

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 9, 1987

ALL COUNTY LETTER NO.87-27

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

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1986/87
MIDYEAR UPDATE

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

Purpose

The purpose of this letter is to initiate development of the FY 1986/87 IHSS Midyear Update. 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. This year's Midyear Update format is a continuation of the new format introduced in the County Plan of July 25, 1986 (ACL 86-63). It is important that each updated plan be fully justified with well-developed rationales supporting projected expenditures on the basis of planned IHSS program operations.

Budgetary Considerations

- A. This year's format is based on the approach that it is an update of each county's previously submitted plan. Therefore, only some of the exhibits used in the County Plan format of July 25, 1986 will be used for the Midyear Update process.
- B. In order for the Midyear Update to accurately predict costs, it is critical 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 given 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.

- C. The Midyear Update format does not include exhibits for counties to develop Program Reduction plans pursuant to W&IC Section 12301 in the event of a pending deficit. After the updated plans have been analyzed in February, an assessment of the adequacy of the total funding will establish whether reduction plans are needed. If it is deemed necessary, reduction plans will be requested from deficit counties at that time. Since there is still a potential deficit, we urge counties as part of the update process to consider administrative actions to curtail program costs as provided in MPP Section 30-766.153 or to take any other appropriate measures which would permit the county to live within its allocation and avoid program reductions.
- D. Exhibits F and G for FY 1987/88 projections and year to year comparisons are included in the plan, but their use is discretionary. While county input for FY 1987/88 was previously collected in the initial County Plan, the intent in the Midyear Update is to use the information as a vehicle to provide the State with an early warning of significant program changes. Therefore, if a county plans to operate its IHSS program in a "business as usual" fashion next fiscal year (i.e., current trends will continue), then Exhibits F and G need not be completed. However, if significant changes are anticipated (e.g., adding to or 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. It is not known at this time whether a COLA appropriation will be enacted by the Legislature for FY 1987/88. Therefore if completing Exhibit F, the following assumptions should be used:
- IP Mode - No adjustment should be included in the cost per hour.
- Contract Mode - Actual known hourly rates for the time period involved should be used. Or, if the contract will be renegotiated/re-bid, an estimated new rate should be used (and explained in footnotes).
- Welfare Staff Mode - Actual or estimated increases (wages/overhead) should be added to the FY 1986-87 projected hourly cost (and explained in footnotes).

Format and Instructions

This year's Midyear Update consists of Exhibits E through I (attached). Instructions for completing the exhibits are also attached. Exhibits A through D have not been included because it would be redundant to provide past year (FY 1985/86) actual costs a second time. Exhibits E through H for current and future years have not been changed since last July, but need to be completed again with updated actual and projected costs (ignore the page numbers at the foot of each form). Special exhibits similar to Exhibits A

through C to prepare actual statistics for the first two quarters of the current year (July - December) for insertion into Exhibit E have not been provided, because it is assumed counties have enough experience from preparation of the initial County Plan to accomplish these steps on their own (See pages 1 and 2 of the instructions attached to ACL 86-63). If a county experiences problems in any area (e.g., due to personnel changes), please call your IHSS analyst for assistance.

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 from the CWDA PC Users Group. Interested counties may call John Zimmerman (Napa) at (707) 253-4161. 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.

All monies in the updated plan should be rounded to the nearest whole dollar; however, percents should be carried out to two decimal places. Also, it is not necessary to type the exhibits as long as they are submitted in clearly legible black ink that can be photocopied.

Exhibit E enables county staff to enter actual statistics for the first two quarters and derive averages for analysis. Then the averages need to be analyzed to predict the same factors in the third and fourth quarters. 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 updated 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 estimated COLA costs that will enable SDSS to properly account for expenditures and adjust COLA allocations if needed (leave the FY 1985/86 column blank).

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 review process. This Exhibit has been revised to include a signature block for the county director and the name of the person who prepared the plan.

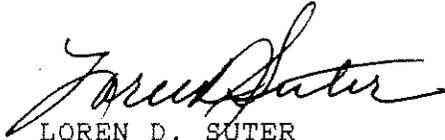
Due Date and IHSS Analyst Assignments

The Midyear Update must be completed and returned to this office by February 27, 1987. It is important that all counties meet this due date in order for the Department to approve Midyear Updates timely, taking into consideration input from all counties.

Please address completed Midyear Updates (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 updated plan, please contact your IHSS Analyst (see attached list).



