

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



February 2, 1989

ALL COUNTY LETTER NO. 89-11

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

SUBJECT: IN-HOME SUPPORTIVE SERVICES, FISCAL YEAR (FY) 1988/89  
MIDYEAR UPDATE

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

Purpose

The purpose of this letter is to initiate development of the FY 1988/89 IHSS Midyear Update and to begin planning for the FY 1989/90 budget year. Welfare and Institutions Code (WIC) 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 format is again based on the approach that it is an update of each County's previously submitted plan. Therefore, two of the exhibits used in the County Plan format of July 31, 1988, will be used for the Midyear Update process. Also, two additional exhibits have been added to collect information for FY 1989/90. 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. 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.
- B. In an effort to ensure expenditure of program funds in a manner consistent with the FY 88/89 Budget Act, limits on the use of the Contract and Welfare Staff modes are as follows:

Contract Mode:

Planned expenditures cannot exceed the maximum hours and cost of the contract currently in effect.

Welfare Staff Mode:

Planned expenditures cannot exceed last fiscal year's actual costs plus 4 percent.

Any excess must be accounted for in the Individual Provider mode. Midyear Updates not in conformance with this policy will not be approved.

- C. Funding for retroactive payments pursuant to court order in the Miller v. Woods case is not included in County allocations. Since Miller v. Woods payments are being accounted for separately in the CMIPS system and not charged against County IHSS allocations, projected costs of the Miller v. Woods case should not be included in this Midyear Update.
- D. In FY 89/90, the Governor's Budget proposes limits on IHSS program funding. The IHSS caseload is predicted to grow by 7.0 percent statewide, and will be funded at a statewide average of 69.95 paid hours per casemonth. On a County by County basis, this translates into a freeze on each County's FY 1988-89 average hours per case as projected in each County's initial County Plan (see instructions for Exhibit G).

The Governor's Budget also proposes to fund the total hours of service at \$4.63 per hour in FY 1989-90. This includes the minimum wage of \$4.25 per hour plus employment taxes and benefits. This is the rate currently being paid by most Counties in the Individual Provider mode.

Therefore, in this Midyear Update, Counties are required to complete Exhibit F as if County operations were to continue in a status quo fashion next year. Then, in Exhibit G, Counties are required to calculate next year's expected funding and compare that to the status quo amount derived in Exhibit F. In this manner, each County will be able to determine the financial impact of the Governor's Budget upon their individual County.

If Exhibit G, Line 7 shows a projected deficit, then your County must attach a narrative plan explaining what actions the County plans to take to either reduce costs or fund the deficit with County-only monies in FY 1989-90.

#### Format and Instructions

This year's Midyear Update consists of Exhibits E, F, G and H. Instructions for completing Exhibits E, F, and G are attached. Exhibits A through D have not been included because it would be redundant to provide past year (FY 1987-88) actual costs a second time.

Exhibit E for the current year has not been changed but needs to be completed again with updated actual and projected costs.

For Exhibit F, the method used by IHSS program staff to project caseloads is to determine the percentage of increase from the most recent four-quarter period, as compared to the four-quarter period immediately preceeding it. The resultant percentage increase for the year is then divided by four (4) to derive the average quarterly rate that can be used to compound the caseload growth in future quarters. While this is but one simplified method that may be used, Counties are permitted to use other methods if appropriate and justified. Regardless of the caseload projection method used, Counties are to project costs by mode using appropriate hours per case and cost per hour factors.

Exhibit G is to be used to project the net program savings the Counties will be required to realize due to the IHSS program funding limits proposed in the Governor's Budget. Counties must develop a plan clearly showing what administrative measures will be taken to reduce costs or fund the difference with County-only monies. The written plan must be attached to Exhibit G and returned to SDSS for review.

Exhibit H is to be used to list County contact names and telephone numbers.

Exhibits E, F, G and H have 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 County Welfare Directors Association (CWDA) PC Users Group. Interested Counties may call Mr. Joe Ormond (Humboldt) at (707) 445-6024. 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 Mr. 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.

Due Date and IHSS Analyst Assignments

The Midyear Update must be completed and returned to this office by February 28, 1989. 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

We realize the methodology and processes used to complete this year's Midyear Update Plan differ significantly from prior years. Therefore, if County staff have questions or need assistance in the completion of this Plan, please contact your IHSS Analyst (see Attachment 1).



