

Agency Information Sheet

County/City: San Bernardino

Fiscal Year: 2022-23

Official Agency

Name:	Dept of Public Health	Address:	351 N Mountain View Avenue
Health Officer	Michael Sequeira, MD		San Bernardino, CA 92415-0010

SCD Director (if applicable)

Name:	N/A	Address:	
Phone:			
Fax:		E-Mail:	

CCS Administrator

Name:	Jennifer St.Antoine	Address:	150 E Holt Blvd, 3 rd Floor
Phone:	909 458-1632		Ontario, CA 91761
Fax:	909 986-2970	E-Mail:	jstantoine@dph.sbcounty.gov

CHDP Director

Name:	Michael Sequeira, MD	Address:	351 N Mountain View Avenue
Phone:	909 387-6217		San Bernardino, CA 92415-0010
Fax:	909 387-6228	E-Mail:	Erin.gustafson@dph.sbcounty.gov

Acting CHDP Deputy Director

Name:	Ascunsiion Williams	Address:	606 E Mill Street
Phone:	909 383-3024		San Bernardino, CA 92415-0011
Fax:	909 388-0111	E-Mail:	AWilliams@dph.sbcounty.gov

Clerk of the Board of Supervisors

Name:	Lynna Monell	Address:	385 N Arrowhead Ave, 2 nd Floor
Phone:	909 387-3841		San Bernardino, CA 92415-0130
Fax:	909 387-4554	E-Mail:	lmonell@cob.sbcounty.gov

Director of Social Services Agency

Name:	Gilbert Ramos		860 E Brier Drive
Phone:	909 386-9708		San Bernardino, CA 92415-0520
Fax:	909 388-0233	E-Mail:	GRamos@hss.sbcounty.gov

Chief Probation Officer

Name:	Michelle Scray Brown		175 W Fifth Street, 4 th Floor
Phone:	909 386-1810		San Bernardino, CA 92415-0460
Fax:	909 387-5600	E-Mail:	Michelle.Brown@prob.sbcounty.gov

Certification Statement - California Children's Services (CCS)

County/City: San Bernardino County	Fiscal Year: 2022-23
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I certify that the CCS Program will comply with all applicable provisions of Health and Safety Code, Division 106, Part 2, Chapter 3, Article 5, (commencing with Section 123800) and Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000-14200), and any applicable rules or regulations promulgated by DHCS pursuant to this article and these Chapters. I further certify that this CCS Program will comply with the Integrated Systems of Care Division Plan and Fiscal Guidelines Manual, including but not limited to, Section 9 Federal Financial Participation. I further certify that this CCS Program will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for medical assistance pursuant to Title XIX of the Social Security Act (42 U.S.C. Section 1396 et seq.) and recipients of funds allotted to states for the Maternal and Child Health Services Block Grant pursuant to Title V of the Social Security Act (42 U.S.C. Section 701 et seq.). I further agree that this CCS Program may be subject to all sanctions or other remedies applicable if this CCS Program violates any of the above laws, regulations and policies with which it has certified it will comply.

Signature of Acting CCS Administrator, Jennifer St.Antoine	Date Signed

Signature of Director or Health Officer, Joshua Dugas	Date Signed

Signature and Title of Other – Optional	Date Signed

I certify that this plan has been approved by the local governing body.	
Signature of Dawn Rowe, Chair, Board of Supervisors	Date

Incumbent List - Callifornia Children's Services

For FY 2022-23, complete the table below for all personnel listed in the CCS budgets. Use the same job titles for both the budget and the incumbent list. Total percent for an individual incumbent should not be over 100 percent.

