

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



July 31, 1987

ALL COUNTY LETTER NO. 87-106

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY PROGRAM COORDINATORS
ALL COUNTY PROGRAM FISCAL OFFICERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1987/88
COUNTY PLAN

REFERENCE: WELFARE AND INSTITUTIONS CODE, SECTIONS 12300, ET. SEQ.

Purpose

The purpose of this letter is to initiate development of the FY 1987/88 IHSS County Plan. Welfare and Institutions Code (W&IC) Section 12301 requires each county to submit a plan to the State Department of Social Services (SDSS) which demonstrates how it will operate its In-Home Supportive Services (IHSS) Program within its allocation. It is essential that each county plan be fully justified with well developed rationales supporting projected expenditures on the basis of planned IHSS program operations.

Budgetary Considerations

- A. There is no appropriation for a Provider Cost-Of-Living Adjustment (COLA) this year. Therefore, identification of COLA costs is needed only in FY 86/87 (See Exhibit H). Further, no increase in the average cost per hour in the Welfare Staff delivery mode was provided for in the Budget Act of 1987; therefore, no increase may be projected in the county plan since IHSS funds are not available for such increases.
- B. The caseload projection for FY 1987/88 has been provided in the Allocation All-County Letter. The projection has been displayed on a quarterly basis consistent with the County Plan format. Counties may either use the numbers provided, or derive their own. Counties which choose to use their own caseload projection must fully document the method used in footnotes attached to the plan, and explain why the county method is preferable to a straight line projection of caseload. In either event, the caseload projection is subject to approval by SDSS.
- C. In order for the County Plan to accurately predict costs, it is necessary for managers in each county to first identify the potential impact of policy, procedural and organizational changes initiated at both the state and county levels which impact program costs, before completing the attached exhibits.

Particular attention should be paid to changes in service

delivery modes. Some counties have already implemented or planned significant changes, but many are experiencing a more gradual shift in caseload from one mode to another. Whether such factors are due to management decisions or other circumstances, it is critical that such changes be anticipated and reflected in the county plan.

- D. Exhibits F and G for FY 1988/89 projections and year to year comparisons are included in the plan, but their use is discretionary. The intent is to use the information as a vehicle to provide the State with an early warning of significant program changes. If significant changes are anticipated (e.g., reducing the number of welfare staff or changing the level of contracted services), then Exhibits F and G should be completed in order to analyze the financial impact of the changes.
- E. Due to the rapidly increasing cost of the Welfare Staff method of service delivery, FY 1987/88 caseload projections for this method are to be held at or below the FY 1986/87 level. Therefore, any and all caseload increases in mixed mode (Welfare Staff and Individual Provider) counties must be accounted for in the Individual Provider mode.

Format and Instructions

This year's County Plan consists of Exhibits A through K (attached). Instructions for completing Exhibits A through G are also attached. Note that lines are designated numerically and columns are designated alphabetically. Also, note that the columns run consecutively through the exhibits in order to eliminate confusion, i.e., Exhibit A includes columns A through D, and Exhibit B includes columns E through H, etc. Exhibits H, I, J and K are self explanatory.

Exhibits E through G have again been programmed on an IBM compatible Personal Computer (PC) using the Lotus 1-2-3 spreadsheet program. Counties wishing to use a PC to develop and print their updated plan may request a copy of the spreadsheet on floppy disk by calling John Zimmerman (Napa) at (707) 253-4161, or via telecommunication by dialing the CWDA PC Users Group Bulletin Board at (707) 253-4297. Counties using the computer spreadsheet are urged to return a copy of the completed exhibits either on floppy disk or via telecommunication, with their official signature copy of the updated plan. Those wishing to use telecommunication should call Terrell Jordan at (916) 323-9034 to make arrangements.

Exhibits A, B and C are provided to enable county staff to enter past year monthly statistics from appropriate source documents, and then derive quarterly totals for use in Exhibit D (FY 1986/87 IHSS Quarterly Actuals). The purpose of Exhibit D is to convert the past year actual statistics into averages for analysis. Exhibit E enables county staff to develop current year estimates by analyzing averages and trends from Exhibit D. Spaces for reference numbers have been provided to the left of each column in order to identify explanatory

footnotes that may be attached to the plan. The predicted averages are then used to derive the estimated current year statistics. Exhibit F is a continuation of the same process used to complete Exhibit E, except that it pertains to the budget year. Exhibit G is a summary of the county plan for past, current, and budget years, and the year-to-year changes. See the instructions for more details.

The purpose of Exhibit H is to develop FY 1986/87 actual COLA costs that will enable SDSS to properly account for expenditures.

Exhibit I is a carryover from prior years in order to provide each IHSS analyst with a list of county staff to contact in the event questions should arise during the County Plan review process.

