004	Medication Support	38,948	5.37	209,009
8005	Collateral	270,288	2.94	793,429
8006	Plan Development	45,664	2.94	134,046
8007	Assessment	53,325	2.94	156,537
8008	Rehabilitation	35,550	2.94	104,358
8009	ICC	136,486	2.27	309,823
8010	IHBS	151,877	2.94	446,519
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,854,425</b>		<b>\$ 5,115,680</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				97%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				4,962,210
Federal Financial Participation (FFP) %			50%	2,481,105
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,481,105</b>

8100 - SUBSTANCE USE DISORDER FUNDS		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

8200 - REALIGNMENT		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,218,552
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,218,552</b>

8300 - MENTAL HEALTH SERVICE ACT (MHSA)			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

8400 - OTHER REVENUE		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Psychological Evaluations - \$2.94 per unit; 20,478 units	60,205
8404	Court Documentation, Reports - \$2.94 per unit; 40,956 units	120,411
8405	Non-MediCal Clients (Mental Health Services) - \$2.94 per unit; 41,555 units	122,172
8406	Non-MediCal Clients (Case Management) - \$2.27 per unit; 20,085 units	45,593
8407	Non-MediCal Clients (Crisis Intervention) - \$4.30 per unit; 98 units	421
8408	Non-MediCal Clients (Medical Support) - \$5.37 per unit; 1,306 units	7,012
8409	ICC - \$2.27 per unit; 11,868 units	26,941
8410	IHBS - \$2.94 per unit; 15,021 units	44,161
<b>OTHER REVENUE TOTAL</b>		<b>\$ 426,916</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 5,126,573</b>
---------------------------------------	---------------------

NET PROGRAM COST:	\$ -
-------------------	------

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2021-22 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,872,405</b>	
<b>Employee Salaries</b>		<b>3,033,611</b>	
1101	Program Director	104,325	1.0 FTE, this position oversees program management and maintains in compliance with contract and legal requirements.
1102	Case Managers	535,600	8.0 FTE, will provide case management activities to assist individuals at risk or indicating symptoms of mental health problems to ensure access to needed medical, rehabilitative, and other needed services and resources. Case Manager will work to identify and link individuals to resources and related supports, monitor service delivery to ensure access to care. Case Manager will provide person-to-person case management support to address barriers to treatment and will support individuals connecting with appropriate mental health resources. Case Managers will provide individualized attention, as well as services and supports as needed.
1103	Mental Health Specialist	1,722,160	22 FTE's, provides initial and ongoing assessment; develops EPSDT plan. Provides individual and family trauma-informed mental health services and therapy. Provides clinical support and information to CFTs, as CFT and ICC team member. Documents and bills for services, and completes outcomes information.
1104	Clinical Supervisors	370,800	4.0 FTE, under general direction, supervises Specialty Mental Health Services, and the work of license-eligible therapists in accordance with BBS requirements. May also provide individual mental health services.
1105	Intake Coordinators	35,667	1.0 FTE, processes referrals, consent packets, and paperwork, etc.
1106	LVN	28,135	0.50 FTE, provides direct client care including medications, and supervises nursing activities performed by professional and para-professional nursing personnel on the unit.
1107	Administrator	30,651	.25 FTE, has a direct responsibility for the Community Service program and will report to Regional Administrator, will ensure operational, clinical and regulatory requirements are met. He/she will directly supervise the Program Director.
1108	Quality Assurance Coordinator	22,291	.40 FTE, is responsible for utilization review and assisting in medical record management by gathering and analyzing agency data and assisting in the agency's quality control, quality assurance, and quality improvement efforts.
1109	Quality Assurance Manager	28,979	.40 FTE, manages all Quality Assurance tasks for the program, which includes records management, documentation and service audits for compliance to Medi-Cal and internal requirements.
1110	Training Coordinator	23,183	.40 FTE, assists in the development, coordination, delivery and administration of agency training programs.
1111	Human Resource Coordinator	28,143	.50 FTE, manages all human resource clerical and administrative tasks for the program staff. This position is responsible for supporting the development of a positive working environment to enhance agency success and reduce legal risk, as well as management team support and consultation, employee relations, interpretation and administration of HR policies and procedures, staff recruitment and selection, compensation, and employee benefits etc.
1112	Admin Clerk	103,677	3.0 FTE, is responsible for insuring the client record within EMR (Electronic Medical Record) is maintained, physician orders are signed within the prescribed time period, clinical, consultant and discharge documentation and appointments are scheduled, weekly summary sheets are prepared, and also acts as the administrative support for the units.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>536,950</b>	
1201	Retirement	81,908	Annual ESOP Pension and 401k employer match, calculated at 2.7% of annual salaries
1202	Worker's Compensation	91,009	Worker Compensation calculated at 3% of annual salaries
1203	Health Insurance	364,033	Health Insurance is calculated at 12% of annual salaries
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>Payroll Taxes &amp; Expenses:</b>		<b>301,844</b>	
1301	OASDI	188,084	Calculated at 6.20% of annual salaries up to the annual IRS max
1302	FICA/MEDICARE	43,987	Calculated at 1.45% of annual salaries
1303	SUI	69,773	Calculate at the Company's rate of 6% up to \$7,000 of annual wages per employee
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

<b>2000: CLIENT SUPPORT</b>		<b>117,730</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	4,018	When transporting clients, funds used for gas refill.
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	113,712	Includes Psychiatrist: for 75 hours per month at \$126 per hour.
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	

<b>3000: OPERATING EXPENSES</b>		<b>302,683</b>	
3001	Telecommunications	79,797	Staff cell phone reimbursement, contingent on headcount (\$60 per month for staff and the director at \$100 per month) also landline, internet & phones which includes Wi-Fi for staff tablets. Total \$6,650 monthly.
3002	Printing/Postage	-	
3003	Office, Household & Program Supplies	18,889	For office supplies for 41.45 FTE's also including related cleaning supplies for the year. Total \$1,574 monthly.
3004	Advertising	-	
3005	Staff Development & Training	68,244	Comprise of the on-going program required education, training and materials for staff and training for DBT/ AF-CBT/ CBT practices. Total \$5,687 monthly.
3006	Staff Mileage	80,089	This is estimated staff travel reimbursement for client visits (IRS mileage rate @ .58/miles) and for staff travel to training programs, which is based on our experience in administering similar programs and locations. Based on our experience the 41.45 FTEs will travel 11,507 miles a month and get reimbursed Calculated @ \$6,674/month.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other - Purchased Services	40,664	Includes on-going staff recruitment, document shredding, water and coffee service, postage meter rental, Security services and storage facility. Monthly - \$3,389.
3010	Other- Licenses and Taxes	15,000	Property Taxes, business licenses and Joint Commission fees.
3011	Other (specify)	-	
3012	Other (specify)	-	

<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>117,101</b>	
4001	Building Maintenance	23,484	For janitorial services, repairs and maintenance, calculated at \$1,957 per month for 12 months.
4002	Rent/Lease Building	62,690	Calculated at \$1.20 per square foot per month for 4,350 square feet for 12 months.
4003	Rent/Lease Equipment	13,623	For copier lease, toner and maintenance for 12 months.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	17,304	Electricity, Water, Gas, \$1,442 per month for 12 months.
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

<b>5000: SPECIAL EXPENSES</b>		<b>7,416</b>	
5001	Consultant (Network & Data Management)	-	

PROGRAM EXPENSE				
	ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
	5002	HMIS (Health Management Information System)	-	
	5003	Contractual/Consulting Services (Specify)	-	
	5004	Translation Services	7,416	For annual translation services. Total \$618 monthly.
	5005	Other (specify)	-	
	5006	Other (specify)	-	
	5007	Other (specify)	-	
	5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		661,510		
	6001	Administrative Overhead	389,115	Will not exceed 15% of total costs. As 10% of total costs is an allocation from Stars Behavioral Health Group. It covers operations administration, information technology, human resources, communications, finance, and associated fringe benefits and expenses. SBHG oversight ensures consistency with our quality standards and policies and procedures. The cost is developed from allocating the SBHG costs among all the programs within all the SBHG companies based on standard accounting practices. This economy of scale results in a significant savings for all SBHG programs. Rather than staffing each program for all necessary services above, the services are performed by fewer employees and then shared among all SBHG programs. And 5% of the total expenses is budgeted as SBHG operating income. Up to 5% of the total expenses will be net income while maintaining total Administrative/Overhead expenses under 15% of total funding.
	6002	Professional Liability Insurance	23,608	For general liability, property and professional liability based on \$570per FTE.
	6003	Accounting/Bookkeeping	92,700	This program will be supported and greatly benefit from the experienced and established local Starlight Community Services organization. There is a large cost advantage to the program in being supported by Starlight CS in the areas of operations, business office and billing functions. Without the support from an affiliated organization, the program would need to have dedicated staff for these functions. Additionally any costs shared with this program will result in savings to the county though lower costs for other Central Star County Programs. The cost of this support is budgeted at \$7,725 per month which is consistent with other programs.
	6004	External Audit	14,935	For annual audit fees.
	6005	Insurance (Specify)	-	
	6006	Payroll Services	13,653	For payroll processing fees based on \$27 per month for 41.45 employees.
	6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
	6008	Other - Centralized Services - program	127,499	Is comprised of the SBHG corporate and regional support in the numerous areas including support from the Senior Administrator as well as services provided for Program Development and Evaluation (e.g., tracking and reporting outcomes, and implementation of practices), Quality & Compliance (e.g., internal chart audits, compliance audits, and TJC readiness preparation), and Training (e.g., TIP and Core Practice trainings provided company-wide). There is a significant cost advantage to all the SBHG company programs in sharing these costs rather than building them into each program. SBHG support provides oversight of all of our programs to ensure consistency with our standards and policies and procedures. The cost of this support is shared by all programs and is budgeted 3% of total expenses.
	6009	Other (specify)	-	
	6010	Other (specify)	-	
	6011	Other (specify)	-	
	6012	Other (specify)	-	

7000: FIXED ASSETS		47,728		
	7001	Computer Equipment & Software	47,728	For minor office equipment, furniture, IT equipment, software and support. Total 3,977 monthly.
	7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
	7003	Furniture & Fixtures	-	
	7004	Leasehold/Tenant/Building Improvements	-	
	7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
	7006	Assets over \$5,000/unit (Specify)	-	
	7007	Other (specify)	-	
	7008	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>PROGRAM FUNDING SOURCES</b>			
<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	ICC		
8010	IHBS		

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 5,126,573**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 5,126,573**

**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2022-23**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Program Director	1.00	\$ -	\$ 107,455	\$ 107,455
1102	Case Managers	8.00	-	551,668	551,668
1103	Mental Health Specialist	22.00	-	1,773,825	1,773,825
1104	Clinical Supervisors	4.00	-	381,924	381,924
1105	Intake Coordinators	1.00	-	36,737	36,737
1106	LVN	0.50	-	28,979	28,979
1107	Administrator	0.25	31,571	-	31,571
1108	Quality Assurance Coordinator	0.40	22,960	-	22,960
1109	Quality Assurance Manager	0.40	29,848	-	29,848
1110	Training Coordinator	0.40	23,878	-	23,878
1111	Human Resource Coordinator	0.50	28,987	-	28,987
1112	Admin Clerk	3.00	106,787	-	106,787
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>41.45</b>	<b>\$ 244,031</b>	<b>\$ 2,880,588</b>	<b>\$ 3,124,619</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 6,589	\$ 77,776	\$ 84,365
1202	Worker's Compensation		7,321	86,418	93,739
1203	Health Insurance		29,284	345,671	374,955
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 43,194</b>	<b>\$ 509,865</b>	<b>\$ 553,059</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 15,130	\$ 178,596	\$ 193,726
1302	FICA/MEDICARE		3,538	41,769	45,307
1303	SUI		5,613	66,254	71,867
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 24,281</b>	<b>\$ 286,619</b>	<b>\$ 310,900</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 311,506</b>	<b>\$ 3,677,072</b>	<b>\$ 3,988,578</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	4,139
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	117,123
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 121,262</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 82,191
3002	Printing/Postage	-
3003	Office, Household & Program Supplies	19,906
3004	Advertising	-
3005	Staff Development & Training	28,491
3006	Staff Mileage	82,492
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other - Purchased Services	41,884
3010	Other - Licenses and Taxes	15,000
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 269,964</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 24,189
4002	Rent/Lease Building	64,571
4003	Rent/Lease Equipment	14,032
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	17,823
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 120,615</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------



Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	7,638
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 7,638</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 400,788
6002	Professional Liability Insurance	24,316
6003	Accounting/Bookkeeping	95,481
6004	External Audit	15,383
6005	Insurance (Specify)	-
6006	Payroll Services	13,654
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other - Centralized Services - program	131,324
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 680,946</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 49,160
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 49,160</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,238,163</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	631,899	3.02	\$ 1,910,588
8002	Case Management	465,551	2.33	1,086,587
8003	Crisis Services	2,847	4.42	12,596
8004	Medication Support	38,207	5.53	211,179
8005	Collateral	277,830	3.02	840,037
8006	Plan Development	44,794	3.02	135,437
8007	Assessment	52,310	3.02	158,162
8008	Rehabilitation	34,873	3.02	105,441
8009	ICC	134,938	2.33	314,406
8010	IHBS	150,155	3.02	453,468
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,833,403</b>		<b>\$ 5,227,900</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				97%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,071,063
Federal Financial Participation (FFP) %			50%	2,535,531
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,535,531</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,263,955
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,263,955</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Psychological Evaluations - \$3.02 per unit; 20,534 units	62,012
8404	Court Documentation, Reports - \$3.02 per unit; 41,067 units	124,023
8405	Non-MediCal Clients (Mental Health Services) - \$3.02 per unit; 41,125 units	124,199
8406	Non-MediCal Clients (Case Management) - \$2.33 per unit; 20,759 units	48,369
8407	Non-MediCal Clients (Crisis Intervention) - \$4.42 per unit; 101 units	446
8408	Non-MediCal Clients (Medical Support) - \$5.53 per unit; 1,345 units	7,439
8409	ICC - \$2.33 per unit; 11,734 units	27,340

8410	IHBS - \$3.02 per unit; 14,851 units	44,849
<b>OTHER REVENUE TOTAL</b>		<b>\$ 438,677</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 5,238,163</b>
---------------------------------------	---------------------

<b>NET PROGRAM COST:</b>	<b>\$ -</b>
--------------------------	-------------

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2022-23 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,988,578</b>	
<b>Employee Salaries</b>		<b>3,124,619</b>	
1101	Program Director	107,455	1.0 FTE, this position oversees program management and maintains in compliance with contract and legal requirements.
1102	Case Managers	551,668	8.0 FTE, will provide case management activities to assist individuals at risk or indicating symptoms of mental health problems to ensure access to needed medical, rehabilitative, and other needed services and resources. Case Manager will work to identify and link individuals to resources and related supports, monitor service delivery to ensure access to care. Case Manager will provide person-to-person case management support to address barriers to treatment and will support individuals connecting with appropriate mental health resources. Case Managers will provide individualized attention, as well as services and supports as needed.
1103	Mental Health Specialist	1,773,825	22 FTE's, provides initial and ongoing assessment; develops EPSDT plan. Provides individual and family trauma-informed mental health services and therapy. Provides clinical support and information to CFTs, as CFT and ICC team member. Documents and bills for services, and completes outcomes information.
1104	Clinical Supervisors	381,924	4.0 FTE, under general direction, supervises Specialty Mental Health Services, and the work of license-eligible therapists in accordance with BBS requirements. May also provide individual mental health services.
1105	Intake Coordinators	36,737	1.0 FTE, processes referrals, consent packets, and paperwork, etc.
1106	LVN	28,979	0.50 FTE, provides direct client care including medications, and supervises nursing activities performed by professional and para-professional nursing personnel on the unit.
1107	Administrator	31,571	.25 FTE, has a direct responsibility for the Community Service program and will report to Regional Administrator, will ensure operational, clinical and regulatory requirements are met. He/she will directly supervise the Program Director.
1108	Quality Assurance Coordinator	22,960	.40 FTE, is responsible for utilization review and assisting in medical record management by gathering and analyzing agency data and assisting in the agency's quality control, quality assurance, and quality improvement efforts.
1109	Quality Assurance Manager	29,848	.40 FTE, manages all Quality Assurance tasks for the program, which includes records management, documentation and service audits for compliance to Medi-Cal and internal requirements.
1110	Training Coordinator	23,878	.40 FTE, assists in the development, coordination, delivery and administration of agency training programs.
1111	Human Resource Coordinator	28,987	.50 FTE, manages all human resource clerical and administrative tasks for the program staff. This position is responsible for supporting the development of a positive working environment to enhance agency success and reduce legal risk, as well as management team support and consultation, employee relations, interpretation and administration of HR policies and procedures, staff recruitment and selection, compensation, and employee benefits etc.
1112	Admin Clerk	106,787	3.0 FTE, is responsible for insuring the client record within EMR (Electronic Medical Record) is maintained, physician orders are signed within the prescribed time period, clinical, consultant and discharge documentation and appointments are scheduled, weekly summary sheets are prepared, and also acts as the administrative support for the units.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>553,059</b>	
1201	Retirement	84,365	Annual ESOP Pension and 401k employer match, calculated at 2.7% of annual salaries
1202	Worker's Compensation	93,739	Worker Compensation calculated at 3% of annual salaries
1203	Health Insurance	374,955	Health Insurance is calculated at 12% of annual salaries
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>310,900</b>	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1301	OASDI	193,726	Calculated at 6.20% of annual salaries up to the annual IRS max
1302	FICA/MEDICARE	45,307	Calculated at 1.45% of annual salaries
1303	SUI	71,867	Calculate at the Company's rate of 6% up to \$7,000 of annual wages per employee
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

2000: CLIENT SUPPORT		121,262	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	4,139	When transporting clients, funds used for gas refill.
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	117,123	Includes Psychiatrist: for 75 hours per month at \$130 per hour.
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	

3000: OPERATING EXPENSES		269,964	
3001	Telecommunications	82,191	Staff cell phone reimbursement, contingent on headcount (\$60 per month for staff and the director at \$100 per month) also landline, internet & phones which includes Wi-Fi for staff tablets. Total \$6,849 monthly.
3002	Printing/Postage	-	
3003	Office, Household & Program Supplies	19,906	For office supplies for 41.45 FTE's also including related cleaning supplies for the year. Total \$1,659 monthly.
3004	Advertising	-	
3005	Staff Development & Training	28,491	Comprise of the on-going program required education, training and materials for staff and training for DBT/ AF-CBT/ CBT practices. Total \$2,374 monthly.
3006	Staff Mileage	82,492	This is estimated staff travel reimbursement for client visits (IRS mileage rate @ .58/miles) and for staff travel to training programs, which is based on our experience in administering similar programs and locations. Based on our experience the 41.45 FTEs will travel 11,852 miles a month and get reimbursed Calculated @ \$6,874/month.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other - Purchased Services	41,884	Includes on-going staff recruitment, document shredding, water and coffee service, postage meter rental, Security services and storage facility. Monthly - \$3,490.
3010	Other - Licenses and Taxes	15,000	Property Taxes, business licenses and Joint Commission fees
3011	Other (specify)	-	
3012	Other (specify)	-	

4000: FACILITIES & EQUIPMENT		120,615	
4001	Building Maintenance	24,189	For janitorial services, repairs and maintenance, calculated at \$2,016 per month for 12 months.
4002	Rent/Lease Building	64,571	Calculated at \$1.24 per square foot per month for 4,350 square feet for 12 months.
4003	Rent/Lease Equipment	14,032	For copier lease, toner and maintenance for 12 months.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	17,823	Electricity, Water, Gas, \$1,485 per month for 12 months.
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

5000: SPECIAL EXPENSES		7,638	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5004	Translation Services	7,638	For annual translation services. Total \$637 monthly.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		680,946	
6001	Administrative Overhead	400,788	Will not exceed 15% of total costs. As 10% of total costs is an allocation from Stars Behavioral Health Group. It covers operations administration, information technology, human resources, communications, finance, and associated fringe benefits and expenses. SBHG oversight ensures consistency with our quality standards and policies and procedures. The cost is developed from allocating the SBHG costs among all the programs within all the SBHG companies based on standard accounting practices. This economy of scale results in a significant savings for all SBHG programs. Rather than staffing each program for all necessary services above, the services are performed by fewer employees and then shared among all SBHG programs. And 5% of the total expenses is budgeted as SBHG operating income. Up to 5% of the total expenses will be net income while maintaining total Administrative/Overhead expenses under 15% of total funding.
6002	Professional Liability Insurance	24,316	For general liability, property and professional liability based on \$587 per FTE.
6003	Accounting/Bookkeeping	95,481	This program will be supported and greatly benefit from the experienced and established local Starlight Community Services organization. There is a large cost advantage to the program in being supported by Starlight CS in the areas of operations, business office and billing functions. Without the support from an affiliated organization, the program would need to have dedicated staff for these functions. Additionally any costs shared with this program will result in savings to the county though lower costs for other Central Star County Programs. The cost of this support is budgeted at \$7,957 per month which is consistent with other programs.
6004	External Audit	15,383	For annual audit fees.
6005	Insurance (Specify)	-	
6006	Payroll Services	13,654	For payroll processing fees based on \$27 per month for 41.45 employees.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other - Centralized Services - program	131,324	Is comprised of the SBHG corporate and regional support in the numerous areas including support from the Senior Administrator as well as services provided for Program Development and Evaluation (e.g., tracking and reporting outcomes, and implementation of practices), Quality & Compliance (e.g., internal chart audits, compliance audits, and TJC readiness preparation), and Training (e.g., TIP and Core Practice trainings provided company-wide). There is a significant cost advantage to all the SBHG company programs in sharing these costs rather than building them into each program. SBHG support provides oversight of all of our programs to ensure consistency with our standards and policies and procedures. The cost of this support is shared by all programs and is budgeted 3% of total expenses.
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		49,160	
7001	Computer Equipment & Software	49,160	For minor office equipment, furniture, IT equipment, software and support. Total 4,097 monthly.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	ICC		
8010	IHBS		

<b>TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:</b>	<b>5,238,163</b>
<b>TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:</b>	<b>5,238,163</b>
<b>BUDGET CHECK:</b>	<b>-</b>

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2023-24**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Program Director	1.00	\$ -	\$ 110,679	\$ 110,679
1102	Case Managers	8.00	-	568,218	568,218
1103	Mental Health Specialist	22.00	-	1,827,040	1,827,040
1104	Clinical Supervisors	4.00	-	393,382	393,382
1105	Intake Coordinators	1.00	-	37,839	37,839
1106	LVN	0.50	-	29,848	29,848
1107	Administrator	0.25	32,518	-	32,518
1108	Quality Assurance Coordinator	0.40	23,649	-	23,649
1109	Quality Assurance Manager	0.40	30,743	-	30,743
1110	Training Coordinator	0.40	24,594	-	24,594
1111	Human Resource Coordinator	0.50	29,857	-	29,857
1112	Admin Clerk	3.00	109,991	-	109,991
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>41.45</b>	<b>\$ 251,352</b>	<b>\$ 2,967,006</b>	<b>\$ 3,218,358</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 6,787	\$ 80,109	\$ 86,896
1202	Worker's Compensation		7,541	89,010	96,551
1203	Health Insurance		30,162	356,041	386,203
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 44,490</b>	<b>\$ 525,160</b>	<b>\$ 569,650</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 15,584	\$ 183,954	\$ 199,538
1302	FICA/MEDICARE		3,645	43,022	46,667
1303	SUI		5,781	68,241	74,022
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 25,010</b>	<b>\$ 295,217</b>	<b>\$ 320,227</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 320,852</b>	<b>\$ 3,787,383</b>	<b>\$ 4,108,235</b>



