# CSHCS Budgets Updates and Topics


Children's Special Health Care Services

# AGENDA

- *Budgets three-in-one*
- *Where to find information*
- *CSHCS Medicaid Outreach*
- *Care Coordination & CHASS*
- *Vaccine Initiatives- funding and updates*
- *Timelines & Amendments*
- *Q&A*

# *First things first… The Outreach and Advocacy budget setup as it appears in EGrAMS*

Program | Local Health Department - 2021 | Children's Special Hlth Care Services (CSHCS) Outreach & Advocacy | Show Documents

Stage-CTRTS/S

- Facesheet
- Certifications
- Budget
  - Budget Detail
  - Budget Summary
  - Source of Funds
- Miscellaneous

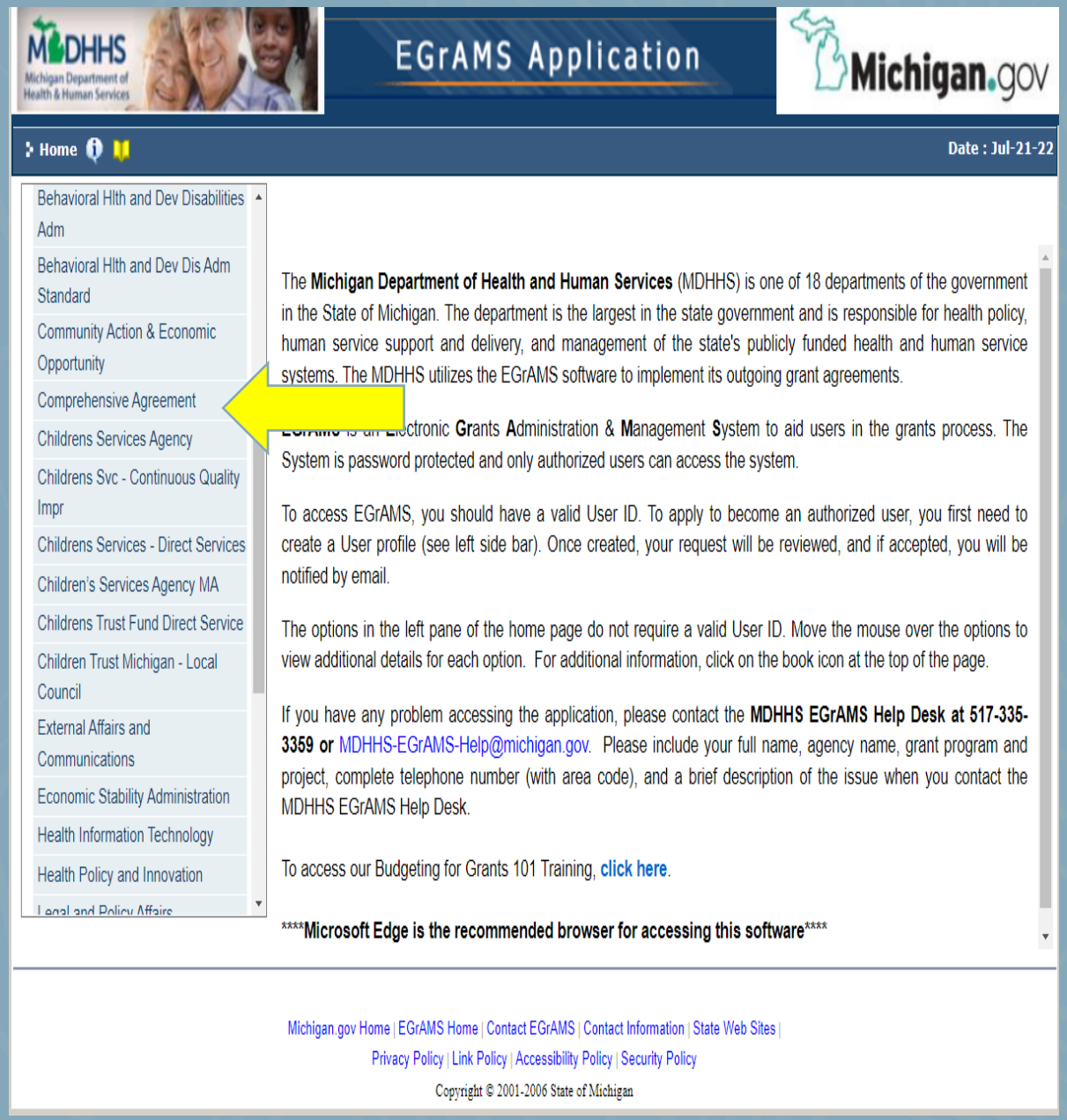
**5. Budget Detail**

| Description | Qty. | Unit Rt. | Units | UOM | Total | Amount | +Info |
|---|---|---|---|---|---|---|---|
| Total for All Others (ADP, Con. Employees, Misc.) | 0.0000 | 0.000 | 0.000 | | 650.00 | 650.00 | |
| Total Program Expenses | | | | | 162,090.00 | 162,090.00 | |
| TOTAL DIRECT EXPENSES | | | | | 162,090.00 | 162,090.00 | |
| **INDIRECT EXPENSES** | | | | | | | |
| Indirect Costs | | | | | | | |
| Indirect Costs | | | | | | | |
| Cost Allocation Plan / Other | | | | | | | |
| Other Cost Distributions-Case Mgt. & Care Coordination | 0.0000 | 0.000 | 0.000 | | -18,000.00 | -18,000.00 | |
| Other Cost Distributions-CSHCS Medicaid Outreach | 0.0000 | 0.000 | 0.000 | | -79,734.00 | -79,734.00 | |
| Other Cost Distributions-Cost Allocation Plan-Admin Distribution | 0.0000 | 0.000 | 0.000 | | 52,373.00 | 52,373.00 | |
| Total for Cost Allocation Plan / Other | 0.0000 | 0.000 | 0.000 | | -45,361.00 | -45,361.00 | |
| Total Indirect Costs | | | | | -45,361.00 | -45,361.00 | |
| TOTAL INDIRECT EXPENSES | | | | | -45,361.00 | -45,361.00 | |
| TOTAL EXPENDITURES | | | | | 116,729.00 | 116,729.00 | |