The purpose of Exhibit J is to collect information on county outreach efforts, in order to complete the annual report to the Legislature required by W&IC Section 12301 (AB 1470, etc.). The Case Management Information and Payrolling System (CMIPS) will generate the remainder of the data for this report.

The purpose of Exhibit K is to collect information on county operations in the Welfare Staff mode and CSBG (IHSS Administration) costs. This information will assist state staff in the analysis of county plans.

Due Date and IHSS Analyst Assignments

The County Plan must be completed and returned to this office by August 31, 1987. It is important that all counties meet this statutory due date in order for the Department to approve County Plans and assess the statewide financial picture timely, taking into consideration input from all counties.

Please address completed County Plans (including optional floppy disks) to:

State Department of Social Services
Adult Services Bureau
744 P Street, M.S. 6-536
Sacramento, CA 95814

If your county needs assistance in the completion of this Plan, please contact your IHSS Analyst (see attached list).



LOREN D. SUTER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

**EXHIBIT A — FY 86-87 IHSS PROGRAM EXPENDITURES —
INDIVIDUAL PROVIDERS**

COUNTY

MONTHS	A OPEN CASES	B PAID CASES	C HOURS PAID	D EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

EXHIBIT B — FY 86-87 IHSS PROGRAM EXPENDITURES — CONTRACT

MONTHS	E OPEN CASES	F PAID CASES	G HOURS PAID	H EXPENDITURES
July				
August				
September				
1st Quarter				\$
October				
November				
December				
2nd Quarter				\$
January				
February				
March				
3rd Quarter				\$
April				
May				
June				
4th Quarter				\$

EXHIBIT C — FY 86-87 IHSS PROGRAM EXPENDITURES — WELFARE STAFF (DIRECT SERVICES)

MONTHS	I AUTHORIZED CASES	J CASES SERVED	K HOURS SERVED	L TIME STUDY HOURS	M CASEWORK COST	N OVERHEAD COST	O TOTAL EXPENDITURES
July							
August							
September							
1st Quarter							\$
October							
November							
December							
2nd Quarter							\$
January							
February							
March							
3rd Quarter							\$
April							
May							
June							
4th Quarter							\$

WELFARE STAFF (IP SUPERVISION)

	L TIME STUDY HOURS	M CASEWORK COST	N OVERHEAD COST	O TOTAL EXPENDITURES
1st Quarter				\$
2nd Quarter				\$
3rd Quarter				\$
4th Quarter				\$

COUNTY _____

EXHIBIT D - IHSS QUARTERLY ACTUALS

	P FY 86-87 FIRST QUARTER	Q FY 86-87 SECOND QUARTER	R FY 86-87 THIRD QUARTER	S FY 86-87 FOURTH QUARTER	T FY 86-87 TOTAL
CASELOAD					
1. Open Cases					
2. Paid Case Rate					
3. Paid Cases					
INDIVIDUAL PROVIDER MODE					
4. Paid Cases					
5. % of Caseload					
6. Total IP Hours					
7. Hours/Case					
8. Cost/Hour					
9. Total IP Cost					
CONTRACT MODE					
10. Paid Cases					
11. % of Caseload					
12. Total Contract Hours					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost					
WELFARE STAFF (DIRECT SERVICES)					
16. Paid Cases					
17. % of Caseload					
18. Total Service Hours					
19. Hours/Case					
20. Cost/Hour					
21. Total Service Cost					
WELFARE STAFF (IP SUPERVISION)					
22. Time Study Hrs. x 3					
23. Cost/Hour					
24. Total Supv. Cost					
25. Other Costs					
TOTAL PROGRAM COST					
26. Total Paid Hours					
27. Hours/Case					
28. Cost/Hour					
29. Total Program Cost					

COUNTY _____

EXHIBIT E — IHSS QUARTERLY ESTIMATES

	REF #	U FY 87-88 FIRST QUARTER	REF #	V FY 87-88 SECOND QUARTER	REF #	W FY 87-88 THIRD QUARTER	REF #	X FY 87-88 FOURTH QUARTER	REF #	Y FY 87-88 TOTAL
CASELOAD										
1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
INDIVIDUAL PROVIDER MODE										
4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		\$		\$		\$		\$		\$
CONTRACT MODE										
10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		\$		\$		\$		\$		\$
WELFARE STAFF (DIRECT SERVICES)										
16. Paid Cases										
17. % of Caseload										
18. Total Service Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total Service Cost		\$		\$		\$		\$		\$
WELFARE STAFF (IP SUPERVISION)										
22. Time Study Hrs. x 3										
23. Cost/Hour										
24. Total Supv. Cost										
25. Other Costs										
TOTAL PROGRAM COST										
26. Total Paid Hours										
27. Hours/Case										
28. Cost/Hour										
29. Total Program Cost		\$		\$		\$		\$		\$