<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	4,263
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	120,637
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 124,900</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 84,657
3002	Printing/Postage	-
3003	Office, Household & Program Supplies	20,953
3004	Advertising	-
3005	Staff Development & Training	38,746
3006	Staff Mileage	84,967
3007	Subscriptions & Memberships	-
3008	Vehicle Maintenance	-
3009	Other - Purchased Services	43,151
3010	Other - Licenses and Taxes	15,000
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 287,474</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 24,915
4002	Rent/Lease Building	66,508
4003	Rent/Lease Equipment	14,453
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	18,358
4007	Other (specify)	-
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 124,234</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	7,867
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 7,867</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 412,812
6002	Professional Liability Insurance	25,045
6003	Accounting/Bookkeeping	98,345
6004	External Audit	15,844
6005	Insurance (Specify)	-
6006	Payroll Services	14,064
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-
6008	Other - Centralized Services - program	135,264
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 701,374</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 50,635
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 50,635</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,404,719</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	600,653	3.11	\$ 1,870,597
8002	Case Management	470,814	2.40	1,131,837
8003	Crisis Services	2,793	4.56	12,727
8004	Medication Support	37,479	5.69	213,371
8005	Collateral	305,415	3.11	951,144
8006	Plan Development	43,941	3.11	136,843
8007	Assessment	51,313	3.11	159,803
8008	Rehabilitation	34,209	3.11	106,536
8009	ICC	134,791	2.40	323,498
8010	IHBS	149,992	3.11	466,475
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,831,400</b>		<b>\$ 5,372,832</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				97%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,211,647
Federal Financial Participation (FFP) %			50%	2,605,823
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,605,823</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,347,148
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,347,148</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Psychological Evaluations - \$3.11 per unit; 20,538 units	63,872
8404	Court Documentation, Reports - \$3.11 per unit; 41,075 units	127,744
8405	Non-MediCal Clients (Mental Health Services) - \$3.11 per unit; 41,133	127,925
8406	Non-MediCal Clients (Case Management) - \$2.40 per unit; 20,758 units	49,820
8407	Non-MediCal Clients (Crisis Intervention) - \$4.56 per unit; 101 units	460
8408	Non-MediCal Clients (Medical Support) - \$5.69 per unit; 1,347 units	7,663
8409	ICC - \$2.40 per unit; 11,721 units	28,130

8410	IHBS - \$3.11 per unit; 14,834 units	46,135
<b>OTHER REVENUE TOTAL</b>		<b>\$ 451,748</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>		<b>\$ 5,404,719</b>
---------------------------------------	--	---------------------

<b>NET PROGRAM COST:</b>		<b>\$ -</b>
--------------------------	--	-------------

**Child Welfare Mental Health Services  
Central Star Behavioral Health  
Fiscal Year (FY) 2023-24 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,108,235</b>	
<b>Employee Salaries</b>		<b>3,218,358</b>	
1101	Program Director	110,679	1.0 FTE, this position oversees program management and maintains in compliance with contract and legal requirements.
1102	Case Managers	568,218	8.0 FTE, will provide case management activities to assist individuals at risk or indicating symptoms of mental health problems to ensure access to needed medical, rehabilitative, and other needed services and resources. Case Manager will work to identify and link individuals to resources and related supports, monitor service delivery to ensure access to care. Case Manager will provide person-to-person case management support to address barriers to treatment and will support individuals connecting with appropriate mental health resources. Case Managers will provide individualized attention, as well as services and supports as needed.
1103	Mental Health Specialist	1,827,040	22 FTE's, provides initial and ongoing assessment; develops EPSDT plan. Provides individual and family trauma-informed mental health services and therapy. Provides clinical support and information to CFTs, as CFT and ICC team member. Documents and bills for services, and completes outcomes information.
1104	Clinical Supervisors	393,382	4.0 FTE, under general direction, supervises Specialty Mental Health Services, and the work of license-eligible therapists in accordance with BBS requirements. May also provide individual mental health services.
1105	Intake Coordinators	37,839	1.0 FTE, processes referrals, consent packets, and paperwork, etc.
1106	LVN	29,848	0.50 FTE, provides direct client care including medications, and supervises nursing activities performed by professional and para-professional nursing personnel on the unit.
1107	Administrator	32,518	.25 FTE, has a direct responsibility for the Community Service program and will report to Regional Administrator, will ensure operational, clinical and regulatory requirements are met. He/she will directly supervise the Program Director.
1108	Quality Assurance Coordinator	23,649	.40 FTE, is responsible for utilization review and assisting in medical record management by gathering and analyzing agency data and assisting in the agency's quality control, quality assurance, and quality improvement efforts.
1109	Quality Assurance Manager	30,743	.40 FTE, manages all Quality Assurance tasks for the program, which includes records management, documentation and service audits for compliance to Medi-Cal and internal requirements.
1110	Training Coordinator	24,594	.40 FTE, assists in the development, coordination, delivery and administration of agency training programs.
1111	Human Resource Coordinator	29,857	.50 FTE, manages all human resource clerical and administrative tasks for the program staff. This position is responsible for supporting the development of a positive working environment to enhance agency success and reduce legal risk, as well as management team support and consultation, employee relations, interpretation and administration of HR policies and procedures, staff recruitment and selection, compensation, and employee benefits etc.
1112	Admin Clerk	109,991	3.0 FTE, is responsible for insuring the client record within EMR (Electronic Medical Record) is maintained, physician orders are signed within the prescribed time period, clinical, consultant and discharge documentation and appointments are scheduled, weekly summary sheets are prepared, and also acts as the administrative support for the units.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>569,650</b>	
1201	Retirement	86,896	Annual ESOP Pension and 401k employer match, calculated at 2.7% of annual salaries
1202	Worker's Compensation	96,551	Worker Compensation calculated at 3% of annual salaries
1203	Health Insurance	386,203	Health Insurance is calculated at 12% of annual salaries
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>Payroll Taxes &amp; Expenses:</b>		<b>320,227</b>	
1301	OASDI	199,538	Calculated at 6.20% of annual salaries up to the annual IRS max
1302	FICA/MEDICARE	46,667	Calculated at 1.45% of annual salaries
1303	SUI	74,022	Calculate at the Company's rate of 6% up to \$7,000 of annual wages per employee
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

<b>2000: CLIENT SUPPORT</b>		<b>124,900</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	4,263	When transporting clients, funds used for gas refill.
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	120,637	Includes Psychiatrist: for 75 hours per month at \$134 per hour.
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	
2016	Other (specify)	-	

<b>3000: OPERATING EXPENSES</b>		<b>287,474</b>	
3001	Telecommunications	84,657	Staff cell phone reimbursement, contingent on headcount (\$60 per month for staff and the director at \$100 per month) also landline, internet & phones which includes Wi-Fi for staff tablets. Total \$7,055 monthly.
3002	Printing/Postage	-	
3003	Office, Household & Program Supplies	20,953	For office supplies for 41.45 FTE's also including related cleaning supplies for the year. Total \$1,746 monthly.
3004	Advertising	-	
3005	Staff Development & Training	38,746	Comprise of the on-going program required education, training and materials for staff and training for DBT/ AF-CBT/ CBT practices. Total \$3,229 monthly.
3006	Staff Mileage	84,967	This is estimated staff travel reimbursement for client visits (IRS mileage rate @ .58/miles) and for staff travel to training programs, which is based on our experience in administering similar programs and locations. Based on our experience the 41.45 FTEs will travel 12,208 miles a month and get reimbursed Calculated @ \$7,081/month.
3007	Subscriptions & Memberships	-	
3008	Vehicle Maintenance	-	
3009	Other - Purchased Services	43,151	Includes on-going staff recruitment, document shredding, water and coffee service, postage meter rental, Security services and storage facility. Monthly - \$3,596.
3010	Other - Licenses and Taxes	15,000	Property Taxes, business licenses and Joint Commission fees
3011	Other (specify)	-	
3012	Other (specify)	-	

<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>124,234</b>	
4001	Building Maintenance	24,915	For janitorial services, repairs and maintenance, calculated at \$2,076 per month for 12 months.
4002	Rent/Lease Building	66,508	Calculated at \$1.27 per square foot per month for 4,350 square feet for 12 months.
4003	Rent/Lease Equipment	14,453	For copier lease, toner and maintenance for 12 months.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	18,358	Electricity, Water, Gas, \$1,530 per month for 12 months.
4007	Other (specify)	-	
4008	Other (specify)	-	
4009	Other (specify)	-	
4010	Other (specify)	-	

<b>5000: SPECIAL EXPENSES</b>		<b>7,867</b>	
5001	Consultant (Network & Data Management)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	7,867	For annual translation services. Total \$656 monthly.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		701,374	
6001	Administrative Overhead	412,812	Will not exceed 15% of total costs. As 10% of total costs is an allocation from Stars Behavioral Health Group. It covers operations administration, information technology, human resources, communications, finance, and associated fringe benefits and expenses. SBHG oversight ensures consistency with our quality standards and policies and procedures. The cost is developed from allocating the SBHG costs among all the programs within all the SBHG companies based on standard accounting practices. This economy of scale results in a significant savings for all SBHG programs. Rather than staffing each program for all necessary services above, the services are performed by fewer employees and then shared among all SBHG programs. And 5% of the total expenses is budgeted as SBHG operating income. Up to 5% of the total expenses will be net income while maintaining total Administrative/Overhead expenses under 15% of total funding.
6002	Professional Liability Insurance	25,045	For general liability, property and professional liability based on \$604 per FTE.
6003	Accounting/Bookkeeping	98,345	This program will be supported and greatly benefit from the experienced and established local Starlight Community Services organization. There is a large cost advantage to the program in being supported by Starlight CS in the areas of operations, business office and billing functions. Without the support from an affiliated organization, the program would need to have dedicated staff for these functions. Additionally any costs shared with this program will result in savings to the county though lower costs for other Central Star County Programs. The cost of this support is budgeted at \$8,195 per month which is consistent with other programs.
6004	External Audit	15,844	For annual audit fees.
6005	Insurance (Specify)	-	
6006	Payroll Services	14,064	For payroll processing fees based on \$28 per month for 41.45 employees.
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-	
6008	Other - Centralized Services - program	135,264	Is comprised of the SBHG corporate and regional support in the numerous areas including support from the Senior Administrator as well as services provided for Program Development and Evaluation (e.g., tracking and reporting outcomes, and implementation of practices), Quality & Compliance (e.g., internal chart audits, compliance audits, and TJC-readiness preparation), and Training (e.g., TIP and Core Practice trainings provided company-wide). There is a significant cost advantage to all the SBHG company programs in sharing these costs rather than building them into each program. SBHG support provides oversight of all of our programs to ensure consistency with our standards and policies and procedures. The cost of this support is shared by all programs and is budgeted 3% of total expenses.
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		50,635	
7001	Computer Equipment & Software	50,635	For minor office equipment, furniture, IT equipment, software and support. Total 4,220 monthly.
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE

PROGRAM FUNDING SOURCES			
-------------------------	--	--	--

8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
---	--	--	--

ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		
8008	Rehabilitation		
8009	ICC		
8010	IHBS		

<b>TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:</b>	<b>5,404,719</b>
<b>TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:</b>	<b>5,404,719</b>
<b>BUDGET CHECK:</b>	<b>-</b>



**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2019-20**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	Clinician I	18.00	\$ -	\$ 958,441	\$ 958,441
1102	Clinician II	5.00	-	300,142	300,142
1103	Family Specialist	4.00	-	132,193	132,193
1104	Clinical Program Manager	5.31	-	404,020	404,020
1105	Clinical Director	1.00	-	103,461	103,461
1106	Support Services Coordinator	2.00	-	91,342	91,342
1107	Administrative Assistant	1.68	70,111	-	70,111
1108	Regional Director	0.42	58,170	-	58,170
1109	Supervisor of Administrative Operations	0.42	25,320	-	25,320
1110	Customer Services	1.26	62,287	-	62,287
1111	Compliance - Health Information Technician	0.84	30,842	-	30,842
1112	Associate Director of Quality Support	0.42	34,559	-	34,559
1113	Health Information Manager	0.17	18,897	-	18,897
1114	Supervisor Physical Plan Operations	0.14	12,409	-	12,409
1115	Outcome - Research Specialist	0.57	48,324	-	48,324
1116	Training - Learning Partner	0.31	21,219	-	21,219
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>41.54</b>	<b>\$ 382,138</b>	<b>\$ 1,989,599</b>	<b>\$ 2,371,737</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement/Incentive		\$ 15,286	\$ 79,584	\$ 94,870
1202	Worker's Compensation		\$ 7,643	\$ 39,792	47,435
1203	Health Insurance		\$ 85,981	\$ 447,659	533,640
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 108,910</b>	<b>\$ 567,035</b>	<b>\$ 675,945</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ 23,693	\$ 123,355	\$ 147,048
1302	FICA/MEDICARE		\$ 5,541	\$ 28,849	34,390
1303	SUI		\$ 2,866	\$ 14,922	17,788
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 32,100</b>	<b>\$ 167,126</b>	<b>\$ 199,226</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 523,148</b>	<b>\$ 2,723,760</b>	<b>\$ 3,246,908</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telephone	55,933
3002	Postage	1,946
3003	Printing/Reproduction	-
3004	Office Supplies & Equipment	11,307
3005	Household Supplies	-
3006	Legal Notices/Advertising	-
3007	Staff Training/Registration	99,807
3008	Staff Travel and Mileage/Vehicle Maintenance	134,949
3009	Subscriptions & Memberships	4,829
3010	Licenses and Taxes	-
3011	Food	-
3012	Program Supplies - Therapeutic	6,000
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 314,771</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,127
4002	Rent/Lease Building	221,578
4003	Rent/Lease Equipment	8,358
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Equipment Purchase	36,710
4008	Other (specify)	-
4009	Other (specify)	-
4010	Other (specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 268,773</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 32,783
5002	HMIS (Health Management Information System)	-
5003	Contract Psychiatrist	82,400
5004	Translation Services	30,000
5005	Other (specify)	-
5006	Other (specify)	-
5007	Other (specify)	-
5008	Other (specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 145,183</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 712,500
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	4,405
6005	Liability Insurance	54,551
6006	Payroll Services	-
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	2,909
6008	Other (specify)	-
6009	Other (specify)	-
6010	Other (specify)	-
6011	Other (specify)	-
6012	Other (specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 774,365</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (specify)	-
7008	Other (specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 4,750,000</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	809,717	2.98	\$ 2,412,957
8002	Case Management	77,859	2.32	180,633
8003	Crisis Services	15,571	4.38	68,201
8004	Medication Support	15,571	5.44	84,706
8005	Collateral	93,429	2.98	278,418
8006	Plan Development	31,143	2.32	72,252
8007	Assessment	124,573	2.98	371,228
8008	Rehabilitation	77,857	2.98	232,014
8009	Intensive Care Coordination	77,857	2.32	180,628
8010	Intensive Home-Based Services	233,574	2.98	696,051
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,557,151</b>		<b>\$ 4,577,087</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				93%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				4,275,000
Federal Financial Participation (FFP) %			50%	2,137,500
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,137,500</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,137,500
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,137,500</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Court Documentation -- 1,380 units; \$74.00 per report	\$ 102,120
8402	Psychological Evaluations - 24,480 units; \$2.89 per unit	\$ 70,747
8403	Mental Health Services (Individual/Family/Group Therapy) - 52,721 units; \$2.98 per unit	\$ 157,108
8404	Case Management - 6,512 units; \$2.32 per unit	\$ 15,107
8405	Crisis Services - 690 units; \$4.38 per unit	\$ 3,021
8406	Medication Support - 555 units; \$5.44 per unit	\$ 3,021
8407	Collateral - 6,083 units; \$2.98 per unit	\$ 18,128
8408	Plan Development - 2,605 units; \$2.32 per unit	\$ 6,043
8409	Assessment - 8,111 units; \$2.98 per unit	\$ 24,171

8410	Rehabilitation - 5,069 units; \$2.98 per unit	\$	15,107
8411	Intensive Care Coordination - 6,512 units; \$2.32 per unit	\$	15,107
8412	Intensive Home-Based Services - 15,208 units; \$2.98 per unit	\$	45,320
<b>OTHER REVENUE TOTAL</b>		<b>\$</b>	<b>475,000</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$</b>	<b>4,750,000</b>
---------------------------------------	-----------	------------------

<b>NET PROGRAM COST:</b>	<b>\$</b>	<b>-</b>
--------------------------	-----------	----------

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2019-20 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,246,908</b>	
<b>Employee Salaries</b>		<b>2,371,737</b>	
1101	Clinician I	958,441	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families.
1102	Clinician II	300,142	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families. Applies advanced use of assessment information in development of the treatment plan and applies information and resources to ensure quality care. Applies advanced skill in acquisition and application of clinically related information to effectively intervene with children and families. Understands and applies multi-modal approaches and perspectives to therapeutic direction. Provides coaching and mentoring of others in the implementation of Evidence Based Practices (EBPs). Leads problem solving interaction and work with external customers. Maintains audit ready charts and audits charts independently. Provides observations and feedback to supervisor in order to monitor and/or modify programs or approaches. Actively participates in the identification of team opportunities for improvement or identification of deficiencies and in the development of strategies to address or bridge gaps. Leads Continuous Quality Improvement (CQI) activities and project implementation. Required to meet applicable productivity and documentation requirements.
1103	Family Specialist	132,193	Provides direct services to youth and families. Provides direct billable mental health services, documents in alignment with MediCal regulations, and achieves set productivity expectations. Engages and builds alignment and relationships with parents, youth, and others in the normal course of working with the families. Utilizes strengths of youth, families, and others to assist in the implementation and achievement of goals and outcomes. Works with youth and family teams to support family driven, strength based planning and interventions. Understands and takes advantage of therapeutic opportunities in crisis situations. Conducts observations regarding specific target behavior, track progress and modify plans with the family to support their intended identified outcome. Assists teams in developing a hypothesis of function and underlying unmet need in an effort to develop individualized, strength based strategies and interventions that will result in positive behavior change. Engages caregiver, family members, and other natural supports in building youth specific parenting responses that support positive behavior change and overall family relationships. Works in the community directly with youth and families to develop and implement safety and skill refinement plans. Supports families in bridging to and or building on natural resources and accessing community based program supports that will continue support over time. Develops resources within the community to serve children and families. Assists youth and family teams to meet specific service needs (ie: help develop strategy or resource specific to an identified need) and monitor outcomes. Participates in family finding team activities by identifying family finding need, obtaining authorizations, creating teams, conducting searches and setting deadlines. Completes Connectedness Maps as needed. Documents interactions and practices and maintain administrative expectations in a timely manner. Meets and or exceeds all direct service expectations and documentation requirements. Assists in developing program responses to needs identified across a number of youth and families where natural community resources are not available or appropriate. Builds on individual strengths, concerns, and needs with balanced focus on the family as a unit. Facilitates and/or co-facilitates, supports,

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1104	Clinical Program Manager	404,020	Ensures effective coordination of services for youth and families with other providers, both internal and external, by supporting the development of constructive relationships and problem-solving barriers. Develops, interprets and ensures consistent implementation of clinical program philosophy, objectives, standards, policies, procedures and practices. Analyzes and integrates the use of outcome data to improve clinical service delivery within assigned team. Ensures and monitors defined outcome achievement for youth and families, as well as satisfaction levels for youth, families, and referring workers and agencies. Initiates and participates in organizational quality improvement efforts. Lead and/or delegate work groups to respond to program development needs. Ensures compliance with all policy and procedures including adherence to all licensing, quality, Information Technology (IT), Human Resources (HR), compliance and regulatory standards. Leads and manages change. Proactively identifies potential conflicts; leads parties to consensus and develops same skills in direct reports. Manages to ensure fiscally viable programming. Ensures staff billable productivity and other revenue related activities meet or exceed revenue forecasts. Ensures effective quality clinical services delivery for assigned youth and families. Provides effective crisis and risk prevention and management. Partners with county referring departments, agencies and the community to ensure comprehensive care. Participates in staff development; hires, coaches, mentors, supervises, conducts direct field observations, trains, disciplines, and terminates. Ensures clinical documentation and quality assurance meets both agency and payor standards, ensuring audit ready charts and continuous quality improvement. Provides 24/7 availability as needed. Culturally responsive to internal and external customers, and ensures family voice. Provides direct services to families and children, as support to the direct service staff, to ensure smooth delivery of service to assigned families and youth. Provides outreach to the community including education about agency, program and general mental health and foster care topics. Advocates for system change in relationship to agency service delivery philosophy. Manages day-to-day operations including utilization of all administrative electronic	
1105	Clinical Director	103,461	Master's degree (MA/MS). Must have appropriate license to practice as a Licensed Clinical Social Worker or Marriage Family Therapist in the State of California. Must meet the BBS requirements to provide clinical oversight and supervision with three to ten years of experience in healthcare/psychology/behavioral/mental health. The Clinical Director implements strategies to accomplish the agency annual priorities at the program level. Directs and develops managers, ensures CPMS are competent and have all tools necessary to lead teams.	
1106	Support Services Coordinator	91,342	Bachelor's degree required. (with emphasis in Psychology, social Work, Sociology or related course work) Two years of experience in Mental Health field required. Four years of experience in Mental Health field preferred. Knowledge of excel spreadsheets; moderate computer literacy. Clinical skills relevant to intake services including: client triage, understanding of legal/ethical issues, and risk management. Works within the vision, mission, and philosophy of the agency, provides customerfriendly services to internal and external customers. With limited supervision, sets up, coordinates and runs parenting groups, trains new staff and coaches and supports existing staff in effectively using therapeutic interventions with children and families and in meeting documentation quality and timeliness expectations. Analyzes outcome data in partnership with Outcomes and Evaluation to identify quality improvement activities. Leads quality improvement activities from start to finish, including evaluation of the effectiveness of the activities.	
1107	Administrative Assistant	70,111	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1108	Regional Director	58,170	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1109	Supervisor of Administrative Operations	25,320	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1110	Customer Services	62,287	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1111	Compliance - Health Information Technician	30,842	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1112	Associate Director of Quality Support	34,559	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1113	Health Information Manager	18,897	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1114	Supervisor Physical Plan Operations	12,409	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1115	Outcome - Research Specialist	48,324	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1116	Training - Learning Partner	21,219	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>675,945</b>		
1201	Retirement/Incentive	94,870	Calculated at 4% of salaries.	
1202	Worker's Compensation	47,435	Calculated at 2% of salaries.	
1203	Health Insurance	533,640	Calculated at 22.5% of salaries.	
1204	Other (specify)	-		
1205	Other (specify)	-		
1206	Other (specify)	-		
<b>Payroll Taxes &amp; Expenses:</b>		<b>199,226</b>		
1301	OASDI	147,048	Calculated at 6.2% of salaries.	
1302	FICA/MEDICARE	34,390	Calculated at 1.45% of salaries.	
1303	SUI	17,788	Calculated at 0.75% of salaries.	
1304	Other (specify)	-		
1305	Other (specify)	-		
1306	Other (specify)	-		
<b>2000: CLIENT SUPPORT</b>		<b>-</b>		
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		
2010	Utility Vouchers	-		
2011	Other (specify)	-		
2012	Other (specify)	-		
2013	Other (specify)	-		
2014	Other (specify)	-		
2015	Other (specify)	-		
2016	Other (specify)	-		



PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>3000: OPERATING EXPENSES</b>		<b>314,771</b>	
3001	Telephone	55,933	Cell phones, Land Lines, DSL, fax charges, phone system; wireless cards for laptop computers enabling UFS to maintain a fully functional mobile work force to deliver in-home/in the community services. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3002	Postage	1,946	Postage, printing, US mail, GSO, Federal Express, UPS, postage machine refills, outside reproduction costs, program specific brochures and flyers when reimbursable by the program. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3003	Printing/Reproduction	-	
3004	Office Supplies & Equipment	11,307	Office supplies and equipment include, but are not limited to: paper, pens, files, staplers, break rooms supplies (e.g., coffee, paper cups, plastic utensils); subscriptions to periodicals or newspapers, annual Agency dues and fees paid to accrediting agencies and laptop replacement. Costs are allocated between programs on the basis of direct labor dollars and have been estimated based on historical trends.
3005	Household Supplies	-	
3006	Legal Notices/Advertising	-	
3007	Staff Training/Registration	99,807	Includes training in the Evidence-Based Practices of Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT), Child Parent Psychotherapy (CPP), and Dialectical Behavior Therapy (DBT), organizational tools, team/organizational psychology, philosophy of client based services, integration of roles/team dynamics, assessment and individualized treatment planning, general services, organizing admissions and individualized treatment planning associated with the EBPs. This includes train-the-trainer and any other program development training needs. Trainings are inclusive of internal and external trainings, and all costs, except mileage associated with training, including transportation, parking room and board, meals, refreshments cost of the program, instructor fees and materials/manuals are included. Also includes other mandatory trainings such as first aid and CPR.
3008	Staff Travel and Mileage/Vehicle Maintenance	134,949	Includes travel costs such as air fare, lodging, and mileage reimbursement, which is paid at the prevailing federal rate (currently \$0.575 per mile) to program service staff and program administrative staff. This also includes upkeep costs for vehicles.
3009	Subscriptions & Memberships	4,829	Includes subscriptions to periodicals, databases, software, and other subscription services, as well as annual agency dues and fees. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3010	Licenses and Taxes	-	
3011	Food	-	
3012	Program Supplies - Therapeutic	6,000	Includes those supplies utilized in the direct delivery of therapeutic services to clients. Cost is estimated to be approximately \$18.50 per direct care staff per month. Materials, cash payments, outing costs, etc. used to motivate or reinforce desired behavior, as well as materials required for use in Evidenced Based Practices
<b>4000: FACILITIES &amp; EQUIPMENT</b>		<b>268,773</b>	
4001	Building Maintenance	2,127	This includes common area maintenance on leased building charges, maintenance/building repair charges, HVAC maintenance and repair, landscaping, janitorial services, confidential paper shredding services, in-house or outside equipment repair and labor. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4002	Rent/Lease Building	221,578	This includes building rent or depreciation, storage and file storage unit rental payments and all the costs associated with storing and retrieving of client, personnel or other files or records. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's new office in Fresno.
4003	Rent/Lease Equipment	8,358	This includes rental payments for equipment including leased copiers, postage machines, phone systems, laptops or other communication, office or facility equipment. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	
4007	Equipment Purchase	36,710	Equipment, parts and materials includes the purchase of non-capital assets. Sample items include, but are not limited to, laptops, desktops, printers, calculators and fax machines, as well as system user licenses. Costs are allocated between programs on the basis of payroll dollars and estimated.
4008	Other (specify)	-	
4009	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4010	Other (specify)	-	

5000: SPECIAL EXPENSES		145,183	
5001	Consultant (Network & Data Management)	32,783	The consultant will provide additional clinical supervision support for program staff. This will also be used to hire a contract psychologist to provide court ordered psychological testing and reports to the Court. Contract Psychologist estimated to cost \$200 per hour. The psychologist will be required to provide at least 20 hours per month on average. This will also cover the cost of the psychological testing and scoring materials.
5002	HMIS (Health Management Information System)	-	
5003	Contract Psychiatrist	82,400	This includes a contract Psychiatrist position estimated to cost \$200 per hour. The psychiatrist will be required to provide at least 20 hours per month, and will provide psychiatric evaluations and medication support services. This also includes a Nurse Practitioner, estimated to cost \$125 per hour. The nurse practitioner will be required to provide 2 hours per week and will provide additional psychiatric evaluations and medication support services.
5004	Translation Services	30,000	To ensure the provision of culturally sensitive services including assurance of language access, when there is not availability of bilingual staff interpreter/translation services are used to support a culturally appropriate evaluation, diagnosis, treatment and referral services.
5005	Other (specify)	-	
5006	Other (specify)	-	
5007	Other (specify)	-	
5008	Other (specify)	-	

6000: ADMINISTRATIVE EXPENSES		774,365	
6001	Administrative Overhead	712,500	Represents the overhead of the Agency's general and administrative shared support services such as finance, accounting, billing, human resources, clinical administration, information technology, professional fees, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support, MIS infrastructure & QI/UM department support and oversight as well as executive management. Costs that cannot be specifically charged to a program are allocated to programs on the basis of direct program salary costs prior to the addition of taxes and benefits. Administrative Overhead has been budgeted at 15% of total program expenses.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	4,405	Includes annual audit ensuring all financial records are relevant and accurate and in compliance with state and federal laws and regulations. Audit costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical costs.
6005	Liability Insurance	54,551	Includes general business liability and property coverage along with professional liability insurance. Costs are allocated between programs on the basis of direct labor dollars and estimated based on historical trends.
6006	Payroll Services	-	
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	2,909	Depreciation includes depreciation on leasehold improvements, office furnitures/fixtures and equipment meeting amortization thresholds. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
6008	Other (specify)	-	
6009	Other (specify)	-	
6010	Other (specify)	-	
6011	Other (specify)	-	
6012	Other (specify)	-	

7000: FIXED ASSETS		-	
7001	Computer Equipment & Software	-	
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	-	
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (specify)	-	
7008	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>PROGRAM FUNDING SOURCES</b>			
<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>			
			<b>PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.</b>
8001	Mental Health Services	Estimated 809,717 units at \$2.98 per unit	
8002	Case Management	Estimated 77,859 units at \$2.32 per unit	
8003	Crisis Services	Estimated 15,571 units at \$4.38 per unit	
8004	Medication Support	Estimated 15,571 units at \$5.44 per unit	
8005	Collateral	Estimated 93,429 units at \$2.98 per unit	
8006	Plan Development	Estimated 31,143 units at \$2.32 per unit	
8007	Assessment	Estimated 124,573 units at \$2.98 per unit	
8008	Rehabilitation	Estimated 77,857 units at \$2.98 per unit	
8009	Intensive Care Coordination	Estimated 77,857 units at \$2.32 per unit	
8010	Intensive Home-Based Services	Estimated 233,574 units at \$2.98 per unit	

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 4,750,000**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 4,750,000**

**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2020-21**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Clinician I	18.00	\$ -	\$ 1,424,538	\$ 1,424,538
1102	Clinician II	5.00	-	439,675	439,675
1103	Family Specialist	4.00	-	137,061	137,061
1104	Clinical Program Manager	5.31	-	552,218	552,218
1105	Clinical Director	1.00	-	131,000	131,000
1106	Support Services Coordinator	1.00	-	44,351	44,351
1107	Doctors Assistant	0.40	-	15,282	15,282
1108	Customer Support Spec	1.00	-	54,814	54,814
1109	Administrative Assistant	0.89	43,776	-	43,776
1110	Regional Director	0.45	73,831	-	73,831
1111	Supervisor of Administrative Operations	0.45	26,648	-	26,648
1112	Customer Services	1.34	70,831	-	70,831
1113	Associate Director of Quality Support	0.45	48,577	-	48,577
1114	Health Information Manager	0.11	12,555	-	12,555
1115	Supervisor Physical Plant Operations	0.09	7,206	-	7,206
1116	Outcome - Research Specialist	0.55	48,139	-	48,139
1117	Training - Learning Partner	0.27	19,063	-	19,063
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.31</b>	<b>\$ 350,626</b>	<b>\$ 2,798,939</b>	<b>\$ 3,149,565</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 14,025	\$ 111,958	\$ 125,983
1202	Worker's Compensation		\$ 7,013	\$ 55,979	\$ 62,992
1203	Health Insurance		\$ 78,890	\$ 629,761	\$ 708,651
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 99,929</b>	<b>\$ 797,698</b>	<b>\$ 897,627</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 21,739	\$ 173,534	\$ 195,273
1302	FICA/MEDICARE		\$ 5,084	\$ 40,585	\$ 45,669
1303	SUI		\$ 2,630	\$ 20,992	\$ 23,622
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 29,453</b>	<b>\$ 235,111</b>	<b>\$ 264,564</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 480,008</b>	<b>\$ 3,831,748</b>	<b>\$ 4,311,756</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 62,910
3002	Printing/Postage	1,946
3003	Office Supplies & Equipment	6,000
3004	Advertising	-
3005	Staff Development & Training	58,000
3006	Staff Travel and Mileage/Vehicle Maintenance	50,000
3007	Subscriptions & Memberships	4,829
3008	Program Supplies - Therapeutic	6,000
3009	Depreciation	5,799
3010	Other (specify)	-
3011	Other (specify)	-
3012	Other (specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 195,484</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,127
4002	Rent/Lease Building	228,545
4003	Rent/Lease Equipment	4,600
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Equipment Purchase	25,000
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 260,272</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 9,000
5002	HMIS (Health Management Information System)	-
5003	Contract Psychiatrist	127,260
5004	Translation Services	25,000
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 161,260</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 750,843
6002	Professional Liability Insurance	72,440
6003	Accounting/Bookkeeping	-
6004	External Audit	4,405
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 827,688</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,756,460</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	830,936	3.58	\$ 2,976,193
8002	Case Management	79,863	2.79	222,915
8003	Crisis Services	15,982	5.26	84,071
8004	Medication Support	15,982	6.54	104,504
8005	Collateral	95,894	3.58	343,467
8006	Plan Development	31,965	2.79	89,221
8007	Assessment	127,858	3.58	457,954
8008	Rehabilitation	79,911	3.58	286,220
8009	Intensive Care Coordination	79,959	2.79	223,183
8010	Intensive Home-Based Services	239,876	3.58	859,172
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,598,226</b>		<b>\$ 5,646,900</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				93%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,269,110
Federal Financial Participation (FFP) %			50%	2,634,555
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,634,555</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,634,555
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,634,555</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Court Documentation -- 1,380 units; \$74.00 per report	\$ 102,120
8402	Psychological Evaluations - 24,480 units; \$2.89 per unit	\$ 70,747
8403	Mental Health Services (Individual/Family/Group Therapy) - 55,678 units; \$3.58 per unit	\$ 199,423
8404	Case Management - 6,867 units; \$2.79 per unit	\$ 19,167
8405	Crisis Services - 729 units; \$5.26 per unit	\$ 3,836
8406	Medication Support - 587 units; \$6.54 per unit	\$ 3,836
8407	Collateral - 6,425 units; \$3.57 per unit	\$ 23,014
8408	Plan Development - 2,748 units; \$2.79 per unit	\$ 7,672
8409	Assessment - 8,567 units; \$3.58 per unit	\$ 30,686

8410	Rehabilitation - 5,355 units; \$3.58 per unit	\$ 19,179
------	---	-----------



**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2020-21 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,311,756</b>	
<b>Employee Salaries</b>		<b>3,149,565</b>	
1101	Clinician I	1,424,538	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families.
1102	Clinician II	439,675	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families. Applies advanced use of assessment information in development of the treatment plan and applies information and resources to ensure quality care. Applies advanced skill in acquisition and application of clinically related information to effectively intervene with children and families. Understands and applies multi-modal approaches and perspectives to therapeutic direction. Provides coaching and mentoring of others in the implementation of Evidence Based Practices (EBPs). Leads problem solving interaction and work with external customers. Maintains audit ready charts and audits charts independently. Provides observations and feedback to supervisor in order to monitor and/or modify programs or approaches. Actively participates in the identification of team opportunities for improvement or identification of deficiencies and in the development of strategies to address or bridge gaps. Leads Continuous Quality Improvement (CQI) activities and project implementation. Required to meet applicable productivity and documentation requirements.
1103	Family Specialist	137,061	Provides direct services to youth and families. Provides direct billable mental health services, documents in alignment with MediCal regulations, and achieves set productivity expectations. Engages and builds alignment and relationships with parents, youth, and others in the normal course of working with the families. Utilizes strengths of youth, families, and others to assist in the implementation and achievement of goals and outcomes. Works with youth and family teams to support family driven, strength based planning and interventions. Understands and takes advantage of therapeutic opportunities in crisis situations. Conducts observations regarding specific target behavior, track progress and modify plans with the family to support their intended identified outcome. Assists teams in developing a hypothesis of function and underlying unmet need in an effort to develop individualized, strength based strategies and interventions that will result in positive behavior change. Engages caregiver, family members, and other natural supports in building youth specific parenting responses that support positive behavior change and overall family relationships. Works in the community directly with youth and families to develop and implement safety and skill refinement plans. Supports families in bridging to and or building on natural resources and accessing community based program supports that will continue support over time. Develops resources within the community to serve children and families. Assists youth and family teams to meet specific service needs (ie: help develop strategy or resource specific to an identified need) and monitor outcomes. Participates in family finding team activities by identifying family finding need, obtaining authorizations, creating teams, conducting searches and setting deadlines. Completes Connectedness Maps as needed. Documents interactions and practices and maintain administrative expectations in a timely manner. Meets and or exceeds all direct service expectations and documentation requirements. Assists in developing program responses to needs identified across a number of youth and families where natural community resources are not available or appropriate. Builds on individual strengths, concerns, and needs with balanced focus on the family as a unit. Facilitates and/or co-facilitates, supports, and model participation in

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1104	Clinical Program Manager	552,218	Ensures effective coordination of services for youth and families with other providers, both internal and external, by supporting the development of constructive relationships and problem-solving barriers. Develops, interprets and ensures consistent implementation of clinical program philosophy, objectives, standards, policies, procedures and practices. Analyzes and integrates the use of outcome data to improve clinical service delivery within assigned team. Ensures and monitors defined outcome achievement for youth and families, as well as satisfaction levels for youth, families, and referring workers and agencies. Initiates and participates in organizational quality improvement efforts. Lead and/or delegate work groups to respond to program development needs. Ensures compliance with all policy and procedures including adherence to all licensing, quality, Information Technology (IT), Human Resources (HR), compliance and regulatory standards. Leads and manages change. Proactively identifies potential conflicts; leads parties to consensus and develops same skills in direct reports. Manages to ensure fiscally viable programming. Ensures staff billable productivity and other revenue related activities meet or exceed revenue forecasts. Ensures effective quality clinical services delivery for assigned youth and families. Provides effective crisis and risk prevention and management. Partners with county referring departments, agencies and the community to ensure comprehensive care. Participates in staff development; hires, coaches, mentors, supervises, conducts direct field observations, trains, disciplines, and terminates. Ensures clinical documentation and quality assurance meets both agency and payor standards, ensuring audit ready charts and continuous quality improvement. Provides 24/7 availability as needed. Culturally responsive to internal and external customers, and ensures family voice. Provides direct services to families and children, as support to the direct service staff, to ensure smooth delivery of service to assigned families and youth. Provides outreach to the community including education about agency, program and general mental health and foster care topics. Advocates for system change in relationship to agency service delivery philosophy. Manages day-to-day operations including utilization of all administrative electronic
1105	Clinical Director	131,000	Master's degree (MA/MS). Must have appropriate license to practice as a Licensed Clinical Social Worker or Marriage Family Therapist in the State of California. Must meet the BBS requirements to provide clinical oversight and supervision with three to ten years of experience in healthcare/psychology/behavioral/mental health. The Clinical Director implements strategies to accomplish the agency annual priorities at the program level. Directs and develops managers, ensures CPMS are competent and have all tools necessary to lead teams.
1106	Support Services Coordinator	44,351	Bachelor's degree required. (with emphasis in Psychology, social Work, Sociology or related course work) Two years of experience in Mental Health field required. Four years of experience in Mental Health field preferred. Knowledge of excel spreadsheets; moderate computer literacy. Clinical skills relevant to intake services including: client triage, understanding of legal/ethical issues, and risk management. Works within the vision, mission, and philosophy of the agency, provides customerfriendly services to internal and external customers. With limited supervision, sets up, coordinates and runs parenting groups, trains new staff and coaches and supports existing staff in effectively using therapeutic interventions with children and families and in meeting documentation quality and timeliness expectations. Analyzes outcome data in partnership with Outcomes and Evaluation to identify quality improvement activities. Leads quality improvement activities from start to finish, including evaluation of the effectiveness of the activities.
1107	Doctors Assistant	15,282	The Doctor's assistant position directly supports the Psychiatrist and Nurse Practitioner in all the administrative tasks related to medical support for clients. This position was previously held by an Administrative Assistant; however requires a higher level of education and expertise given the specialized nature of the medication support tasks.
1108	Customer Support Spec	54,814	The CSS II is the lead position for our intake coordinators. This position was added to manage the newly added requirements of tracking all of the access data. This position also handles additional billing tasks and requirements, as well as supports and trains the other intake coordinators. This position also assists with data collection for the Monthly Activity Report specific to the Hope contract.
1109	Administrative Assistant	43,776	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1110	Regional Director	73,831	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1111	Supervisor of Administrative Operations	26,648	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1112	Customer Services	70,831	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1113	Associate Director of Quality Support	48,577	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1114	Health Information Manager	12,555	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1115	Supervisor Physical Plant Operations	7,206	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1116	Outcome - Research Specialist	48,139	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1117	Training - Learning Partner	19,063	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>897,627</b>	
1201	Retirement	125,983	Calculated at 4% of salaries.
1202	Worker's Compensation	62,992	Calculated at 2% of salaries.
1203	Health Insurance	708,651	Calculated at 22.5% of salaries.
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>264,564</b>	
1301	OASDI	195,273	Calculated at 6.2% of salaries.
1302	FICA/MEDICARE	45,669	Calculated at 1.45% of salaries.
1303	SUI	23,622	Calculated at 0.75% of salaries.
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

2000: CLIENT SUPPORT			
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2016	Other (specify)	-	

3000: OPERATING EXPENSES		195,484	
3001	Telecommunications	62,910	Cell phones, Land Lines, DSL, fax charges, phone system; wireless cards for laptop computers enabling UFS to maintain a fully functional mobile work force to deliver in-home/in the community services. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3002	Printing/Postage	1,946	Postage, printing, US mail, GSO, Federal Express, UPS, postage machine refills, outside reproduction costs, program specific brochures and flyers when reimbursable by the program. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3003	Office Supplies & Equipment	6,000	Office supplies and equipment include, but are not limited to: paper, pens, files, staplers, break rooms supplies (e.g., coffee, paper cups, plastic utensils); subscriptions to periodicals or newspapers, annual Agency dues and fees paid to accrediting agencies and laptop replacement. Costs are allocated between programs on the basis of direct labor dollars and have been estimated based on historical trends.
3004	Advertising	-	
3005	Staff Development & Training	58,000	Includes training in the Evidence-Based Practices of Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT), Child Parent Psychotherapy (CPP), and Dialectical Behavior Therapy (DBT), organizational tools, team/organizational psychology, philosophy of client based services, integration of roles/team dynamics, assessment and individualized treatment planning, general services, organizing admissions and individualized treatment planning associated with the EBPs. This includes train-the-trainer and any other program development training needs. Trainings are inclusive of internal and external trainings, and all costs, except mileage associated with training, including transportation, parking room and board, meals, refreshments cost of the program, instructor fees and materials/manuals are included. Also includes other mandatory trainings such as first aid and CPR.
3006	Staff Travel and Mileage/Vehicle Maintenance	50,000	Includes travel costs such as air fare, lodging, and mileage reimbursement, which is paid at the prevailing federal rate (currently \$0.575 per mile) to program service staff and program administrative staff. This also includes upkeep costs for vehicles.
3007	Subscriptions & Memberships	4,829	Includes subscriptions to periodicals, databases, software, and other subscription services, as well as annual agency dues and fees. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3008	Program Supplies - Therapeutic	6,000	Includes those supplies utilized in the direct delivery of therapeutic services to clients. Cost is estimated to be approximately \$18.50 per direct care staff per month. Materials, cash payments, outing costs, etc. used to motivate or reinforce desired behavior, as well as materials required for use in Evidenced Based Practices
3009	Depreciation	5,799	Depreciation includes deprecation on leasehold improvements, office furniture/fixtures and equipment meeting amortization thresholds. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3010	Other (specify)	-	
3011	Other (specify)	-	
3012	Other (specify)	-	

4000: FACILITIES & EQUIPMENT		260,272	
4001	Building Maintenance	2,127	This includes common area maintenance on leased building charges, maintenance/building repair charges, HVAC maintenance and repair, landscaping, janitorial services, confidential paper shredding services, in-house or outside equipment repair and labor. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4002	Rent/Lease Building	228,545	This includes building rent or depreciation, storage and file storage unit rental payments and all the costs associated with storing and retrieving of client, personnel or other files or records. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's new office in Fresno.
4003	Rent/Lease Equipment	4,600	This includes rental payments for equipment including leased copiers, postage machines, phone systems, laptops or other communication, office or facility equipment. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
4007	Equipment Purchase	25,000	Equipment, parts and materials includes the purchase of non-capital assets. Sample items include, but are not limited to, laptops, desktops, printers, calculators and fax machines, as well as system user licenses. Costs are allocated between programs on the basis of payroll dollars and estimated.	
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		161,260		
5001	Consultant (Network & Data Management)	9,000	The consultant will provide additional clinical supervision support for program staff. This will also be used to hire a contract psychologist to provide court ordered psychological testing and reports to the Court. Contract Psychologist estimated to cost \$200 per hour. The psychologist will be required to provide at least 25 hours per month on average. This will also cover the cost of the psychological testing and scoring materials.	
5002	HMIS (Health Management Information System)	-		
5003	Contract Psychiatrist	127,260	This includes a contract Psychiatrist position estimated to cost \$200 per hour. The psychiatrist will be required to provide at least 35 hours per month, and will provide psychiatric evaluations and medication support services. This also includes a Nurse Practitioner, estimated to cost \$125 per hour. The nurse practitioner will be required to provide 6 hours per week and will provide additional psychiatric evaluations and medication support services.	
5004	Translation Services	25,000	To ensure the provision of culturally sensitive services including assurance of language access, when there is not availability of bilingual staff interpreter/translation services are used to support a culturally appropriate evaluation, diagnosis, treatment and referral services.	
5005	Other (Specify)	-		
5006	Other (Specify)	-		
5007	Other (Specify)	-		
5008	Other (Specify)	-		

6000: ADMINISTRATIVE EXPENSES		827,688		
6001	Administrative Overhead	750,843	Represents the overhead of the Agency's general and administrative shared support services such as finance, accounting, billing, human resources, clinical administration, information technology, professional fees, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support, MIS infrastructure & QI/UM department support and oversight as well as executive management. Costs that cannot be specifically charged to a program are allocated to programs on the basis of direct program salary costs prior to the addition of taxes and benefits. Administrative Overhead has been budgeted at 15% of total program expenses.	
6002	Professional Liability Insurance	72,440	Includes general business liability and property coverage along with professional liability insurance. Costs are allocated between programs on the basis of direct labor dollars and estimated based on historical trends.	
6003	Accounting/Bookkeeping	-		
6004	External Audit	4,405	Includes annual audit ensuring all financial records are relevant and accurate and in compliance with state and federal laws and regulations. Audit costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical costs.	
6005	Insurance (Specify):	-		
6006	Payroll Services	-		
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-		
6008	Other (Specify)	-		
6009	Other (Specify)	-		
6010	Other (Specify)	-		
6011	Other (Specify)	-		
6012	Other (Specify)	-		

7000: FIXED ASSETS		-		
7001	Computer Equipment & Software	-		
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-		
7003	Furniture & Fixtures	-		
7004	Leasehold/Tenant/Building Improvements	-		
7005	Other Assets over \$500 with Lifespan of 2 Years +	-		
7006	Assets over \$5,000/unit (Specify)	-		
7007	Other (Specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services	Estimated 830,936 units at \$3.67 per unit	
8002	Case Management	Estimated 79,863 units at \$2.86 per unit	
8003	Crisis Services	Estimated 15,982 units at \$5.39 per unit	
8004	Medication Support	Estimated 15,982 units at \$6.70 per unit	
8005	Collateral	Estimated 95,894 units at \$3.67 per unit	
8006	Plan Development	Estimated 31,965 units at \$2.86 per unit	
8007	Assessment	Estimated 127,858 units at \$3.67 per unit	
8008	Rehabilitation	Estimated 79,911 units at \$3.67 per unit	
8009	Intensive Care Coordination	Estimated 79,959 units at \$2.86 per unit	
8010	Intensive Home-Based Services	Estimated 239,876 units at \$3.67 per unit	

<b>TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:</b>	<b>5,756,460</b>
<b>TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:</b>	<b>5,756,460</b>
<b>BUDGET CHECK:</b>	<b>-</b>

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2021-22**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Clinician I	18.00	\$ -	\$ 1,467,274	\$ 1,467,274
1102	Clinician II	5.00	-	452,865	452,865
1103	Family Specialist	4.00	-	141,173	141,173
1104	Clinical Program Manager	5.31	-	568,785	568,785
1105	Clinical Director	1.00	-	134,930	134,930
1106	Support Services Coordinator	1.00	-	45,682	45,682
1107	Doctors Assistant	0.40	-	15,740	15,740
1108	Customer Support Spec	1.00	-	56,458	56,458
1109	Administrative Assistant	0.89	45,089	-	45,089
1110	Regional Director	0.45	76,046	-	76,046
1111	Supervisor of Administrative Operations	0.45	27,447	-	27,447
1112	Customer Services	1.34	72,956	-	72,956
1113	Associate Director of Quality Support	0.45	50,034	-	50,034
1114	Health Information Manager	0.11	12,932	-	12,932
1115	Supervisor Physical Plant Operations	0.09	7,423	-	7,423
1116	Outcome - Research Specialist	0.55	49,583	-	49,583
1117	Training - Learning Partner	0.27	19,635	-	19,635
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.31</b>	<b>\$ 361,145</b>	<b>\$ 2,882,907</b>	<b>\$ 3,244,052</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 14,446	\$ 115,316	\$ 129,762
1202	Worker's Compensation		\$ 7,223	\$ 57,658	\$ 64,881
1203	Health Insurance		\$ 81,257	\$ 648,654	\$ 729,911
1204	Other (Specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 102,927</b>	<b>\$ 821,629</b>	<b>\$ 924,556</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 22,391	\$ 178,740	\$ 201,131
1302	FICA/MEDICARE		\$ 5,237	\$ 41,802	\$ 47,039
1303	SUI		\$ 2,709	\$ 21,622	\$ 24,331
1304	Other (Specify)		-	-	-
1305	Other (Specify)		-	-	-
1306	Other (Specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 30,337</b>	<b>\$ 242,164</b>	<b>\$ 272,501</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 494,410</b>	<b>\$ 3,946,701</b>	<b>\$ 4,441,109</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 64,797
3002	Printing/Postage	1,946
3003	Office Supplies & Equipment	6,000
3004	Advertising	-
3005	Staff Development & Training	102,648
3006	Staff Travel and Mileage/Vehicle Maintenance	103,000
3007	Subscriptions & Memberships	4,829
3008	Program Supplies - Therapeutic	6,000
3009	Depreciation	5,799
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 295,019</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,233
4002	Rent/Lease Building	228,545
4003	Rent/Lease Equipment	4,830
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Equipment Purchase	25,000
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 260,608</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------



Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 16,000
5002	HMIS (Health Management Information System)	-
5003	Contract Psychiatrist	141,078
5004	Translation Services	25,000
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 182,078</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 789,714
6002	Professional Liability Insurance	81,101
6003	Accounting/Bookkeeping	-
6004	External Audit	4,846
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 875,661</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,054,475</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	853,326	3.68	\$ 3,140,042
8002	Case Management	82,013	2.87	235,347
8003	Crisis Services	16,413	5.41	88,752
8004	Medication Support	16,413	6.72	110,219
8005	Collateral	98,479	3.68	362,380
8006	Plan Development	32,826	2.87	94,199
8007	Assessment	131,305	3.68	483,172
8008	Rehabilitation	82,065	3.68	301,980
8009	Intensive Care Coordination	82,117	2.87	235,646
8010	Intensive Home-Based Services	246,351	3.68	906,515
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,641,308</b>		<b>\$ 5,958,251</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				93%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,554,454
Federal Financial Participation (FFP) %			50%	2,777,227
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,777,227</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,777,227
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,777,227</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Court Documentation -- 1,380 units; \$74.00 per report	\$ 102,120
8402	Psychological Evaluations - 24,480 units; \$2.89 per unit	\$ 70,747
8403	Mental Health Services (Individual/Family/Group Therapy) - 56,378 units; \$3.68 per unit	\$ 207,458
8404	Case Management - 6,948 units; \$2.87 per unit	\$ 19,939
8405	Crisis Services - 738 units; \$5.41 per unit	\$ 3,990
8406	Medication Support - 594 units; \$6.72 per unit	\$ 3,990
8407	Collateral - 6,506 units; \$3.68 per unit	\$ 23,942
8408	Plan Development - 2,781 units; \$2.87 per unit	\$ 7,981
8409	Assessment - 8,675 units; \$3.68 per unit	\$ 31,923

8410	Rehabilitation - 5,422 units; \$3.68 per unit	\$ 19,951
------	---	-----------

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2021-22 Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,441,109</b>	
<b>Employee Salaries</b>		<b>3,244,052</b>	
1101	Clinician I	1,467,274	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families.
1102	Clinician II	452,865	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families. Applies advanced use of assessment information in development of the treatment plan and applies information and resources to ensure quality care. Applies advanced skill in acquisition and application of clinically related information to effectively intervene with children and families. Understands and applies multi-modal approaches and perspectives to therapeutic direction. Provides coaching and mentoring of others in the implementation of Evidence Based Practices (EBPs). Leads problem solving interaction and work with external customers. Maintains audit ready charts and audits charts independently. Provides observations and feedback to supervisor in order to monitor and/or modify programs or approaches. Actively participates in the identification of team opportunities for improvement or identification of deficiencies and in the development of strategies to address or bridge gaps. Leads Continuous Quality Improvement (CQI) activities and project implementation. Required to meet applicable productivity and documentation requirements.
1103	Family Specialist	141,173	Provides direct services to youth and families. Provides direct billable mental health services, documents in alignment with MediCal regulations, and achieves set productivity expectations. Engages and builds alignment and relationships with parents, youth, and others in the normal course of working with the families. Utilizes strengths of youth, families, and others to assist in the implementation and achievement of goals and outcomes. Works with youth and family teams to support family driven, strength based planning and interventions. Understands and takes advantage of therapeutic opportunities in crisis situations. Conducts observations regarding specific target behavior, track progress and modify plans with the family to support their intended identified outcome. Assists teams in developing a hypothesis of function and underlying unmet need in an effort to develop individualized, strength based strategies and interventions that will result in positive behavior change. Engages caregiver, family members, and other natural supports in building youth specific parenting responses that support positive behavior change and overall family relationships. Works in the community directly with youth and families to develop and implement safety and skill refinement plans. Supports families in bridging to and or building on natural resources and accessing community based program supports that will continue support over time. Develops resources within the community to serve children and families. Assists youth and family teams to meet specific service needs (ie: help develop strategy or resource specific to an identified need) and monitor outcomes. Participates in family finding team activities by identifying family finding need, obtaining authorizations, creating teams, conducting searches and setting deadlines. Completes Connectedness Maps as needed. Documents interactions and practices and maintain administrative expectations in a timely manner. Meets and or exceeds all direct service expectations and documentation requirements. Assists in developing program responses to needs identified across a number of youth and families where natural community resources are not available or appropriate. Builds on individual strengths, concerns, and needs with balanced focus on the family as a unit. Facilitates and/or co-facilitates, supports, and model participation in

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1104	Clinical Program Manager	568,785	Ensures effective coordination of services for youth and families with other providers, both internal and external, by supporting the development of constructive relationships and problem-solving barriers. Develops, interprets and ensures consistent implementation of clinical program philosophy, objectives, standards, policies, procedures and practices. Analyzes and integrates the use of outcome data to improve clinical service delivery within assigned team. Ensures and monitors defined outcome achievement for youth and families, as well as satisfaction levels for youth, families, and referring workers and agencies. Initiates and participates in organizational quality improvement efforts. Lead and/or delegate work groups to respond to program development needs. Ensures compliance with all policy and procedures including adherence to all licensing, quality, Information Technology (IT), Human Resources (HR), compliance and regulatory standards. Leads and manages change. Proactively identifies potential conflicts; leads parties to consensus and develops same skills in direct reports. Manages to ensure fiscally viable programming. Ensures staff billable productivity and other revenue related activities meet or exceed revenue forecasts. Ensures effective quality clinical services delivery for assigned youth and families. Provides effective crisis and risk prevention and management. Partners with county referring departments, agencies and the community to ensure comprehensive care. Participates in staff development; hires, coaches, mentors, supervises, conducts direct field observations, trains, disciplines, and terminates. Ensures clinical documentation and quality assurance meets both agency and payor standards, ensuring audit ready charts and continuous quality improvement. Provides 24/7 availability as needed. Culturally responsive to internal and external customers, and ensures family voice. Provides direct services to families and children, as support to the direct service staff, to ensure smooth delivery of service to assigned families and youth. Provides outreach to the community including education about agency, program and general mental health and foster care topics. Advocates for system change in relationship to agency service delivery philosophy. Manages day-to-day operations including utilization of all administrative electronic	
1105	Clinical Director	134,930	Master's degree (MA/MS). Must have appropriate license to practice as a Licensed Clinical Social Worker or Marriage Family Therapist in the State of California. Must meet the BBS requirements to provide clinical oversight and supervision with three to ten years of experience in healthcare/psychology/behavioral/mental health. The Clinical Director implements strategies to accomplish the agency annual priorities at the program level. Directs and develops managers, ensures CPMS are competent and have all tools necessary to lead teams.	
1106	Support Services Coordinator	45,682	Bachelor's degree required. (with emphasis in Psychology, social Work, Sociology or related course work) Two years of experience in Mental Health field required. Four years of experience in Mental Health field preferred. Knowledge of excel spreadsheets; moderate computer literacy. Clinical skills relevant to intake services including: client triage, understanding of legal/ethical issues, and risk management. Works within the vision, mission, and philosophy of the agency, provides customerfriendly services to internal and external customers. With limited supervision, sets up, coordinates and runs parenting groups, trains new staff and coaches and supports existing staff in effectively using therapeutic interventions with children and families and in meeting documentation quality and timeliness expectations. Analyzes outcome data in partnership with Outcomes and Evaluation to identify quality improvement activities. Leads quality improvement activities from start to finish, including evaluation of the effectiveness of the activities.	
1107	Doctors Assistant	15,740	The Doctor's assistant position directly supports the Psychiatrist and Nurse Practitioner in all the administrative tasks related to medical support for clients. This position was previously held by an Administrative Assistant; however requires a higher level of education and expertise given the specialized nature of the medication support tasks.	
1108	Customer Support Spec	56,458	The CSS II is the lead position for our intake coordinators. This position was added to manage the newly added requirements of tracking all of the access data. This position also handles additional billing tasks and requirements, as well as supports and trains the other intake coordinators. This position also assists with data collection for the Monthly Activity Report specific to the Hope contract.	
1109	Administrative Assistant	45,089	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1110	Regional Director	76,046	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1111	Supervisor of Administrative Operations	27,447	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1112	Customer Services	72,956	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1113	Associate Director of Quality Support	50,034	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1114	Health Information Manager	12,932	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1115	Supervisor Physical Plant Operations	7,423	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1116	Outcome - Research Specialist	49,583	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1117	Training - Learning Partner	19,635	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>924,556</b>		
1201	Retirement	129,762	Calculated at 4% of salaries.	
1202	Worker's Compensation	64,881	Calculated at 2% of salaries.	
1203	Health Insurance	729,911	Calculated at 22.5% of salaries.	
1204	Other (Specify)	-		
1205	Other (specify)	-		
1206	Other (specify)	-		
<b>Payroll Taxes &amp; Expenses:</b>		<b>272,501</b>		
1301	OASDI	201,131	Calculated at 6.2% of salaries.	
1302	FICA/MEDICARE	47,039	Calculated at 1.45% of salaries.	
1303	SUI	24,331	Calculated at 0.75% of salaries.	
1304	Other (Specify)	-		
1305	Other (Specify)	-		
1306	Other (Specify)	-		

2000: CLIENT SUPPORT				
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	-		
2010	Utility Vouchers	-		
2011	Other (specify)	-		
2012	Other (specify)	-		
2013	Other (specify)	-		
2014	Other (specify)	-		
2015	Other (specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2016	Other (specify)	-	

3000: OPERATING EXPENSES		295,019	
3001	Telecommunications	64,797	Cell phones, Land Lines, DSL, fax charges, phone system; wireless cards for laptop computers enabling UFS to maintain a fully functional mobile work force to deliver in-home/in the community services. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3002	Printing/Postage	1,946	Postage, printing, US mail, GSO, Federal Express, UPS, postage machine refills, outside reproduction costs, program specific brochures and flyers when reimbursable by the program. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3003	Office Supplies & Equipment	6,000	Office supplies and equipment include, but are not limited to: paper, pens, files, staplers, break rooms supplies (e.g., coffee, paper cups, plastic utensils); subscriptions to periodicals or newspapers, annual Agency dues and fees paid to accrediting agencies and laptop replacement. Costs are allocated between programs on the basis of direct labor dollars and have been estimated based on historical trends.
3004	Advertising	-	
3005	Staff Development & Training	102,648	Includes training in the Evidence-Based Practices of Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT), Child Parent Psychotherapy (CPP), and Dialectical Behavior Therapy (DBT), organizational tools, team/organizational psychology, philosophy of client based services, integration of roles/team dynamics, assessment and individualized treatment planning, general services, organizing admissions and individualized treatment planning associated with the EBPs. This includes train-the-trainer and any other program development training needs. Trainings are inclusive of internal and external trainings, and all costs, except mileage associated with training, including transportation, parking room and board, meals, refreshments cost of the program, instructor fees and materials/manuals are included. Also includes other mandatory trainings such as first aid and CPR.
3006	Staff Travel and Mileage/Vehicle Maintenance	103,000	Includes travel costs such as air fare, lodging, and mileage reimbursement, which is paid at the prevailing federal rate (currently \$0.575 per mile) to program service staff and program administrative staff. This also includes upkeep costs for vehicles.
3007	Subscriptions & Memberships	4,829	Includes subscriptions to periodicals, databases, software, and other subscription services, as well as annual agency dues and fees. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3008	Program Supplies - Therapeutic	6,000	Includes those supplies utilized in the direct delivery of therapeutic services to clients. Cost is estimated to be approximately \$18.50 per direct care staff per month. Materials, cash payments, outing costs, etc. used to motivate or reinforce desired behavior, as well as materials required for use in Evidenced Based Practices
3009	Depreciation	5,799	Depreciation includes deprecation on leasehold improvements, office furniture/fixtures and equipment meeting amortization thresholds. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		260,608	
4001	Building Maintenance	2,233	This includes common area maintenance on leased building charges, maintenance/building repair charges, HVAC maintenance and repair, landscaping, janitorial services, confidential paper shredding services, in-house or outside equipment repair and labor. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4002	Rent/Lease Building	228,545	This includes building rent or depreciation, storage and file storage unit rental payments and all the costs associated with storing and retrieving of client, personnel or other files or records. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's new office in Fresno.
4003	Rent/Lease Equipment	4,830	This includes rental payments for equipment including leased copiers, postage machines, phone systems, laptops or other communication, office or facility equipment. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
4007	Equipment Purchase	25,000	Equipment, parts and materials includes the purchase of non-capital assets. Sample items include, but are not limited to, laptops, desktops, printers, calculators and fax machines, as well as system user licenses. Costs are allocated between programs on the basis of payroll dollars and estimated.	
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		182,078		
5001	Consultant (Network & Data Management)	16,000	The consultant will provide additional clinical supervision support for program staff. This will also be used to hire a contract psychologist to provide court ordered psychological testing and reports to the Court. Contract Psychologist estimated to cost \$200 per hour. The psychologist will be required to provide at least 25 hours per month on average. This will also cover the cost of the psychological testing and scoring materials.	
5002	HMIS (Health Management Information System)	-		
5003	Contract Psychiatrist	141,078	This includes a contract Psychiatrist position estimated to cost \$206 per hour. The psychiatrist will be required to provide at least 35 hours per month, and will provide psychiatric evaluations and medication support services. This also includes a Nurse Practitioner, estimated to cost \$125 per hour. The nurse practitioner will be required to provide 6 hours per week and will provide additional psychiatric evaluations and medication support services.	
5004	Translation Services	25,000	To ensure the provision of culturally sensitive services including assurance of language access, when there is not availability of bilingual staff interpreter/translation services are used to support a culturally appropriate evaluation, diagnosis, treatment and referral services.	
5005	Other (Specify)	-		
5006	Other (Specify)	-		
5007	Other (Specify)	-		
5008	Other (Specify)	-		

6000: ADMINISTRATIVE EXPENSES		875,661		
6001	Administrative Overhead	789,714	Represents the overhead of the Agency's general and administrative shared support services such as finance, accounting, billing, human resources, clinical administration, information technology, professional fees, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support, MIS infrastructure & QI/UM department support and oversight as well as executive management. Costs that cannot be specifically charged to a program are allocated to programs on the basis of direct program salary costs prior to the addition of taxes and benefits. Administrative Overhead has been budgeted at 15% of total program expenses.	
6002	Professional Liability Insurance	81,101	Includes general business liability and property coverage along with professional liability insurance. Costs are allocated between programs on the basis of direct labor dollars and estimated based on historical trends.	
6003	Accounting/Bookkeeping	-		
6004	External Audit	4,846	Includes annual audit ensuring all financial records are relevant and accurate and in compliance with state and federal laws and regulations. Audit costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical costs.	
6005	Insurance (Specify):	-		
6006	Payroll Services	-		
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-		
6008	Other (Specify)	-		
6009	Other (Specify)	-		
6010	Other (Specify)	-		
6011	Other (Specify)	-		
6012	Other (Specify)	-		

7000: FIXED ASSETS		-		
7001	Computer Equipment & Software	-		
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-		
7003	Furniture & Fixtures	-		
7004	Leasehold/Tenant/Building Improvements	-		
7005	Other Assets over \$500 with Lifespan of 2 Years +	-		
7006	Assets over \$5,000/unit (Specify)	-		
7007	Other (Specify)	-		



PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services	Estimated 853,326 units at \$3.77 per unit	
8002	Case Management	Estimated 82,013 units at \$2.94 per unit	
8003	Crisis Services	Estimated 16,413 units at \$5.54 per unit	
8004	Medication Support	Estimated 16,413 units at \$6.88 per unit	
8005	Collateral	Estimated 98,479 units at \$3.77 per unit	
8006	Plan Development	Estimated 32,826 units at \$2.94 per unit	
8007	Assessment	Estimated 131,305 units at \$3.77 per unit	
8008	Rehabilitation	Estimated 82,065 units at \$3.77 per unit	
8009	Intensive Care Coordination	Estimated 82,117 units at \$2.94 per unit	
8010	Intensive Home-Based Services	Estimated 246,351 units at \$3.77 per unit	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,054,475

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,054,475

BUDGET CHECK: -

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2022-23**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Clinician I	18.00	\$ -	\$ 1,511,292	\$ 1,511,292
1102	Clinician II	5.00	-	466,451	466,451
1103	Family Specialist	4.00	-	145,408	145,408
1104	Clinical Program Manager	5.31	-	585,849	585,849
1105	Clinical Director	1.00	-	138,978	138,978
1106	Support Services Coordinator	1.00	-	47,052	47,052
1107	Doctors Assistant	0.40	-	16,212	16,212
1108	Customer Support Spec	1.00	-	58,152	58,152
1109	Administrative Assistant	0.89	46,442	-	46,442
1110	Regional Director	0.45	78,327	-	78,327
1111	Supervisor of Administrative Operations	0.45	28,270	-	28,270
1112	Customer Services	1.34	75,145	-	75,145
1113	Associate Director of Quality Support	0.45	51,535	-	51,535
1114	Health Information Manager	0.11	13,320	-	13,320
1115	Supervisor Physical Plant Operations	0.09	7,646	-	7,646
1116	Outcome - Research Specialist	0.55	51,070	-	51,070
1117	Training - Learning Partner	0.27	20,224	-	20,224
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.31</b>	<b>\$ 371,979</b>	<b>\$ 2,969,394</b>	<b>\$ 3,341,373</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 14,880	\$ 118,776	\$ 133,656
1202	Worker's Compensation		\$ 7,440	\$ 59,388	\$ 66,828
1203	Health Insurance		\$ 83,695	\$ 668,114	\$ 751,809
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 106,015</b>	<b>\$ 846,278</b>	<b>\$ 952,293</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 23,063	\$ 184,102	\$ 207,165
1302	FICA/MEDICARE		\$ 5,394	\$ 43,056	\$ 48,450
1303	SUI		\$ 2,790	\$ 22,271	\$ 25,061
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 31,247</b>	<b>\$ 249,429</b>	<b>\$ 280,676</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 509,241</b>	<b>\$ 4,065,101</b>	<b>\$ 4,574,342</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 66,741
3002	Printing/Postage	1,946
3003	Office Supplies & Equipment	6,000
3004	Advertising	-
3005	Staff Development & Training	102,648
3006	Staff Travel and Mileage/Vehicle Maintenance	106,090
3007	Subscriptions & Memberships	4,829
3008	Program Supplies - Therapeutic	6,000
3009	Depreciation	5,799
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 300,053</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,345
4002	Rent/Lease Building	228,545
4003	Rent/Lease Equipment	5,072
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Equipment Purchase	36,710
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 272,672</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 16,000
5002	HMIS (Health Management Information System)	-
5003	Contract Psychiatrist	145,310
5004	Translation Services	25,000
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 186,310</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 813,336
6002	Professional Liability Insurance	83,534
6003	Accounting/Bookkeeping	-
6004	External Audit	5,330
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 902,200</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,235,577</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	876,320	3.70	\$ 3,238,772
8002	Case Management	84,228	2.88	242,302
8003	Crisis Services	16,855	5.42	91,386
8004	Medication Support	16,855	6.74	113,576
8005	Collateral	101,131	3.70	373,768
8006	Plan Development	33,710	2.88	96,975
8007	Assessment	134,841	3.70	498,356
8008	Rehabilitation	84,276	3.70	311,474
8009	Intensive Care Coordination	84,324	2.88	242,578
8010	Intensive Home-Based Services	252,973	3.70	934,957
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,685,513</b>		<b>\$ 6,144,144</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				93%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,722,556
Federal Financial Participation (FFP) %			50%	2,861,278
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,861,278</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,861,278
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,861,278</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Court Documentation -- 1,380 units; \$74.00 per report	\$ 102,120
8402	Psychological Evaluations - 24,480 units; \$2.89 per unit	\$ 70,747
8403	Mental Health Services (Individual/Family/Group Therapy) - 58,363 units; \$3.70 per unit	\$ 215,702
8404	Case Management - 7,207 units; \$2.88 per unit	\$ 20,732
8405	Crisis Services - 765 units; \$5.42 per unit	\$ 4,149
8406	Medication Support - 616 units; \$6.74 per unit	\$ 4,149
8407	Collateral - 6,735 units; \$3.70 per unit	\$ 24,893
8408	Plan Development - 2,884 units; \$2.88 per unit	\$ 8,298

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2022-23 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,574,342</b>	
<b>Employee Salaries</b>		<b>3,341,373</b>	
1101	Clinician I	1,511,292	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families.
1102	Clinician II	466,451	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families. Applies advanced use of assessment information in development of the treatment plan and applies information and resources to ensure quality care. Applies advanced skill in acquisition and application of clinically related information to effectively intervene with children and families. Understands and applies multi-modal approaches and perspectives to therapeutic direction. Provides coaching and mentoring of others in the implementation of Evidence Based Practices (EBPs). Leads problem solving interaction and work with external customers. Maintains audit ready charts and audits charts independently. Provides observations and feedback to supervisor in order to monitor and/or modify programs or approaches. Actively participates in the identification of team opportunities for improvement or identification of deficiencies and in the development of strategies to address or bridge gaps. Leads Continuous Quality Improvement (CQI) activities and project implementation. Required to meet applicable productivity and documentation requirements.
1103	Family Specialist	145,408	Provides direct services to youth and families. Provides direct billable mental health services, documents in alignment with MediCal regulations, and achieves set productivity expectations. Engages and builds alignment and relationships with parents, youth, and others in the normal course of working with the families. Utilizes strengths of youth, families, and others to assist in the implementation and achievement of goals and outcomes. Works with youth and family teams to support family driven, strength based planning and interventions. Understands and takes advantage of therapeutic opportunities in crisis situations. Conducts observations regarding specific target behavior, track progress and modify plans with the family to support their intended identified outcome. Assists teams in developing a hypothesis of function and underlying unmet need in an effort to develop individualized, strength based strategies and interventions that will result in positive behavior change. Engages caregiver, family members, and other natural supports in building youth specific parenting responses that support positive behavior change and overall family relationships. Works in the community directly with youth and families to develop and implement safety and skill refinement plans. Supports families in bridging to and or building on natural resources and accessing community based program supports that will continue support over time. Develops resources within the community to serve children and families. Assists youth and family teams to meet specific service needs (ie: help develop strategy or resource specific to an identified need) and monitor outcomes. Participates in family finding team activities by identifying family finding need, obtaining authorizations, creating teams, conducting searches and setting deadlines. Completes Connectedness Maps as needed. Documents interactions and practices and maintain administrative expectations in a timely manner. Meets and or exceeds all direct service expectations and documentation requirements. Assists in developing program responses to needs identified across a number of youth and families where natural community resources are not available or appropriate. Builds on individual strengths, concerns, and needs with balanced focus on the family as a unit. Facilitates and/or co-facilitates, supports, and model participation in

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1104	Clinical Program Manager	585,849	Ensures effective coordination of services for youth and families with other providers, both internal and external, by supporting the development of constructive relationships and problem-solving barriers. Develops, interprets and ensures consistent implementation of clinical program philosophy, objectives, standards, policies, procedures and practices. Analyzes and integrates the use of outcome data to improve clinical service delivery within assigned team. Ensures and monitors defined outcome achievement for youth and families, as well as satisfaction levels for youth, families, and referring workers and agencies. Initiates and participates in organizational quality improvement efforts. Lead and/or delegate work groups to respond to program development needs. Ensures compliance with all policy and procedures including adherence to all licensing, quality, Information Technology (IT), Human Resources (HR), compliance and regulatory standards. Leads and manages change. Proactively identifies potential conflicts; leads parties to consensus and develops same skills in direct reports. Manages to ensure fiscally viable programming. Ensures staff billable productivity and other revenue related activities meet or exceed revenue forecasts. Ensures effective quality clinical services delivery for assigned youth and families. Provides effective crisis and risk prevention and management. Partners with county referring departments, agencies and the community to ensure comprehensive care. Participates in staff development; hires, coaches, mentors, supervises, conducts direct field observations, trains, disciplines, and terminates. Ensures clinical documentation and quality assurance meets both agency and payor standards, ensuring audit ready charts and continuous quality improvement. Provides 24/7 availability as needed. Culturally responsive to internal and external customers, and ensures family voice. Provides direct services to families and children, as support to the direct service staff, to ensure smooth delivery of service to assigned families and youth. Provides outreach to the community including education about agency, program and general mental health and foster care topics. Advocates for system change in relationship to agency service delivery philosophy. Manages day-to-day operations including utilization of all administrative electronic	
1105	Clinical Director	138,978	Master's degree (MA/MS). Must have appropriate license to practice as a Licensed Clinical Social Worker or Marriage Family Therapist in the State of California. Must meet the BBS requirements to provide clinical oversight and supervision with three to ten years of experience in healthcare/psychology/behavioral/mental health. The Clinical Director implements strategies to accomplish the agency annual priorities at the program level. Directs and develops managers, ensures CPMS are competent and have all tools necessary to lead teams.	
1106	Support Services Coordinator	47,052	Bachelor's degree required. (with emphasis in Psychology, social Work, Sociology or related course work) Two years of experience in Mental Health field required. Four years of experience in Mental Health field preferred. Knowledge of excel spreadsheets; moderate computer literacy. Clinical skills relevant to intake services including: client triage, understanding of legal/ethical issues, and risk management. Works within the vision, mission, and philosophy of the agency, provides customerfriendly services to internal and external customers. With limited supervision, sets up, coordinates and runs parenting groups, trains new staff and coaches and supports existing staff in effectively using therapeutic interventions with children and families and in meeting documentation quality and timeliness expectations. Analyzes outcome data in partnership with Outcomes and Evaluation to identify quality improvement activities. Leads quality improvement activities from start to finish, including evaluation of the effectiveness of the activities.	
1107	Doctors Assistant	16,212	The Doctor's assistant position directly supports the Psychiatrist and Nurse Practitioner in all the administrative tasks related to medical support for clients. This position was previously held by an Administrative Assistant; however requires a higher level of education and expertise given the specialized nature of the medication support tasks.	
1108	Customer Support Spec	58,152	The CSS II is the lead position for our intake coordinators. This position was added to manage the newly added requirements of tracking all of the access data. This position also handles additional billing tasks and requirements, as well as supports and trains the other intake coordinators. This position also assists with data collection for the Monthly Activity Report specific to the Hope contract.	
1109	Administrative Assistant	46,442	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	
1110	Regional Director	78,327	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1111	Supervisor of Administrative Operations	28,270	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1112	Customer Services	75,145	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1113	Associate Director of Quality Support	51,535	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1114	Health Information Manager	13,320	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1115	Supervisor Physical Plant Operations	7,646	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1116	Outcome - Research Specialist	51,070	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1117	Training - Learning Partner	20,224	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1118	0	-	
1119	0	-	
1120	0	-	

Employee Benefits		952,293	
1201	Retirement	133,656	Calculated at 4% of salaries.
1202	Worker's Compensation	66,828	Calculated at 2% of salaries.
1203	Health Insurance	751,809	Calculated at 22.5% of salaries.
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	

Payroll Taxes & Expenses:		280,676	
1301	OASDI	207,165	Calculated at 6.2% of salaries.
1302	FICA/MEDICARE	48,450	Calculated at 1.45% of salaries.
1303	SUI	25,061	Calculated at 0.75% of salaries.
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

2000: CLIENT SUPPORT		-	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	
2015	Other (specify)	-	



PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2016	Other (specify)	-	

3000: OPERATING EXPENSES		300,053	
3001	Telecommunications	66,741	Cell phones, Land Lines, DSL, fax charges, phone system; wireless cards for laptop computers enabling UFS to maintain a fully functional mobile work force to deliver in-home/in the community services. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3002	Printing/Postage	1,946	Postage, printing, US mail, GSO, Federal Express, UPS, postage machine refills, outside reproduction costs, program specific brochures and flyers when reimbursable by the program. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3003	Office Supplies & Equipment	6,000	Office supplies and equipment include, but are not limited to: paper, pens, files, staplers, break rooms supplies (e.g., coffee, paper cups, plastic utensils); subscriptions to periodicals or newspapers, annual Agency dues and fees paid to accrediting agencies and laptop replacement. Costs are allocated between programs on the basis of direct labor dollars and have been estimated based on historical trends.
3004	Advertising	-	
3005	Staff Development & Training	102,648	Includes training in the Evidence-Based Practices of Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT), Child Parent Psychotherapy (CPP), and Dialectical Behavior Therapy (DBT), organizational tools, team/organizational psychology, philosophy of client based services, integration of roles/team dynamics, assessment and individualized treatment planning, general services, organizing admissions and individualized treatment planning associated with the EBPs. This includes train-the-trainer and any other program development training needs. Trainings are inclusive of internal and external trainings, and all costs, except mileage associated with training, including transportation, parking room and board, meals, refreshments cost of the program, instructor fees and materials/manuals are included. Also includes other mandatory trainings such as first aid and CPR.
3006	Staff Travel and Mileage/Vehicle Maintenance	106,090	Includes travel costs such as air fare, lodging, and mileage reimbursement, which is paid at the prevailing federal rate (currently \$0.575 per mile) to program service staff and program administrative staff. This also includes upkeep costs for vehicles.
3007	Subscriptions & Memberships	4,829	Includes subscriptions to periodicals, databases, software, and other subscription services, as well as annual agency dues and fees. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3008	Program Supplies - Therapeutic	6,000	Includes those supplies utilized in the direct delivery of therapeutic services to clients. Cost is estimated to be approximately \$18.50 per direct care staff per month. Materials, cash payments, outing costs, etc. used to motivate or reinforce desired behavior, as well as materials required for use in Evidenced Based Practices
3009	Depreciation	5,799	Depreciation includes depreciation on leasehold improvements, office furniture/fixtures and equipment meeting amortization thresholds. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		272,672	
4001	Building Maintenance	2,345	This includes common area maintenance on leased building charges, maintenance/building repair charges, HVAC maintenance and repair, landscaping, janitorial services, confidential paper shredding services, in-house or outside equipment repair and labor. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4002	Rent/Lease Building	228,545	This includes building rent or depreciation, storage and file storage unit rental payments and all the costs associated with storing and retrieving of client, personnel or other files or records. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's new office in Fresno.
4003	Rent/Lease Equipment	5,072	This includes rental payments for equipment including leased copiers, postage machines, phone systems, laptops or other communication, office or facility equipment. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4004	Rent/Lease Vehicles	-	
4005	Security	-	
4006	Utilities	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
4007	Equipment Purchase	36,710	Equipment, parts and materials includes the purchase of non-capital assets. Sample items include, but are not limited to, laptops, desktops, printers, calculators and fax machines, as well as system user licenses. Costs are allocated between programs on the basis of payroll dollars and estimated.	
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		186,310		
5001	Consultant (Network & Data Management)	16,000	The consultant will provide additional clinical supervision support for program staff. This will also be used to hire a contract psychologist to provide court ordered psychological testing and reports to the Court. Contract Psychologist estimated to cost \$212 per hour. The psychologist will be required to provide at least 25 hours per month on average. This will also cover the cost of the psychological testing and scoring materials.	
5002	HMIS (Health Management Information System)	-		
5003	Contract Psychiatrist	145,310	This includes a contract Psychiatrist position estimated to cost \$212 per hour. The psychiatrist will be required to provide at least 35 hours per month, and will provide psychiatric evaluations and medication support services. This also includes a Nurse Practitioner, estimated to cost \$125 per hour. The nurse practitioner will be required to provide 6 hours per week and will provide additional psychiatric evaluations and medication support services.	
5004	Translation Services	25,000	To ensure the provision of culturally sensitive services including assurance of language access, when there is not availability of bilingual staff interpreter/translation services are used to support a culturally appropriate evaluation, diagnosis, treatment and referral services.	
5005	Other (Specify)	-		
5006	Other (Specify)	-		
5007	Other (Specify)	-		
5008	Other (Specify)	-		

6000: ADMINISTRATIVE EXPENSES		902,200		
6001	Administrative Overhead	813,336	Represents the overhead of the Agency's general and administrative shared support services such as finance, accounting, billing, human resources, clinical administration, information technology, professional fees, HIPPA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support, MIS infrastructure & QI/UM department support and oversight as well as executive management. Costs that cannot be specifically charged to a program are allocated to programs on the basis of direct program salary costs prior to the addition of taxes and benefits. Administrative Overhead has been budgeted at 15% of total program expenses.	
6002	Professional Liability Insurance	83,534	Includes general business liability and property coverage along with professional liability insurance. Costs are allocated between programs on the basis of direct labor dollars and estimated based on historical trends.	
6003	Accounting/Bookkeeping	-		
6004	External Audit	5,330	Includes annual audit ensuring all financial records are relevant and accurate and in compliance with state and federal laws and regulations. Audit costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical costs.	
6005	Insurance (Specify):	-		
6006	Payroll Services	-		
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-		
6008	Other (Specify)	-		
6009	Other (Specify)	-		
6010	Other (Specify)	-		
6011	Other (Specify)	-		
6012	Other (Specify)	-		

7000: FIXED ASSETS		-		
7001	Computer Equipment & Software	-		
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-		
7003	Furniture & Fixtures	-		
7004	Leasehold/Tenant/Building Improvements	-		
7005	Other Assets over \$500 with Lifespan of 2 Years +	-		
7006	Assets over \$5,000/unit (Specify)	-		
7007	Other (Specify)	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services	Estimated 876,320 units at \$3.79 per unit	
8002	Case Management	Estimated 84,228 units at \$2.95 per unit	
8003	Crisis Services	Estimated 16,855 units at \$5.56 per unit	
8004	Medication Support	Estimated 16,855 units at \$6.91 per unit	
8005	Collateral	Estimated 101,131 units at \$3.79 per unit	
8006	Plan Development	Estimated 33,710 units at \$2.95 per unit	
8007	Assessment	Estimated 134,841 units at \$3.79 per unit	
8008	Rehabilitation	Estimated 84,276 units at \$3.79 per unit	
8009	Intensive Care Coordination	Estimated 84,324 units at \$2.95 per unit	
8010	Intensive Home-Based Services	Estimated 252,973 units at \$3.79 per unit	

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,235,577**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,235,577**

**BUDGET CHECK: -**

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2023-24**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
Acct #	Position	FTE	Admin	Direct	Total
1101	Clinician I	18.00	\$ -	\$ 1,556,631	\$ 1,556,631
1102	Clinician II	5.00	-	480,445	480,445
1103	Family Specialist	4.00	-	149,770	149,770
1104	Clinical Program Manager	5.31	-	603,424	603,424
1105	Clinical Director	1.00	-	143,147	143,147
1106	Support Services Coordinator	1.00	-	48,464	48,464
1107	Doctors Assistant	0.40	-	16,698	16,698
1108	Customer Support Spec	1.00	-	59,897	59,897
1109	Administrative Assistant	0.89	47,835	-	47,835
1110	Regional Director	0.45	80,677	-	80,677
1111	Supervisor of Administrative Operations	0.45	29,118	-	29,118
1112	Customer Services	1.34	77,399	-	77,399
1113	Associate Director of Quality Support	0.45	53,081	-	53,081
1114	Health Information Manager	0.11	13,720	-	13,720
1115	Supervisor Physical Plant Operations	0.09	7,875	-	7,875
1116	Outcome - Research Specialist	0.55	52,602	-	52,602
1117	Training - Learning Partner	0.27	20,831	-	20,831
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.31</b>	<b>\$ 383,138</b>	<b>\$ 3,058,476</b>	<b>\$ 3,441,614</b>
<b>Employee Benefits</b>					
Acct #	Description		Admin	Direct	Total
1201	Retirement		\$ 15,326	\$ 122,339	\$ 137,665
1202	Worker's Compensation		\$ 7,663	\$ 61,170	\$ 68,833
1203	Health Insurance		\$ 86,206	\$ 688,157	\$ 774,363
1204	Other (specify)		-	-	-
1205	Other (specify)		-	-	-
1206	Other (specify)		-	-	-
<b>Employee Benefits Subtotal:</b>			<b>\$ 109,195</b>	<b>\$ 871,666</b>	<b>\$ 980,861</b>
<b>Payroll Taxes &amp; Expenses:</b>					
Acct #	Description		Admin	Direct	Total
1301	OASDI		\$ 23,755	\$ 189,625	\$ 213,380
1302	FICA/MEDICARE		\$ 5,556	\$ 44,348	\$ 49,904
1303	SUI		\$ 2,874	\$ 22,939	\$ 25,813
1304	Other (specify)		-	-	-
1305	Other (specify)		-	-	-
1306	Other (specify)		-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ 32,185</b>	<b>\$ 256,912</b>	<b>\$ 289,097</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ 524,518</b>	<b>\$ 4,187,054</b>	<b>\$ 4,711,572</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	-
2010	Utility Vouchers	-
2011	Other (specify)	-
2012	Other (specify)	-
2013	Other (specify)	-
2014	Other (specify)	-
2015	Other (specify)	-
2016	Other (specify)	-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ -</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 68,743
3002	Printing/Postage	1,946
3003	Office Supplies & Equipment	6,000
3004	Advertising	-
3005	Staff Development & Training	102,648
3006	Staff Travel and Mileage/Vehicle Maintenance	109,273
3007	Subscriptions & Memberships	4,829
3008	Program Supplies - Therapeutic	6,000
3009	Depreciation	5,799
3010	Other (Specify)	-
3011	Other (Specify)	-
3012	Other (Specify)	-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 305,238</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,462
4002	Rent/Lease Building	228,545
4003	Rent/Lease Equipment	5,326
4004	Rent/Lease Vehicles	-
4005	Security	-
4006	Utilities	-
4007	Equipment Purchase	36,710
4008	Other (Specify)	-
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 273,043</b>

<b>5000: SPECIAL EXPENSES</b>
-------------------------------

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 16,000
5002	HMIS (Health Management Information System)	-
5003	Contract Psychiatrist	149,669
5004	Translation Services	25,000
5005	Other (Specify)	-
5006	Other (Specify)	-
5007	Other (Specify)	-
5008	Other (Specify)	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 190,669</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 835,864
6002	Professional Liability Insurance	86,040
6003	Accounting/Bookkeeping	-
6004	External Audit	5,863
6005	Insurance (Specify):	-
6006	Payroll Services	-
6007	Depreciation ( <i>Provider-Owned Equipment to be Used for Program Purposes</i> )	-
6008	Other (Specify)	-
6009	Other (Specify)	-
6010	Other (Specify)	-
6011	Other (Specify)	-
6012	Other (Specify)	-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 927,767</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ -
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	-
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007	Other (Specify)	-
7008	Other (Specify)	-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 6,408,290</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	899,904	3.70	\$ 3,332,880
8002	Case Management	86,495	2.88	248,687
8003	Crisis Services	17,309	5.43	93,965
8004	Medication Support	17,309	6.74	116,740
8005	Collateral	103,852	3.70	384,626
8006	Plan Development	34,617	2.88	99,529
8007	Assessment	138,469	3.70	512,833
8008	Rehabilitation	86,543	3.70	320,520
8009	Intensive Care Coordination	86,591	2.88	248,963
8010	Intensive Home-Based Services	259,774	3.70	962,098
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,730,863</b>		<b>\$ 6,320,841</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				93%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,881,930
Federal Financial Participation (FFP) %			50%	2,940,965
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,940,965</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,940,965
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,940,965</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE (DSS)</b>		
Acct #	Line Item Description	Amount
8401	Court Documentation -- 1,380 units; \$74.00 per report	\$ 102,120
8402	Psychological Evaluations - 24,480 units; \$2.89 per unit	\$ 70,747
8403	Mental Health Services (Individual/Family/Group Therapy) - 60,525 units; \$3.70 per unit	\$ 224,161
8404	Case Management - 7,494 units; \$2.88 per unit	\$ 21,545
8405	Crisis Services - 794 units; \$5.43 per unit	\$ 4,312
8406	Medication Support - 639 units; \$6.74 per unit	\$ 4,312
8407	Collateral - 6,985 units; \$3.70 per unit	\$ 25,869
8408	Plan Development - 2,999 units; \$2.88 per unit	\$ 8,623

**Child Welfare Mental Health Services  
Uplift Family Services  
Fiscal Year (FY) 2023-24 Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,711,572</b>	
<b>Employee Salaries</b>		<b>3,441,614</b>	
1101	Clinician I	1,556,631	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families.
1102	Clinician II	480,445	Master's Degree (MA/MS) and at least two years of experience working with youth, young adults and families in a therapeutic environment is required. If unlicensed must be a registered intern with the Board of Behavioral Sciences and receiving appropriate clinical supervision. Provides psychotherapy and psychotherapeutic support to children and families. Applies advanced use of assessment information in development of the treatment plan and applies information and resources to ensure quality care. Applies advanced skill in acquisition and application of clinically related information to effectively intervene with children and families. Understands and applies multi-modal approaches and perspectives to therapeutic direction. Provides coaching and mentoring of others in the implementation of Evidence Based Practices (EBPs). Leads problem solving interaction and work with external customers. Maintains audit ready charts and audits charts independently. Provides observations and feedback to supervisor in order to monitor and/or modify programs or approaches. Actively participates in the identification of team opportunities for improvement or identification of deficiencies and in the development of strategies to address or bridge gaps. Leads Continuous Quality Improvement (CQI) activities and project implementation. Required to meet applicable productivity and documentation requirements.
1103	Family Specialist	149,770	Provides direct services to youth and families. Provides direct billable mental health services, documents in alignment with MediCal regulations, and achieves set productivity expectations. Engages and builds alignment and relationships with parents, youth, and others in the normal course of working with the families. Utilizes strengths of youth, families, and others to assist in the implementation and achievement of goals and outcomes. Works with youth and family teams to support family driven, strength based planning and interventions. Understands and takes advantage of therapeutic opportunities in crisis situations. Conducts observations regarding specific target behavior, track progress and modify plans with the family to support their intended identified outcome. Assists teams in developing a hypothesis of function and underlying unmet need in an effort to develop individualized, strength based strategies and interventions that will result in positive behavior change. Engages caregiver, family members, and other natural supports in building youth specific parenting responses that support positive behavior change and overall family relationships. Works in the community directly with youth and families to develop and implement safety and skill refinement plans. Supports families in bridging to and or building on natural resources and accessing community based program supports that will continue support over time. Develops resources within the community to serve children and families. Assists youth and family teams to meet specific service needs (ie: help develop strategy or resource specific to an identified need) and monitor outcomes. Participates in family finding team activities by identifying family finding need, obtaining authorizations, creating teams, conducting searches and setting deadlines. Completes Connectedness Maps as needed. Documents interactions and practices and maintain administrative expectations in a timely manner. Meets and or exceeds all direct service expectations and documentation requirements. Assists in developing program responses to needs identified across a number of youth and families where natural community resources are not available or appropriate. Builds on individual strengths, concerns, and needs with balanced focus on the family as a unit. Facilitates and/or co-facilitates, supports,



PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1104	Clinical Program Manager	603,424	Ensures effective coordination of services for youth and families with other providers, both internal and external, by supporting the development of constructive relationships and problem-solving barriers. Develops, interprets and ensures consistent implementation of clinical program philosophy, objectives, standards, policies, procedures and practices. Analyzes and integrates the use of outcome data to improve clinical service delivery within assigned team. Ensures and monitors defined outcome achievement for youth and families, as well as satisfaction levels for youth, families, and referring workers and agencies. Initiates and participates in organizational quality improvement efforts. Lead and/or delegate work groups to respond to program development needs. Ensures compliance with all policy and procedures including adherence to all licensing, quality, Information Technology (IT), Human Resources (HR), compliance and regulatory standards. Leads and manages change. Proactively identifies potential conflicts; leads parties to consensus and develops same skills in direct reports. Manages to ensure fiscally viable programming. Ensures staff billable productivity and other revenue related activities meet or exceed revenue forecasts. Ensures effective quality clinical services delivery for assigned youth and families. Provides effective crisis and risk prevention and management. Partners with county referring departments, agencies and the community to ensure comprehensive care. Participates in staff development; hires, coaches, mentors, supervises, conducts direct field observations, trains, disciplines, and terminates. Ensures clinical documentation and quality assurance meets both agency and payor standards, ensuring audit ready charts and continuous quality improvement. Provides 24/7 availability as needed. Culturally responsive to internal and external customers, and ensures family voice. Provides direct services to families and children, as support to the direct service staff, to ensure smooth delivery of service to assigned families and youth. Provides outreach to the community including education about agency, program and general mental health and foster care topics. Advocates for system change in relationship to agency service delivery philosophy. Manages day-to-day operations including utilization of all administrative electronic
1105	Clinical Director	143,147	Master's degree (MA/MS). Must have appropriate license to practice as a Licensed Clinical Social Worker or Marriage Family Therapist in the State of California. Must meet the BBS requirements to provide clinical oversight and supervision with three to ten years of experience in healthcare/psychology/behavioral/mental health. The Clinical Director implements strategies to accomplish the agency annual priorities at the program level. Directs and develops managers, ensures CPMS are competent and have all tools necessary to lead teams.
1106	Support Services Coordinator	48,464	Bachelor's degree required. (with emphasis in Psychology, social Work, Sociology or related course work) Two years of experience in Mental Health field required. Four years of experience in Mental Health field preferred. Knowledge of excel spreadsheets; moderate computer literacy. Clinical skills relevant to intake services including: client triage, understanding of legal/ethical issues, and risk management. Works within the vision, mission, and philosophy of the agency, provides customerfriendly services to internal and external customers. With limited supervision, sets up, coordinates and runs parenting groups, trains new staff and coaches and supports existing staff in effectively using therapeutic interventions with children and families and in meeting documentation quality and timeliness expectations. Analyzes outcome data in partnership with Outcomes and Evaluation to identify quality improvement activities. Leads quality improvement activities from start to finish, including evaluation of the effectiveness of the activities.
1107	Doctors Assistant	16,698	The Doctor's assistant position directly supports the Psychiatrist and Nurse Practitioner in all the administrative tasks related to medical support for clients. This position was previously held by an Administrative Assistant; however requires a higher level of education and expertise given the specialized nature of the medication support tasks.
1108	Customer Support Spec	59,897	The CSS II is the lead position for our intake coordinators. This position was added to manage the newly added requirements of tracking all of the access data. This position also handles additional billing tasks and requirements, as well as supports and trains the other intake coordinators. This position also assists with data collection for the Monthly Activity Report specific to the Hope contract.
1109	Administrative Assistant	47,835	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1110	Regional Director	80,677	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1111	Supervisor of Administrative Operations	29,118	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1112	Customer Services	77,399	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1113	Associate Director of Quality Support	53,081	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1114	Health Information Manager	13,720	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1115	Supervisor Physical Plant Operations	7,875	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1116	Outcome - Research Specialist	52,602	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1117	Training - Learning Partner	20,831	These positions are shared direct program costs that provide direct clinical, operational support, quality, compliance and outcomes support and management and supervision support, to produce required program outcomes to all programs in this region. Approximately 45% of cost is allocated to this program using the basis of direct wages by program for this region's programs.
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>980,861</b>	
1201	Retirement	137,665	Calculated at 4% of salaries.
1202	Worker's Compensation	68,833	Calculated at 2% of salaries.
1203	Health Insurance	774,363	Calculated at 22.5% of salaries.
1204	Other (specify)	-	
1205	Other (specify)	-	
1206	Other (specify)	-	
<b>Payroll Taxes &amp; Expenses:</b>		<b>289,097</b>	
1301	OASDI	213,380	Calculated at 6.2% of salaries.
1302	FICA/MEDICARE	49,904	Calculated at 1.45% of salaries.
1303	SUI	25,813	Calculated at 0.75% of salaries.
1304	Other (specify)	-	
1305	Other (specify)	-	
1306	Other (specify)	-	

2000: CLIENT SUPPORT			
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	-	
2010	Utility Vouchers	-	
2011	Other (specify)	-	
2012	Other (specify)	-	
2013	Other (specify)	-	
2014	Other (specify)	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2015	Other (specify)	-	
2016	Other (specify)	-	

3000: OPERATING EXPENSES		305,238	
3001	Telecommunications	68,743	Cell phones, Land Lines, DSL, fax charges, phone system; wireless cards for laptop computers enabling UFS to maintain a fully functional mobile work force to deliver in-home/in the community services. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3002	Printing/Postage	1,946	Postage, printing, US mail, GSO, Federal Express, UPS, postage machine refills, outside reproduction costs, program specific brochures and flyers when reimbursable by the program. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3003	Office Supplies & Equipment	6,000	Office supplies and equipment include, but are not limited to: paper, pens, files, staplers, break rooms supplies (e.g., coffee, paper cups, plastic utensils); subscriptions to periodicals or newspapers, annual Agency dues and fees paid to accrediting agencies and laptop replacement. Costs are allocated between programs on the basis of direct labor dollars and have been estimated based on historical trends.
3004	Advertising	-	
3005	Staff Development & Training	102,648	Includes training in the Evidence-Based Practices of Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Motivational Interviewing (MI), Cognitive Behavioral Therapy (CBT), Child Parent Psychotherapy (CPP), and Dialectical Behavior Therapy (DBT), organizational tools, team/organizational psychology, philosophy of client based services, integration of roles/team dynamics, assessment and individualized treatment planning, general services, organizing admissions and individualized treatment planning associated with the EBPs. This includes train-the-trainer and any other program development training needs. Trainings are inclusive of internal and external trainings, and all costs, except mileage associated with training, including transportation, parking room and board, meals, refreshments cost of the program, instructor fees and materials/manuals are included. Also includes other mandatory trainings such as first aid and CPR.
3006	Staff Travel and Mileage/Vehicle Maintenance	109,273	Includes travel costs such as air fare, lodging, and mileage reimbursement, which is paid at the prevailing federal rate (currently \$0.575 per mile) to program service staff and program administrative staff. This also includes upkeep costs for vehicles.
3007	Subscriptions & Memberships	4,829	Includes subscriptions to periodicals, databases, software, and other subscription services, as well as annual agency dues and fees. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3008	Program Supplies - Therapeutic	6,000	Includes those supplies utilized in the direct delivery of therapeutic services to clients. Cost is estimated to be approximately \$18.50 per direct care staff per month. Materials, cash payments, outing costs, etc. used to motivate or reinforce desired behavior, as well as materials required for use in Evidenced Based Practices
3009	Depreciation	5,799	Depreciation includes deprecation on leasehold improvements, office furniture/fixtures and equipment meeting amortization thresholds. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends.
3010	Other (Specify)	-	
3011	Other (Specify)	-	
3012	Other (Specify)	-	