The Care Coordination

The CSHCS Medicaid Outreach

The allocation


MDHHS
Michigan Department of Health & Human Services
EGrAMS Application
Michigan.gov
Home
Date : Jul-21-22
Behavioral Hlth and Dev Disabilities Adm
Behavioral Hlth and Dev Dis Adm Standard
Community Action & Economic Opportunity
Comprehensive Agreement
Childrens Services Agency
Childrens Svc - Continuous Quality Impr
Childrens Services - Direct Services
Children's Services Agency MA
Childrens Trust Fund Direct Service
Children Trust Michigan - Local Council
External Affairs and Communications
Economic Stability Administration
Health Information Technology
Health Policy and Innovation
The Michigan Department of Health and Human Services (MDHHS) is one of 18 departments of the government in the State of Michigan. The department is the largest in the state government and is responsible for health policy, human service support and delivery, and management of the state's publicly funded health and human service systems. The MDHHS utilizes the EGrAMS software to implement its outgoing grant agreements.
Electronic Grants Administration & Management System to aid users in the grants process. The System is password protected and only authorized users can access the system.
To access EGrAMS, you should have a valid User ID. To apply to become an authorized user, you first need to create a User profile (see left side bar). Once created, your request will be reviewed, and if accepted, you will be notified by email.
The options in the left pane of the home page do not require a valid User ID. Move the mouse over the options to view additional details for each option. For additional information, click on the book icon at the top of the page.
If you have any problem accessing the application, please contact the MDHHS EGrAMS Help Desk at 517-335-3359 or MDHHS-EGrAMS-Help@michigan.gov. Please include your full name, agency name, grant program and project, complete telephone number (with area code), and a brief description of the issue when you contact the MDHHS EGrAMS Help Desk.
To access our Budgeting for Grants 101 Training, click here.
****Microsoft Edge is the recommended browser for accessing this software****
Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites |
Privacy Policy | Link Policy | Accessibility Policy | Security Policy
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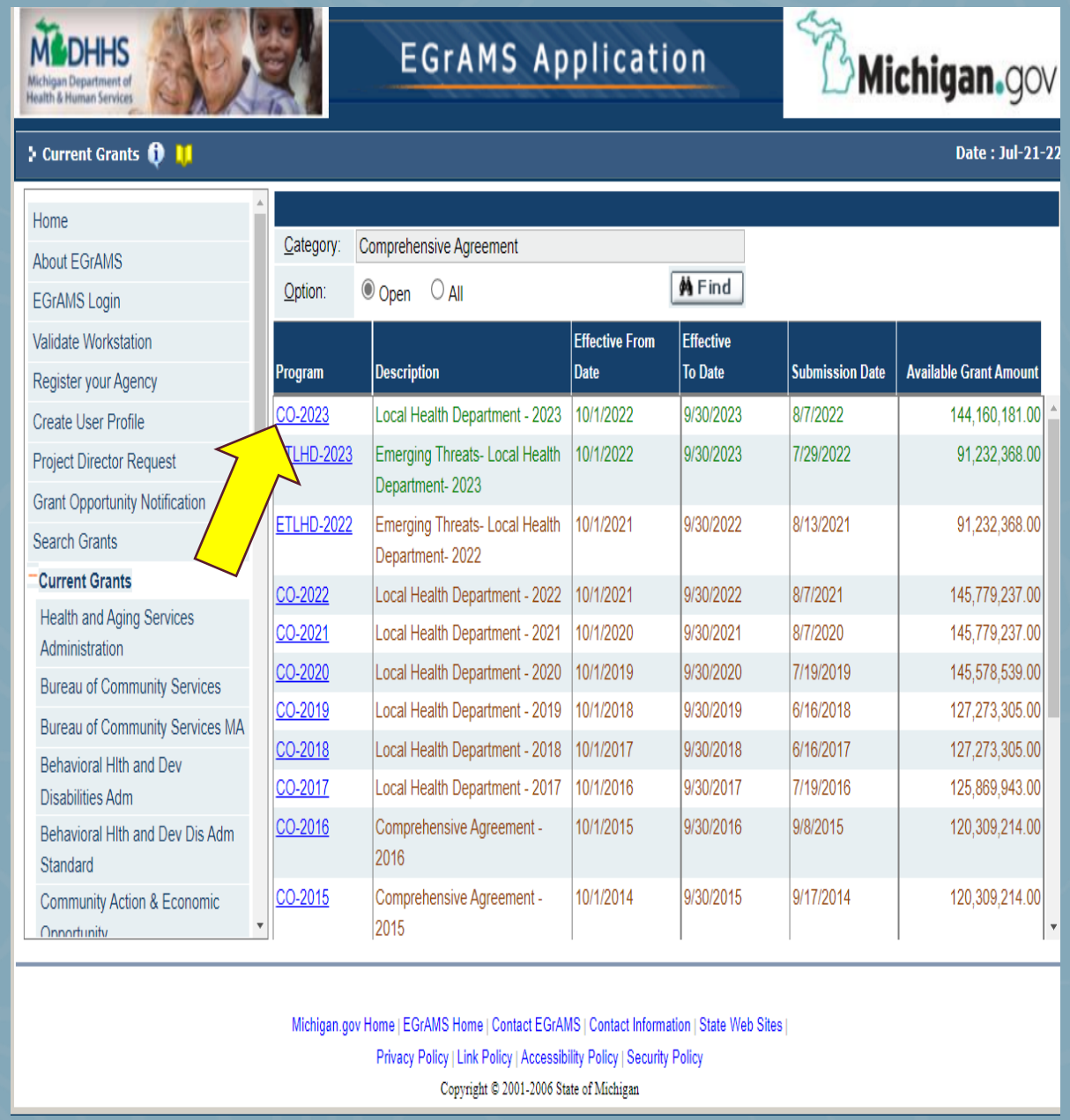
MDHHS
Michigan Department of Health & Human Services