COUNTY _____

EXHIBIT F — IHSS QUARTERLY PROJECTIONS

	REF. #	Z FY 88-89 FIRST QUARTER	REF. #	AA FY 88-89 SECOND QUARTER	REF. #	AB FY 88-89 THIRD QUARTER	REF. #	AC FY 88-89 FOURTH QUARTER	REF. #	AD FY 88-89 TOTAL
CASELOAD										
1. Open Cases										
2. Paid Case Rate										
3. Paid Cases										
INDIVIDUAL PROVIDER MODE										
4. Paid Cases										
5. % of Caseload										
6. Total IP Hours										
7. Hours/Case										
8. Cost/Hour										
9. Total IP Cost		\$		\$		\$		\$		\$
CONTRACT MODE										
10. Paid Cases										
11. % of Caseload										
12. Total Contract Hours										
13. Hours/Case										
14. Cost/Hour										
15. Total Contract Cost		\$		\$		\$		\$		\$
WELFARE STAFF (DIRECT SERVICES)										
16. Paid Cases										
17. % of Caseload										
18. Total Service Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total Service Cost		\$		\$		\$		\$		\$
WELFARE STAFF (IP SUPERVISION)										
22. Time Study Hrs. x 3										
23. Cost/Hour										
24. Total Supv. Cost										
25. Other Costs										
TOTAL PROGRAM COST										
26. Total Paid Hours										
27. Hours/Case										
28. Cost/Hour										
29. Total Program Cost		\$		\$		\$		\$		\$

COUNTY

EXHIBIT G -- IHSS COUNTY PLAN SUMMARY

	AE FY 86-87 TOTAL	AF FY 87-88 TOTAL	AG FY 86-87/87-88 % CHANGE	AH FY 88-89 TOTAL	AI FY 87-88/88-89 % CHANGE
ALLOCATION					
1. 100% State/Federal Funds					
2. 90% State Match					
3. 10% County Share					
4. Total Allocation	\$	\$			
CASELOAD					
5. Open Cases					
6. Paid Case Rate					
7. Paid Cases					
INDIVIDUAL PROVIDER MODE					
8. Paid Cases					
9. Hours/Case					
10. Cost/Hour					
11. Total IP Cost	\$	\$		\$	
CONTRACT MODE					
10. Paid Cases					
11. % of Caseload					
12. Total Contract Hours					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost	\$	\$		\$	
WELFARE STAFF (DIRECT SERVICES)					
16. Paid Cases					
17. % of Caseload					
18. Total Service Hours					
19. Hours/Case					
20. Cost/Hour					
21. Total Service Cost	\$	\$		\$	
WELFARE STAFF (IP SUPERVISION)					
22. Time Study Hrs. x 3					
23. Cost/Hour					
24. Total Supv. Cost	\$	\$		\$	
25. Other Costs	\$	\$		\$	
TOTAL PROGRAM COST					
26. Total Paid Hours					
27. Hours/Case					
28. Cost/Hour					
29. Total Program Cost	\$	\$		\$	

COUNTY

EXHIBIT H — IHSS COLA EXPENDITURES — ALL MODES

	FY 1986-87	
Line (1) Individual Provider Mode — Total IP Wages Paid (Excludes restaurant meal allowances and employment taxes).	\$	\$
Line (2) Contract Mode — Total Contract Wages, Benefits Paid (Does not include employment taxes or contractor administrative, indirect or overhead costs, or profit).	\$	\$
Line (3) Welfare Staff Mode — Total "Casework Costs" Paid.	\$	\$
Line (4) Total Wages and Benefits (Add Lines 1, 2 and 3).	\$	\$
Line (5) Total Base Expenditures (FY 86-87 divide Line 4 by 1.01)	\$	\$
Line (6) Total COLA Expenditures (Subtract Line 5 from Line 4).	\$	\$

EXHIBIT I — COUNTY CONTACT LIST — ADULT SERVICES

COUNTY

ADDRESS

SIGNATURE (DIRECTOR)

DATE

CONTACTS

TITLE	NAME	TELEPHONE NUMBER
Director		
Assistant Agency Director		
Adult Services Division Supervisor		
Adult Program Specialist		
IHSS and APS Section Supervisor		
Fiscal Section Supervisor		
Contracts Section Supervisor		
Payroll Section Supervisor		
Program Analyst		
OTHER CONTACTS:		
Prepared by:		

EXHIBIT K

IHSS QUESTIONNAIRE

County: _____

Base answers on activities taking place in August 1987

IHSS Administration (CSBG)

1. List the following for service staff, including first-line supervisor, which time study to IHSS Administration. Include a duty statement for each classification.

<u>Number</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Functions</u>
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2. How many clerical staff (FTE) support the positions and functions in question 1 above?

IHSS Program- Casework Costs

3. List the following for homemaker and first-line supervisor positions which time study to IHSS Casework Costs. Include a duty statement for each classification.

<u>Number</u>	<u>Classification</u>	<u>Salary Range</u>	<u>Functions</u>
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4. How many clerical staff (FTE) support the positions and functions in question 3 above?

General Program

5. How many pay periods does your county have in each quarter for the 1987/88 Fiscal Year?

1st quarter ----	3rd quarter ----
2nd quarter ----	4th quarter ----

6. Does your county have a plan pending that may change your response to any of the above questions this year or next? (Explain the plan, what it will accomplish, whether it will result in a net cost or savings and how much.)

I N S T R U C T I O N S

INSTRUCTIONS FOR EXHIBIT A

- General - The overall purpose of Exhibit A is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (A) This column represents the total number of cases authorized to receive IP services during the month. Entries must reconcile with the Management Statistics Summary - "Total Cases" (Authorized Caseload Movement).
- Column (B) This column represents the count of paid cases. Entries must reconcile with the Management Statistics Summary - "Total Recipients."
- Column (C) This column represents the number of paid service hours during the month. Entries must reconcile with the Management Statistics Summary - "Total Hours".
- Column (D) This column represents the sum of "Total Wages, Restaurant Meal Allowance, and Total Social Security and Unemployment" found on the Management Statistics Summary.

Add each column to derive the totals for each quarter.

INSTRUCTIONS FOR EXHIBIT B

- General - The overall purpose of Exhibit B is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.
- Column (E) This column represents the total number of cases authorized to receive Contract services during the month, regardless of whether a payment was made or services delivered (Source, County Records).
- Column (F) This column represents the total number of cases for which services were paid during the month (Source, SOC 296 Field #54).
- Column (G) This column represents the actual number of service hours paid for in the month, regardless of when served (Source, SOC 296 Field #57).
- Column (H) This column represents the total IHSS contract cost paid during the month. This figure must reconcile to the quarterly administrative claim (Form DFA 325.1B), as audited by the Department of Social Services.

Add each column to derive the totals for each quarter.

INSTRUCTIONS FOR EXHIBIT C

General - The overall purpose of Exhibit C is to enter monthly statistics from the appropriate source document, and then derive quarterly totals for use in Exhibit D. Enter whole numbers only.

IP Supervision -- To date, 19 counties have been exempted from the restrictions of All County Letter 83-84, which prevents counties from claiming the case management/ IP supervision activities of county employees against the IHSS Program Allocation, and instead requires them to charge such activities to their County Services Block Grant (CSBG) allocation. If your county is allowed to claim IP supervisory activities to the IHSS Program allocation, the following instructions apply (otherwise only the upper section of the exhibit need be completed).

The total time study hours (L), Casework (M) and Overhead (N) Costs for each quarter must reconcile to the quarterly administrative expense claim. However, prior to completing Exhibit C, the county must determine the pro-rata share of time spent by county staff each quarter in providing direct services to recipients versus supervising individual providers. In order to do this, it will be necessary to refer to the time studies of IHSS Staff for the months of 8/86, 11/86, 2/87 and 5/87. Once this prorata split is determined for each quarter, the total time study hours (L), Casework (M) and Overhead (N) Costs for each quarter should then be prorated and entered accordingly between the two sections of the exhibit.

- Column (I) This column represents the total number of Welfare Staff (WS) cases authorized to receive services during the month (Source, County Records).
- Column (J) This column represents the total number of WS cases actually served during the month (Source, SOC 296 Field #15).
- Column (K) This column represents the actual number of WS recipient hours served during the month (Source, SOC 296 Field #18).
- Column (L) This column represents the total number of WS hours time studied, by quarter, for county staff (DFA 47, Line A). (Must be identified separately for Direct Services versus IP Supervision).
- Column (M) This column represents the total cost of WS charged to the IHSS Program by quarter. This column must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column I), as audited by the Department of Social Services. (Must be identified separately for Direct Services versus IP Supervision).
- Column (N) This column represents the total cost of allocable overhead charged to the IHSS Program by quarter. The allocable overhead must reconcile to the quarterly administrative claim amount (Form DFA 327.1A, Line 1, Column K). (Must be identified separately for Direct Services versus IP Supervision).

Column (O) This column represents the totals of columns (M) and (N) by quarter.

Add columns I,J and K to derive the totals by quarter.

INSTRUCTIONS FOR EXHIBIT D

- General - The overall purpose of Exhibit D is to enter past actual quarterly statistics from Exhibits A, B and C, and then derive averages. The averages will be analyzed later to complete Exhibit E.
- Line (1) This line represents the total combined number of unduplicated cases in all modes authorized to receive services during the quarter. Combine each mode's appropriate quarterly totals from columns A, E and I, and place the totals in columns P,Q,R and S as appropriate. Next, add the numbers entered in line 1 columns P,Q,R and S to derive the total in column T.
- Line (3) This line represents the count of unduplicated cases in all modes for which services were paid during the quarter. Combine each mode's appropriate quarterly totals from columns B, F and J, and place the total in columns P,Q,R and S as appropriate. If a case receives services in more than one mode, count it only once in this total count. Next, add the numbers entered in line 3 columns P,Q,R and S to derive the total in column T.
- Line (2) This line represents the percent of Paid to Open cases. Divide line 3 by line 1 in each column (col's. P thru T). Round to two decimal places.
- Line (4) This line represents the count of paid cases in the IP mode during the quarter. Copy the appropriate quarterly totals from column B. Next, add the numbers entered in line 4 columns P,Q,R and S to derive the total in column T.
- Line (5) This line represents the percent of paid IP cases to the entire paid caseload. Divide line 4 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (6) This line represents the count of paid service hours in the IP mode during the quarter. Copy the appropriate quarterly totals from column C. Next, add the numbers entered in line 6 columns P,Q,R and S to derive the total in column T.
- Line (7) This line represents the average hours per paid case in the IP mode during the quarter. Divide line 6 by line 4 in each column (col's. P thru T). Round to two decimal places.
- Line (9) This line represents the total cost of expenditures in the IP mode during the quarter. Copy the appropriate quarterly totals from column D. Next, add the numbers entered in line 9 columns P,Q,R and S to derive the total in column T.
- Line (8) This line represents the average cost per service hour in the IP mode

during the quarter. Divide line 9 by line 6 in each column (col's. P thru T).

- Line (10) This line represents the count of cases for which services were paid in the Contract mode during the quarter. Copy the appropriate quarterly totals from column F. Next, add the numbers entered in line 10 columns P,Q,R and S to derive the total in column T.
- Line (11) This line represents the percent of paid Contract cases to the entire paid caseload. Divide line 10 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (12) This line represents the number of paid service hours in the Contract mode during the quarter. Copy the appropriate quarterly totals from column G. Next, add the numbers entered in line 12 columns P,Q,R and S to derive the total in column T.
- Line (13) This line represents the average hours per paid case in the Contract mode during the quarter. Divide line 12 by line 10 in each column (col's. P thru T). Round to two decimal places.
- Line (15) This line represents the total cost of expenditures in the Contract mode during the quarter. Copy the appropriate quarterly totals from column H. Next, add the numbers entered in line 14 columns P,Q,R and S to derive the total in column T.
- Line (14) This line represents the average cost per service hour in the Contract mode during the quarter. Divide line 15 by line 12 in each column (col's. P thru T).
- Line (16) This line represents the count of cases for which direct services were provided in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column J. Next, add the numbers entered in line 16 columns P,Q,R and S to derive the total in column T.
- Line (17) This line represents the percent of paid Welfare Staff cases to the entire paid caseload. Divide line 16 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (18) This line represents the number of direct service hours in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column K. Next, add the numbers entered in line 18 columns P,Q,R and S to derive the total in column T.
- Line (19) This line represents the average hours of direct service per case in the Welfare Staff mode during the quarter. Divide line 18 by line 16 in each column (col's. P thru T). Round to two decimal places.
- Line (21) This line represents the direct service prorata share of casework and overhead expenditures in the Welfare Staff mode during the quarter. Copy the appropriate quarterly totals from column O. Next, add the numbers entered in line 21 columns P,Q,R and S to derive the total in

column T.

- Line (20) This line represents the average cost per direct service hour in the Welfare Staff mode during the quarter. Divide line 21 by line 18 in each column (col's. P thru T).
- Line (22) This line represents the prorata share of time study hours devoted to IP Supervision per quarter. Multiply the quarterly totals from column L by three (3) and enter that figure in the appropriate column (P thru S). Next add the figures entered in line 22 columns P thru S and enter the total in column T.
- Line (24) This line represents the prorata share of Casework and Overhead expenditures devoted to IP Supervision during the quarter. Copy the appropriate quarterly totals from column O. Next add the numbers entered in line 24 columns P, Q, R and S, to derive the total in column T.
- Line (23) This line represents the average cost per hour of IP Supervision during the quarter. Divide line 24 by line 22 in each column (P thru S).
- Line (25) This line represents any other program costs included in quarterly administrative claims submitted to SDSS i.e. EDP (DFA 325.1A) and Staff Development (DFA 327.3A), but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns P, Q, R and S to derive the total in column T. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (26) This line represents the total paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in each column (col's. P thru T).
- Line (27) This line represents the average hours per case for all modes during the quarter. Divide line 26 by line 3 in each column (col's. P thru T). Round to two decimal places.
- Line (29) This line represents the total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. P thru T).
- Line (28) This line represents the average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's. P thru T).