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

County/City: <u>San Bernardino County</u>			Fiscal Year: <u>2022-23</u>	
Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
PROGRAM ADMINISTRATION				
PH Program Manager	Ken Adams	100	No	No
PH Program Coordinator	Jennifer St.Antoine	100	No	No
Program Specialist	VACANT	100	No	No
Admin Assistant	Joy Woodard	100	No	No
CCS Physician Consultant 2	Neveen Tadros	50	No	No
CCS Physician Consultant 1	Xie Yan	50	No	No
Supervising Public Health Nurse	Maria Ignacio	50	No	No
Supervising Public Health Nurse	Tonya Reed	50	No	No
Supervising Public Health Nurse	Karen Shultz	50	No	No
Business Systems Analyst 2	Sreelatha Kasireddy	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Automated Systems Analyst 1	Rabi Nagoulat	100	No	No
MEDICAL CASE MANAGEMENT				
CCS Physician Consultant 2	Neveen Tadros	50	No	No
CCS Physician Consultant 1	Xie Yan	50	No	No
Sup Pediatric Rehab Therapist 2	Steve Danlag	20	No	No
Medical Therapy Specialist	Manal Kassab	100	No	No
Medical Therapy Specialist	Michael Zidek	100	No	No
Medical Therapy Specialist	VACANT	100	No	No
Supervising Public Health Nurse	Maria Ignacio	50	No	No
Supervising Public Health Nurse	Tonya Reed	50	No	No
Supervising Public Health Nurse	Karen Shultz	50	No	No
Public Health Nurse 2	Adedoyin Adesina	100	No	No
Public Health Nurse 2	Brandon Anderson	100	No	No
Public Health Nurse 2	Vialed Areizaga Lis	100	No	No
Public Health Nurse 2	Bethany Armijo	100	No	No
Public Health Nurse 2	Jessica Bentacu	100	No	No
Public Health Nurse 2	Ruby Bentley	100	No	No
Public Health Nurse 2	Jasmine Carmona	100	No	No
Public Health Nurse 2	James Colglazier II	100	No	No
Public Health Nurse 2	Michelle Do	100	No	No
Public Health Nurse 2	Ana Frescas	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Public Health Nurse 2	Michelle Gonzales	100	No	No
Public Health Nurse 2	Crystal Greene	100	No	No
Public Health Nurse 2	Donna Helm	100	No	No
Public Health Nurse 2	Julieann Lardizabal	100	No	No
Public Health Nurse 2	Holly Ly	100	No	No
Public Health Nurse 2	Diane Mejia	100	No	No
Public Health Nurse 2	Melanie Murray	100	No	No
Public Health Nurse 2	Ha Nguyen	100	No	No
Public Health Nurse 2	Veronica Perez	100	No	No
Public Health Nurse 2	Rizzamarie Pica	100	No	No
Public Health Nurse 2	Rosemary Puente	100	No	No
Public Health Nurse 2	Yvonne Ross	100	No	No
Public Health Nurse 2	Jenett Rubi	100	No	No
Public Health Nurse 2	Marikatharine Szpyr	100	No	No
Public Health Nurse 2	Thuy Vo	100	No	No
Public Health Nurse 2	Pornmany Vongvanith	100	No	No
Public Health Nurse 2	Kelly Webb	100	No	No
Public Health Nurse 2	Chika Yamazaki	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
Public Health Nurse 2	VACANT	100	No	No
OTHER HEALTH CARE PROFESSIONALS				
Sup Social Svc Practitioner	Yvonne Quatman	100	No	No
Social Svc Practitioner	Citlaly Arana	100	No	No
Social Svc Practitioner	Christian Galvez	100	No	No
Social Svc Practitioner	Irma Murillo	100	No	No
Social Svc Practitioner	Sandra Reliford	100	No	No
Social Svc Practitioner	Katrina Stagliano	100	No	No
Social Svc Practitioner	VACANT	100	No	No
ANCILLARY SUPPORT				
Supervising Office Specialist	Kerri Gonzalez	100	No	No
Supervising Office Specialist	Natasha Jones	100	No	No
Supervising Office Specialist	Monica Ontaneda	100	No	No
Office Specialist	Karen Blahak	100	No	No
Office Specialist	Misty Bradley	100	No	No
Office Specialist	Valerie Cabral	100	No	No
Office Specialist	Jack Dauer	100	No	No
Office Specialist	Lourdes Garcia	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Office Specialist	VACANT	100	No	No
Office Specialist	VACANT	100	No	No
CLERICAL AND CLAIMS SUPPORT				
Supervising Office Assistant	FeLicia Clark	100	No	No
Supervising Office Assistant	Yvonne Hernandez	100	No	No
Accountant	Mayra Gómez	100	No	No
Fiscal Specialist	VACANT	100	No	No
Fiscal Specialist	VACANT	100	No	No
Fiscal Assistant	Jessica Adame	100	No	No
Office Specialist	Jeanette Foss	100	No	No
Office Specialist	Santa Isabel Herмосillo	100	No	No
Office Specialist	Kemny Lopez	100	No	No
Office Assistant 3	Heidi Bayer	100	No	No
Office Assistant 3	Rachel Munoz-Esquivel	100	No	No
Office Assistant 3	Veronica Zavala-Lopez	100	No	No
Office Assistant 3	VACANT	100	No	No
Office Assistant 2	Silvia Alvarez	100	No	No
Office Assistant 2	Nicole Apodaca	100	No	No
Office Assistant 2	Ana Corpus	100	No	No
Office Assistant 2	Jeanette De Leon	100	No	No
Office Assistant 2	Chares Gamage	100	No	No

Job Title	Incumbent Name	FTE % on CCS Admin Budget	Have Job Duties Changed? (Yes or No)	Has Civil Service Classification Changed? (Yes or No)
Office Assistant 2	Esther Gonzalez	100	No	No
Office Assistant 2	Julia Macias	100	No	No
Office Assistant 2	Auslyn Mendoza	100	No	No
Office Assistant 2	La Porsha Newborn	100	No	No
Office Assistant 2	Rocio Quintero	100	No	No
Office Assistant 2	Sandra Sanchez	100	No	No
Office Assistant 2	Bernadette Thomas	100	No	No
Office Assistant 2	Jessica Uribe	100	No	No
Office Assistant 2	VACANT	100	No	No
Office Assistant 2	VACANT	100	No	No
Office Assistant 2	VACANT	100	No	No
Office Assistant 2	VACANT	100	No	No
Office Assistant 2	VACANT	100	No	No
PSE	VACANT	50	No	No