LOREN D. SUTER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

COUNTY _____

EXHIBIT E – IHSS QUARTERLY ESTIMATES

	REF #	U FY 86-87 FIRST QUARTER	REF #	V FY 86-87 SECOND QUARTER	REF #	W FY 86-87 THIRD QUARTER	REF #	X FY 86-87 FOURTH QUARTER	REF #	Y 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 MODE										
16. Paid Cases										
17. % of Caseload										
18. Total W/S Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total W/S Cost		\$		\$		\$		\$		\$
22. Other Costs										
TOTAL PROGRAM COST										
23. Total Paid Hours										
24. Hours/Case										
25. Cost/Hour										
26. Total Program Cost		\$		\$		\$		\$		\$

COUNTY _____

EXHIBIT F – IHSS QUARTERLY PROJECTIONS

	REF #	Z FY 87-88 FIRST QUARTER	REF #	AA FY 87-88 SECOND QUARTER	REF #	AB FY 87-88 THIRD QUARTER	REF #	AC FY 87-88 FOURTH QUARTER	REF #	AD 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 MODE										
16. Paid Cases										
17. % of Caseload										
18. Total W/S Hours										
19. Hours/Case										
20. Cost/Hour										
21. Total W/S Cost		\$		\$		\$		\$		\$
22. Other Costs										
TOTAL PROGRAM COST										
23. Total Paid Hours										
24. Hours/Case										
25. Cost/Hour										
26. Total Program Cost		\$		\$		\$		\$		\$

COUNTY _____

EXHIBIT G — IHSS COUNTY PLAN SUMMARY

	AE FY 85-86 TOTAL	AF FY 86-87 TOTAL	AG FY 85-86/86-87 % CHANGE	AH FY 87-88 TOTAL	AI FY 86-87/87-88 % 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					
12. Paid Cases					
13. Hours/Case					
14. Cost/Hour					
15. Total Contract Cost	\$	\$		\$	
WELFARE STAFF MODE					
16. Paid Cases					
17. Hours/Case					
18. Cost/Hour					
19. Total W/S Cost	\$	\$		\$	
20. Other Costs	\$	\$		\$	
TOTAL PROGRAM COST					
21. Hours/Case					
22. Cost/Hour					
23. Total Program Cost	\$	\$		\$	
24. Surplus/(Deficit)	\$	\$			

COUNTY

EXHIBIT H — IHSS COLA EXPENDITURES — ALL MODES

	FY 1985-86	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 85-86 divide Line 4 by 1.04) (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:		

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

INSTRUCTIONS FOR EXHIBIT E (1st and 2nd Qtrs)

- General - The overall purpose of Exhibit E (Columns U and V) is to enter past actual quarterly statistics, and then derive averages. The averages will be analyzed later to complete the last two quarters.
- 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 and place them in columns U and V as appropriate.
- 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 and place them in columns U and V as appropriate.
- Line (2) This line represents the percent of Paid to Open cases. Divide line 3 by line 1 in each column (col's. U and V). Round to two decimal places.
- Line (4) This line represents the count of paid cases in the IP mode during the quarter. Enter the appropriate quarterly totals in line 4 columns U and V.
- 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. U and V). Round to two decimal places.
- Line (6) This line represents the count of paid service hours in the IP mode during the quarter. Enter the appropriate quarterly totals in line 6 columns U and V.
- 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. U and V). Round to two decimal places.
- Line (9) This line represents the total cost of expenditures in the IP mode during the quarter. Enter the appropriate quarterly totals in line 9 columns U and V.
- 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. U and V).
- Line (10) This line represents the count of cases for which services were paid in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 10 columns U and V.
- 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. U and V). Round to two decimal places.

- Line (12) This line represents the number of paid service hours in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 12 columns U and V.
- 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. U and V). Round to two decimal places.
- Line (15) This line represents the total cost of expenditures in the Contract mode during the quarter. Enter the appropriate quarterly totals in line 14 columns U and V.
- 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. U and V).
- Line (16) This line represents the count of cases for which services were performed in the Welfare Staff mode during the quarter. Enter the appropriate quarterly totals in line 16 columns U and V.
- Line (17) This line represents the percent of served Welfare Staff cases to the entire paid caseload. Divide line 16 by line 3 in each column (col's. U and V). Round to two decimal places.
- Line (18) This line represents the number of service hours performed (not hours time studied, or hours of IP supervision) in the Welfare Staff mode during the quarter. Enter the appropriate quarterly totals in line 18 columns U and V.
- Line (19) This line represents the average hours per served case in the Welfare Staff mode during the quarter. Divide line 18 by line 16 in each column (col's. U and V). Round to two decimal places.
- Line (21) This line represents the total cost of casework and overhead expenditures in the Welfare Staff mode during the quarter. Enter the appropriate quarterly totals in line 21 columns U and V.
- Line (20) This line represents the average cost per service hour performed in the Welfare Staff mode during the quarter. Divide line 21 by line 18 in each column (col's. U and V).
- Line (22) This line represents any other program costs included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 327.2A) and Staff Development (DFA 327.3A), but not included in lines 9, 15 or 21 above. An explanation of the cost must be included in accompanying notes attached to the county plan.
- Line (23) This line represents the total paid hours of service for all modes by quarter. Add the numbers entered in lines 6, 12 and 18 in each column (col's. U and V).
- Line (24) This line represents the average hours per case for all modes during the quarter. Divide line 23 by line 3 in each column (col's. U and V). Round to two decimal places.

- Line (26) This line represents the total program cost of expenditures in all modes during the quarter. Add the numbers entered in lines 9, 15, 21 and 22 in each column (col's. U and V).
- Line (25) This line represents the average cost per hour for all modes during the quarter. Divide line 26 by line 23 in each column (col's. U and V).