INSTRUCTIONS FOR EXHIBIT E

- General - The overall purpose of Exhibit E is to analyze averages and trends from the past four quarters to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to designate explanatory footnotes that must accompany the county plan (i.e. "The average cost/hour over the past 4 qtrs was used" or "The FY 86-7 fourth qtr. average hours/case was used." See headings entitled "Ref #".) The averages are then used to derive projected statistics (the inverse of Exhibit D).
- Line (2) This line represents the projected percent of Paid to Open cases during the quarter. Enter the predicted value in the appropriate column (col's U thru X) - using the rate from the FY 86-7 fourth quarter (Col. S, Line 2). If a county chooses to use a different method, it must be explained in the footnotes (See headings entitled "Ref #"). Round to two decimal places.
- Line (3) This line represents the number of projected unduplicated Paid cases during the quarter. Quarterly values provided in the FY 87-88 IHSS Allocation Letter may be used unless the county wishes to justify an alternative projection method in accompanying footnotes. Next, add the numbers entered in line 3 columns U, V, W and X to derive the total in column Y.
- Line (1) This line represents the number of projected unduplicated Open cases during the quarter. Divide line 3 by line 2 (i.e. 1,000 Paid cases / 90% = 1,111 Open cases), in each column (col's. U thru X). Next, add the numbers entered in columns U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (5) This line represents the percent of IP cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from the FY 86-7 fourth quarter (Col. S, Line 5) unless the county is experiencing a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (4) This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (7) This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Col.'s P thru S, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. S, Line 7) in the appropriate column (col's. U thru X). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.

- Line (6) This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. U thru Y). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (8) This line represents the average cost per hour in the IP mode during the quarter. Enter the FY 86-87 fourth qtr. rate (Col. S, Line 8) in the appropriate column (col's. U thru X).
- Line (9) This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (11) This line represents the percent of Contract cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. U thru X)- using the rate from FY 86-87 fourth quarter (Col. S, Line 11) unless the county is experiencing a shift in Mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (10) This line represents the number of Paid cases in the Contract mode during the quarter. Multiply line 11 times line 3 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (13) This line represents the average hours per case in the Contract mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 Fourth qtr. rate (Col. S, Line 13) in the appropriate column (col's. U thru X). If a county chooses to use a different method it must be explained in footnotes accompanying the plan and referenced by number to the left of the appropriate column (see headings entitled Ref #"). Round to two decimal places.
- Line (12) This line represents the total projected paid service hours in the Contract mode during the quarter. Multiply line 10 times line 13 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (14) This line represents the average cost per hour in the Contract mode during the quarter. Enter the FY 87-8 contracted hourly rate in the appropriate column (col's. U thru X).
- Line (15) This line represents the total projected cost of the Contract mode during the quarter. Multiply line 12 times line 14 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (17) This line represents the percent of Welfare Staff cases to the entire paid caseload. (If none, enter zero). Enter the predicted value in

the appropriate column (col's. U thru Y) - using the rate from the FY 86-7 fourth quarter (Col. S, Line 17). Round to two decimal places.

- Line (16) This line represents the number of cases for which direct services will be provided during the quarter. Multiply line 17 times line 3 in each column (col's. U thru X). (If none, enter zero.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. This total must not exceed the total of Exhibit D, line 16, Column T. To maintain this total at or below FY 86-7 level any and all excess cases must be included in the Individual Provider projection (Line 4, Column Y). Round to the nearest whole number.
- Line (19) This line represents the average hours of direct service per case in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. P thru S, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. S, Line 19) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (18) This line represents the total projected direct service hours in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. U thru X). (If the values entered in lines 16, 17 and 19 are zero, then enter the predicted hours directly.) Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y.
- Line (20) This line represents the average direct service cost per hour in the Welfare Staff mode during the quarter. Enter the FY 86-7 fourth qtr. rate (Col. S, Line 20) in the appropriate column (col's. U thru Y). No increases in the Welfare Staff cost per hour were provided for in the 1987 Budget Act.
- Line (21) This line represents the total projected direct service cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. U thru X). Next, add the numbers entered in col's. U, V, W and X to derive the total in column Y. Round to the nearest whole number.
- Line (22) This line represents the total projected hours worked in the Welfare Staff - IP Supervision mode during the quarter. In order to predict the hours to be worked, the four quarters of the prior year (col's. P thru S, line 22) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-87 fourth quarter total (col. S, line 22) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").

thru S, line 23) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-87 fourth quarter rate (col. S, line 23) in the appropriate column (col's. U thru Y). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").