EGrAMS Application
Michigan.gov
Current Grants
Date : Jul-21-22
Home
About EGrAMS
EGrAMS Login
Validate Workstation
Register your Agency
Create User Profile
Project Director Request
Grant Opportunity Notification
Search Grants
Current Grants
Health and Aging Services Administration
Bureau of Community Services
Bureau of Community Services MA
Behavioral Hlth and Dev Disabilities Adm
Behavioral Hlth and Dev Dis Adm Standard
Community Action & Economic Opportunity
Category: Comprehensive Agreement
Option: Open All
Find
Program | Description | Effective From Date | Effective To Date | Submission Date | Available Grant Amount
CO-2023 | Local Health Department - 2023 | 10/1/2022 | 9/30/2023 | 8/7/2022 | 144,160,181.00
ETLHD-2023 | Emerging Threats- Local Health Department- 2023 | 10/1/2022 | 9/30/2023 | 7/29/2022 | 91,232,368.00
ETLHD-2022 | Emerging Threats- Local Health Department- 2022 | 10/1/2021 | 9/30/2022 | 8/13/2021 | 91,232,368.00
CO-2022 | Local Health Department - 2022 | 10/1/2021 | 9/30/2022 | 8/7/2021 | 145,779,237.00
CO-2021 | Local Health Department - 2021 | 10/1/2020 | 9/30/2021 | 8/7/2020 | 145,779,237.00
CO-2020 | Local Health Department - 2020 | 10/1/2019 | 9/30/2020 | 7/19/2019 | 145,578,539.00
CO-2019 | Local Health Department - 2019 | 10/1/2018 | 9/30/2019 | 6/16/2018 | 127,273,305.00
CO-2018 | Local Health Department - 2018 | 10/1/2017 | 9/30/2018 | 6/16/2017 | 127,273,305.00
CO-2017 | Local Health Department - 2017 | 10/1/2016 | 9/30/2017 | 7/19/2016 | 125,869,943.00
CO-2016 | Comprehensive Agreement - 2016 | 10/1/2015 | 9/30/2016 | 9/8/2015 | 120,309,214.00
CO-2015 | Comprehensive Agreement - 2015 | 10/1/2014 | 9/30/2015 | 9/17/2014 | 120,309,214.00
Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites |
Privacy Policy | Link Policy | Accessibility Policy | Security Policy
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Grant Category: Comprehensive Agreement

Grant Program: Local Health Depar

Project :

General | Additional Information | Documents

## Synopsis

Department to enter into agreements with LHDs, requiring the implementation of standards and providing for the r
funded through the LHD agreement are administered in accordance with the Public Health Code, rules promulgate
other applicable Federal, State and Local laws, rules and regulations. Stemming back to its inception in the 1980's
streamline the contracting process with LHDs. Prior to its creation, LHDs received separate agreements for each p