INSTRUCTIONS FOR EXHIBIT E (3rd and 4th Qtrs)

- General - The overall purpose of Exhibit E (Columns W and X) is to analyze averages and trends from the past six 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 2 qtrs was used" or "The FY 86-7 second qtr. average hours/case was used." See headings entitled "Ref #".) The averages are then used to derive projected statistics (the inverse of Col.'s U and V).
- Line (1) This line represents the number of projected unduplicated Open cases during each quarter. The projection method used must be fully justified in accompanying footnotes. Next, add the numbers entered in line 1 columns U, V, W and X to derive the total in column Y.
- 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 W and X) - using the rate from the FY 86-87 second quarter (Col. V, 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. Multiply line 1 by line 2 (i.e. 1,000 Open cases X 90% = 900 Paid cases), in each column (col's. W and 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. W and X)- using the percentage rate from the FY 86-7 second quarter (Col. W, 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. W and 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 (County Plan Exhibit D Col.'s P thru S, Line 7) and Qtrs 1 and 2 of the current year (Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable. Or, enter the FY 86-7 second quarter rate (Col. V, Line 7) in the appropriate column (col's. W and 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. W and X). 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. In order to predict the average cost per hour, the four quarters of the prior year (County Plan Exhibit D Col.'s P thru S, Line 8) and Qtrs 1 and 2 of the current year (Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable. Or, enter the FY 86-87 second qtr. rate (Col. W, Line 8) in the appropriate column (col's. W and X). If a county chooses to use a different methodology 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 (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. W and 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. W and X)- using the percentage rate from FY 86-87 second quarter (Col. V, 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. W and 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 (County Plan Exhibit D Cols. P thru S, Line 13) and Qtrs 1 and 2 of the current year (Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable. Or, enter the FY 86-7 second qtr. rate (Col. V, Line 13) in the appropriate column (col's. W and 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. W and 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 86-7 contracted hourly rate in the appropriate column (col's. W and 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. W and 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. W and X) - using the percentage rate from the FY 86-7 second quarter (Col. V, Line 17) unless the county is experiencing a shift in mode. Then it must be explained in footnotes. Round to two decimal places.
- Line (16) This line represents the number of served cases in the Welfare Staff mode during the quarter. Multiply line 17 times line 3 in each column (col's. W and 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. Round to the nearest whole number.
- Line (19) This line represents the average hours per case served (not hours time studied, or hours of IP Supervision) in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (County Plan Exhibit D Cols. P thru S, Line 19) and Qtrs 1 and 2 of the current year (Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable. Or, enter the FY 86-7 second quarter rate (Col. V, Line 19) in the appropriate column (col's. W and 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 (18) This line represents the total projected service hours performed in the Welfare Staff mode during the quarter. Multiply line 16 times line 19 in each column (col's. W and X). (If the values entered in lines 16, 17 and 19 are zero, then enter zero.) 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 cost per hour in the Welfare Staff mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (County Plan Exhibit D Cols. P thru S, Line 20) and Qtrs 1 and 2 of the current year (Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable. Or, enter the FY 86-7 second qtr. rate (Col. V, Line 20) in the appropriate column (col's. W and 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 #").

- Line (21) This line represents the total projected cost of the Welfare Staff mode during the quarter. Multiply line 18 times line 20 in each column (col's. W and 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 any other projected program costs to be included in quarterly administrative claims submitted to SDSS, such as EDP (DFA 327.2A) 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 (23) 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 in each column (col's. U thru Y).
- Line (24) 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 (26) 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 and 22 in each column (col's. U thru Y).
- Line (25) This line represents the projected average cost per hour for all modes during the quarter. Divide line 26 by line 23 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 86-7 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 unduplicated 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 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. Z thru AC). 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 86-7 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 86-7 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. In order to predict the average cost per hour, the four quarters of the prior year (Cols. U thru X, Line 8) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth qtr. rate (Col. X, Line 8) 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 (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 86-7 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 86-7 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 Z 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 86-7 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 Paid cases 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 per case served (not hours time studied, or hours of IP Supervision) 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 86-7 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 paid 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 hour in the Welfare Staff mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Cols. U thru X, Line 20) must be analyzed to discern whether a trend exists or if the situation is stable. Enter the FY 86-7 fourth quarter rate (Col. X, Line 20) 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 (21) This line represents the total projected 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 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 (23) 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 in each column (col's. Z thru AD).

Line (24) 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 (26) 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 and 22 in each column (col's. Z thru AD).

Line (25) This line represents the projected average cost per hour for all modes during the quarter. Divide line 26 by line 23 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 Letters 86-47 and 87-14.
- Column (AE) This column represents total past year actual statistics. For Lines 5-23 copy the entries from the corresponding line titles (not the same line numbers) in column T, from the initial County Plan submitted in September, 1986.
- Column (AF) This column represents total current year projected statistics. For Lines 5-23, copy the entries from the corresponding line titles (not the same line numbers) in column Y.
- Line (24) This line represents the Net Surplus or Deficit for the past actual and current projected fiscal years. Subtract line 23 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.

COUNTIES	Barajas 323-9065	Fred Bremerman 323-3409	ry Jordan 323-9064	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