- Line (24) This line represents the total projected cost of the Welfare Staff - IP Supervision mode during the quarter. Multiply line 22 times line 23 in each column (col's. U thru X). Next, add the numbers entered in cols. U,V,W and X to derive the total in column Y. Round to the nearest whole dollar.
- Line (25) This line represents any other projected program costs to be included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 325.1A) and staff development (DFA 327.3A) but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns U, V, W and X to derive the total in column Y. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (26) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in each column (col's. U thru Y).
- Line (27) This line represents the projected average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. U thru Y). Round to two decimal places.
- Line (29) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. U thru Y).
- Line (28) This line represents the projected average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's. U thru Y). Round to two decimal places.

INSTRUCTIONS FOR EXHIBIT F

- General - The overall purpose of Exhibit F is to further analyze averages and trends from past quarters to predict the same factors in future quarters. Spaces for reference numbers have been provided to the left of each column in order to designate explanatory footnotes that must accompany the county plan (i.e. "The average cost/hour over the past 4 qtrs was used" or "The fourth quarter average hours/case was used." See headings entitled "Ref. #".) The averages are then used to derive projected statistics (the same as Exhibit E).
- Line (2) This line represents the percent of Paid to Open cases during the quarter. Enter the predicted value in the appropriate column (col's. Z thru AD)- using the rate from the FY 87-8 fourth quarter (Col. X, Line 2). If a county chooses to use a different method, it must be explained in footnotes (See heading entitled "Ref #".) Round to two

decimal places.

- Line (3) This line represents the number of projected Paid cases during the quarter. Counties are left to their own methods to project FY 1987-88 paid cases. The method/rationale used must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column. Next, add the numbers entered in line 3, columns Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (1) This line represents the number of projected Open cases during the quarter. Divide line 3 by line 2 (i.e. 1,000 Paid cases / 90% = 1,111 Open cases), in each column (Col's. Z thru AD). Next, add the numbers entered in columns Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (5) This line represents the percent of IP cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 87-8 fourth quarter (Col. X, Line 5) If a county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (4) This line represents the number of Paid cases in the IP mode during the quarter. Multiply line 5 times line 3 in each column (Col's. Z thru AC). Next, add the numbers entered in line 4, col's. Z, AA, AB and AC to derive the total in column AD.
- Line (7) This line represents the average hours per case in the IP mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 87-8 fourth qtr. rate (Col. X, Line 7) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (6) This line represents the total projected paid service hours in the IP mode during the quarter. Multiply line 4 times line 7 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD.
- Line (8) This line represents the average cost per hour in the IP mode during the quarter. Enter the FY 87-8 fourth qtr. rate (Col. X, Line 8) in the appropriate column (col's. Z thru AD).
- Line (9) This line represents the total projected cost of the IP mode during the quarter. Multiply line 6 times line 8 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (11) This line represents the percent of Contract cases to the entire paid caseload. Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 87-8 fourth quarter (Col. X,

Line 11) unless the county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.

- Line (10) This line represents the number of Paid cases in the Contract mode during the quarter. Multiply line 11 times line 3 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (13) This line represents the average hours per case in the Contract mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 87-8 fourth quarter rate (Col. X, Line 13) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.
- Line (12) This line represents the total projected paid service hours in the Contract mode during the quarter. Multiply line 10 times line 13 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (14) This line represents the average cost per hour in the Contract mode during the quarter. Enter the anticipated contract hourly rate in the appropriate column (col's 2 thru AD).
- Line (15) This line represents the total projected cost of the Contract mode during the quarter. Multiply line 12 times line 14 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (17) This line represents the percent of Welfare Staff cases to the entire paid caseload. (If none, enter zero.) Enter the predicted value in the appropriate column (col's. Z thru AD) - using the rate from the FY 87-8 fourth quarter (Col. X, Line 17) unless the county anticipates that it will continue to experience a shift in mode usage, then it must be explained in footnotes. Round to two decimal places.
- Line (16) This line represents the number of cases for which direct services will be provided in the Welfare Staff mode during the quarter. Multiply line 17 times line 3 in each column (col's. Z thru AC). (If none, enter zero.) Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD. Round to the nearest whole number.
- Line (19) This line represents the average hours of direct service per case in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Cols. U thru X, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 87-8 fourth quarter rate

(Col. X, Line 19) in the appropriate column (col's. Z thru AD). If a county chooses to use another method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref #"). Round to two decimal places.