## Current MO rate

12/22/21 **MDHHS Children's Special Health Care Services (CSHCS) FY21/22**
**Percentage of Eligible Enrolled in CSHCS by Local Health Department Jurisdiction**

| Local Health Department | Percentage of Medicaid Eligible |
|---|---|
| ALLEGAN | 70.48% |
| BARRY-EATON | 74.61% |
| BAY | 78.97% |
| BENZIE-LEELANAU | 68.07% |
| BERRIEN | 79.87% |
| BRNCH/HLLSDL/ST.JO | 70.75% |
| CALHOUN | 83.70% |
| CENTRAL MICH | 82.54% |
| CHIPPEWA | 83.86% |
| Detroit | 91.30% |
| DELTA-MENOMINEE | 87.11% |
| DICKINSON-IRON | 86.21% |
| DISTRICT #2 | 82.07% |
| DISTRICT #4 | 81.77% |
| DISTRICT # 10 | 84.28% |
| GENESEE | 88.43% |
| GRAND TRAVERSE | 68.91% |
| HURON | 74.13% |
| INGHAM | 88.15% |
| IONIA | 74.64% |
| JACKSON | 78.56% |
| KALAMAZOO | 73.28% |
| KENT | 78.25% |
| LAPEER | 76.97% |
| LENAWEE | 79.20% |
| LIVINGSTON | 67.13% |
| L.M.A.S. | 88.14% |
| MACOMB | 80.41% |
| MARQUETTE | 80.92% |
| MIDLAND | 74.13% |
| MID-MICHIGAN | 80.84% |
| MONROE | 77.51% |
| MUSKEGON | 85.10% |
| HD NORTHWEST | 72.77% |
| OAKLAND | 75.69% |
| OTTAWA | 60.77% |
| SAGINAW | 83.98% |
| ST. CLAIR | 79.43% |
| SANILAC | 76.55% |
| SHIAWASSEE | 85.73% |
| TUSCOLA | 81.67% |
| VANBUREN- CASS | 77.15% |
| WASHTENAW | 80.73% |
| WAYNE | 91.30% |
| WESTERN U.P. | 84.77% |

## SOME of what can be found in the documents tab

Comprehensive Agreement Boilerplate Language

Attachment I - Instructions for the Annual Budget

Attachment III - Program Specific Assurances and Requirements

Attachment IV Notes

Att III - Program Specific Assurances and Requirements AMENDED

Oakland County FY Agreement Addendum A

Comprehensive Applicable Laws Rules Regulations Policies Procedures and Manuals

Medicaid Outreach CSHCS Rates

CO-Body Art Supplemental FSR

Essential Local Public Health Services Maintenance of Effort (MOE) Report

FASD Community Based Uniform Data Collection

FASD Data Evaluation Tool

Immunization Fixed Fees Supplemental Report

MDHHS ELPHS Detail Report

CSHCS Case Management and Care Coordination Report

Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form

WIC Communicate to Motivate Licensing Agreement

WIC Mother's in Motion Licensing Agreement

Fiscal Review Questionnaire

HIV/STD Tech Assistance Request Form

Ryan White Reporting Tool

Hearing and Vision Annual Narrative Progress Report

Guidance Manual

EGrAMS Application Form

Did you know this is required?

## Care Coordination Attachment

**CASE MANAGEMENT AND CARE COORDINATION REIMBURSEMENT DOCUMENTATION SUPPLEMENTAL ATTACHMENT TO THE CO FSR (DCH-0412)**
Michigan Department of Health and Human Services (MDHHS)
Children's Special Health Care Services (CSHCS)

| Local Health Department: | Reporting Period: |
|---|---|
| Prepared By: | Date Prepared: |

**Care Coordination Services**

**I. Level I: Plan of Care (POC)** (Maximum of one Plan of Care per eligibility year per client)

Annual Plan of Care in the client's home:

| | | | | |
|---|---|---|---|---|
| 1. | # of services provided to Title V clients | X $150.00 | $0.00 | |
| 2. | # of services provided to Title V/XIX clients | X $150.00 | $0.00 | |

Annual Plan of Care by Telephone:

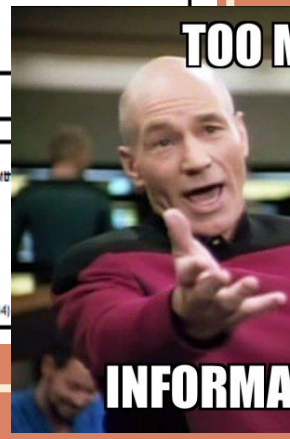
| | | | | |
|---|---|---|---|---|
| 3. | # of services provided to Title V clients | X $100.00 | $0.00 | |
| 4. | # of services provided to Title V/XIX clients | X $100.00 | $0.00 | |
| 5. | TOTAL Level I POC Services billed for Title V this period: (Lines 1 + 3) | | $0.00 | PCA 88070 |
| 6. | TOTAL Level I POC Services billed for Title V/XIX this period: (Lines 2 + 4) | | $0.00 | PCA 88080 |
| 7. | TOTAL Level I POC Services billed for Title V and Title V/XIX this period: (Lines 5 + 6) | | $0.00 | |

