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MARIPOSA COUNTY RESOLUTION NO. 82-37

BE IT HEREBY RESOLVED by the Board of Supervisors of Mariposa County, a political subdivision of the State of California, that the Board of Supervisors hereby approves the following document, and LOIS LEWIS, Director of Social Welfare is authorized to sign same:

Interagency Agreement between the Department of Social Welfare and the Child Health and Disability Prevention Prog.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 23rd day of February 1982, by the following vote:

AYES: Taber, Barrick, Erickson, Moffitt
NOES: None
ABSENT: Dalton
ABSTAINED: None

W. H. Moffitt
WILLIAM H. MOFFITT, Chairman
Mariposa County Board of Supervisors

ATTEST:

Ellen Bronson
ELLEN BRONSON, County Clerk
Ex Officio Clerk of the Board

The foregoing instrument is a correct copy of the original on file in this office.

ATTEST 2-25, 1982
Patricia Alberte
Clerk of the Board of Supervisors, County of Mariposa, State of California.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Richard K. Denhalter
RICHARD K. DENHALTER,
County Counsel

MARIPOSA COUNTY

CHILD HEALTH AND DISABILITY PREVENTION PROGRAM
FISCAL YEAR 1981-82

Interagency Agreement

I. Statement of Agreement

This agreement is entered into between the Mariposa County Public Health Department and the Mariposa County Welfare Department to assure compliance with Federal and State regulations in the expenditure of CHDP funds for the purpose of (1) proper implementation of the Child Health and Disability Prevention (CHDP) Program and (2) assurance that CHDP services are available to all Medi-Cal eligibles in the County below the age of 21 years.

II. Statement of Need

Statewide goals are (1) to inform all Medi-Cal eligibles under age 21 and/or their parents about CHDP and (2) increase the number participating in the program. Specific needs in Mariposa County are:

- A. To increase target population screened from 1980-81 to 1981-82 minimum.
- B. To plan and begin scheduled outreach CHDP clinics in rural areas of Mariposa County as needed. This would address the current problem of inadequate geographic distribution of providers.
- C. To compile more complete records of numbers of Medi-Cal persons referred, informed, screened or not screened, such as the PM40 record.
- D. To better co-ordinate CHDP activities with other health programs, such as WIC, Family Planning, CCS, Public Health Nursing, and School Nursing for more complete services, referral, and follow-up to patients.

III. Description of CHDP

- A. The Mariposa County CHDP Program is administratively located and physically stationed in the Mariposa County Public Health Department.
- B. CHDP Program personnel consists of a part-time Program Co-ordinator.

The duties of the Program Co-ordinator are as follows:

1. Responsible for case management of Medi-Cal and non-Medi-Cal CHDP eligible children in compliance with CHDP regulations.
 - a. Medi-Cal case management includes initial intensive informing through any needed follow-up for diagnosis and treatment, and notification for periodic exams.

3. If contact was by phone, send follow-up letter, Medi-Cal brochure, doctor and dentist lists.
4. File PM 357 appropriately. If no response in 2-3 weeks contact second time, document on PM 357 and file appropriately. If no response in 2-3 weeks, document and file PM357 appropriately.

b. Periodic Informing

1. Contact by phone or letter the responsible adults from Tickler cards within 2 weeks of the month their eligible child is due for a periodic health screening.
2. Inform adult of CHDP dental and medical services, when the child is eligible, offer transportation and scheduling assistance. Document this contact, offer, and the adult's response on tickler card.
3. If contact was by phone, send tickler letter, Medi-Cal brochure, doctor and dentists lists.
4. File tickler card appropriately.
5. Contact second time if no PM 160 received after 2-3 weeks. Document on tickler card. If no response, re-tickle.

- c. Respond to parents inquiring about CHDP services in response to our letters or independently.