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLIPC - Total Cases of Open (Active) OTLIPC Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLIPC)		Medi-Cal (Non-OTLIPC)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLIPC) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Personnel Expense													
Program Administration													
1. Ken Adams, PH Program Manager	100.00%	121,334	121,334	2.65%	3,220	11.65%	14,138	85.69%	103,976			100.00%	103,976
2. Jennifer St.Antoine, PH Program Coordinator	100.00%	102,041	102,041	2.65%	2,708	11.65%	11,890	85.69%	87,443			100.00%	87,443
3. VACANT, Program Specialist	100.00%	72,513	72,513	2.65%	1,925	11.65%	8,449	85.69%	62,139			100.00%	62,139
4. Joy Woodard, Admin Assistant	100.00%	49,486	49,486	2.65%	1,313	11.65%	5,766	85.69%	42,407			100.00%	42,407
5. Neveen Tadros, CCS Physician Consultant 2	50.00%	198,068	99,034	2.65%	2,628	11.65%	11,539	85.69%	84,866			100.00%	84,866
6. Yan Xie, CCS Physician Consultant 1	50.00%	154,941	77,471	2.65%	2,056	11.65%	9,027	85.69%	66,388			100.00%	66,388
7. Maria Ignacio, Supervising Public Health Nurse	50.00%	118,515	59,258	2.65%	1,573	11.65%	6,905	85.69%	50,781			100.00%	50,781
8. Tonya Reed, Supervising Public Health Nurse	50.00%	110,666	55,333	2.65%	1,469	11.65%	6,447	85.69%	47,417			100.00%	47,417
9. Karen Shultz, Supervising Public Health Nurse	50.00%	113,964	56,982	2.65%	1,512	11.65%	6,639	85.69%	48,830			100.00%	48,830
10. Sreelatha Kasireddy, Business Systems Analyst 2	100.00%	95,082	95,082	2.65%	2,524	11.65%	11,079	85.69%	81,480			100.00%	81,480
11. Rabi Nagoulat, Automated Systems Analyst	100.00%	101,709	101,709	2.65%	2,699	11.65%	11,851	85.69%	87,159			100.00%	87,159
Subtotal		1,238,319	890,243		23,627		103,730		762,886				762,886
Medical Case Management													
1. Neveen Tadros, CCS Physician Consultant 2	50.00%	198,068	99,034	2.65%	2,628	11.65%	11,539	85.69%	84,866	31.52%	26,750	68.48%	58,116
2. Yan Xie, CCS Physician Consultant 1	50.00%	154,941	77,471	2.65%	2,056	11.65%	9,027	85.69%	66,388	31.52%	20,925	68.48%	45,463
3. Steve Danlag, Sup Pediatric Rehab Therapist 2	20.00%	126,450	25,290	2.65%	671	11.65%	2,947	85.69%	21,672	13.19%	2,859	86.81%	18,813
4. Manal Kassab, Medical Therapy Specialist	100.00%	118,766	118,766	2.65%	3,152	11.65%	13,838	85.69%	101,776	55.83%	56,822	44.17%	44,954
5. Michael Zirdek, Medical Therapy Specialist	100.00%	118,766	118,766	2.65%	3,152	11.65%	13,838	85.69%	101,776	55.83%	56,822	44.17%	44,954
6. Maria Ignacio, Supervising Public Health Nurse	50.00%	118,515	59,258	2.65%	1,573	11.65%	6,905	85.69%	50,781	21.62%	10,979	78.38%	39,802
7. Tonya Reed, Supervising Public Health Nurse	50.00%	110,666	55,333	2.65%	1,469	11.65%	6,447	85.69%	47,417	21.62%	10,252	78.38%	37,165
8. Karen Shultz, Supervising Public Health Nurse	50.00%	113,964	56,982	2.65%	1,512	11.65%	6,639	85.69%	48,830	21.62%	10,557	78.38%	38,273
9. Adedoyin Adesina, Public Health Nurse 2	100.00%	84,474	84,474	2.65%	2,242	11.65%	9,843	85.69%	72,389	67.61%	48,942	32.39%	23,447
10. Brandon Anderson, Public Health Nurse 2	100.00%	86,035	86,035	2.65%	2,283	11.65%	10,025	85.69%	73,727	67.61%	49,847	32.39%	23,880
11. Vialad Areizaga Lisner, Public Health Nurse 2	100.00%	100,600	100,600	2.65%	2,670	11.65%	11,722	85.69%	86,208	67.61%	58,285	32.39%	27,923
12. Bethany Armijo, Public Health Nurse 2	100.00%	90,828	90,828	2.65%	2,411	11.65%	10,583	85.69%	77,834	67.61%	52,624	32.39%	25,210
13. Jessica Bentacu, Public Health Nurse 2	100.00%	90,059	90,059	2.65%	2,390	11.65%	10,493	85.69%	77,175	67.61%	52,178	32.39%	24,997
14. Ruby Bentley, Public Health Nurse 2	100.00%	114,799	114,799	2.65%	3,047	11.65%	13,376	85.69%	98,376	67.61%	66,512	32.39%	31,864
15. Jasmine Carmona, Public Health Nurse 2	100.00%	89,446	89,446	2.65%	2,374	11.65%	10,422	85.69%	76,650	67.61%	51,823	32.39%	24,827
16. James Colglazier III, Public Health Nurse 2	100.00%	90,996	90,996	2.65%	2,415	11.65%	10,603	85.69%	77,978	67.61%	52,721	32.39%	25,257

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
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OTLICIP - Total Cases of Open (Active) OTLICIP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICIP)		Medi-Cal (Non-OTLICIP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
17. Michelle Do, Public Health Nurse 2	100.00%	112,523	112,523	2.65%	2,986	11.65%	13,111	85.69%	96,426	67.61%	65,194	32.39%	31,232
18. Ana Frescas, Public Health Nurse 2	100.00%	112,523	112,523	2.65%	2,986	11.65%	13,111	85.69%	96,426	67.61%	65,194	32.39%	31,232
19. Michelle Gonzales, Public Health Nurse 2	100.00%	87,237	87,237	2.65%	2,315	11.65%	10,165	85.69%	74,757	67.61%	50,543	32.39%	24,214
20. Crystal Greene, Public Health Nurse 2	100.00%	88,083	88,083	2.65%	2,338	11.65%	10,263	85.69%	75,482	67.61%	51,033	32.39%	24,449
21. Donna Helm, Public Health Nurse 2	100.00%	109,955	109,955	2.65%	2,918	11.65%	12,812	85.69%	94,225	67.61%	63,706	32.39%	30,519
22. Julieann Lardizabal, Public Health Nurse 2	100.00%	90,660	90,660	2.65%	2,406	11.65%	10,563	85.69%	77,690	67.61%	52,526	32.39%	25,164
23. Holly Ly, Public Health Nurse 2	100.00%	112,523	112,523	2.65%	2,986	11.65%	13,111	85.69%	96,426	67.61%	65,194	32.39%	31,232
24. Diane Mejia, Public Health Nurse 2	100.00%	109,955	109,955	2.65%	2,918	11.65%	12,812	85.69%	94,225	67.61%	63,706	32.39%	30,519
25. Melanie Murray, Public Health Nurse 2	100.00%	109,955	109,955	2.65%	2,918	11.65%	12,812	85.69%	94,225	67.61%	63,706	32.39%	30,519
26. Ha Nguyen, Public Health Nurse 2	100.00%	71,639	71,639	2.65%	1,901	11.65%	8,347	85.69%	61,390	67.61%	41,506	32.39%	19,884
27. Veronica Perez, Public Health Nurse 2	100.00%	112,501	112,501	2.65%	2,986	11.65%	13,108	85.69%	96,407	67.61%	65,181	32.39%	31,226
28. Rizzamarie Pica, Public Health Nurse 2	100.00%	86,810	86,810	2.65%	2,304	11.65%	10,115	85.69%	74,391	67.61%	50,296	32.39%	24,095
29. Rosemary Puente, Public Health Nurse 2	100.00%	107,692	107,692	2.65%	2,858	11.65%	12,548	85.69%	92,286	67.61%	62,395	32.39%	29,891
30. Yvonne Ross, Public Health Nurse 2	100.00%	112,523	112,523	2.65%	2,986	11.65%	13,111	85.69%	96,426	67.61%	65,194	32.39%	31,232
31. Jenett Rubi, Public Health Nurse 2	100.00%	93,914	93,914	2.65%	2,493	11.65%	10,943	85.69%	80,479	67.61%	54,412	32.39%	26,067
32. Marikatharine Szyrka, Public Health Nurse 2	100.00%	83,014	83,014	2.65%	2,203	11.65%	9,673	85.69%	71,138	67.61%	48,096	32.39%	23,042
33. Thuy Vo, Public Health Nurse 2	100.00%	74,500	74,500	2.65%	1,977	11.65%	8,681	85.69%	63,842	67.61%	43,164	32.39%	20,678
34. Pornmany Vongvanith, Public Health Nurse 2	100.00%	81,719	81,719	2.65%	2,169	11.65%	9,522	85.69%	70,028	67.61%	47,346	32.39%	22,682
35. Kelly Webb, Public Health Nurse 2	100.00%	116,553	116,553	2.65%	3,093	11.65%	13,580	85.69%	99,879	67.61%	67,528	32.39%	32,351
36. Chika Yamazaki, Public Health Nurse 2	100.00%	82,318	82,318	2.65%	2,185	11.65%	9,591	85.69%	70,542	67.61%	47,693	32.39%	22,849
37. VACANT, Public Health Nurse 2	100.00%	96,075	96,075	2.65%	2,550	11.65%	11,194	85.69%	82,331	67.61%	55,664	32.39%	26,667
38. VACANT, Public Health Nurse 2	100.00%	94,775	94,775	2.65%	2,515	11.65%	11,043	85.69%	81,217	67.61%	54,911	32.39%	26,306
39. VACANT, Public Health Nurse 2	100.00%	94,775	94,775	2.65%	2,515	11.65%	11,043	85.69%	81,217	67.61%	54,911	32.39%	26,306
40. VACANT, Public Health Nurse 2	100.00%	94,775	94,775	2.65%	2,515	11.65%	11,043	85.69%	81,217	67.61%	54,911	32.39%	26,306
41. VACANT, Public Health Nurse 2	100.00%	94,775	94,775	2.65%	2,515	11.65%	11,043	85.69%	81,217	67.61%	54,911	32.39%	26,306
42. VACANT, Public Health Nurse 2	100.00%	94,775	94,775	2.65%	2,515	11.65%	11,043	85.69%	81,217	67.61%	54,911	32.39%	26,306
43. VACANT, Public Health Nurse 2	100.00%	96,075	96,075	2.65%	2,550	11.65%	11,194	85.69%	82,331	67.61%	55,664	32.39%	26,667
Subtotal		4,429,995	3,980,759		105,646		463,829		3,411,280		2,148,394		1,262,886
Other Health Care Professionals													
1. Yvonne Quatman, Sup Social Svc Practitioner	100.00%	84,163	84,163	2.65%	2,234	11.65%	9,806	85.69%	72,123	13.19%	9,513	86.81%	62,610
2. Citlaly Arana, Social Svc Practitioner	100.00%	70,322	70,322	2.65%	1,866	11.65%	8,194	85.69%	60,262	56.88%	34,277	43.12%	25,985

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLICIP - Total Cases of Open (Active) OTLICIP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICIP)		Medi-Cal (Non-OTLICIP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
3. Christian Galvez, Social Svc Practitioner	100.00%	70,449	70,449	2.65%	1,870	11.65%	8,209	85.69%	60,371	56.88%	34,339	43.12%	26,032
4. Irma Murillo, Social Svc Practitioner	100.00%	64,993	64,993	2.65%	1,725	11.65%	7,573	85.69%	55,695	56.88%	31,679	43.12%	24,016
5. Sandra Relliford, Social Svc Practitioner	100.00%	60,114	60,114	2.65%	1,595	11.65%	7,004	85.69%	51,514	56.88%	29,301	43.12%	22,213
6. Katrina Stagliano, Social Svc Practitioner	100.00%	64,868	64,868	2.65%	1,722	11.65%	7,558	85.69%	55,588	56.88%	31,618	43.12%	23,970
7. VACANT, Social Svc Practitioner	100.00%	72,329	72,329	2.65%	1,920	11.65%	8,428	85.69%	61,982	56.88%	35,255	43.12%	26,727
Subtotal		487,238	487,238		12,932		56,772		417,535		205,982		211,553
Ancillary Support													
1. Kerri Gonzalez, Supervising Office Specialist	100.00%	61,693	61,693	2.65%	1,637	11.65%	7,188	85.69%	52,867			100.00%	52,867
2. Natasha Jones, Supervising Office Specialist	100.00%	62,640	62,640	2.65%	1,662	11.65%	7,299	85.69%	53,679			100.00%	53,679
3. Monica Ontaneda, Supervising Office Specialist	100.00%	62,640	62,640	2.65%	1,662	11.65%	7,299	85.69%	53,679			100.00%	53,679
4. Karen Blahak, Office Specialist	100.00%	40,809	40,809	2.65%	1,083	11.65%	4,755	85.69%	34,971			100.00%	34,971
5. Misty Bradley, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
6. Valerie Cabral, Office Specialist	100.00%	44,715	44,715	2.65%	1,187	11.65%	5,210	85.69%	38,318			100.00%	38,318
7. Jack Dauer, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
8. Lourdes Garcia, Office Specialist	100.00%	42,997	42,997	2.65%	1,141	11.65%	5,010	85.69%	36,846			100.00%	36,846
9. Antoinette Hernandez, Office Specialist	100.00%	45,240	45,240	2.65%	1,201	11.65%	5,271	85.69%	38,768			100.00%	38,768
10. Maria Hernandez, Office Specialist	100.00%	40,090	40,090	2.65%	1,064	11.65%	4,671	85.69%	34,355			100.00%	34,355
11. Frances Hidalgo, Office Specialist	100.00%	44,672	44,672	2.65%	1,186	11.65%	5,205	85.69%	38,281			100.00%	38,281
12. Laura Juarez, Office Specialist	100.00%	50,697	50,697	2.65%	1,346	11.65%	5,907	85.69%	43,444			100.00%	43,444
13. Shanette Manuel, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
14. Claudia Melendez, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
15. Jael Osuna, Office Specialist	100.00%	42,013	42,013	2.65%	1,115	11.65%	4,895	85.69%	36,003			100.00%	36,003
16. Dana Owenssidbury, Office Specialist	100.00%	38,018	38,018	2.65%	1,009	11.65%	4,430	85.69%	32,579			100.00%	32,579
17. Henry Reyna, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
18. LoriAnn Robinson, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
19. Andrea Soto, Office Specialist	100.00%	41,777	41,777	2.65%	1,109	11.65%	4,868	85.69%	35,800			100.00%	35,800
20. Rhonda Strange, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
21. Kimberley Tonk, Office Specialist	100.00%	39,985	39,985	2.65%	1,061	11.65%	4,659	85.69%	34,265			100.00%	34,265
22. Tara Young, Office Specialist	100.00%	40,779	40,779	2.65%	1,082	11.65%	4,751	85.69%	34,945			100.00%	34,945
23. VACANT, Office Specialist	100.00%	43,624	43,624	2.65%	1,158	11.65%	5,083	85.69%	37,383			100.00%	37,383
24. VACANT, Office Specialist	100.00%	43,624	43,624	2.65%	1,158	11.65%	5,083	85.69%	37,383			100.00%	37,383

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLICP - Total Cases of Open (Active) OTLICP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICP)		Medi-Cal (Non-OTLICP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
25. VACANT, Office Specialist	100.00%	43,624	43,624	2.65%	1,158	11.65%	5,083	85.69%	37,383			100.00%	37,383
26. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
27. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
28. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
29. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
30. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
31. VACANT, Office Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
Subtotal		1,434,472	1,434,473		38,070		167,136		1,229,258				1,229,258
Clerical and Claims Support													
1. FeLicia Clark, Supervising Office Assistant	100.00%	54,101	54,101	2.65%	1,436	11.65%	6,304	85.69%	46,361			100.00%	46,361
2. Yvonne Hernandez, Supervising Office Assistant	100.00%	45,978	45,978	2.65%	1,220	11.65%	5,357	85.69%	39,400			100.00%	39,400
3. Mayra Gómez, Accountant	100.00%	63,162	63,162	2.65%	1,676	11.65%	7,359	85.69%	54,126			100.00%	54,126
4. VACANT, Fiscal Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
5. VACANT, Fiscal Specialist	100.00%	42,324	42,324	2.65%	1,123	11.65%	4,931	85.69%	36,269			100.00%	36,269
6. Jessica Adame, Fiscal Assistant	100.00%	34,478	34,478	2.65%	915	11.65%	4,017	85.69%	29,546			100.00%	29,546
7. Jeanette Foss, Office Specialist	100.00%	51,428	51,428	2.65%	1,365	11.65%	5,992	85.69%	44,071			100.00%	44,071
8. Santa Isabel Hermosillo, Office Specialist	100.00%	48,830	48,830	2.65%	1,296	11.65%	5,690	85.69%	41,844			100.00%	41,844
9. Kemny Lopez, Office Specialist	100.00%	42,788	42,788	2.65%	1,136	11.65%	4,986	85.69%	36,667			100.00%	36,667
10. Heidi Bayer, Office Assistant 3	100.00%	40,244	40,244	2.65%	1,068	11.65%	4,689	85.69%	34,487			100.00%	34,487
11. Veronica Zavala-Lopez, Office Assistant 3	100.00%	37,801	37,801	2.65%	1,003	11.65%	4,404	85.69%	32,393			100.00%	32,393
12. Rachel Munoz-Esquivel, Office Assistant 3	100.00%	37,910	37,910	2.65%	1,006	11.65%	4,417	85.69%	32,487			100.00%	32,487
13. VACANT, Office Assistant 3	100.00%	38,816	38,816	2.65%	1,030	11.65%	4,523	85.69%	33,263			100.00%	33,263
14. Silvia Alvarez, Office Assistant 2	100.00%	35,099	35,099	2.65%	932	11.65%	4,090	85.69%	30,078			100.00%	30,078
15. Nicole Apodaca, Office Assistant 2	100.00%	43,410	43,410	2.65%	1,152	11.65%	5,058	85.69%	37,200			100.00%	37,200
16. Ana Corpus, Office Assistant 2	100.00%	35,099	35,099	2.65%	932	11.65%	4,090	85.69%	30,078			100.00%	30,078
17. Jeanette De Leon, Office Assistant 2	100.00%	35,259	35,259	2.65%	936	11.65%	4,108	85.69%	30,215			100.00%	30,215
18. Chares Gamage, Office Assistant 2	100.00%	33,512	33,512	2.65%	889	11.65%	3,905	85.69%	28,718			100.00%	28,718
19. Esther Gonzalez, Office Assistant 2	100.00%	33,074	33,074	2.65%	878	11.65%	3,854	85.69%	28,343			100.00%	28,343
20. Julia Macias, Office Assistant 2	100.00%	43,410	43,410	2.65%	1,152	11.65%	5,058	85.69%	37,200			100.00%	37,200
21. Auslyn Mendoza, Office Assistant 2	100.00%	33,512	33,512	2.65%	889	11.65%	3,905	85.69%	28,718			100.00%	28,718
22. La Porsha Newborn, Office Assistant 2	100.00%	35,099	35,099	2.65%	932	11.65%	4,090	85.69%	30,078			100.00%	30,078

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLICIP - Total Cases of Open (Active) OTLICIP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICIP)		Medi-Cal (Non-OTLICIP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
23. Rocio Quintero, Office Assistant 2	100.00%	37,640	37,640	2.65%	999	11.65%	4,386	85.69%	32,255			100.00%	32,255
24. Sandra Sanchez, Office Assistant 2	100.00%	36,937	36,937	2.65%	980	11.65%	4,304	85.69%	31,653			100.00%	31,653
25. Bernadette Thomas, Office Assistant 2	100.00%	35,099	35,099	2.65%	932	11.65%	4,090	85.69%	30,078			100.00%	30,078
26. Jessica Uribe, Office Assistant 2	100.00%	38,355	38,355	2.65%	1,018	11.65%	4,469	85.69%	32,868			100.00%	32,868
27. VACANT, Office Assistant 2	100.00%	36,561	36,561	2.65%	970	11.65%	4,260	85.69%	31,331			100.00%	31,331
28. VACANT, Office Assistant 2	100.00%	36,561	36,561	2.65%	970	11.65%	4,260	85.69%	31,331			100.00%	31,331
29. VACANT, Office Assistant 2	100.00%	36,561	36,561	2.65%	970	11.65%	4,260	85.69%	31,331			100.00%	31,331
30. VACANT, Office Assistant 2	100.00%	36,561	36,561	2.65%	970	11.65%	4,260	85.69%	31,331			100.00%	31,331
31. VACANT, Office Assistant 2	100.00%	37,861	37,861	2.65%	1,005	11.65%	4,411	85.69%	32,445			100.00%	32,445
32. VACANT, PSE	50.00%	33,408	16,704	2.65%	443	11.65%	1,946	85.69%	14,314			100.00%	14,314
Subtotal		1,273,203	1,256,498		33,346		146,404		1,076,748				1,076,748
Total Salaries and Wages			8,049,211	2.65%	213,629	11.65%	937,874	85.69%	6,897,707	34.13%	2,354,376	65.87%	4,543,331
Salary Savings			(2,240,155)	2.65%	(59,455)	11.65%	(261,017)	85.69%	(1,919,683)	32.13%	(616,794)	67.87%	(1,302,889)
Total Salaries and Wages			5,809,056	2.65%	154,175	11.65%	676,857	85.69%	4,978,024	32.13%	1,737,582	67.87%	3,240,442
Staff Benefits (Specify %)	53.23%		3,092,161	2.65%	82,067	11.65%	360,291	85.69%	2,649,803		924,915		1,724,888
I. Total Personnel Expense			8,901,217	2.65%	236,242	11.65%	1,037,148	85.69%	7,627,827		2,662,497		4,965,330
II. Operating Expense													
1. Training			13,300	2.65%	353	11.65%	1,550	85.69%	11,397			100.00%	11,397
2. Travel			32,582	2.65%	865	11.65%	3,796	85.69%	27,921			100.00%	27,921
3. Communications			380,339	2.65%	10,094	11.65%	44,316	85.69%	325,929			100.00%	325,929
4. Office Supplies			44,203	2.65%	1,173	11.65%	5,150	85.69%	37,879			100.00%	37,879
5. Office Furniture and Equipment			55,958	2.65%	1,485	11.65%	6,520	85.69%	47,953			100.00%	47,953
6. Computers and Printers			212,443	2.65%	5,638	11.65%	24,753	85.69%	182,051			100.00%	182,051
7. Postage			78,314	2.65%	2,078	11.65%	9,125	85.69%	67,111			100.00%	67,111
8. Professional Services			968,573	2.65%	25,706	11.65%	112,856	85.69%	830,011			100.00%	830,011
9. Equipment Maintenance			44,883	2.65%	1,191	11.65%	5,230	85.69%	38,462			100.00%	38,462
10. Space Rental			434,380	2.65%	11,529	11.65%	50,613	85.69%	372,239			100.00%	372,239
11. Utilities			79,450	2.65%	2,109	11.65%	9,257	85.69%	68,084			100.00%	68,084
II. Total Operating Expense			2,344,425		62,221		273,166		2,009,037		0		2,009,037
III. Capital Expense													
1.				2.65%	0	11.65%	0	85.69%	0				0

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLICIP - Total Cases of Open (Active) OTLICIP Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLICIP) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

CCS Administrative Baseline Budget Worksheet



Fiscal Year: 2022-23

County: San Bernardino

Column				Straight CCS		Optional Targeted Low Income Children's Program (OTLICIP)		Medi-Cal (Non-OTLICIP)					
	1	2	3	4A	4	5A	5	6A	6	7A	7	8A	8
Category/Line Item	% FTE	Annual Salary	Total Budget (1 x 2 or 4 + 5 + 6)	Caseload %	Straight CCS County/State (50/50)	Caseload %	Optional Targeted Low Income Children's Program (OTLICIP) Co/State/Fed (17.5/17.5/65)	Caseload %	Medi-Cal State/Federal	Enhanced % FTE	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced % FTE	Non-Enhanced Medi-Cal State/Federal (50/50)
III. Total Capital Expense			0		0		0		0				0
IV. Indirect Expense													
1. Indirect Cost Rate - Internal	11.877%		1,057,197	2.65%	28,058	11.65%	123,182	85.69%	905,957			100.00%	905,957
2. Indirect Cost Rate - External	FLAT		211,505	2.65%	5,613	11.65%	24,644	85.69%	181,248			100.00%	181,248
IV. Total Indirect Expense			1,268,702		33,671		147,826		1,087,205				1,087,205
V. Other Expense													
1. Maintenance & Transportation			30,000	2.65%	796	11.65%	3,496	85.69%	25,708			100.00%	25,708
V. Total Other Expense			30,000		796		3,496		25,708				25,708
Budget Grand Total			12,544,344		332,930		1,461,636		10,749,777		2,662,497		8,087,280

	Mayra Gómez, Accountant		(909) 458-1631
Prepared By (Signature)	Prepared By (Printed Name)	Date Prepared	Phone Number
	Jennifer St.Antoine, Program Coordinator		(909) 458-1632
CCS Administrator (Signature)	CCS Administrator (Printed Name)	Date Signed	Phone Number



CCS Administrative Baseline Budget Summary

Fiscal Year: 2022-23

County: San Bernardino

CCS CASELOAD	Actual Caseload	Percent of Total CCS Caseload
STRAIGHT CCS - Total Cases of Open (Active) Straight CCS Children	383	2.65%
OTLIPC - Total Cases of Open (Active) OTLIPC Children	1679	11.65%
MEDI-CAL - Total Cases of Open (Active) Medi-Cal (non-OTLIPC) Children	12350	85.69%
TOTAL CCS CASELOAD	14412	100%

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Category/Line Item	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
I. Total Personnel Expense	8,901,217	236,242	1,037,148	7,627,827	2,662,497	4,965,330
II. Total Operating Expense	2,344,425	62,221	273,166	2,009,037	0	2,009,037
III. Total Capital Expense	0	0	0	0		0
IV. Total Indirect Expense	1,268,702	33,671	147,826	1,087,205		1,087,205
V. Total Other Expense	30,000	796	3,496	25,708		25,708
Budget Grand Total	12,544,344	332,930	1,461,636	10,749,777	2,662,497	8,087,280

	Col 1 = Col 2+3+4	Straight CCS	OTLIPC	Medi-Cal (non-OTLIPC) (Column 4 = Columns 5 + 6)		
Column	1	2	3	4	5	6
Source of Funds	Total Budget	Straight CCS County/State (50/50)	Optional Targeted Low Income Children's Program (OTLIPC) County/State/Fed (17.5/17.5/65)	Medi-Cal State/Federal	Enhanced Medi-Cal State/Federal (25/75)	Non-Enhanced Medi-Cal State/Federal (50/50)
Straight CCS						
State	166,465	166,465				
County	166,465	166,465				
OTLIPC						
State	255,786		255,786			
County	255,786		255,786			
Federal (Title XXI)	950,064		950,064			
Medi-Cal						
State	4,709,264			4,709,264	665,624	4,043,640
Federal (Title XIX)	6,040,513			6,040,513	1,996,873	4,043,640
	12,544,343	332,930	1,461,636	10,749,777	2,662,497	8,087,280

Mayra Gómez, Accountant

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Prepared By (Signature)

Prepared By (Printed Name)

Email Address

Jennifer St.Antoine, Program Coordinator

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CCS Administrator (Signature)

CCS Administrator (Printed Name)

Email Address

FY 2022-23

Instructions & Tips for CCS Administrative Baseline Budget Worksheet & Summary Forms

Formulas and Worksheet Protection:

Selected cells within the CCS Administrative Budget Worksheet and CCS Administrative Budget Summary worksheets are protected to preserve the formulas embedded within the document. If additional rows need to be added/deleted, or formulas need to be adjusted per the instructions below, you can unprotect the worksheet and make any necessary changes. **A password is not required.**

CCS Caseload:

Enter Actual CCS Caseload into the CCS Caseload box on the CCS Administrative Budget Worksheet. The caseload figures will auto-populate to the CCS Administrative Summary form. For the CCS Baseline Budget (Allocation) process, counties must utilize active caseloads as reflected on the SCD-provided caseload tables; pending cases should not be included.

Staff Benefits - Total:

The CCS Administrative Budget Worksheet is set to auto-calculate when a Staff Benefits percentage is entered in the designated cell in Column B. If actual benefit costs are utilized, enter in Column E (Column 3) and correct the cell in Column B to reflect staff benefits %.