4000: FACILITIES & EQUIPMENT		273,043	
4001	Building Maintenance	2,462	This includes common area maintenance on leased building charges, maintenance/building repair charges, HVAC maintenance and repair, landscaping, janitorial services, confidential paper shredding services, in-house or outside equipment repair and labor. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4002	Rent/Lease Building	228,545	This includes building rent or depreciation, storage and file storage unit rental payments and all the costs associated with storing and retrieving of client, personnel or other files or records. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's new office in Fresno.
4003	Rent/Lease Equipment	5,326	This includes rental payments for equipment including leased copiers, postage machines, phone systems, laptops or other communication, office or facility equipment. Costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical trends and the utilization of the Agency's office in Fresno.
4004	Rent/Lease Vehicles	-	
4005	Security	-	

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
4006	Utilities	-		
4007	Equipment Purchase	36,710	Equipment, parts and materials includes the purchase of non-capital assets. Sample items include, but are not limited to, laptops, desktops, printers, calculators and fax machines, as well as system user licenses. Costs are allocated between programs on the basis of payroll dollars and estimated.	
4008	Other (Specify)	-		
4009	Other (Specify)	-		
4010	Other (Specify)	-		

5000: SPECIAL EXPENSES		190,669		
5001	Consultant (Network & Data Management)	16,000	The consultant will provide additional clinical supervision support for program staff. This will also be used to hire a contract psychologist to provide court ordered psychological testing and reports to the Court. Contract Psychologist estimated to cost \$219 per hour. The psychologist will be required to provide at least 25 hours per month on average. This will also cover the cost of the psychological testing and scoring materials.	
5002	HMIS (Health Management Information System)	-		
5003	Contract Psychiatrist	149,669	This includes a contract Psychiatrist position estimated to cost \$219 per hour. The psychiatrist will be required to provide at least 35 hours per month, and will provide psychiatric evaluations and medication support services. This also includes a Nurse Practitioner, estimated to cost \$125 per hour. The nurse practitioner will be required to provide 6 hours per week and will provide additional psychiatric evaluations and medication support services.	
5004	Translation Services	25,000	To ensure the provision of culturally sensitive services including assurance of language access, when there is not availability of bilingual staff interpreter/translation services are used to support a culturally appropriate evaluation, diagnosis, treatment and referral services.	
5005	Other (Specify)	-		
5006	Other (Specify)	-		
5007	Other (Specify)	-		
5008	Other (Specify)	-		

6000: ADMINISTRATIVE EXPENSES		927,767		
6001	Administrative Overhead	835,864	Represents the overhead of the Agency's general and administrative shared support services such as finance, accounting, billing, human resources, clinical administration, information technology, professional fees, HIPAA compliance and clinical record audits, risk management and program fidelity, recruiting and human resources support, MIS infrastructure & QI/UM department support and oversight as well as executive management. Costs that cannot be specifically charged to a program are allocated to programs on the basis of direct program salary costs prior to the addition of taxes and benefits. Administrative Overhead has been budgeted at 15% of total program expenses.	
6002	Professional Liability Insurance	86,040	Includes general business liability and property coverage along with professional liability insurance. Costs are allocated between programs on the basis of direct labor dollars and estimated based on historical trends.	
6003	Accounting/Bookkeeping	-		
6004	External Audit	5,863	Includes annual audit ensuring all financial records are relevant and accurate and in compliance with state and federal laws and regulations. Audit costs are allocated between programs on the basis of payroll dollars and have been estimated based on historical costs.	
6005	Insurance (Specify):	-		
6006	Payroll Services	-		
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	-		
6008	Other (Specify)	-		
6009	Other (Specify)	-		
6010	Other (Specify)	-		
6011	Other (Specify)	-		
6012	Other (Specify)	-		

7000: FIXED ASSETS		-		
7001	Computer Equipment & Software	-		
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-		
7003	Furniture & Fixtures	-		
7004	Leasehold/Tenant/Building Improvements	-		
7005	Other Assets over \$500 with Lifespan of 2 Years +	-		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
7006	Assets over \$5,000/unit (Specify)	-	
7007	Other (Specify)	-	
7008	Other (Specify)	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services	Estimated 899,904 units at \$3.80 per unit	
8002	Case Management	Estimated 86,495 units at \$2.95 per unit	
8003	Crisis Services	Estimated 17,309 units at \$5.57 per unit	
8004	Medication Support	Estimated 17,309 units at \$6.92 per unit	
8005	Collateral	Estimated 103,852 units at \$3.80 per unit	
8006	Plan Development	Estimated 34,617 units at \$2.95 per unit	
8007	Assessment	Estimated 138,469 units at \$3.80 per unit	
8008	Rehabilitation	Estimated 86,543 units at \$3.89 per unit	
8009	Intensive Care Coordination	Estimated 86,591 units at \$2.95 per unit	
8010	Intensive Home-Based Services	Estimated 259,774 units at \$3.80 per unit	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 6,408,290

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 6,408,290

BUDGET CHECK: -

**Child Welfare Mental Health**  
**Turning Point of Central California, Inc.**  
**Fiscal Year (FY 2020-21) Ramp-up Start April 1st through June 30th**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	PROGRAM DIRECTOR	1.00	\$ -	\$ 23,820	\$ 23,820
1102	ASST. PROGRAM DIRECTOR	1.00	-	19,253	19,253
1103	ADMINISTRATIVE ASSISTANT	1.00	-	6,084	6,084
1104	LEAD MENTAL HEALTH PROFESSIONAL	1.00	-	7,390	7,390
1105	LIC. MENTAL HEALTH PROFESSIONAL	5.00	-	64,400	64,400
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	15.00	-	174,960	174,960
1107	MENTAL HEALTH REHAB SPECIALIST	8.00	-	46,136	46,136
1108	NURSE	1.00	-	5,899	5,899
1109	RECORDS TECHNICIAN	2.00	-	8,418	8,418
1110	SECRETARY	2.00	-	7,172	7,172
1111	PSC SUPERVISOR	1.00	-	9,312	9,312
1112	INTAKE SPECIALIST	2.00	-	8,679	8,679
1113	DEPUTY REGIONAL DIRECTOR	1.00	-	21,896	21,896
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>41.00</b>	<b>\$ -</b>	<b>\$ 403,419</b>	<b>\$ 403,419</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement		\$ -	\$ 6,051	\$ 6,051
1202	Worker's Compensation		-	10,307	10,307
1203	Health Insurance		-	27,615	27,615
1204	Dental Insurance		-	2,168	2,168
1205	Accrued Paid Leave		-	40,342	40,342
1206	Other Benefits (Employee Assistance)		-	247	247
<b>Employee Benefits Subtotal:</b>			<b>\$ -</b>	<b>\$ 86,730</b>	<b>\$ 86,730</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ -	\$ 5,648	\$ 5,648
1302	FICA/MEDICARE		-	30,862	30,862
1303	SUI		-	5,083	5,083
1304			-	-	-
1305			-	-	-
1306			-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ -</b>	<b>\$ 41,593</b>	<b>\$ 41,593</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ -</b>	<b>\$ 531,742</b>	<b>\$ 531,742</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	15,000
2010	Utility Vouchers	-
2011	Client Activities / Recreation	-
2012		-
2013		-
2014		-
2015		-
2016		-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 15,000</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 50,000
3002	Printing/Postage	8,200
3003	Office, Household & Program Supplies	27,763
3004	Advertising	-
3005	Staff Development & Training	91,900
3006	Staff Mileage	500
3007	Subscriptions & Memberships	820
3008	Vehicle Maintenance	3,352
3009	Miscellaneous Travel	-
3010	Licensing	2,000
3011	Recruitment	5,000
3012		-
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 189,535</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 1,000
4002	Rent/Lease Building	37,500
4003	Rent/Lease Equipment	230
4004	Rent/Lease Vehicles	11,213
4005	Security	1,658
4006	Utilities	6,375
4007	Equipment Maintenance	1,020
4008	Janitorial Services and Supplies	2,800
4009		-
4010		-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 61,796</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ 21,625
5002	HMIS (Health Management Information System)	-
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	-
5005	Other: O/S Building Maintenance and Repair	34,402
5006	Other: O/S Counselor	-
5007	Other: O/S Psychiatrist	-
5008	Other: O/S Consultant	-
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 56,027</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 160,541
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	-
6005	Liability Insurance	1,300
6006	Payroll Services	3,594
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	281
6008		-
6009		-
6010		-
6011		-
6012		-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 165,716</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 111,000
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	20,000
7003	Furniture & Fixtures	80,000
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007		-
7008		-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 211,000</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 1,230,816</b>
-------------------------------	--	---------------------



**PROGRAM FUNDING SOURCES**

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
<b>Acct #</b>	<b>Line Item Description</b>	<b>Service Units</b>	<b>Rate</b>	<b>Amount</b>
8001	Mental Health Services	0	-	\$ -
8002	Case Management	0	-	-
8003	Crisis Services	0	-	-
8004	Medication Support	0	-	-
8005	Collateral	0	-	-
8006	Plan Development	0	-	-
8007	Assessment	0	-	-
8008	Rehabilitation	0	-	-
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>0</b>		<b>\$ -</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				0%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				-
Federal Financial Participation (FFP) %			0%	-
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ -</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8201	Realignment	\$ 1,230,816
<b>REALIGNMENT TOTAL</b>		<b>\$ 1,230,816</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
<b>Acct #</b>	<b>MHSA Component</b>	<b>MHSA Program Name</b>	<b>Amount</b>
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	Grants (Specify)	-
8404	Other (Specify)	-
8405	Other (Specify)	-
<b>OTHER REVENUE TOTAL</b>		<b>\$ -</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 1,230,816</b>
---------------------------------------	---------------------

<b>NET PROGRAM COST:</b>	<b>\$ -</b>
--------------------------	-------------

**Child Welfare Mental Health  
Turning Point of Central California, Inc.**

Year (FY 2020-21) Ramp-up Start April 1st through June 30th Budget Narrative

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1000: SALARIES & BENEFITS		531,742	
Employee Salaries		403,419	
1101	PROGRAM DIRECTOR	23,820	The Program Director oversees the program and the hiring, training and supervising of staff. Rate of pay for this position is \$58.04 per hour. Yearly salary for this position is \$120,720. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 13 weeks
1102	ASST. PROGRAM DIRECTOR	19,253	The Assitant Program Director will supervise staff and assist the Program Director. Rate of pay for this position is \$50.21 per hour. Yearly salary for this position is \$104,432. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 12 weeks
1103	ADMINISTRATIVE ASSISTANT	6,084	The administrative assistant will oversee the support staff and will help with all support staff duties. Rate of pay for this postion is \$23.68 per hour. Yearly salary for this position is \$49,257. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 8 weeks
1104	LEAD MENTAL HEALTH PROFESSIONAL	7,390	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Will also act as the lead to help with supervision of the other Mental Health Professionals. Rate of pay for this postion is \$48.57 per hour. Yearly salary for this position is \$101,021. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This positions is budgeted during ramp up for 9 weeks
1105	LIC. MENTAL HEALTH PROFESSIONAL	64,400	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this postion is \$46.23 per hour. Yearly salary for this position is \$96,149. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. These positions are budgeted during ramp up for 8 weeks
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	174,960	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this postion is \$41.86 per hour. Yearly salary for this position is \$87,076. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. These positions are budgeted during ramp up for 8 weeks
1107	MENTAL HEALTH REHAB SPECIALIST	46,136	Mental Health Rehab Specialist will carry a caseload while also specializing in linking and providing services to those interested in engagement in employment and education services. Rate of pay for this postion is \$24.36 per hour. Yearly salary for this position is \$50,666. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. These positions are budgeted during ramp up for 7 weeks

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1108	NURSE	5,899	The nurse will provide direct nursing support to the clients as well as education to the Treatment team, to the clients, and to families of clients (as appropriate) in many areas, with special attention given to the role of psychotropic medications. Rate of pay for this position is \$27.40 per hour. Yearly salary for this position is \$56983. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 7 weeks	
1109	RECORDS TECHNICIAN	8,418	The Records Technician will keep track of the Medical Records and will do the billing for the program. Rate of pay for this position is \$21.59 per hour. Yearly salary for this position is \$44908. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. These positions are budgeted during ramp up for 6 weeks	
1110	SECRETARY	7,172	Provides direct services to the program by data entry, phone calls, checking in clients, etc. Rate of pay for this position is \$18.04 per hour. Yearly salary for this position is \$37518. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. These positions are budgeted for ramp up for 6 weeks	
1111	PSC SUPERVISOR	9,312	Provides supervision to all Mental Health Specialists to ensure client care, maintain compliance with Turning Point policies and procedures. Supervisor also assisting in training new staff and reporting to the Assistant Program Director. Rate of pay for this position is \$33.43 per hour. Yearly salary for this position is \$69,542. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 8 weeks	
1112	INTAKE SPECIALIST	8,679	The Intake Specialist is responsible to the Program Director under the supervision of the Team Leader and processes all referrals related to Children's Mental Health services. These services include completing all new admissions in a timely manner with the goal of opening new client's for mental health services. Rate of pay for this position is between \$21.18 per hour. Yearly salary for this position is \$45369. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. This position is budgeted during ramp up for 6 weeks	
1113	DEPUTY REGIONAL DIRECTOR	21,896	The Regional Director will be a direct charge during ramp up since this is a bigger program and will need their assistance, after 10 weeks during ramp up the Regional Director will be allocated between CWS and other programs. The Regional Director makes \$65.45 per hour.	
1114	0	-		
1115	0	-		
1116	0	-		
1117	0	-		
1118	0	-		
1119	0	-		
1120	0	-		
<b>Employee Benefits</b>		<b>86,730</b>		
1201	Retirement	6,051	Cost of Agency contribution to employee retirement plans. This is based on 3% of the whole salary. During Ramp up it's a bit less as some of the employees are new and some are existing. This is an estimate.	
1202	Worker's Compensation	10,307	Cost of workers compensation insurance. This is based on 2.555% of the whole salary.	
1203	Health Insurance	27,615	Agency cost for health insurance; health plans vary on what the employee chooses. This is the range per employer cost from \$399.15 per month to \$1299.24 per month. An average of \$8000.00 per year was used. Pro rated for ramp up with half of being existing employees, could be more or less	
1204	Dental Insurance	2,168	Agency cost for dental and vision insurance at \$628.00 per year.	
1205	Accrued Paid Leave	40,342	The monetary value of staff paid leave hours as they accrue on a monthly basis.	
1206	Other Benefits (Employee Assistance)	247	Employee assistance program	
<b>Payroll Taxes &amp; Expenses:</b>		<b>41,593</b>		

PROGRAM EXPENSE				
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE	
1301	OASDI	5,648	Employer pays 1.40% of employee's full salary.	
1302	FICA/MEDICARE	30,862	Employer portion of F.I.C.A. taxes charged to the Agency by the Internal Revenue Service. F.I.C.A. is comprised of "Old-Age, Survivors, and Disability Insurance" (OASDI), plus "Hospital Insurance" (Medicare). 7.65% of full salary.	
1303	SUI	5,083	Employer portion of S.U.I. taxes charged to the Agency by the various states in which wages are paid. Employer pays 1.26% of all wages.	
1304	0	-		
1305	0	-		
1306	0	-		

2000: CLIENT SUPPORT		15,000		
2001	Child Care	-		
2002	Client Housing Support	-		
2003	Client Transportation & Support	-		
2004	Clothing, Food, & Hygiene	-		
2005	Education Support	-		
2006	Employment Support	-		
2007	Household Items for Clients	-		
2008	Medication Supports	-		
2009	Program Supplies - Medical	15,000	Cost of medical supplies to be used by staff or clients at the program location to meet program objective. Such items are to remain at the program location and not sent home with the client. Such items include, but are not limited to first aid kits, blood pressure monitor, latex gloves, syringes, hazard disposal service, etc.	
2010	Utility Vouchers	-		
2011	Client Activities / Recreation	-		
2012	0	-		
2013	0	-		
2014	0	-		
2015	0	-		
2016	0	-		

3000: OPERATING EXPENSES		189,535		
3001	Telecommunications	50,000	Cost of electronic communications. (Examples: internet, phone, fax, cell phones, etc.)	
3002	Printing/Postage	8,200	Cost of custom copying/printing charges (Examples: letterhead, business forms, business cards, flyers, brochures, signs, etc.) and Postage and delivery, including delivery by the USPS, UPS, FEDEX and other courier services	
3003	Office, Household & Program Supplies	27,763	Cost of items normally used in an office setting. (Examples: pens, pencils, paper tablets, paper clips, notepads, staples, non-electric staplers/hole punchers/calculators, and other items normally used in an office setting.) House Supplies, Cost of supplies used by staff during their scheduled work hours. These items are normally used to operate the building at the program location. These items are to remain at program location and not sent home with client. (Examples: paper towels, toilet paper, cleaning supplies), Program Supplies, Cost of any items normally used by clients to meet program objectives while receiving services. These items are to remain at the program location and not sent home with the client. Such items include, but are not limited to video tapes, printed handouts, desk reference books, research material, curriculum, puzzles, board games, therapeutic/meditative supplies and other items that are specifically designed and used to accomplish program goals.	
3004	Advertising	-		
3005	Staff Development & Training	91,900	Cost of employee training courses and materials.	
3006	Staff Mileage	500	Cost of employee mileage reimbursement paid in accordance with FPM section 1005.	
3007	Subscriptions & Memberships	820	Cost of membership dues and subscriptions. (Examples: magazine, newspaper, memberships, etc.)	
3008	Vehicle Maintenance	3,352	Cost of vehicle maintenance. Including cost of parts, supplies and labor associated with maintenance and repair of vehicles used by Agency programs. Cost of gas in Vehicles and Insurance	
3009	Miscellaneous Travel	-	Staff going out of town for educational purposes and having some Miscellaneous Travel	
3010	Licensing	2,000	Business licenses and other licenses that might be needed	
3011	Recruitment	5,000	Costs of Live Scans, DMV printouts, ads for recruiting staff and other tests that might happen for the purposes of employment such as Covid testing	
3012	0	-		

4000: FACILITIES & EQUIPMENT		61,796		
------------------------------	--	--------	--	--

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4001	Building Maintenance	1,000	Cost of Agency building repairs and maintenance. (Examples: electrical work, A/C and heating, hood cleaning, plumbing, etc.) This account should not be used if a specific outside labor contractor is doing an identifiable project.
4002	Rent/Lease Building	37,500	Cost of rent/lease payments made for building leases from outside sources.
4003	Rent/Lease Equipment	230	Cost of rent/lease payments made for furniture and equipment leases.
4004	Rent/Lease Vehicles	11,213	Rental cost of vehicles and lease of agency vehicles.
4005	Security	1,658	Cost of installation, maintenance and monthly service fees for building alarms and other security measures. (Examples: security/surveillance equipment, service and installation, safes, etc.)
4006	Utilities	6,375	Cost of service for power, gas, water, sewer, garbage, etc.
4007	Equipment Maintenance	1,020	Cost of equipment and furniture repair and maintenance. (Examples: high capacity copier/printer/scanner, replacement parts such as hard drive, laptop battery, monitor/printer/phone cord, drum, power strip, surge protector, video card, etc.)
4008	Janitorial Services and Supplies	2,800	This will be for Janitorial Services and Supplies needed
4009	0	-	
4010	0	-	

5000: SPECIAL EXPENSES		56,027	
5001	Consultant (Network & Data Management)	21,625	Start up to drop lines and set up the network needed for the office
5002	HMIS (Health Management Information System)	-	
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	-	
5005	Other: O/S Building Maintenance and Repair	34,402	Any build out the new facility might need, we aren't sure of the costs but this is about average.
5006	Other: O/S Counselor	-	
5007	Other: O/S Psychiatrist	-	
5008	Other: O/S Consultant	-	

6000: ADMINISTRATIVE EXPENSES		165,716	
6001	Administrative Overhead	160,541	Support of our corporate and regional offices such as processing invoices, payroll, cost reports, etc.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	-	
6005	Liability Insurance	1,300	Insurance for doing business
6006	Payroll Services	3,594	This is our Ultipro timekeeping / HR system
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	281	This account should be charged for the depreciation expense of the Agency's tangible assets.
6008	0	-	
6009	0	-	
6010	0	-	
6011	0	-	
6012		-	

7000: FIXED ASSETS		211,000	
7001	Computer Equipment & Software	111,000	Computers, mice, keyboards, laptops, docking stations and monitors for 40 staff
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	20,000	Cell phones for non exempt employees to use during work hours
7003	Furniture & Fixtures	80,000	Desks, chairs, wall hangings, etc.
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	0	-	
7008	0	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services		
8002	Case Management		
8003	Crisis Services		
8004	Medication Support		
8005	Collateral		
8006	Plan Development		
8007	Assessment		

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
8008	Rehabilitation		

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE:	1,230,816
TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE:	1,230,816
BUDGET CHECK:	-

**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2021-22)**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	PROGRAM DIRECTOR	1.00	\$ -	\$ 111,063	\$ 111,063
1102	ASST. PROGRAM DIRECTOR	1.00	-	96,078	96,078
1103	ADMINISTRATIVE ASSISTANT	1.00	-	45,317	45,317
1104	LEAD MENTAL HEALTH PROFESSIONAL	1.00	-	92,940	92,940
1105	LIC. MENTAL HEALTH PROFESSIONAL	5.00	-	442,290	442,290
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	15.00	-	1,201,650	1,201,650
1107	MENTAL HEALTH REHAB SPECIALIST	8.00	-	372,904	372,904
1108	NURSE	1.00	-	52,425	52,425
1109	RECORDS TECHNICIAN	2.00	-	82,632	82,632
1110	SECRETARY	2.00	-	69,034	69,034
1111	PSC SUPERVISOR	1.00	-	67,229	67,229
1112	INTAKE SPECIALIST	2.00	-	83,480	83,480
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.00</b>	<b>\$ -</b>	<b>\$ 2,717,042</b>	<b>\$ 2,717,042</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement		\$ -	\$ 88,599	\$ 88,599
1202	Worker's Compensation		-	75,457	75,457
1203	Health Insurance		-	320,000	320,000
1204	Dental Insurance		-	25,120	25,120
1205	Accrued Paid Leave		-	295,329	295,329
1206	Other Benefits (Employee Assistance)		-	918	918
<b>Employee Benefits Subtotal:</b>			<b>\$ -</b>	<b>\$ 805,423</b>	<b>\$ 805,423</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ -	\$ 41,346	\$ 41,346
1302	FICA/MEDICARE		-	225,927	225,927
1303	SUI		-	37,211	37,211
1304			-	-	-
1305			-	-	-
1306			-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ -</b>	<b>\$ 304,484</b>	<b>\$ 304,484</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ -</b>	<b>\$ 3,826,949</b>	<b>\$ 3,826,949</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	3,040
2010	Utility Vouchers	-
2011	Client Activities / Recreation	-
2012		-
2013		-
2014		-
2015		-
2016		-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 3,040</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 30,600
3002	Printing/Postage	8,160
3003	Office, Household & Program Supplies	14,790
3004	Advertising	-
3005	Staff Development & Training	48,960
3006	Staff Mileage	12,240
3007	Subscriptions & Memberships	8,160
3008	Vehicle Maintenance	32,558
3009	Other:	-
3010	Other:	-
3011	Licensing	556
3012	Recruitment	5,100
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 161,124</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,000
4002	Rent/Lease Building	151,250
4003	Rent/Lease Equipment	1,440
4004	Rent/Lease Vehicles	44,850
4005	Security	1,530
4006	Utilities	25,500
4007	Equipment Maintenance	4,080
4008	Janitorial Services and Supplies	12,000
4009		-
4010		-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 242,650</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--



Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	38,000
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	2,346
5005	Other: O/S Building Maintenance and Repair	-
5006	Other: O/S Counselor	15,912
5007	Other: O/S Psychiatrist	254,592
5008	Other: O/S Consultant	24,725
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 335,575</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 690,170
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	3,876
6005	Liability Insurance	6,120
6006	Payroll Services	10,781
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,122
6008		-
6009		-
6010		-
6011		-
6012		-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 712,069</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 6,630
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	3,264
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007		-
7008		-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 9,894</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,291,301</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	744,430	4.10	\$ 3,052,163
8002	Case Management	67,472	3.00	202,416
8003	Crisis Services	7,981	5.50	43,896
8004	Medication Support	87,702	6.10	534,982
8005	Collateral	154,504	4.10	633,466
8006	Plan Development	42,138	4.10	172,766
8007	Assessment	252,825	4.10	1,036,583
8008	Rehabilitation	189,642	4.10	777,532
8009	ICC	18,013	3.00	54,039
8010	IHBS	28,031	3.00	84,093
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,592,738</b>		<b>\$ 6,591,935</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				90%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				5,932,742
Federal Financial Participation (FFP) %			50%	2,966,371
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 2,966,371</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,076,770
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,076,770</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DSS: Therapy, Collateral, Plan Development, and Rehabilitation (45204 units at \$4.10 per unit)	185,336
8404	DSS: Case Management and ICC Services (2623 at \$3.00 per unit)	7,869
8405	DSS: Crisis Services (0 units at \$5.50 per unit)	
8406	DSS: Medication Support (385 units at \$6.10 per unit)	2,349
8407	DSS: Psychological Evaluations (11321 Units \$4.10 per unit)	46,416
8408	DSS: Court Services (200 units at \$4.10)	820

8409	DSS: ICC Services (700 at \$3.00 per unit)	2,101
8410	DSS: IHBS Services (1090 at \$3.00 per unit)	3,269
<b>OTHER REVENUE TOTAL</b>		<b>\$ 248,160</b>

<b>TOTAL PROGRAM FUNDING SOURCES:</b>	<b>\$ 5,291,301</b>
---------------------------------------	---------------------

<b>NET PROGRAM COST:</b>	<b>\$ -</b>
--------------------------	-------------

**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2021-22) Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,826,949</b>	
<b>Employee Salaries</b>		<b>2,717,042</b>	
1101	PROGRAM DIRECTOR	111,063	The Program Director oversees the program and the hiring, training and supervising of staff. Rate of pay for this position is \$58.04 per hour. Yearly salary for this position is \$120720. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. The yearly amount didn't change from previous year
1102	ASST. PROGRAM DIRECTOR	96,078	The Assitant Program Director will supervise staff and assist the Program Director. Rate of pay for this position is \$50.21 per hour. Yearly salary for this position is \$104432. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1103	ADMINISTRATIVE ASSISTANT	45,317	The administrative assistant will oversee the support staff and will help with all support staff duties. Rate of pay for this position is \$23.68 per hour. Yearly salary for this position is \$49257. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1104	LEAD MENTAL HEALTH PROFESSIONAL	92,940	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Will also act as the lead to help with supervision of the other Mental Health Professionals. Rate of pay for this position is \$48.57 per hour. Yearly salary for this position is \$101021. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1105	LIC. MENTAL HEALTH PROFESSIONAL	442,290	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$46.23 per hour. Yearly salary for this position is \$96149. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	1,201,650	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$41.86 per hour. Yearly salary for this position is \$87076. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1107	MENTAL HEALTH REHAB SPECIALIST	372,904	Mental Health Rehab Specialist will carry a caseload while also specializing in linking and providing services to those interested in engagement in employment and education services. Rate of pay for this position is \$24.36 per hour. Yearly salary for this position is \$50666. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1108	NURSE	52,425	The nurse will provide direct nursing support to the clietns as well ad education to the Treatment team, to the clients, and to families of clients (as appropriate) in man areas, with special attention given to the role of psychotropic medications. Rate of pay for this position is \$27.40 per hour. Yearly salary for this position is \$56983. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1109	RECORDS TECHNICIAN	82,632	The Records Technician will keep track of the Medical Records and will do the billing for the program. Rate of pay for this position is \$21.59 per hour. Yearly salary for this position is \$44908. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1110	SECRETARY	69,034	Provides direct services to the program by data entry, phone calls, checking in clients, etc. Rate of pay for this position is \$18.04 per hour. Yearly salary for this position is \$37518. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1111	PSC SUPERVISOR	67,229	Provides supervision to all Mental Health Specialists to ensure client care, maintain compliance with Turning Point policies and procedures. Supervisor also assisting in training new staff and reporting to the Assistant Program Director. Rate of pay for this position is \$35.13 per hour. Yearly salary for this position is \$73075. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1112	INTAKE SPECIALIST	83,480	The Intake Specialist is responsible to the Program Director under the supervision of the Team Leader and processes all referrals related to Children's Mental Health services. These services include completing all new admissions in a timely manner with the goal of opening new client's for mental health services. Rate of pay for this position is \$21.18. Yearly salary for this position is between \$45369. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>805,423</b>	
1201	Retirement	88,599	Cost of Agency contribution to employee retirement plans. This is based on 3% of the whole salary.
1202	Worker's Compensation	75,457	Cost of workers compensation insurance. This is based on 2.555% of the whole salary.
1203	Health Insurance	320,000	Agency cost for health insurance; health plans vary on what the employee chooses. This is the range per employer cost from \$399.15 per month to \$1299.24 per month. An average of \$8000.00 per year was used. Pro rated for ramp up with half of being existing employees, could be more or less
1204	Dental Insurance	25,120	Agency cost for dental and vision insurance at \$628.00 per year.
1205	Accrued Paid Leave	295,329	The monetary value of staff paid leave hours as they accrue on a monthly basis.
1206	Other Benefits (Employee Assistance)	918	Employee assistance program
<b>Payroll Taxes &amp; Expenses:</b>		<b>304,484</b>	
1301	OASDI	41,346	Employer pays 1.40% of employee's full salary.
1302	FICA/MEDICARE	225,927	Employer portion of F.I.C.A. taxes charged to the Agency by the Internal Revenue Service. F.I.C.A. is comprised of "Old-Age, Survivors, and Disability Insurance" (OASDI), plus "Hospital Insurance" (Medicare). 7.65% of full salary.
1303	SUI	37,211	Employer portion of S.U.I. taxes charged to the Agency by the various states in which wages are paid. Employer pays 1.26% of all wages.
1304	0	-	
1305	0	-	
1306	0	-	
<b>2000: CLIENT SUPPORT</b>		<b>3,040</b>	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	3,040	Cost of medical supplies to be used by staff or clients at the program location to meet program objective. Such items are to remain at the program location and not sent home with the client. Such items include, but are not limited to first aid kits, blood pressure monitor, latex gloves, syringes, hazard disposal service, etc.
2010	Utility Vouchers	-	
2011	Client Activities / Recreation	-	
2012	0	-	
2013	0	-	
2014	0	-	
2015	0	-	
2016	0	-	

3000: OPERATING EXPENSES		161,124	
3001	Telecommunications	30,600	Cost of electronic communications. (Examples: internet, phone, fax, cell phones, etc.)
3002	Printing/Postage	8,160	Cost of custom copying/printing charges (Examples: letterhead, business forms, business cards, flyers, brochures, signs, etc.) and Postage and delivery, including delivery by the USPS, UPS, FEDEX and other courier services
3003	Office, Household & Program Supplies	14,790	Cost of items normally used in an office setting. (Examples: pens, pencils, paper tablets, paper clips, notepads, staples, non-electric staplers/hole punchers/calculators, and other items normally used in an office setting.) House Supplies, Cost of supplies used by staff during their scheduled work hours. These items are normally used to operate the building at the program location. These items are to remain at program location and not sent home with client. (Examples: paper towels, toilet paper, cleaning supplies), Program Supplies, Cost of any items normally used by clients to meet program objectives while receiving services. These items are to remain at the program location and not sent home with the client. Such items include, but are not limited to video tapes, printed handouts, desk reference books, research material, curriculum, puzzles, board games, therapeutic/meditative supplies and other items that are specifically designed and used to accomplish program goals.
3004	Advertising	-	
3005	Staff Development & Training	48,960	Cost of employee training courses and materials.
3006	Staff Mileage	12,240	Cost of employee mileage reimbursement paid in accordance with FPM section 1005.
3007	Subscriptions & Memberships	8,160	Cost of membership dues and subscriptions. (Examples: magazine, newspaper, memberships, etc.)
3008	Vehicle Maintenance	32,558	Cost of vehicle maintenance. Including cost of parts, supplies and labor associated with maintenance and repair of vehicles used by Agency programs. Cost of gas in Vehicles and Insurance
3009	Other:	-	
3010	Other:	-	
3011	Licensing	556	Business licenses and other licenses that might be needed
3012	Recruitment	5,100	Costs of Live Scans, DMV printouts, ads for recruiting staff and other tests that might happen for the purposes of employment

4000: FACILITIES & EQUIPMENT		242,650	
4001	Building Maintenance	2,000	Cost of Agency building repairs and maintenance. (Examples: electrical work, A/C and heating, hood cleaning, plumbing, etc.) This account should not be used if a specific outside labor contractor is doing an identifiable project.
4002	Rent/Lease Building	151,250	Cost of rent/lease payments made for building leases from outside sources.
4003	Rent/Lease Equipment	1,440	Cost of rent/lease payments made for furniture and equipment leases.
4004	Rent/Lease Vehicles	44,850	Rental cost of vehicles and lease of agency vehicles.
4005	Security	1,530	Cost of installation, maintenance and monthly service fees for building alarms and other security measures. (Examples: security/surveillance equipment, service and installation, safes, etc.)
4006	Utilities	25,500	Cost of service for power, gas, water, sewer, garbage, etc.
4007	Equipment Maintenance	4,080	Cost of equipment and furniture repair and maintenance. (Examples: high capacity copier/printer/scanner, replacement parts such as hard drive, laptop battery, monitor/printer/phone cord, drum, power strip, surge protector, video card, etc.)
4008	Janitorial Services and Supplies	12,000	This will be for Janitorial Services and Supplies needed
4009	0	-	
4010	0	-	

5000: SPECIAL EXPENSES		335,575	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	38,000	Avatar costs

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	2,346	Paid to outside vendors for translation / interpreter services
5005	Other: O/S Building Maintenance and Repair	-	
5006	Other: O/S Counselor	15,912	These accounts are assigned to record various professional services provided by contracted Counselor working as independent agents.
5007	Other: O/S Psychiatrist	254,592	These accounts are assigned to record various professional services provided by contracted Psychiatrist working as independent agents.
5008	Other: O/S Consultant	24,725	These accounts are assigned to record various professional services provided by contracted Consultant working as independent agents.

6000: ADMINISTRATIVE EXPENSES		712,069	
6001	Administrative Overhead	690,170	Support of our cooperate and regional offices such as processing invoices, payroll, cost reports, etc.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	3,876	Cost of outside audit fees
6005	Liability Insurance	6,120	Insurance for doing business
6006	Payroll Services	10,781	This is our Ultipro timekeeping / HR system
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,122	This account should be charged for the depreciation expense of the Agency's tangible assets.
6008	0	-	
6009	0	-	
6010	0	-	
6011	0	-	
6012	0	-	

7000: FIXED ASSETS		9,894	
7001	Computer Equipment & Software	6,630	Computer and software as needed for the program
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	3,264	Chairs or other furniture as needed for the program
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	0	-	
7008	0	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES AND/OR SERVICE UNITS, IF APPLICABLE AND/OR AS REQUIRED BY THE RFP.	
8001	Mental Health Services	744,430 units at \$4.10 per unit	
8002	Case Management	67,472 units at \$3.00 per unit	
8003	Crisis Services	7,981 units at \$5.50 per unit	
8004	Medication Support	87,702 units at \$6.10 per unit	
8005	Collateral	154,504 units at \$4.10 per unit	
8006	Plan Development	42,138 units at \$4.10 per unit	
8007	Assessment	252,825 units at \$4.10 per unit	
8008	Rehabilitation	189,642 units at \$4.10 per unit	
8009	ICC	18,013 units at \$3.00 per unit	
8010	IHBS	28,031 units at \$3.00 per unit	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 5,291,301

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 5,291,301

BUDGET CHECK: -

**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2022-23)**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	PROGRAM DIRECTOR	1.00	\$ -	\$ 114,375	\$ 114,375
1102	ASST. PROGRAM DIRECTOR	1.00	-	98,960	98,960
1103	ADMINISTRATIVE ASSISTANT	1.00	-	46,677	46,677
1104	LEAD MENTAL HEALTH PROFESSIONAL	1.00	-	95,728	95,728
1105	LIC. MENTAL HEALTH PROFESSIONAL	5.00	-	455,559	455,559
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	15.00	-	1,237,700	1,237,700
1107	MENTAL HEALTH REHAB SPECIALIST	8.00	-	384,091	384,091
1108	NURSE	1.00	-	53,998	53,998
1109	RECORDS TECHNICIAN	2.00	-	85,111	85,111
1110	SECRETARY	2.00	-	71,105	71,105
1111	PSC SUPERVISOR	1.00	-	69,246	69,246
1112	INTAKE SPECIALIST	2.00	-	85,984	85,984
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal:</b>		<b>40.00</b>	<b>\$ -</b>	<b>\$ 2,798,534</b>	<b>\$ 2,798,534</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement		\$ -	\$ 90,371	\$ 90,371
1202	Worker's Compensation		-	76,966	76,966
1203	Health Insurance		-	326,400	326,400
1204	Dental Insurance		-	25,622	25,622
1205	Accrued Paid Leave		-	301,236	301,236
1206	Other Benefits (Employee Assistance)		-	953	953
<b>Employee Benefits Subtotal:</b>			<b>\$ -</b>	<b>\$ 821,548</b>	<b>\$ 821,548</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ -	\$ 42,173	\$ 42,173
1302	FICA/MEDICARE		-	230,445	230,445
1303	SUI		-	37,956	37,956
1304			-	-	-
1305			-	-	-
1306			-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ -</b>	<b>\$ 310,574</b>	<b>\$ 310,574</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ -</b>	<b>\$ 3,930,656</b>	<b>\$ 3,930,656</b>



<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	3,081
2010	Utility Vouchers	-
2011	Client Activities / Recreation	-
2012		-
2013		-
2014		-
2015		-
2016		-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 3,081</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 31,212
3002	Printing/Postage	8,324
3003	Office, Household & Program Supplies	15,086
3004	Advertising	-
3005	Staff Development & Training	49,938
3006	Staff Mileage	12,485
3007	Subscriptions & Memberships	8,324
3008	Vehicle Maintenance	33,209
3009	Other:	-
3010	Other:	-
3011	Licensing	550
3012	Recruitment	5,202
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 164,330</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 2,000
4002	Rent/Lease Building	154,275
4003	Rent/Lease Equipment	1,800
4004	Rent/Lease Vehicles	44,850
4005	Security	1,561
4006	Utilities	26,010
4007	Equipment Maintenance	4,162
4008	Janitorial Services and Supplies	12,240
4009		-
4010		-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 246,898</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	38,777
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	2,393
5005	Other: O/S Building Maintenance and Repair	-
5006	Other: O/S Counselor	16,230
5007	Other: O/S Psychiatrist	259,684
5008	Other: O/S Consultant	25,219
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 342,303</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 707,922
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	3,954
6005	Liability Insurance	6,242
6006	Payroll Services	10,781
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,144
6008		-
6009		-
6010		-
6011		-
6012		-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 730,043</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 6,763
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	3,329
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007		-
7008		-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 10,092</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,427,403</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	744,430	4.18	\$ 3,111,717
8002	Case Management	67,472	3.06	206,464
8003	Crisis Services	7,981	5.61	44,773
8004	Medication Support	87,702	6.22	545,506
8005	Collateral	154,504	4.18	645,827
8006	Plan Development	42,138	4.18	176,137
8007	Assessment	252,825	4.18	1,056,809
8008	Rehabilitation	196,642	4.18	821,964
8009	ICC	18,013	3.06	55,120
8010	IHBS	28,031	3.06	85,775
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,599,738</b>		<b>\$ 6,750,092</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				90%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,075,083
Federal Financial Participation (FFP) %			50%	3,037,541
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,037,541</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,136,853
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,136,853</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DSS: Therapy, IHBS, Collateral, Plan Development, and Rehabilitation (45204 units at \$4.18 per unit)	188,953
8404	DSS: Case Management (2623 at \$3.06 per unit)	8,026
8405	DSS: Crisis Services (0 units at \$5.61 per unit)	-
8406	DSS: Medication Support (385 units at \$6.22 per unit)	2,395
8407	DSS: Psychological Evaluations (11321 Units \$4.18 per unit)	47,322
8408	DSS: Court Services (200 units at \$4.18)	836
8409	DSS: ICC Services (700 units at \$3.06 per unit)	2,142

8410	DSS: IHBS Services (1090 units at \$3.06 per unit)	3,335
<b>OTHER REVENUE TOTAL</b>		<b>\$ 253,009</b>
<b>TOTAL PROGRAM FUNDING SOURCES:</b>		<b>\$ 5,427,403</b>
<b>NET PROGRAM COST:</b>		<b>\$ -</b>

**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2022-23) Budget Narrative**

<b>PROGRAM EXPENSE</b>			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>3,930,656</b>	
<b>Employee Salaries</b>		<b>2,798,534</b>	
1101	PROGRAM DIRECTOR	114,375	The Program Director oversees the program and the hiring, training and supervising of staff. Rate of pay for this position is \$59.20 per hour. Yearly salary for this position is \$123134. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% Increase over previous year for all positions
1102	ASST. PROGRAM DIRECTOR	98,960	The Assitant Program Director will supervise staff and assist the Program Director. Rate of pay for this position is \$51.21 per hour. Yearly salary for this position is \$106521. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2 percent increase over previous year
1103	ADMINISTRATIVE ASSISTANT	46,677	The administrative assistant will oversee the support staff and will help with all support staff duties. Rate of pay for this position is \$24.15 per hour. Yearly salary for this position is \$50242. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1104	LEAD MENTAL HEALTH PROFESSIONAL	95,728	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Will also act as the lead to help with supervision of the other Mental Health Professionals. Rate of pay for this position is \$49.54 per hour. Yearly salary for this position is \$103041. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1105	LIC. MENTAL HEALTH PROFESSIONAL	455,559	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$47.15 per hour. Yearly salary for this position is \$98072. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year's budget
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	1,237,700	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$42.70 per hour. Yearly salary for this position is \$88818. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year's budget
1107	MENTAL HEALTH REHAB SPECIALIST	384,091	Mental Health Rehab Specialist will carry a caseload while also specializing in linking and providing services to those interested in engagement in employment and education services. Rate of pay for this position is \$24.85 per hour. Yearly salary for this position is \$51,679. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase based on previous year's budget

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1108	NURSE	53,998	The nurse will provide direct nursing support to the clients as well as education to the Treatment team, to the clients, and to families of clients (as appropriate) in many areas, with special attention given to the role of psychotropic medications. Rate of pay for this position is \$27.94 per hour. Yearly salary for this position is \$58123. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase based on previous years budget
1109	RECORDS TECHNICIAN	85,111	The Records Technician will keep track of the Medical Records and will do the billing for the program. Rate of pay for this position is \$22.02 per hour. Yearly salary for this position is \$45806. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year's budget
1110	SECRETARY	71,105	Provides direct services to the program by data entry, phone calls, checking in clients, etc. Rate of pay for this position is \$18.40 per hour. Yearly salary for this position is \$38268. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year's budget
1111	PSC SUPERVISOR	69,246	Provides supervision to all Mental Health Specialists to ensure client care, maintain compliance with Turning Point policies and procedures. Supervisor also assisting in training new staff and reporting to the Assistant Program Director. Rate of pay for this position is \$35.83 per hour. Yearly salary for this position is \$74537. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase based on previous year's budget
1112	INTAKE SPECIALIST	85,984	The Intake Specialist is responsible to the Program Director under the supervision of the Team Leader and processes all referrals related to Children's Mental Health services. These services include completing all new admissions in a timely manner with the goal of opening new client's for mental health services. Rate of pay for this position is between \$22.25 per hour. Yearly salary for this position is between \$46276. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point.
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>821,548</b>	
1201	Retirement	90,371	Cost of Agency contribution to employee retirement plans. This is based on 3% of the whole salary.
1202	Worker's Compensation	76,966	Cost of workers compensation insurance. This is based on 2.555% of the whole salary.
1203	Health Insurance	326,400	Agency cost for health insurance; health plans vary on what the employee chooses. This is the range per employer cost from \$399.15 per month to \$1299.24 per month. An average of \$8000.00 per year was used. Pro rated for ramp up with half of being existing employees, could be more or less
1204	Dental Insurance	25,622	Agency cost for dental and vision insurance at \$628.00 per year.
1205	Accrued Paid Leave	301,236	The monetary value of staff paid leave hours as they accrue on a monthly basis.
1206	Other Benefits (Employee Assistance)	953	Employee assistance program
<b>Payroll Taxes &amp; Expenses:</b>		<b>310,574</b>	
1301	OASDI	42,173	Employer pays 1.40% of employee's full salary.
1302	FICA/MEDICARE	230,445	Employer portion of F.I.C.A. taxes charged to the Agency by the Internal Revenue Service. F.I.C.A. is comprised of "Old-Age, Survivors, and Disability Insurance" (OASDI), plus "Hospital Insurance" (Medicare). 7.65% of full salary.
1303	SUI	37,956	Employer portion of S.U.I. taxes charged to the Agency by the various states in which wages are paid. Employer pays 1.26% of all wages.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1304	0	-	
1305	0	-	
1306	0	-	

2000: CLIENT SUPPORT		3,081	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	3,081	Cost of medical supplies to be used by staff or clients at the program location to meet program objective. Such items are to remain at the program location and not sent home with the client. Such items include, but are not limited to first aid kits, blood pressure monitor, latex gloves, syringes, hazard disposal service, etc.
2010	Utility Vouchers	-	
2011	Client Activities / Recreation	-	
2012	0	-	
2013	0	-	
2014	0	-	
2015	0	-	
2016	0	-	

3000: OPERATING EXPENSES		164,330	
3001	Telecommunications	31,212	Cost of electronic communications. (Examples: internet, phone, fax, cell phones, etc.)
3002	Printing/Postage	8,324	Cost of custom copying/printing charges (Examples: letterhead, business forms, business cards, flyers, brochures, signs, etc.) and Postage and delivery, including delivery by the USPS, UPS, FEDEX and other courier services
3003	Office, Household & Program Supplies	15,086	Cost of items normally used in an office setting. (Examples: pens, pencils, paper tablets, paper clips, notepads, staples, non-electric staplers/hole punchers/calculators, and other items normally used in an office setting.) House Supplies, Cost of supplies used by staff during their scheduled work hours. These items are normally used to operate the building at the program location. These items are to remain at program location and not sent home with client. (Examples: paper towels, toilet paper, cleaning supplies), Program Supplies, Cost of any items normally used by clients to meet program objectives while receiving services. These items are to remain at the program location and not sent home with the client. Such items include, but are not limited to video tapes, printed handouts, desk reference books, research material, curriculum, puzzles, board games, therapeutic/meditative supplies and other items that are specifically designed and used to accomplish program goals.
3004	Advertising	-	
3005	Staff Development & Training	49,938	Cost of employee training courses and materials.
3006	Staff Mileage	12,485	Cost of employee mileage reimbursement paid in accordance with FPM section 1005.
3007	Subscriptions & Memberships	8,324	Cost of membership dues and subscriptions. (Examples: magazine, newspaper, memberships, etc.)
3008	Vehicle Maintenance	33,209	Cost of vehicle maintenance. Including cost of parts, supplies and labor associated with maintenance and repair of vehicles used by Agency programs. Cost of gas in Vehicles and Insurance
3009	Other:	-	
3010	Other:	-	
3011	Licensing	550	Business licenses and other licenses that might be needed
3012	Recruitment	5,202	Costs of Live Scans, DMV printouts, ads for recruiting staff and other tests that might happen for the purposes of employment

4000: FACILITIES & EQUIPMENT		246,898	
4001	Building Maintenance	2,000	Cost of Agency building repairs and maintenance. (Examples: electrical work, A/C and heating, hood cleaning, plumbing, etc.) This account should not be used if a specific outside labor contractor is doing an identifiable project.
4002	Rent/Lease Building	154,275	Cost of rent/lease payments made for building leases from outside sources.
4003	Rent/Lease Equipment	1,800	Cost of rent/lease payments made for furniture and equipment leases.
4004	Rent/Lease Vehicles	44,850	Rental cost of vehicles and lease of agency vehicles.
4005	Security	1,561	Cost of installation, maintenance and monthly service fees for building alarms and other security measures. (Examples: security/surveillance equipment, service and installation, safes, etc.)
4006	Utilities	26,010	Cost of service for power, gas, water, sewer, garbage, etc.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4007	Equipment Maintenance	4,162	Cost of equipment and furniture repair and maintenance. (Examples: high capacity copier/printer/scanner, replacement parts such as hard drive, laptop battery, monitor/printer/phone cord, drum, power strip, surge protector, video card, etc.)
4008	Janitorial Services and Supplies	12,240	This will be for Janitorial Services and Supplies needed
4009	0	-	
4010	0	-	

5000: SPECIAL EXPENSES		342,303	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	38,777	Avatar costs
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	2,393	Paid to outside vendors for translation / interpreter services
5005	Other: O/S Building Maintenance and Repair	-	
5006	Other: O/S Counselor	16,230	These accounts are assigned to record various professional services provided by contracted Counselor working as independent agents.
5007	Other: O/S Psychiatrist	259,684	These accounts are assigned to record various professional services provided by contracted Psychiatrist working as independent agents.
5008	Other: O/S Consultant	25,219	These accounts are assigned to record various professional services provided by contracted Consultant working as independent agents.