**II. Level II: Care Coordination** (Maximum of 10 services per eligibility year per client)

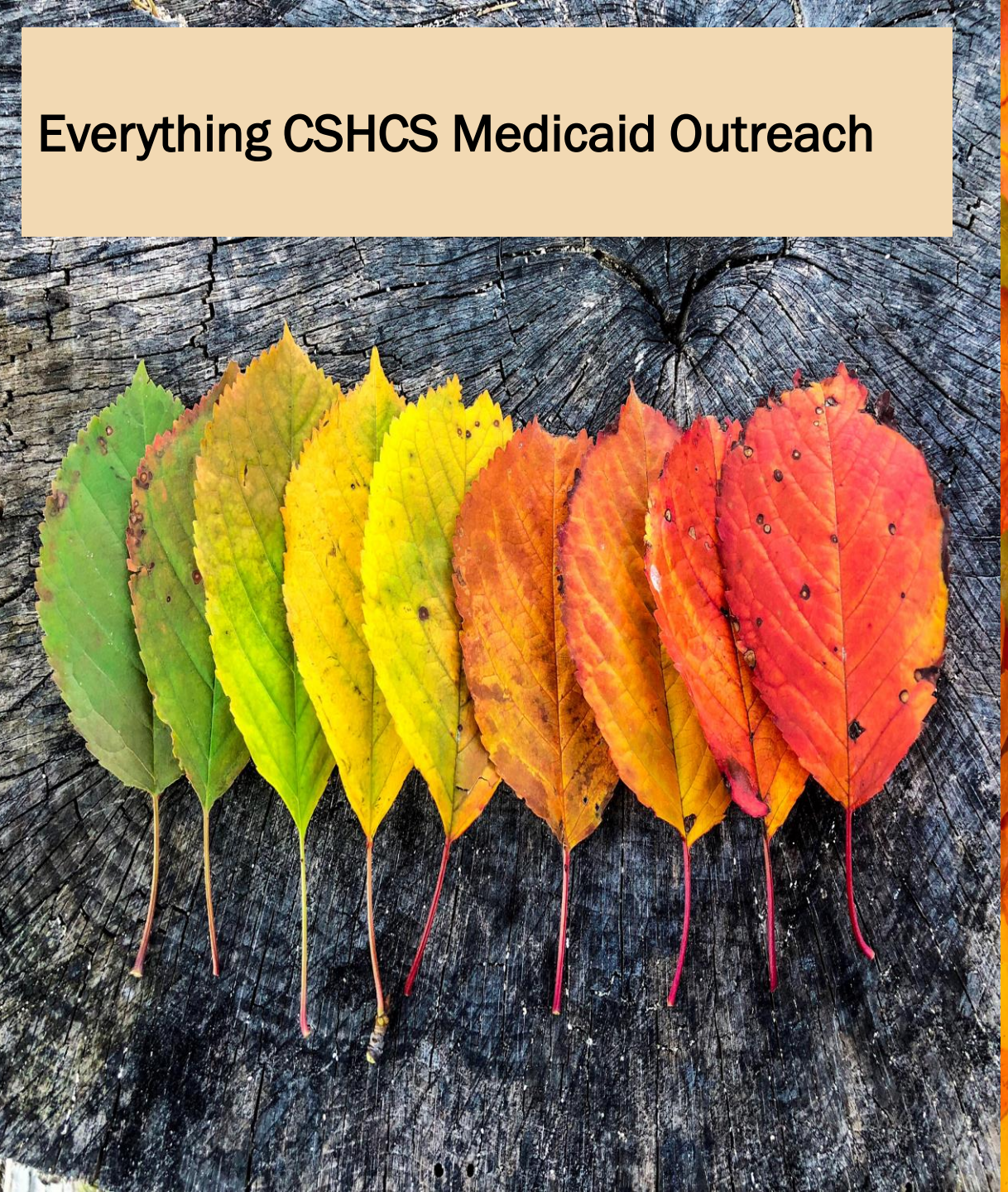
| | | | | |
|---|---|---|---|---|
| 8. | # of services provided to Title V clients | X $30.00 | $0.00 | PCA 88040 |
| 9. | # of services provided to Title V/XIX clients | X $30.00 | | |
| 10. | TOTAL Level II Care Coordination billed this period: (Lines 8 + 9) | | | |
| 11. | TOTAL CSHCS Care Coordination (Level I + Level II): (Lines 7 + 10) | | | |

**III. Case Management Services** (Maximum of six services per eligibility year per client with

| | | | |
|---|---|---|---|
| 12. | # of services provided to Title V clients | X $201.58 | |
| 13. | # of services provided to Title V/XIX clients | X $201.58 | |
| 14. | # of services provided to Title XIX clients | X $201.58 | |
| 15. | TOTAL CSHCS Case Management Services billed this period: (Lines 12 + 13 + 14) | | |



# Everything CSHCS Medicaid Outreach



## Topics to cover:

- What is the role of CSHSC Medicaid Outreach?
- The importance of spending down the allocation (outreach and advocacy) before drawing CSHCS Medicaid.
- CSHCS Medicaid Rates-
  - When they change and why
  - Calculating the breakout for your budget
  - The math and the cheat sheet

# CSHCS Medicaid Rates

## The rate changes annually

- Every year between December and January the rate is recalibrated based on the % of people on Medicaid within your county(s).