Staff Benefits - Enhanced:

The CCS Administrative Budget Worksheet is set to auto-calculate Enhanced Staff Benefits (Column 7) based upon Enhanced % FTE as listed in Column 7A of the Total Salaries and Wages. If actual costs are utilized, enter in Column 7 within the Staff Benefits row.

Operating Expense: Travel - Enhanced:

The CCS Administrative Budget Worksheet is set to auto-calculate Enhanced Travel costs (Column 7) based upon Enhanced % FTE as listed in Column 7A of the Total Salaries and Wages. If actual costs are utilized, enter in Column 7 within the Travel row.

Operating Expense: Training - Enhanced:

The CCS Administrative Budget Worksheet is set to auto-calculate Enhanced Training costs (Column 7) based upon Enhanced % FTE as listed in Column 7A of the Total Salaries and Wages. If actual costs are utilized, enter in Column 7 within the Training row.

Indirect Expense - Internal:

The CCS Administrative Budget Worksheet is set to auto-calculate when an Internal Indirect Expense percentage is entered in the designated cell in Column B. If actual Internal Indirect Expenses are utilized, enter in Column E (Column 3) and correct the cell in Column B to reflect the appropriate %.

Indirect Expense - External:

The CCS Administrative Budget Worksheet is set to auto-calculate when an External Indirect Expense percentage is entered in the designated cell in Column B. If actual External Indirect Expenses are utilized, enter in Column E (Column 3) and correct the cell in Column B to reflect the appropriate %.

FY 22-23 Total Caseload

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Average	Percentage
Straight CCS	383	409	395	343	383	2.65%
TLICP/SB 75 Emergency XXI/State/County	1683	1708	1689	1637	1679	11.65%
TLCIP/SB75 Non-Emergency State/County	0	0	0	0	0	0.00%
Medi-Cal XIX	12212	12398	12457	12334	12350	85.69%
	14278	14515	14541	14314	14412	

**Department of Health Care Services – Systems of Care Division
San Bernardino County
California Children’s Services Administrative Budget
Fiscal Year 2022-23**

I. PERSONNEL EXPENSES

Total Salaries and Wages **\$ 5,809,056**

The FY 2022-23 CCS Administrative Budget contains a total of 117.7 full-time equivalents (FTE). The total Salaries and Wages reported are less than previous fiscal year and this is due the many vacancies CCS currently has that will increase the salary savings compare to previous fiscal years.

Total Benefits **\$ 3,092,161**

Benefits are calculated at 53.23% of Total Salaries and Wages.

TOTAL PERSONNEL EXPENSES **\$8,901,217**

II. OPERATING EXPENSES

Training **\$ 13,300**

This includes costs associated with staff training for job enhancement and CEUs required to maintain licensure.

Travel **\$ 32,582**

This includes three general categories: private mileage, motor pool expenses, conferences/training and other travel.

Communications **\$ 380,339**

This category includes costs associated with communications for the program, including access to telephones, voice mail accounts, mobile telephones, Internet access, and e-mail accounts.

Office Supplies **\$ 44,203**

The costs associated with this budget item are general office supplies, printed supplies, paper, toner, photocopier and facsimile supplies, pens, writing pads, binders, and minor office equipment.

Office Furniture and Equipment **\$ 55,958**

This budget item funds any furniture needs for the CCS program. This year’s budget is in place to make workstation purchases and upgrades to compensate for staff needs.

Computers and Printers **\$ 212,443**

This budget item funds computer/printer equipment. This year we expect to only purchase computer equipment as part of this year’s schedule refresh.

Postage **\$ 78,314**

This amount funds the program’s postage allocation expenses for mailings to providers and general postage fees. It further includes a prorated share of the cost for interoffice mail services between county offices. This is expected to increase, as the program caseload increases and postage costs increase, we expect an increase in postage in future years.

Professional Services **\$ 968,573**

This budget item funds costs for professional services. It includes costs related to purchase of insurance, costs associated with performing background checks on new hires, vendors providing specialized services such as contractors and consultants (Case management experts, economists, etc.) expected to continue in the improvement of our enhanced case management process to comply with CalAim, advertising, alarm and security services, interpreting services, paper processing specialists, and professional services provided by county departments.

Equipment Maintenance **\$ 44,883**

This is the cost for maintenance costs associated with equipment required to do business.

Space Rental **\$ 434,380**

This is the cost for lease of the facility that houses program staff.

Utilities **\$ 79,450**

The monthly utility costs are allocated among the programs that co-located in the rented facility.

TOTAL OPERATING EXPENSES **\$ 2,344,425**

III. CAPITAL EXPENSES

\$ 0

TOTAL CAPITAL EXPENSES **\$ 0**

IV. INDIRECT EXPENSES

Internal Indirect @ 11.877% **\$ 1,057,197**

The amount of budgeted Indirect Expenses included in the budget is calculated at 11.877% of Total Personnel Expenses, previous year was 13.028%. The decrease is tied to the new rate.

External Indirect (flat) **\$ 211,505**

The External Indirect Expenses includes administrative support from other county departments that provide general support, for example, Auditor-Controller/Treasurer/Tax Collector, Information Services, County Counsel, and Purchasing. The county increased those costs from last year.

TOTAL INDIRECT EXPENSES **\$ 1,268,702**

V. OTHER EXPENSES

Maintenance and Transportation **\$ 30,000**

This budget item funds the costs associated with provided maintenance and transportation services to CCS clients who require assistance with mileage, transport costs, housing, etc.

TOTAL OTHER EXPENSES **\$ 30,000**

BUDGET GRAND TOTAL **\$12,544,344**