LOREN D. SUTER  
Deputy Director  
Adult and Family Services

Attachments

cc: CWDA

| COUNTIES        | Sal Barajas<br>323-9065 | Myrllys Hollis<br>445-1749 | Liz Peralta<br>322-0197 | Frank Fong<br>322-0869 | Michael Lorton<br>445-2672 |
|-----------------|-------------------------|----------------------------|-------------------------|------------------------|----------------------------|
| 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                          |                         |                        |                            |
| GRAND TOTAL     |                         |                            |                         |                        |                            |

COUNTY

**EXHIBIT E — IHSS QUARTERLY ESTIMATES**

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

**EXHIBIT F — IHSS QUARTERLY PROJECTIONS**

COUNTY \_\_\_\_\_

|  | REF.<br># | Z<br>FY 89-90<br>FIRST QUARTER | REF.<br># | AA<br>FY 89-90<br>SECOND QUARTER | REF.<br># | AB<br>FY 89-90<br>THIRD QUARTER | REF.<br># | AC<br>FY 89-90<br>FOURTH QUARTER | REF.<br># | AD<br>FY 89-90<br>TOTAL |
|--|-----------|--------------------------------|-----------|----------------------------------|-----------|---------------------------------|-----------|----------------------------------|-----------|-------------------------|
| <b>CASELOAD</b>                        |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 1. Open Cases                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 2. Paid Case Rate                      |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 3. Paid Cases                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| <b>INDIVIDUAL PROVIDER MODE</b>        |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 4. Paid Cases                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 5. % of Caseload                       |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 6. Total IP Hours                      |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 7. Hours/Case                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 8. Cost/Hour                           |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 9. Total IP Cost                       |           | \$                             |           | \$                               |           | \$                              |           | \$                               |           | \$                      |
| <b>CONTRACT MODE</b>                   |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 10. Paid Cases                         |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 11. % of Caseload                      |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 12. Total Contract Hours               |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 13. Hours/Case                         |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 14. Cost/Hour                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 15. Total Contract Cost                |           | \$                             |           | \$                               |           | \$                              |           | \$                               |           | \$                      |
| <b>WELFARE STAFF (DIRECT SERVICES)</b> |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 16. Paid Cases                         |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 17. % of Caseload                      |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 18. Total Service Hours                |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 19. Hours/Case                         |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 20. Cost/Hour                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 21. Total Service Cost                 |           | \$                             |           | \$                               |           | \$                              |           | \$                               |           | \$                      |
| <b>WELFARE STAFF (SUPPORTED IP)</b>    |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 22. Time Study Hrs. x 3                |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 23. Cost/Hour                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 24. Total Supv. Cost                   |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 25. Other Costs                        |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| <b>TOTAL PROGRAM COST</b>              |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 26. Total Paid Hours                   |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 27. Hours/Case                         |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 28. Cost/Hour                          |           |                                |           |                                  |           |                                 |           |                                  |           |                         |
| 29. Total Program Cost                 |           | \$                             |           | \$                               |           | \$                              |           | \$                               |           | \$                      |

COUNTY:

**EXHIBIT G— IHSS BUDGET YEAR COMPARISON**

|   | AE<br>FY 89-90 |  |
|---|----------------|--|
| 1. Projected Paid Cases                         |                |  |
| 2. Average Hours Per Case<br>(See Attachment 2) |                |  |
| 3. Projected Service Hours                      |                |  |
| 4. State Funding Available Per Hour             | \$4.63         |  |
| 5. Estimated Funding Available                  | \$             |  |
| 6. Projected Funding Needed<br>(Status Quo)     | \$             |  |
| 7. Projected Surplus or Deficit                 | \$             |  |

If Line 7 shows a deficit, attach a narrative plan explaining what actions the County plans to take to either reduce costs or fund the deficit with County-only monies.



## FY 1989-90 GOVERNOR'S BUDGET HOURS PER CASE

| County       | FY 88/89<br>Average Hours<br>Per Case | County          | FY 88/89<br>Average Hours<br>Per Case |
|--------------|---------------------------------------|-----------------|---------------------------------------|
| Alameda      | 83.75                                 | Orange          | 79.38                                 |
| Alpine       | 95.00                                 | Placer          | 58.82                                 |
| Amador       | 74.35                                 | Plumas          | 51.59                                 |
| Butte        | 56.51                                 | Riverside       | 62.00                                 |
| Calaveras    | 77.40                                 | Sacramento      | 87.03                                 |
| Colusa       | 31.98                                 | San Benito      | 71.41                                 |
| Contra Costa | 90.05                                 | San Bernardino  | 80.34                                 |
| Del Norte    | 40.25                                 | San Diego       | 80.86                                 |
| El Dorado    | 90.42                                 | San Francisco   | 67.09                                 |
| Fresno       | 67.24                                 | San Joaquin     | 43.07                                 |
| Glenn        | 52.45                                 | San Luis Obispo | 39.64                                 |
| Humboldt     | 64.62                                 | San Mateo       | 84.99                                 |
| Imperial     | 74.70                                 | Santa Barbara   | 55.33                                 |
| Inyo         | 116.00                                | Santa Clara     | 59.63                                 |
| Kern         | 51.10                                 | Santa Cruz      | 54.57                                 |
| Kings        | 50.89                                 | Shasta          | 60.28                                 |
| Lake         | 67.52                                 | Sierra          | 50.96                                 |
| Lassen       | 27.65                                 | Siskiyou        | 76.00                                 |
| Los Angeles  | 70.42                                 | Solano          | 93.60                                 |
| Madera       | 34.42                                 | Sonoma          | 66.10                                 |
| Marin        | 83.32                                 | Stanislaus      | 56.99                                 |
| Mariposa     | 97.99                                 | Sutter          | 33.51                                 |
| Mendocino    | 69.59                                 | Tehama          | 42.27                                 |
| Merced       | 37.93                                 | Trinity         | 81.00                                 |
| Modoc        | 44.58                                 | Tulare          | 48.68                                 |
| Mono         | 64.21                                 | Tuolumne        | 21.76                                 |
| Monterey     | 71.28                                 | Ventura         | 42.27                                 |
| Napa         | 100.50                                | Yolo            | 47.42                                 |
| Nevada       | 61.07                                 | Yuba            | 29.46                                 |

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

## INSTRUCTIONS FOR EXHIBIT E - PART 1 (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 15 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).

Supported IP -- To date, 20 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 Welfare Staff mode of delivery is treated as one single activity for quarterly time study and claiming reimbursement on the Quarterly Administrative Expense Claim. In the IHSS County Plan, however, a distinction is made between providing Direct Services to recipients, i.e., mopping floors, washing dishes, personal grooming, etc., versus Case Management Activities which are labeled Supported IP. Examples of IP Support include:

- a. assisting recipients to select a suitable IP;
- b. resolving IP payrolling problems;
- c. advising recipients how to better supervise their providers, etc.

The total time study hours and costs for each quarter must reconcile to the Quarterly Administrative Expense Claim. However, prior to completing Exhibit E, the county must determine the pro rata share of time spent by county staff each quarter in providing direct services to recipients versus supporting recipients in the supervision of their individual provider. In order to do this, it will be necessary to refer to the time studies of IHSS staff for the months of 8/88 and 11/88. Once this pro rata split is determined for each quarter, the total time study hours and costs for each quarter should then be prorated and entered accordingly between the two sections of the exhibit.

- Line (16) This line represents the count of cases for which direct 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 direct service hours performed (not hours time studied, or hours of Supported IP 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 of direct service 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 direct service pro rata share of casework and overhead expenditures in the Welfare Staff mode during the quarter. (The source of this information is the Quarterly Administrative Expense Claim, with those costs prorated between lines 21 and 24 of this exhibit). Enter the appropriate quarterly totals in line 21 columns U and V.
- Line (20) This line represents the average cost per direct 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 the pro rata share of time study hours devoted to the Supported IP mode per quarter. (The source of this information is the Quarterly Administrative Expense Claim, using a portion of the total hours). Multiply the pro rata share of hours by three (3) and enter that figure in the appropriate columns (U and V).
- Line (24) This line represents the pro rata share of Casework and Overhead expenditures devoted to IP Support during the quarter. The remainder of such costs not included in line 21 above. Copy the appropriate quarterly pro rata share.
- Line (23) This line represents the average cost per hour of IP Support during the quarter. Divide line 24 by line 22 in each column (U and V).
- Line (25) This line represents any other program costs included in Quarterly Administrative Expense Claims submitted to SDSS, such as EDP and Staff Development, but not included in lines 9, 15 or 21 above. An explanation of the cost must be included in accompanying notes enclosed 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 in each column (col's. U and V).
- 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. U and V). 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. U and V).

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. U and V).

INSTRUCTIONS FOR EXHIBIT E - PART 2 (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 the third and fourth quarter of FY 1988-89. 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 88-9 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 88-89 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 88-9 second quarter (Col. V, 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 (Exh. E Col.'s U and V, Line 7), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours/case. Or, enter

the Exh. E FY 88-9 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 (Exh. E Col.'s U and V, Line 8), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected cost per hour. Or, enter the Exh. E FY 88-89 second qtr. rate (Col. V, 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 Exh. E FY 88-89 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 (Exh. E Col.'s U and V, Line 13), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or, enter the Exh. E FY 88-9 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 88-9 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 88-9 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 cases for which direct services will be performed 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 of direct service per case served (not hours time studied, or hours of IP Support) 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 (Exh. E Col.'s U and V, Line 19), must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or, enter the Exh. E FY 88-9 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 direct 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 direct service 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 (Exh. E Col.'s U and V, Line 20), must be analyzed to discern whether a trend exists or if the situation is stable and

arrive at the projected cost per hour. Or, enter the Exh. E FY 88-89 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 direct service pro rata share 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 the pro rata share of time study hours devoted to the Supported IP mode per quarter. Enter the figure in column V in the appropriate columns (W and X). Next, add the figures entered in line 22 columns U thru X and enter the total in column Y.
- Line (24) This line represents the pro rata share of Casework and Overhead expenditures devoted to Supported IP during the quarter. Enter the figure from column V in the appropriate columns (W and X). Next, add the numbers entered in line 24 columns U thru X, to derive the total in column Y.
- Line (23) This line represents the average cost per hour of IP Support during the quarter. Divide line 24 by line 22 in each column (W and X).
- Line (25) This line represents any other projected program costs to be included in Quarterly Administrative Expense Claims submitted to SDSS, such as EDP and staff development but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 25 columns U, V, W and X to derive the total in column Y. An explanation of the cost must be included in accompanying notes enclosed 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 in each column (col's. W thru X). Next, add the numbers entered in line 26 columns U, V, W and X to derive the total in column Y.
- Line (27) This line represents the projected average hours per case for all modes during the quarter. Divide line 26 by line 3 in each column (col's. W thru X). 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. W thru X). Next, add the numbers entered in line 29 columns U, V, W and X to derive the total in column 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. W thru X). 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 88-9 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 1989-90 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 88-9 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 (Exh. E Cols. U thru X, Line 7) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or enter the Exh. E FY 88-9 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 (Exh. E Cols. U thru X, Line 8) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected cost per hour. Or enter the Exh. E FY 88-9 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 88-9 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 (Exh. E Cols. U thru X, Line 13) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or enter the Exh. E FY 88-9 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) as provided in the contract or estimated.

- 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 88-9 fourth quarter (Exh. E 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 performed 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 served (not hours time studied, or hours of IP Support) in the Welfare Staff mode during the quarter. In order to predict the average hours per case, the four quarters of the prior year (Exh. E Cols. U thru X, Line 19) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours per case. Or enter the Exh. E FY 88-9 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). 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. In order to predict the average cost per hour, the four quarters of the prior year (Exh. E Cols. U thru X, Line 20) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected cost per hour. Or enter the Exh. E FY 88-9 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 the total projected hours worked in the Welfare Staff - IP Support mode during the quarter. In order to predict the hours to be worked, the four quarters of the prior year (Exh. E columns U thru X, line 22) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected hours worked. Or enter the FY 88-89 fourth quarter total (Exh. E column X, line 22) in the appropriate column (columns 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 Support mode during the quarter. In order to predict the average cost per hour, the four quarters of the prior year (Exh. E columns U thru X, line 23) must be analyzed to discern whether a trend exists or if the situation is stable and arrive at the projected average cost per hour. Or, enter the FY 88-89 fourth quarter rate (Exh. E column X, line 23) in the appropriate columns ( 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 Support mode during the quarter. Multiply line 22 times line 23 in each column (columns 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 dollar.
- Line (25) This line represents any other projected program costs e.g. staff development and EDP to be included in Quarterly Administrative Expense Claims submitted to SDSS, but not included in lines 9, 15 or 21 above. Next, add the numbers entered in line 25 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 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 26 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 purpose of Exhibit G is to project the FY 89/90 net savings in IHSS program costs that Counties will be required to realize because of program constraints proposed in the Governor's Budget. The net savings equals the difference between FY 89/90 program costs projected on Exhibit F, minus FY 89/90 projected caseload, multiplied by the county's FY 88/89 average hours per case, multiplied by \$4.63.
- Line (1) This line represents the total paid case projection for FY 89/90. Enter the number from Exhibit F, Line 3, Column AD.
- Line (2) This line represents the average hours per case projected for each county in FY 88/89 from the initial County Plan. Each County's average is listed in Attachment 2.
- Line (3) This line represents the total projected hours for FY 89/90. Multiply line 1 by line 2.
- Line (4) This line represents the State funding available per hour. This amount is constant and does not vary between Counties.
- Line (5) This line represents the total projected available funds for FY 89/90. Multiply line 3 by line 4.
- Line (6) This line represents the total program cost (status quo). Enter the amount from Exhibit F, Line 29, Column AD.
- Line (7) This line shows the projected surplus/deficit status of the County. Subtract Line 6 from Line 5. If a deficit exists, the County must attach a narrative plan explaining what actions will be taken to either reduce costs or fund the deficit with County-only monies.