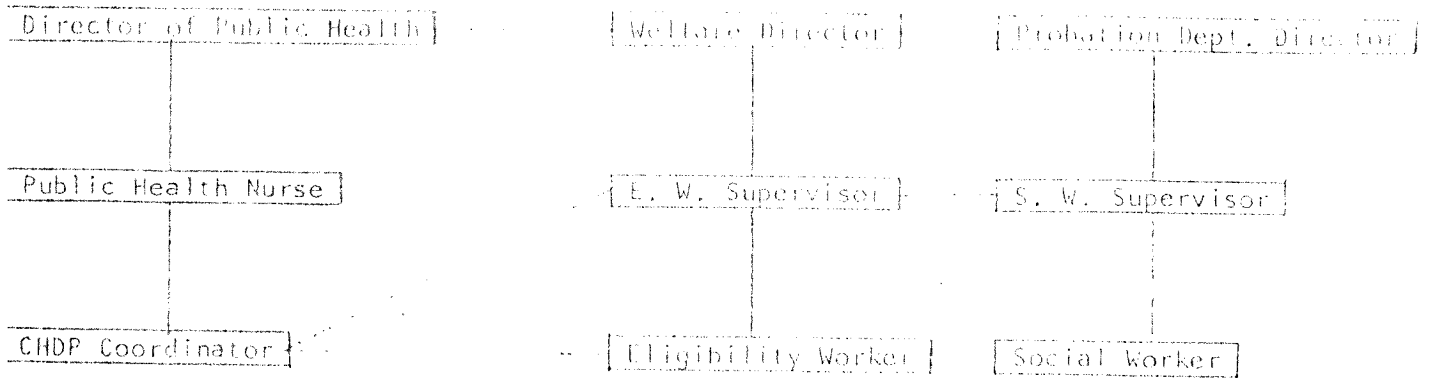
7. Clerical CHDP Duties

- a. Complete Necessary master cards and tickler cards for Medi-Cal health screenings.
- b. Log Medi-Cal health screenings on monthly list.
- c. Maintain various CHDP files.
- d. Complete CHDP forms and correspondence.
- e. Gather CHDP data as directed.

C. Avery Sturm, M.D., the Mariposa County Health Officer and PHN provide overall medical, administrative, and day-to-day supervision of the CHDP Program.

D. Attached is an organization chart showing the relationship of the CHDP Program to Health Services and Social Services Departments.

RELATIONSHIP OF CHDP UNIT TO
HEALTH SERVICES AND SOCIAL SERVICES DEPARTMENTS



IV. Social Service Department Responsibilities/Activities

- A. Initial Informing. In the face-to-face eligibility intake interview, the appropriate responsible adult of 100 percent of the Medi-Cal eligible population under 21 years of age will be informed in writing and verbally. The "responsible adult" or payee in Aid to Families with Dependent Children in Board Homes and Institutions (AFDC-BHI) cases is informed by Mariposa County Probation Department.
- B. Brochure Distribution. An approved CHDP brochure will be provided to and discussed with all AFDC and Medi-Cal -only families during the eligibility intake interview and annually thereafter at the time of the redetermination interview.
- C. Documentation. Provision of CHDP information; distribution of the CHDP brochure; and requests for or declinations of more CHDP information, transportation and scheduling assistance, and CHDP services and any referrals made will be documented on the eligibility determination forms for monitoring purposes.
- D. Referral Process. All applicants and/or recipients will be appropriately referred for more information about CHDP, transportation and scheduling assistance, and/or CHDP services in accordance with the request of the applicant/recipient to ensure that all those desiring CHDP services will have received these services and initiated any necessary diagnostic and/or treatment services within 120 days of request or for new applicants and restorations, within 120 days of determination of eligibility. A referral form will be sent to the CHDP Program in the Mariposa County Public Health Department on all applicants/recipients requesting CHDP services.
- E. Annual Informing. Annual informing will be provided and documented in the same manner as initial informing for all AFDC recipients under 21 and for Medi-Cal-only families.
- F. Social Services Funded Through Title XX. Referrals for Title XX social services will be made and services given in order to help recipients obtain CHDP services. Social services provided will be documented in the service case record.
- G. Mariposa County Probation Department notifies the Mariposa County Welfare Department of AFDC-BHI cases. The Mariposa County Welfare Department informs the CHDP Program by documenting AFDC-BHI cases on the PM 357 referral form.

V. Mariposa County Public Health Department CHDP Responsibilities/Activities

- A. Acceptance of Referrals
 1. Self-referrals. The unit will intensively inform those requesting more information and offer and provide as requested transportation and scheduling assistance to those requesting CHDP services, which include medical and dental services as desired.
 2. Referrals from Initial and Annual CHDP Informing. The unit will accept and take appropriate action on all referrals making a yes response to CHDP informing.

- B. Health Assessment and Dental Services. Persons offered and requesting transportation and scheduling assistance and desiring initial health assessment and/or dental services or due for a periodic examination in accordance with the State's medical and dental periodicity schedules will be referred, with assistance requested, to a provider of their choice so that these services will be completed and all necessary diagnosis and treatment will be initiated within 120 days of request or eligibility determination.

Persons requesting health assessment components not given by their provider will be referred for the components requested in order that all indicated CHDP services are received within 120 days of request.

- C. Follow-Up. For those who requested transportation and scheduling assistance, a follow-up effort will be made to ensure that appointments were kept; to re-offer help in scheduling and transportation to those whose failure to keep appointments was not due to action by or decision of the family/recipient; and to offer and provide this same assistance as requested to those for whom further diagnosis and treatment is indicated. A good faith effort will be made to locate those lost to contact.
- D. Support Services. Transportation and scheduling assistance and other support services will be offered and provided by the Department of Social Services when no other means are available. Referrals to public health nurses, social workers, or other appropriate persons will be made when further counseling is indicated in order that CHDP services be obtained.
- E. Documentation. Other referral, follow-up, transportation, and scheduling assistance, and support services offered and declined or requested and provided will be documented as well as disposition of case; i.e., CHDP services completed, eligibility lost, family not located (and attempts to locate), or family declined further services.

VI. CHDP Program Responsibilities/Activities

- A. Health Screening Services. The CHDP Program will endeavor to recruit dental providers to meet county needs and federal regulations in regard to allowable time frames. Health assessment services will include referral for further diagnosis and treatment as indicated.
- B. Referral. Assistance in locating and obtaining appropriate diagnostic and treatment services will be provided in co-ordination with the CHDP Program.
- C. Informational Material. CHDP brochures with clear and non-technical information for distribution to welfare clientele and CHDP posters for welfare department offices will be provided.
- D. Public Health Nursing Services. Referrals for public health nursing services for referral, and follow-up to health screening, diagnosis, and treatment with families regarding the CHDP program will be accepted, and such services will be provided.
- E. Documentation. Services offered and declined or requested and provided CHDP clientele will be documented. PM 357 and tickler card attached.
- F. Title V Services. Ensure that recipients eligible for Title V Services are informed of available services and referred, if they desire, to Title V grantees that offer services appropriate to the recipients' needs.

VII. Training

Adequate training will be provided to all health and welfare personnel involved in the CHDP Program.

- A. Within ninety (90) days of employment, all new social service and eligibility workers will have completed adequate training regarding the CHDP program. Appropriate health department staff will receive orientation training regarding CHDP.
- B. Ongoing Training. On-going training needs will be identified by both the Health Department and the Welfare Department. All health, social service, and eligibility staff will participate in at least one training session annually. These sessions will include new CHDP information and regulations, feedback on the progress of our County's program, examples of benefits to individual clients, and feedback and problem solving of commonly occurring problems.

III. Management Information and Monitoring

- A. Information shared between the Mariposa County Public Health Department and the Welfare Department.

The Health Department will compile and share with the Welfare Department the CHDP Plan; lists of medical and dental CHDP providers; statistics such as number of Medi-Cal eligibles screened in the county; program progress reports; schedules of clinics.

The Welfare Department will compile and share with the Health Department PM 357's (Welfare Referrals); information concerning periodic eligibility of clients; statistics such as number of clients referred to CHDP.

- B. County CHDP staff will be responsible for reviewing the case management of Medi-Cal eligibles to ensure compliance with federal specifications and time frames. Annually, State CHDP auditors review processing of PM 357's and CHDP records. A case management flow chart is attached.
- C. The Mariposa County Public Health Department is responsible for compiling and maintaining monthly lists of applicants/recipients requesting CHDP services and dates of requests.

IX. Compliance Certification

In signing this agreement, we hereby certify that the CHDP Program in our community will meet the compliance requirements and standards pertaining to our respective departments contained in the following:

- A. Enabling legislation of the CHDP Program.

Reference: Health and Safety Code, Part 1, Chapter 2, Article 3.4, Sections 320 through 324.5. (March, 1979)

- B. CHDP Program regulations that implement, interpret, or make specific the enabling legislation.

Reference: California Administrative Code, Title 17, Part 1, Chapter 4, Subchapter 13, Sections 6800 through 6874. (December 1979)

C. Medi-Cal regulations pertaining to the availability and reimbursement of CHDP services through the CHDP Program.

Reference: California Administrative Code, Title 22, Division 3, Subdivision 4, Chapter 3, Article 4, Sections 51304 (c) and 51340, and Article 7, Section 51532.

D. Regulations defining county social service department responsibilities for meeting CHDP program requirements.

1. Social service regulations.

Reference: (a) Program Standards for Public Social Services Manual, Sections: 30-365.3, 30-209.3, 14-510, 14-510 (Training)

(b) Operations Policies and Procedures and Eligibility and Assistance Standards Manuals, Sections: 40-107161, 40-131.3, 40-181.2, 14-510, 15-530 (Training 21-101, 21-107.212, 21-107.3, 21-115.3, 10721 Rights Procedures)

2. Medi-Cal Regulations.

Reference: California Administrative Code, Title 22, Division 3, Subdivision 1, Chapter 2, Article 1, Section 50031; Article 4, Sections 50157 (a), (d), (e), (f), and 50134 (b).

THIS INTERAGENCY AGREEMENT IS IN EFFECT FROM JULY 1, 1981, THROUGH JUNE 30, 1982, UNLESS REVISED BY MUTUAL AGREEMENT.

Child Health and Disability Prevention
Program

County Social Service Department
Director or Designee

Date

Date

ATTORNEY AT LAW
AND LEGAL COUNSEL
Richard R. Newhall
County Counsel