- Line (18) This line represents the total projected direct service hours in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. Z thru AC). (If the values entered in lines 16, 17 and 19 are zero, then enter the predicted hours directly.) Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total in column AD.
- Line (20) This line represents the average cost per direct service hour in the Welfare Staff mode during the quarter. Enter the FY 87-8 fourth quarter rate (Col. X, Line 20) in the appropriate column (col's. Z thru AD).
- Line (21) This line represents the total projected direct service cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. Z thru AC). Next, add the numbers entered in col's. Z, AA, AB and AC to derive the total of column AD. Round to the nearest whole number.
- Line (22) This line represents the total projected hours worked in the Welfare Staff - IP Supervision mode during the quarter. In order to predict the hours to be worked, the four quarters of the prior year (col's. U thru X, line 22) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 87-88 fourth quarter total (col. X, line 22) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").
- Line (23) This line represents the average cost per hour in the Welfare Staff - IP Supervision mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (col's. U thru X, line 23) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 87-88 fourth quarter rate (col. X, line 23) in the appropriate column (col's. Z thru AD). If a county chooses to use a different method, it must be explained in footnotes accompanying the plan, and referenced by number to the left of the appropriate column (see headings entitled "Ref. #").
- Line (24) This line represents the total projected cost of the Welfare Staff - IP Supervision mode during the quarter. Multiply line 22 times line 23 in each column (col's. Z thru AC). Next, add the numbers entered in cols. Z,AA,AB and AC to derive the total in column AD. Round to the nearest whole dollar.
- Line (25) This line represents any other projected program costs e.g.staff development and EDP to be included in quarterly administrative claims submitted to SDSS, but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 22 columns Z, AA,AB and AC to derive the total in column AD. An explanation of the cost must be included

in accompanying notes attached to the county plan.

- Line (26) This line represents the total projected paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 (not line 22) in each column (col's. Z thru AD).
- Line (27) This line represents the projected average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. Z thru AD). Round to two decimal places.
- Line (29) This line represents the projected total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21, 24 and 25 in each column (col's. Z thru AD).
- Line (28) This line represents the projected average cost per hour for all modes during the quarter. Divide line 29 by line 26 in each column (col's Z thru AD). Round to two decimal places.

INSTRUCTIONS FOR EXHIBIT G

General - The overall purpose of Exhibit G is to enter the fiscal year totals from Exhibits D, E, and F, and then calculate the percent changes from one year to the next. This exhibit summarizes the program plan of the county over three years so county and state managers can gauge overall county trends.

Lines (1,2,3 and 4)

These lines represent the allocations provided by the State to each county. Enter the appropriate numbers from All-County Letter 87-?? and the FY 1987-88 IHSS Allocation Letter.

Column (AE) This column represents total past year actual statistics. For Lines 5-26 (lines 5 and 7 need to be unduplicated case counts) copy the entries from the corresponding line titles (not the same line numbers) in column T.

Column (AF) This column represents total current year projected statistics. For Lines 5-29, copy the entries from the corresponding line titles (not the same line numbers) in column Y.

Line (27) This line represents the Net Surplus or Deficit for the past actual and current projected fiscal years. Subtract line 26 from line 4 in each column (AE and AF). Negative entries must be enclosed in parentheses.

Column (AG) This column represents the percent change from the past to the current year in each line. For each line individually, 1) subtract column AE from column AF, 2) then divide the difference by Column AE. Round the resultant percentage to 2 decimal places (i.e., .052416 = 5.24%). Negative entries must be enclosed in parentheses.

Column (AH) This column represents the total budget year projected statistics. Copy the entries from the corresponding line titles (not the same line

numbers) in column AD.

Column (AI) This column represents the percent change from the current year to the budget year in each line. For each line individually, 1) subtract column AF from column AH, 2) then divide the difference by column AF. Round the resultant percentage to two decimal places. Enclose negative numbers in parentheses.

WHEW! -- DONE AT LAST.

COUNTIES	Sal Barajas 323-9065	Fred Bremerman 323-3409	Terr, Jordan 323-9034	Richton Yee 324-0303
Alameda		X		
Alpine		X		
Amador				X
Butte			X	
Calaveras				X
Colusa			X	
Contra Costa		X		
Del Norte				X
El Dorado				X
Fresno			X	
Glenn				X
Humboldt	X			
Imperial				X
Inyo		X		
Kern			X	
Kings			X	
Lake		X		
Lassen				X
Los Angeles			X	
Madera		X		
Marin		X		
Mariposa		X		
Mendocino	X			
Merced				X
Modoc		X		
Mono		X		
Monterey				X
Napa		X		
Nevada	X			
Orange			X	
Placer				X
Plumas		X		
Riverside	X			
Sacramento				X
San Benito		X		
San Bernardino			X	
San Diego	X			
San Francisco	X			
San Joaquin	X			
San Luis Obispo			X	
San Mateo	X			
Santa Barbara	X			
Santa Clara	X			
Santa Cruz	X			
Shasta			X	
Sierra		X		
Siskiyou		X		
Solano			X	
Sonoma			X	
Stanislaus	X			
Sutter				X
Tehama	X			
Trinity		X		
Tulare	X			
Tuolumne				X
Ventura	X			
Yolo				X
Yuba				X