- Because the rate changes around the first quarter FSR due date, the grant manager ***may*** approve a grant set up with a minor incorrect rate break out (if it is only a couple dollars off). It will change rates when the calendar year flips over anyway.

- Likewise, the grant manager would not amend the CSHCS Medicaid grant based solely on rate changes. *(Note that all grants can have deviated line items up to 15% of the total grant or $10,000- whichever is greater).*

- Once the new rates are received and published (in EGrAMS), the grant manager will ensure the correct breakout for the FSR's for the rest of the grant term (October 1st -September 30t).

- The final FSR is where it is most imperative that the breakout is correct.

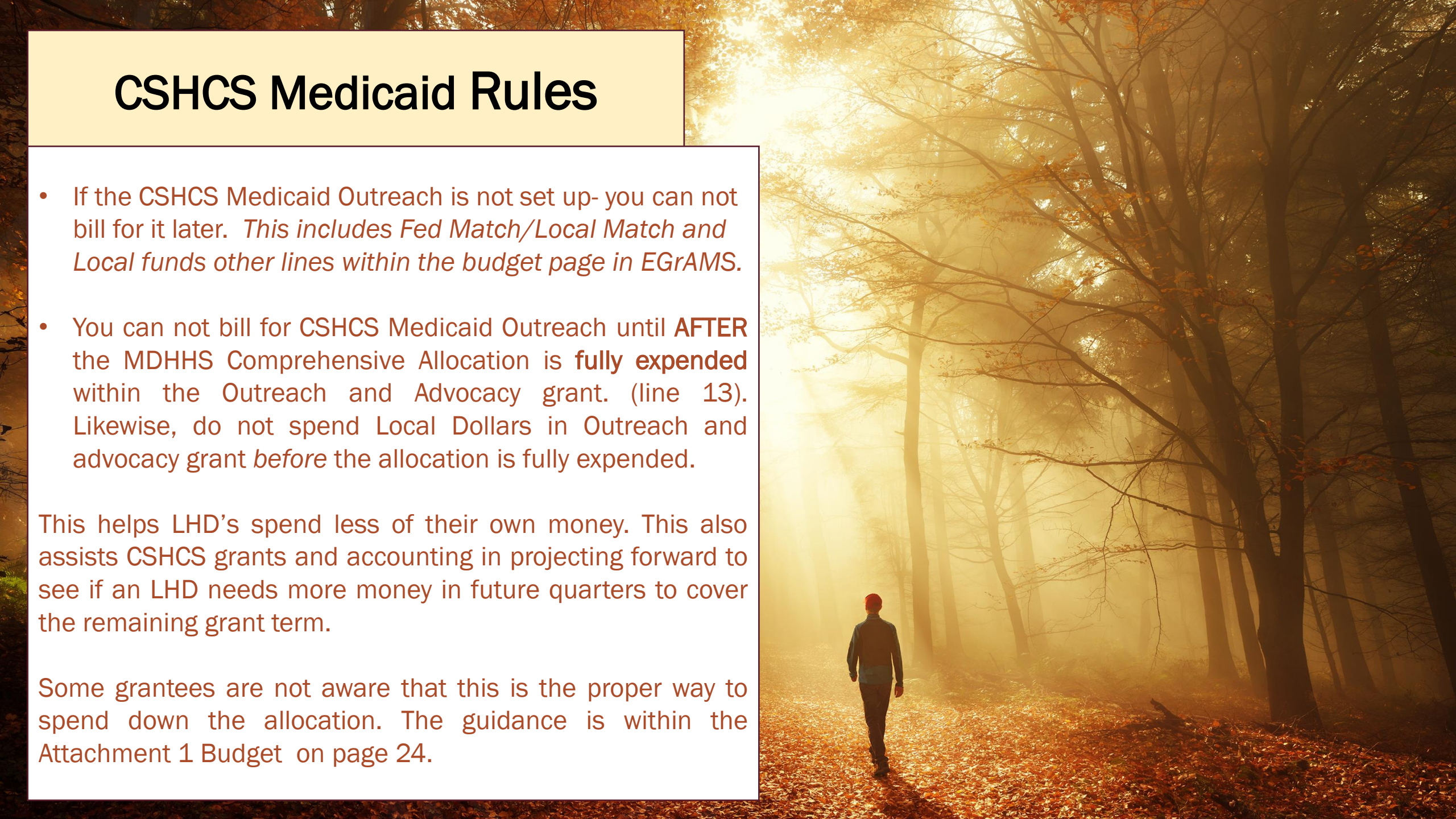
# CSHCS Medicaid Rules

- If the CSHCS Medicaid Outreach is not set up- you can not bill for it later. *This includes Fed Match/Local Match and Local funds other lines within the budget page in EGrAMS.*

- You can not bill for CSHCS Medicaid Outreach until **AFTER** the MDHHS Comprehensive Allocation is **fully expended** within the Outreach and Advocacy grant. (line 13). Likewise, do not spend Local Dollars in Outreach and advocacy grant *before* the allocation is fully expended.

This helps LHD's spend less of their own money. This also assists CSHCS grants and accounting in projecting forward to see if an LHD needs more money in future quarters to cover the remaining grant term.

Some grantees are not aware that this is the proper way to spend down the allocation. The guidance is within the Attachment 1 Budget on page 24.



# How does the actual breakout get configured?

Take the dollar amount you are requesting and multiply it by the current Medicaid Rate.

$40,000 x .7536 = $30,144
(this is the amount eligible for reimbursement)

Take the reimbursable amount and divide it in half
$30,144/2= $15,072
(This is the amount you will put in the Federal Medicaid Line 6 in the FSR. This is also the amount you will put in Required Local Match FSR line 6)

The remining money needed to get to the $40,000 request is the Local funds Other. (Line 21)
$9856

## Example:

- Our example Medicaid rate is .7539%
- Our request total amount for this quarter is $40,000

$15,072 Federal Match
$15,072 Required Local Match
$ 9,856 Local funds other
$40,000 Total for FSR

# WE HAVE A CHEAT SHEET

- Put the dollar amount **total** you need to request in the blue cell.
- Change the CSHCS Medicaid Rate to what ever the current rate is by moving the decimal two places to the left.(Highlighted in Yellow)
- The form will auto tabulate the breakout for you.
- Reuse and keep year to year by updating the Medicaid rate as it changes!

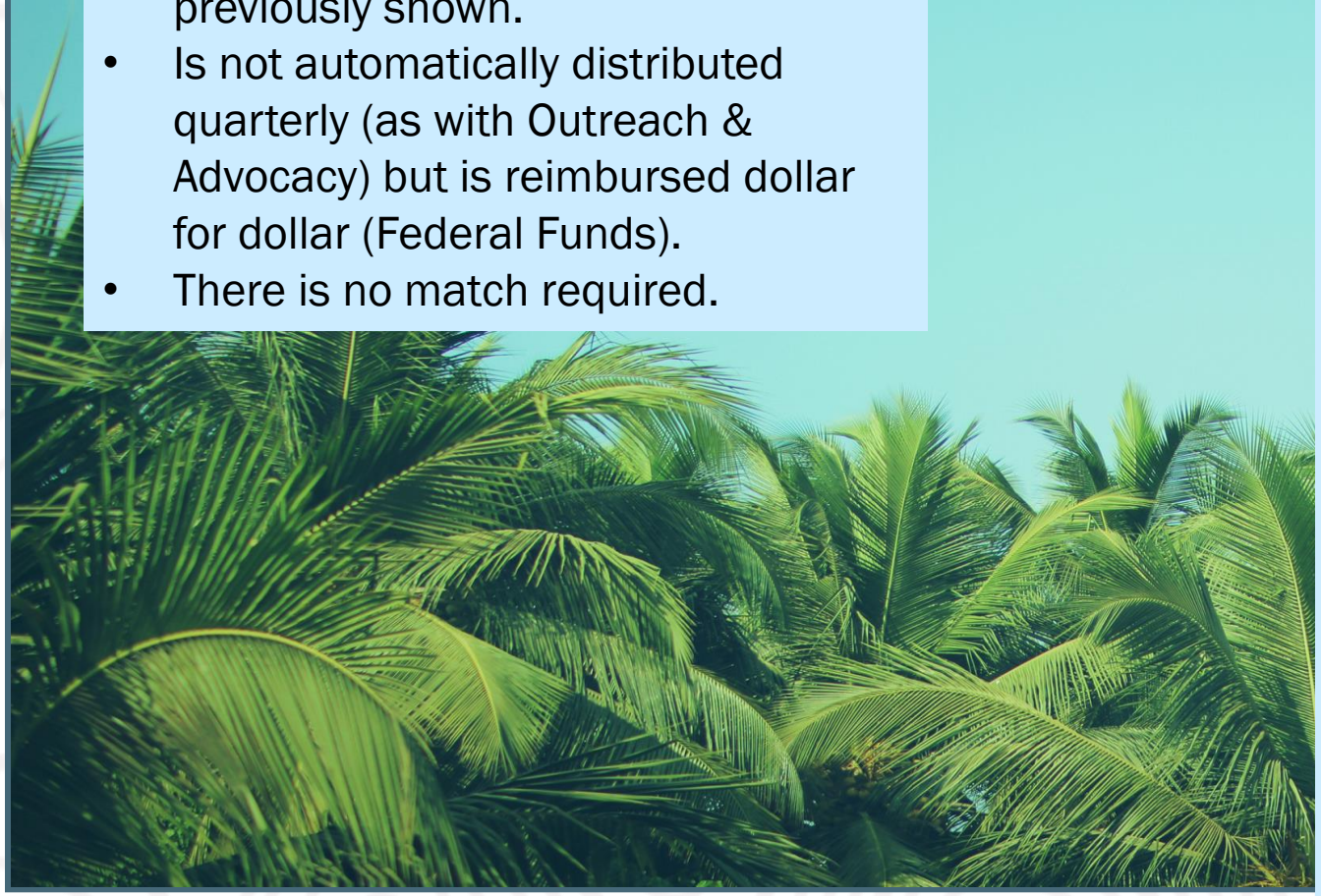
| **How to Calculate the CSHCS Federal Medicaid Reimbursement:** | | | |
|---|---|---|---|
| **Total eligible expenditures:** | | 153524.00 | enter expenditures |
| - not covered by State allocations | | | |
| - not covered by earmarked grants or fees | | | |
| - expenditures covered by local funds | | | |
| - usually a cost distribution expenditure from CSHCS Outreach & Advocacy | | | |
| **Medicaid CSHCS %:** | FY20 | 0.7871 | enter health department % |
| - % by health dept. updated yearly | | | |
| **Amount eligible to bill Federal Medicaid:** | | 120838.74 | formula - do not enter any data |
| **Federal Medicaid Outreach 50/50 Revenue:** | | 60419.37 | enter this amount on revenue line 6 |
| - This is the health department's revenue | | | Federal Medicaid Outreach |
| **Required Match - Local:** | | 60419.37 | enter this amount on revenue line 7 |
| - This is the amount health departments must match in local funds | | | Required Match - Local |
| **Local Funds - Other** | | 32685.26 | enter this amount on revenue line 21 |
| - These are the non-Medicaid expenditures | | | Local Funds - Other |
| Total expenditures and total revenues should equal. It may be necessary to tweak local funds by $1.00 due to rounding. | | | |

Please let me know if you would like one sent to you

# New Topic- Care Coordination- Or- CC-Fix

**The Care Coordination attachment:**

- Can be found in the same documents area within EGrAMS as previously shown.
- Is not automatically distributed quarterly (as with Outreach & Advocacy) but is reimbursed dollar for dollar (Federal Funds).
- There is no match required.



## How it works:

- The nurse at the clinic will go into CHAMPS and collect data for the quarter on what types of services were accessed for each type of client.
- When the quarter has passed this will be uploaded in to the CHASS system.
- The nurse should give the accountant a copy of the report for the FSR. (Sometimes they forget, or new information comes for a past quarter and there will be an amendment within CHASS. Your contract manager approves both so if there is something you are not aware of in the numbers, it will be sent to you for easy access.
- **The attachment must be uploaded into EGrAMS.**
  (After the grant manager approves the FSR, the MDHHS accountants use the form to also track expenditures. They do not have access to CHASS.

# What information can be derived from the CHASS upload

Please note the yellow highlighted areas on the form. Those PCA codes represent different funding pots.
Therefore, our accounting department needs to see this form in the FSR.

## Care Coordination Services

### I. Level I: Plan of Care (POC) (Maximum of one Plan of Care per eligibility year per client)

**Annual Plan of Care in the client's home:**

| | | | | | |
|---|---|---|---|---|---|
| 1. | _____ | # of services provided to Title V clients | X $150.00 | $0.00 | |
| 2. | _____ | # of services provided to Title V/XIX clients | X $150.00 | $0.00 | |

**Annual Plan of Care by Telephone:**

| | | | | | |
|---|---|---|---|---|---|
| 3. | _____ | # of services provided to Title V clients | X $100.00 | $0.00 | |
| 4. | _____ | # of services provided to Title V/XIX clients | X $100.00 | $0.00 | |
| 5. | | **TOTAL Level I/ POC Services billed for Title V this period:** (Lines 1 + 3 ) | | $0.00 | PCA 88070 |
| 6. | | **TOTAL Level I/ POC Services billed for Title V/XIX this period:** (Lines 2 + 4) | | $0.00 | PCA 88080 |
| 7. | | **TOTAL Level I/ POC Services billed for Title V and Title V/XIX this period:** (Lines 5 + 6) | | $0.00 | |

### II. Level II: Care Coordination (Maximum of 10 services per eligibility year per client)

| | | | | | |
|---|---|---|---|---|---|
| 8. | _____ | # of services provided to Title V clients | X $30.00 | $0.00 | PCA 88040 |
| 9. | _____ | # of services provided to Title V/XIX clients | X $30.00 | $0.00 | PCA 88050 |
| 10. | | **TOTAL Level II Care Coordination billed this period:** (Lines 8 + 9) | | $0.00 | |
| 11. | | **TOTAL CSHCS Care Coordination (Level I + