

## **San Benito County Health & Human Services Agency**

### **CHDP/CCS/HPCFC**

**FY 2018-19**

#### **Program Narrative**

##### **Agency Description**

The **Child Health and Disability Prevention (CHDP)** Program and **California Children's Services (CCS)** Program, are located at Public Health Division's main office at 351 Tres Pinos Road, Suite A-202, Hollister, California. The San Benito County Health & Human Services Agency (HHS) Administration, Social Services Division and Child Welfare Program are located at 1111 San Felipe Road, Hollister. The Probation Department is located at 400 Monterey Street in Hollister. The Probation Department is a separate agency from Health & Human Services. The **Health Care Program for Children in Foster Care (HPCFC)** Public Health Nurse (PHN) located at 351 Tres Pinos Road, Suite A-202, Hollister travels to the 1111 San Felipe Road site or 400 Monterey Street site to satisfy work and administrative duties as required by Social Services Division and Child Welfare Program and Probation Department MOUs, respectively.

##### **Supervision and Leadership**

The Director of HHS, Tracey Belton, is the Interim Director of Health and Human Services to include the Public Health Division and Gail Newel, MD, MPH, is the Health Officer and Medical Director. The Director of Nursing/Public Health Administrator (DON/PHA), Lynn Mello, RN, PHN, supervises the Medical Therapy Unit and a 1.0 FTE Public Health Nurse (PHN) is assigned to the CMS Administrator position and program to cover three positions, CCS Administration, CHDP Deputy Director and HPCFC PHN. (See budget FTE breakdown).

##### **Staffing**

CHDP budgeted staff positions include 1.0 FTE Health Assistant (HA), 0.55 FTE of Office Assistant and 0.40 FTE PHN. The CCS program budgeted staff positions include 0.30 FTE of PHN services, 0.5 FTE Administrative Services Specialist, 0.75 FTE Eligibility Worker and a 0.50 FTE Office Assistant for Clerical Support. (The MTU support staff .25 FTE Office Assistant also provides clerical support to the MTU.) San Benito County is an area of health care provider shortage to include physical and occupational therapists, nurses, doctors, and mid-level clinicians due to geography and competing surrounding area salaries. After more than two years of ongoing recruitment of PTs and OTs without success, PT and OT therapy needs are met by independent contractors. The HPCFC program budgeted staff positions include 0.16 FTE PHN and 0.14

FTE PHN on the new Psychotropic Medication Monitoring and Oversight (PMMO) portion of the HCPCFC.

### **Integration of Programs**

In San Benito County, a PHN is the CMS Program Administrator. The PHN provides follow-up to families on PM 160s and CCS referrals. With support from the HA, the PHN ensures that qualified individuals' families receive pertinent information regarding CHDP/CCS/HCPCFC and on occasion, Lead Poisoning Prevention, and is available to answer questions regarding the various programs. CHDP case follow-up is accomplished with assistance from the HA who has language and cultural skills that facilitate scheduling and transportation of monolingual Spanish clients. The HA also informs CHDP parents of resources and services and determines if the clients have accessed those resources. The CHN conducts quarterly meetings with the CMS staff regarding program policy updates, case monitoring, assurance, community partnerships and program evaluation. The CHN collaborates with Child Welfare Social Workers and Probation Officers to ensure continuity of care for foster care and detained children and youth. The CHN works in partnership with the Medi-Cal Managed Care Provider (MMCP) Anthem Blue Cross to coordinate trainings with CHDP providers in the community, informs them of policy updates and does site visits as requested and required. All CMS staff members are committed to the Medical Home and Family Centered Care concept in client education and resource development.

The MMCP, Anthem Blue Cross, has been successful in recruitment efforts, CHDP oversight, managed care billing, assisting MMCP providers to meet CHDP requirements and following CHDP guidelines. A CHDP data base is utilized and to track PM160s, to follow-up with providers and families and to compile data for reports.

CCS caseload remains slightly under 400 children with little fluctuation. The majority of our clients are Medi-Cal recipients and seek CCS paneled care outside of the county. There are no paneled CCS primary care providers or Special Care Centers in San Benito County. Specialty care is sought at Special Care Centers in Alameda, Fresno, Madera, Monterey and Santa Clara Counties.

Communication between our Social Services Department (Human Services Agency) and Public Health Services has strengthened with the hiring of the PHN who coordinates with their management staff. With the recent PMMO allocation, the PHN will receive training on psychotropic medication monitoring and will be working with Social Services, Probation, Behavioral Health, the court system and health care providers to ensure the implementation of protocols and evaluation of psychotropic medication monitoring for children in out-of-home placement.



## Incumbent List - California Children's Services

For FY 2018-19, complete the table below for all personnel listed in the CCS budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should **not be over 100 percent**.

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

[illegible]

## Incumbent List - Child Health and Disability Prevention Program

For FY 2018-2019, complete the table below for all personnel listed in the CHDP budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should not be over 100 percent.

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

[illegible]





## Memoranda of Understanding/Interagency Agreement List

List all current Memoranda of Understanding (MOU) and/or Interagency Agreements (IAA) in California Children's Services, Child Health and Disability Prevention Program, and Health Care Program for Children in Foster Care. Specify whether the MOU or IAA has changed. Submit only those MOU and IAA that are new, have been renewed, or have been revised. For audit purposes, counties and cities should maintain current MOU and IAA on file.

[illegible]

### Model HCPFCF Memorandum of Understanding

In providing these services, the PHN administratively coordinates the health care needs of children in foster care, including their developmental, dental and mental health needs. The PHN supports adherence to the health assessment periodicity schedule specified in the CHDP Health Assessment Guidelines, ensures that identified health needs are monitored, and supports continuity of health care services. The PHN/Social Worker updates the CWS/CMS Health and Education Passport, including prescribed medications, and shares medical information where appropriate. The PHN consults with physicians and other medical and non-medical professionals regarding the health and well being of children in foster care and in coordinating appropriate medical treatment.

Areas of Responsibility for Child Health and Disability Prevention (CHDP) Public Health Nurses (PHNs) and Child Welfare Service (CWS) Agency Social Workers and Probation Officers in the Health Care Program for Children in Foster Care (HCPFCF) include the following:

County/City: *San Benito County* Effective Dates: *7/1/2018 – 6/30/2020*

| Service Provided    | Local CHDP Responsibilities Foster Care PHN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Location            | <ul style="list-style-type: none"> <li>PHN will be located in the CWS agency with accessibility to all team members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>PHN will be located in the CWS agency with accessibility to all team members servicing children in foster care, including any PHNs currently working in CWS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Supervision         | <ul style="list-style-type: none"> <li>PHN will be supervised by supervising PHN in the local CHDP Program with input from CWS agency staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>CWS agency/Supervising Probation Officer will provide input to the supervising PHN.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Accessing Resources | <ul style="list-style-type: none"> <li>PHN will identify health care providers in the community.</li> <li>PHN will evaluate the adequacy, accessibility and availability of the referral network for health care services and collaborate with CHDP staff to identify and recruit additional qualified providers.</li> <li>PHN will serve as a resource to facilitate (e.g., assist in scheduling appointments, arranging transportation, etc.) referrals to early intervention providers, specialty providers, dentists, mental health providers, CCS and other community programs.</li> <li>PHN will assist PHNs in the child's county of residence to identify and access resources to address the health care needs of children placed out of county.</li> </ul> | <ul style="list-style-type: none"> <li>CWS agency Social Worker/Probation Officer will work with PHN to ensure that all children in foster care are referred for health services appropriate to age and health status on a timely basis.</li> <li>CWS agency Social Worker/Probation Officer will work with the substitute care provider (Foster Parent) and the PHN to identify an appropriate health care provider for the child.</li> <li>CWS agency Social Worker/Probation Officer will work with the PHN to ensure that children placed out of county have access to health services appropriate to age and health status.</li> </ul> |



Children's Medical Services Plan and Fiscal Guidelines

| County/City:                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Effective Dates:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
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| Service Provided                      | Local CHDP Responsibilities Foster Care PHN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Health Care Planning and Coordination | <ul style="list-style-type: none"> <li>PHN will interpret health care reports for social worker/probation officers and others as needed.</li> <li>PHN will develop a health plan for each child expected to remain in foster care.</li> <li>PHN will work with substitute care provider to ensure that the child's Health and Education Passport or its equivalent is updated.</li> <li>PHN will assist substitute care providers in obtaining timely comprehensive assessments.</li> <li>PHN will expedite timely referrals for medical, dental, developmental, and mental health services.</li> <li>PHN will assist social worker/probation officer in obtaining additional services necessary to educate and/or support the foster caregiver in providing for the special health care needs, including but not limited to Early and Periodic Screening, Diagnosis, and Treatment Supplemental Services (EPSDT-SS).</li> <li>PHN will obtain and provide health care documentation when necessary to support the request for health care services.</li> <li>PHN will collaborate with social worker/probation officer, biological parent when possible and substitute care provider to ensure that necessary medical/health care information is available to those persons responsible for providing healthcare for the child, including a copy of the Health Education Passport (HEP) to the substitute care provider.</li> <li>PHN will assist social worker/probation officer to assess the suitability of the foster care placement in light of the health care needs of the child.</li> <li>PHN will collaborate with the social worker/probation officer and substitute care provider to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc.</li> <li>PHN will review child's health plan with social worker/probation officer as needed and at least every six months.</li> </ul> | <ul style="list-style-type: none"> <li>Child's Social Worker/Probation Officer will collaborate with PHN to develop a health plan which identifies the health care needs and service priorities for each child expected to remain in foster care for 6 months or longer.</li> <li>Social Worker/Probation Officer or designee will incorporate health plan into child's case record.</li> <li>Social Worker/Probation Officer will assemble and provide health care documentation to the court when necessary to support the request for health care services.</li> <li>Social Worker/Probation Officer will collaborate to complete and keep current the child's Health and Education Passport or its equivalent and provide a copy of the HEP to the substitute care provider.</li> <li>Social Worker/Probation Officer will consult with the PHN to assess the suitability of the foster care placement in light of the health care needs of the child.</li> <li>Social Worker/Probation Officer will collaborate with the PHN and substitute care provider to develop a system of tracking and follow-up on changes in the health care status of the child, service needs, effectiveness of services provided, etc.</li> <li>Social Worker/Probation Officer will review child's health plan with PHN at least every six months and before every court hearing relevant information will be incorporated into the HEP and court report.</li> </ul> |  |



Children's Medical Services Plan and Fiscal Guidelines

County/City:

Effective Dates:

| Service Provided             | Local CHDP Responsibilities Foster Care PHN                                                                                                                                                                                                                                                                                                                                                                                                     | Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Training/Orientation         | <ul style="list-style-type: none"> <li>• PHN will participate in developing and providing educational programs for health care providers to increase community awareness of and interest in the special health care needs of children in foster care.</li> <li>• PHN will educate social workers, juvenile court staff, substitute care provider s, school nurses and others about the health care needs of children in foster care.</li> </ul> | <ul style="list-style-type: none"> <li>• CWS agency staff/Probation Officers will provide input to PHN in developing curriculum for training others about health care needs of children in foster care.</li> <li>• CWS agency staff/Probation Officers will collaborate with PHNs in educating juvenile court staff, substitute care providers, and others about the health care needs of children in foster care.</li> <li>• CWS agency personnel will arrange for PHN access to the Child Welfare Services/Case Management System (CWS /CMS) system and provide training in its use.</li> </ul> |
| Policy/Procedure Development | <ul style="list-style-type: none"> <li>• PHN will provide program consultation to DSS/ Probation Departments in the development and implementation of the EPSDT/CHDP Program policies related to the Health Care Program for Children in Foster Care.</li> <li>• PHN will participate in multi-disciplinary meetings for review of health-related issues.</li> </ul>                                                                            | <ul style="list-style-type: none"> <li>• CWS agency staff/Probation Officers will include the PHN in team meetings and provide orientation to social services and consultation on CWS/CMS.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| Transition from Foster Care  | <ul style="list-style-type: none"> <li>• PHN will provide assistance to the Social Worker/Probation Officer and youths leaving foster care on the availability of options of health care coverage as well as community resources to meet the health care needs upon emancipation.</li> </ul>                                                                                                                                                    | <ul style="list-style-type: none"> <li>• CWS agency staff/Probation Officers will collaborate with PHN to assure youths leaving foster care supervision are aware and connected to resources for independent living.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |

Children's Medical Services Plan and Fiscal Guidelines

| County/City:        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Effective Dates:                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Service Provided    | Local CHDP Responsibilities Foster Care PHN                                                                                                                                                                                                                                                                                                                                                                                                                                           | Local Child Welfare Service Agency Responsibilities Social Worker/Probation Officer                                                                                                                                                                                                                                                                                                                                                                    |  |
| Quality Improvement | <ul style="list-style-type: none"> <li>PHN will conduct joint reviews of case records for documentation of health care services with CWS agency/Probation Department.</li> <li>PHN will work with CWS agency/Probation Department to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team.</li> <li>PHN will establish baseline data for evaluating health care services provided to children in foster care.</li> </ul> | <ul style="list-style-type: none"> <li>CWS agency staff/Probation Officers will conduct joint reviews of case records for documentation of health care services</li> <li>CWS agency/Probation Department will work with PHN to develop a plan for evaluating the process and impact of the addition of the PHN component to the foster care team.</li> <li>CWS agency/Probation Officers will collaborate and assist PHN in gathering data.</li> </ul> |  |

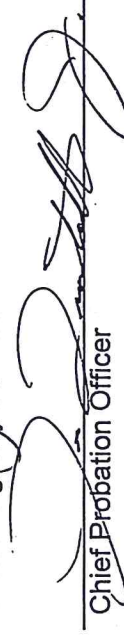
This Memorandum of Understanding in effect from July 1, 20\_\_ through June 30, 20\_\_ unless revised by mutual agreement. In the event that changes in Federal or State requirements impact the current Memorandum of Understanding, the local health department, social services department, and probation department agree to renegotiate the pertinent section within 90 days of receiving new instructions from the State.

  
 Public Health Director or Child Health and Disability  
 Prevention Program Director

3/8/19  
 Date

  
 County Social Services Director or County Child Welfare  
 Service Agency Director

3/8/19  
 Date

  
 Chief Probation Officer

3/15/19  
 Date