6000: ADMINISTRATIVE EXPENSES		730,043	
6001	Administrative Overhead	707,922	Support of our cooperate and regional offices such as processing invoices, payroll, cost reports, etc.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	3,954	Cost of outside audit fees
6005	Liability Insurance	6,242	Insurance for doing business
6006	Payroll Services	10,781	This is our Ultipro timekeeping / HR system
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,144	This account should be charged for the depreciation expense of the Agency's tangible assets.
6008	0	-	
6009	0	-	
6010	0	-	
6011	0	-	
6012	0	-	

7000: FIXED ASSETS		10,092	
7001	Computer Equipment & Software	6,763	Computer and software as needed for the program
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	3,329	Chairs or other furniture as needed for the program
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	0	-	
7008	0	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES	
8001	Mental Health Services	744,430 units at \$4.18 per unit	
8002	Case Management	67,472 units at \$3.06 per unit	
8003	Crisis Services	7,981 units at \$5.61 per unit	
8004	Medication Support	87,702 units at \$6.22 per unit	
8005	Collateral	154,504 units at \$4.18 per unit	
8006	Plan Development	42,138 units at \$4.18 oer unit	
8007	Assessment	252,825 units at \$4.18 per unit	
8008	Rehabilitation	196,642 units at \$4.18 per unit	
8009	ICC	18,013 units \$3.06 per unit	
8010	IHBS	28,031 units at \$3.06 pe runit	

**TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 5,427,403**

**TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 5,427,403**

**BUDGET CHECK: -**



**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2023-24)**

**PROGRAM EXPENSES**

<b>1000: SALARIES &amp; BENEFITS</b>					
<b>Employee Salaries</b>					
<b>Acct #</b>	<b>Position</b>	<b>FTE</b>	<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1101	PROGRAM DIRECTOR	1.00	\$ -	\$ 116,682	\$ 116,682
1102	ASST. PROGRAM DIRECTOR	1.00	-	100,940	100,940
1103	ADMINISTRATIVE ASSISTANT	1.00	-	47,610	47,610
1104	LEAD MENTAL HEALTH PROFESSIONAL	1.00	-	97,643	97,643
1105	LIC. MENTAL HEALTH PROFESSIONAL	5.00	-	464,670	464,670
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	15.00	-	1,262,453	1,262,453
1107	MENTAL HEALTH REHAB SPECIALIST	8.00	-	391,773	391,773
1108	NURSE	1.00	-	55,078	55,078
1109	RECORDS TECHNICIAN	2.00	-	86,813	86,813
1110	SECRETARY	2.00	-	72,527	72,527
1111	PSC SUPERVISOR	1.00	-	70,631	70,631
1112	INTAKE SPECIALIST	2.00	-	87,704	87,704
1113			-	-	-
1114			-	-	-
1115			-	-	-
1116			-	-	-
1117			-	-	-
1118			-	-	-
1119			-	-	-
1120			-	-	-
<b>Personnel Salaries Subtotal</b>		<b>40.00</b>	<b>\$ -</b>	<b>\$ 2,854,524</b>	<b>\$ 2,854,524</b>
<b>Employee Benefits</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1201	Retirement		\$ -	\$ 92,178	\$ 92,178
1202	Worker's Compensation		-	78,505	78,505
1203	Health Insurance		-	332,928	332,928
1204	Dental Insurance		-	26,134	26,134
1205	Accrued Paid Leave		-	307,260	307,260
1206	Other Benefits (Employee Assistance)		-	986	986
<b>Employee Benefits Subtotal:</b>			<b>\$ -</b>	<b>\$ 837,991</b>	<b>\$ 837,991</b>
<b>Payroll Taxes &amp; Expenses:</b>					
<b>Acct #</b>	<b>Description</b>		<b>Admin</b>	<b>Direct</b>	<b>Total</b>
1301	OASDI		\$ -	\$ 43,016	\$ 43,016
1302	FICA/MEDICARE		-	235,054	235,054
1303	SUI		-	38,715	38,715
1304			-	-	-
1305			-	-	-
1306			-	-	-
<b>Payroll Taxes &amp; Expenses Subtotal:</b>			<b>\$ -</b>	<b>\$ 316,785</b>	<b>\$ 316,785</b>
<b>EMPLOYEE SALARIES &amp; BENEFITS TOTAL:</b>			<b>\$ -</b>	<b>\$ 4,009,300</b>	<b>\$ 4,009,300</b>

<b>2000: CLIENT SUPPORT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
2001	Child Care	\$ -
2002	Client Housing Support	-
2003	Client Transportation & Support	-
2004	Clothing, Food, & Hygiene	-
2005	Education Support	-
2006	Employment Support	-
2007	Household Items for Clients	-
2008	Medication Supports	-
2009	Program Supplies - Medical	3,122
2010	Utility Vouchers	-
2011	Client Activities / Recreation	-
2012		-
2013		-
2014		-
2015		-
2016		-
<b>DIRECT CLIENT CARE TOTAL</b>		<b>\$ 3,122</b>

<b>3000: OPERATING EXPENSES</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
3001	Telecommunications	\$ 31,836
3002	Printing/Postage	8,489
3003	Office, Household & Program Supplies	15,387
3004	Advertising	-
3005	Staff Development & Training	50,937
3006	Staff Mileage	12,734
3007	Subscriptions & Memberships	8,490
3008	Vehicle Maintenance	33,874
3009	Other:	-
3010	Other:	-
3011	Licensing	614
3012	Recruitment	5,306
<b>OPERATING EXPENSES TOTAL:</b>		<b>\$ 167,667</b>

<b>4000: FACILITIES &amp; EQUIPMENT</b>		
<b>Acct #</b>	<b>Line Item Description</b>	<b>Amount</b>
4001	Building Maintenance	\$ 6,028
4002	Rent/Lease Building	157,361
4003	Rent/Lease Equipment	955
4004	Rent/Lease Vehicles	44,850
4005	Security	1,592
4006	Utilities	26,530
4007	Equipment Maintenance	4,245
4008	Janitorial Services and Supplies	12,485
4009	Other (Specify)	-
4010	Other (Specify)	-
<b>FACILITIES/EQUIPMENT TOTAL:</b>		<b>\$ 254,046</b>

<b>5000: SPECIAL EXPENSES</b>		
-------------------------------	--	--

Acct #	Line Item Description	Amount
5001	Consultant (Network & Data Management)	\$ -
5002	HMIS (Health Management Information System)	35,500
5003	Contractual/Consulting Services (Specify)	-
5004	Translation Services	2,441
5005	Other: O/S Building Maintenance and Repair	-
5006	Other: O/S Counselor	16,555
5007	Other: O/S Psychiatrist	264,878
5008	Other: O/S Consultant	25,724
<b>SPECIAL EXPENSES TOTAL:</b>		<b>\$ 345,098</b>

<b>6000: ADMINISTRATIVE EXPENSES</b>		
Acct #	Line Item Description	Amount
6001	Administrative Overhead	\$ 721,814
6002	Professional Liability Insurance	-
6003	Accounting/Bookkeeping	-
6004	External Audit	4,033
6005	Liability Insurance	6,367
6006	Payroll Services	10,996
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,167
6008		-
6009		-
6010		-
6011		-
6012		-
<b>ADMINISTRATIVE EXPENSES TOTAL</b>		<b>\$ 744,377</b>

<b>7000: FIXED ASSETS</b>		
Acct #	Line Item Description	Amount
7001	Computer Equipment & Software	\$ 6,898
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-
7003	Furniture & Fixtures	3,396
7004	Leasehold/Tenant/Building Improvements	-
7005	Other Assets over \$500 with Lifespan of 2 Years +	-
7006	Assets over \$5,000/unit (Specify)	-
7007		-
7008		-
<b>FIXED ASSETS EXPENSES TOTAL</b>		<b>\$ 10,294</b>

<b>TOTAL PROGRAM EXPENSES</b>		<b>\$ 5,533,905</b>
-------------------------------	--	---------------------

<b>PROGRAM FUNDING SOURCES</b>
--------------------------------

<b>8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)</b>				
Acct #	Line Item Description	Service Units	Rate	Amount
8001	Mental Health Services	744,430	4.26	\$ 3,171,272
8002	Case Management	67,472	3.12	210,513
8003	Crisis Services	7,981	5.72	45,651
8004	Medication Support	87,702	6.34	556,031
8005	Collateral	154,504	4.26	658,187
8006	Plan Development	42,138	4.26	179,508
8007	Assessment	252,825	4.26	1,077,035
8008	Rehabilitation	196,642	4.26	837,695
8009	ICC	18,013	3.12	56,201
8010	IHBS	28,031	3.12	87,457
<b>Estimated Specialty Mental Health Services Billing Totals:</b>		<b>1,599,738</b>		<b>\$ 6,879,548</b>
Estimated % of Clients who are Medi-Cal Beneficiaries				90%
Estimated Total Cost of Specialty Mental Health Services Provided to Medi-Cal Beneficiaries				6,191,593
Federal Financial Participation (FFP) %			50%	3,095,797
<b>MEDI-CAL FFP TOTAL</b>				<b>\$ 3,095,797</b>

<b>8100 - SUBSTANCE USE DISORDER FUNDS</b>		
Acct #	Line Item Description	Amount
8101	Drug Medi-Cal	\$ -
8102	SABG	\$ -
<b>SUBSTANCE USE DISORDER FUNDS TOTAL</b>		<b>\$ -</b>

<b>8200 - REALIGNMENT</b>		
Acct #	Line Item Description	Amount
8201	Realignment	\$ 2,180,250
<b>REALIGNMENT TOTAL</b>		<b>\$ 2,180,250</b>

<b>8300 - MENTAL HEALTH SERVICE ACT (MHSA)</b>			
Acct #	MHSA Component	MHSA Program Name	Amount
8301	CSS - Community Services & Supports		\$ -
8302	PEI - Prevention & Early Intervention		-
8303	INN - Innovations		-
8304	WET - Workforce Education & Training		-
8305	CFTN - Capital Facilities & Technology		-
<b>MHSA TOTAL</b>			<b>\$ -</b>

<b>8400 - OTHER REVENUE</b>		
Acct #	Line Item Description	Amount
8401	Client Fees	\$ -
8402	Client Insurance	-
8403	DSS: Therapy, IHBS, Collateral, Plan Development, and Rehabilitation (45204 units at \$4.26 per unit)	192,569
8404	DSS: Case Management (2623 at \$3.12 per unit)	8,184
8405	DSS: Crisis Services (0 units at \$5.72 per unit)	-
8406	DSS: Medication Support (385 units at \$6.34 per unit)	2,441
8407	DSS: Psychological Evaluations (11321 Units \$4.26 per unit)	48,227
8408	DSS: Court Services (200 units at \$4.26)	852
8409	DSS: ICC Services (700 units at \$3.12 per unit)	2,184

8410	DSS: IHBS Services (1090 units at \$3.12 per unit)	3,401
<b>OTHER REVENUE TOTAL</b>		<b>\$ 257,858</b>
<b>TOTAL PROGRAM FUNDING SOURCES:</b>		<b>\$ 5,533,905</b>
<b>NET PROGRAM COST:</b>		<b>\$ -</b>

**Child Welfare Mental Health  
Turning Point of Central California, Inc.  
Fiscal Year (FY 2023-24) Budget Narrative**

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
<b>1000: SALARIES &amp; BENEFITS</b>		<b>4,009,300</b>	
<b>Employee Salaries</b>		<b>2,854,524</b>	
1101	PROGRAM DIRECTOR	116,682	The Program Director oversees the program and the hiring, training and supervising of staff. Rate of pay for this position is \$60.38 per hour. Yearly salary for this position is \$125597. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year.
1102	ASST. PROGRAM DIRECTOR	100,940	The Assitant Program Director will supervise staff and assist the Program Director. Rate of pay for this position is \$52.24 per hour. Yearly salary for this position is \$108651. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1103	ADMINISTRATIVE ASSISTANT	47,610	The administrative assistant will oversee the support staff and will help with all support staff duties. Rate of pay for this position is \$24.64 per hour. Yearly salary for this position is \$51247. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1104	LEAD MENTAL HEALTH PROFESSIONAL	97,643	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Will also act as the lead to help with supervision of the other Mental Health Professionals. Rate of pay for this position is \$50.53 per hour. Yearly salary for this position is \$105102. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year.
1105	LIC. MENTAL HEALTH PROFESSIONAL	464,670	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$48.09 per hour. Yearly salary for this position is \$100033. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year.
1106	UNLIC. MENTAL HEALTH PROFESSIONAL	1,262,453	Provides mental health assessment, assessing for Medical Necessity, assists client in identifying treatment plan goals according to diagnosis. MHP also provides individual and group therapy as client requests, while also providing program support to assist clients in crisis. Rate of pay for this position is \$43.55 per hour. Yearly salary for this position is \$90594. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1107	MENTAL HEALTH REHAB SPECIALIST	391,773	Mental Health Rehab Specialist will carry a caseload while also specializing in linking and providing services to those interested in engagement in employment and education services. Rate of pay for this position is \$25.34 per hour. Yearly salary for this position is \$52713. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1108	NURSE	55,078	The nurse will provide direct nursing support to the clients as well as education to the Treatment team, to the clients, and to families of clients (as appropriate) in many areas, with special attention given to the role of psychotropic medications. Rate of pay for this position is \$28.50 per hour. Yearly salary for this position is \$59,285. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1109	RECORDS TECHNICIAN	86,813	The Records Technician will keep track of the Medical Records and will do the billing for the program. Rate of pay for this position is \$22.46 per hour. Yearly salary for this position is \$46,722. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1110	SECRETARY	72,527	Provides direct services to the program by data entry, phone calls, checking in clients, etc. Rate of pay for this position is \$18.77 per hour. Yearly salary for this position is \$39,034. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1111	PSC SUPERVISOR	70,631	Provides supervision to all Mental Health Specialists to ensure client care, maintain compliance with Turning Point policies and procedures. Supervisor also assisting in training new staff and reporting to the Assistant Program Director. Rate of pay for this position is \$36.55 per hour. Yearly salary for this position is \$76,027. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1112	INTAKE SPECIALIST	87,704	The Intake Specialist is responsible to the Program Director under the supervision of the Team Leader and processes all referrals related to Children's Mental Health services. These services include completing all new admissions in a timely manner with the goal of opening new clients for mental health services. Rate of pay for this position is \$22.69 per hour. Yearly salary for this position is \$47,202. There is an 8% reduction in salaries for accrued paid leave. When a staff takes leave, the program is not charged since it's already been accrued. Positions are based on class/step, some might be less and some might be more, all according to the person's experience and education when they come to work for Turning Point. 2% increase from previous year
1113	0	-	
1114	0	-	
1115	0	-	
1116	0	-	
1117	0	-	
1118	0	-	
1119	0	-	
1120	0	-	
<b>Employee Benefits</b>		<b>837,991</b>	
1201	Retirement	92,178	Cost of Agency contribution to employee retirement plans. This is based on 3% of the whole salary.
1202	Worker's Compensation	78,505	Cost of workers compensation insurance. This is based on 2.555% of the whole salary.
1203	Health Insurance	332,928	Agency cost for health insurance; health plans vary on what the employee chooses. This is the range per employer cost from \$399.15 per month to \$1,299.24 per month. An average of \$8,000.00 per year was used. Pro rated for ramp up with half of being existing employees, could be more or less
1204	Dental Insurance	26,134	Agency cost for dental and vision insurance at \$628.00 per year.
1205	Accrued Paid Leave	307,260	The monetary value of staff paid leave hours as they accrue on a monthly basis.
1206	Other Benefits (Employee Assistance)	986	Employee assistance program
<b>Payroll Taxes &amp; Expenses:</b>		<b>316,785</b>	
1301	OASDI	43,016	Employer pays 1.40% of employee's full salary.
1302	FICA/MEDICARE	235,054	Employer portion of F.I.C.A. taxes charged to the Agency by the Internal Revenue Service. F.I.C.A. is comprised of "Old-Age, Survivors, and Disability Insurance" (OASDI), plus "Hospital Insurance" (Medicare). 7.65% of full salary.
1303	SUI	38,715	Employer portion of S.U.I. taxes charged to the Agency by the various states in which wages are paid. Employer pays 1.26% of all wages.

PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
1304	0	-	
1305	0	-	
1306	0	-	

2000: CLIENT SUPPORT		3,122	
2001	Child Care	-	
2002	Client Housing Support	-	
2003	Client Transportation & Support	-	
2004	Clothing, Food, & Hygiene	-	
2005	Education Support	-	
2006	Employment Support	-	
2007	Household Items for Clients	-	
2008	Medication Supports	-	
2009	Program Supplies - Medical	3,122	Cost of medical supplies to be used by staff or clients at the program location to meet program objective. Such items are to remain at the program location and not sent home with the client. Such items include, but are not limited to first aid kits, blood pressure monitor, latex gloves, syringes, hazard disposal service, etc.
2010	Utility Vouchers	-	
2011	Client Activities / Recreation	-	
2012	0	-	
2013	0	-	
2014	0	-	
2015	0	-	
2016	0	-	

3000: OPERATING EXPENSES		167,667	
3001	Telecommunications	31,836	Cost of electronic communications. (Examples: internet, phone, fax, cell phones, etc.)
3002	Printing/Postage	8,489	Cost of custom copying/printing charges (Examples: letterhead, business forms, business cards, flyers, brochures, signs, etc.) and Postage and delivery, including delivery by the USPS, UPS, FEDEX and other courier services
3003	Office, Household & Program Supplies	15,387	Cost of items normally used in an office setting. (Examples: pens, pencils, paper tablets, paper clips, notepads, staples, non-electric staplers/hole punchers/calculators, and other items normally used in an office setting.) House Supplies, Cost of supplies used by staff during their scheduled work hours. These items are normally used to operate the building at the program location. These items are to remain at program location and not sent home with client. (Examples: paper towels, toilet paper, cleaning supplies), Program Supplies, Cost of any items normally used by clients to meet program objectives while receiving services. These items are to remain at the program location and not sent home with the client. Such items include, but are not limited to video tapes, printed handouts, desk reference books, research material, curriculum, puzzles, board games, therapeutic/meditative supplies and other items that are specifically designed and used to accomplish program goals.
3004	Advertising	-	
3005	Staff Development & Training	50,937	Cost of employee training courses and materials.
3006	Staff Mileage	12,734	Cost of employee mileage reimbursement paid in accordance with FPM section 1005.
3007	Subscriptions & Memberships	8,490	Cost of membership dues and subscriptions. (Examples: magazine, newspaper, memberships, etc.)
3008	Vehicle Maintenance	33,874	Cost of vehicle maintenance. Including cost of parts, supplies and labor associated with maintenance and repair of vehicles used by Agency programs. Cost of gas in Vehicles and Insurance
3009	Other:	-	
3010	Other:	-	
3011	Licensing	614	Business licenses and other licenses that might be needed
3012	Recruitment	5,306	Costs of Live Scans, DMV printouts, ads for recruiting staff and other tests that might happen for the purposes of employment

4000: FACILITIES & EQUIPMENT		254,046	
4001	Building Maintenance	6,028	Cost of Agency building repairs and maintenance. (Examples: electrical work, A/C and heating, hood cleaning, plumbing, etc.) This account should not be used if a specific outside labor contractor is doing an identifiable project.
4002	Rent/Lease Building	157,361	Cost of rent/lease payments made for building leases from outside sources.
4003	Rent/Lease Equipment	955	Cost of rent/lease payments made for furniture and equipment leases.
4004	Rent/Lease Vehicles	44,850	Rental cost of vehicles and lease of agency vehicles.
4005	Security	1,592	Cost of installation, maintenance and monthly service fees for building alarms and other security measures. (Examples: security/surveillance equipment, service and installation, safes, etc.)
4006	Utilities	26,530	Cost of service for power, gas, water, sewer, garbage, etc.



PROGRAM EXPENSE			
ACCT #	LINE ITEM	AMT	DETAILED DESCRIPTION OF ITEMS BUDGETED IN EACH ACCOUNT LINE
4007	Equipment Maintenance	4,245	Cost of equipment and furniture repair and maintenance. (Examples: high capacity copier/printer/scanner, replacement parts such as hard drive, laptop battery, monitor/printer/phone cord, drum, power strip, surge protector, video card, etc.)
4008	Janitorial Services and Supplies	12,485	This will be for Janitorial Services and Supplies needed
4009	Other (Specify)	-	
4010	Other (Specify)	-	

5000: SPECIAL EXPENSES		345,098	
5001	Consultant (Network & Data Management)	-	
5002	HMIS (Health Management Information System)	35,500	Avatar costs
5003	Contractual/Consulting Services (Specify)	-	
5004	Translation Services	2,441	Paid to outside vendors for translation / interpreter services
5005	Other: O/S Building Maintenance and Repair	-	
5006	Other: O/S Counselor	16,555	These accounts are assigned to record various professional services provided by contracted Counselor working as independent agents.
5007	Other: O/S Psychiatrist	264,878	These accounts are assigned to record various professional services provided by contracted Psychiatrist working as independent agents.
5008	Other: O/S Consultant	25,724	These accounts are assigned to record various professional services provided by contracted Consultant working as independent agents.

6000: ADMINISTRATIVE EXPENSES		744,377	
6001	Administrative Overhead	721,814	Support of our cooperate and regional offices such as processing invoices, payroll, cost reports, etc.
6002	Professional Liability Insurance	-	
6003	Accounting/Bookkeeping	-	
6004	External Audit	4,033	Cost of outside audit fees
6005	Liability Insurance	6,367	Insurance for doing business
6006	Payroll Services	10,996	This is our Ultipro timekeeping / HR system
6007	Depreciation (Provider-Owned Equipment to be Used for Program Purposes)	1,167	This account should be charged for the depreciation expense of the Agency's tangible assets.
6008	0	-	
6009	0	-	
6010	0	-	
6011	0	-	
6012	0	-	

7000: FIXED ASSETS		10,294	
7001	Computer Equipment & Software	6,898	Computer and software as needed for the program
7002	Copiers, Cell Phones, Tablets, Devices to Contain HIPAA Data	-	
7003	Furniture & Fixtures	3,396	Chairs or other furniture as needed for the program
7004	Leasehold/Tenant/Building Improvements	-	
7005	Other Assets over \$500 with Lifespan of 2 Years +	-	
7006	Assets over \$5,000/unit (Specify)	-	
7007	0	-	
7008	0	-	

PROGRAM FUNDING SOURCES			
8000 - SHORT/DOYLE MEDI-CAL (FEDERAL FINANCIAL PARTICIPATION)			
ACCT #	LINE ITEM	PROVIDE DETAILS OF METHODOLOGY(IES) USED IN DETERMINING MEDI-CAL SERVICE RATES	
8001	Mental Health Services	744,430 units at \$4.26 per unit	
8002	Case Management	67,472 units at \$3.12 per unit	
8003	Crisis Services	7,981 at \$5.72 per unit	
8004	Medication Support	87,702 units at \$6.34 per unit	
8005	Collateral	154,504 units at \$4.26 per unit	
8006	Plan Development	42,138 units at \$4.26 per unit	
8007	Assessment	252,825 units at \$4.26 per unit	
8008	Rehabilitation	196,642 units at \$4.26 per unit	
8009	ICC	18,013 units at \$3.12 per unit	
8010	IHBS	28,031 units at \$3.12 per unit	

TOTAL PROGRAM EXPENSE FROM BUDGET NARRATIVE: 5,533,905

TOTAL PROGRAM EXPENSES FROM BUDGET TEMPLATE: 5,533,905

BUDGET CHECK: -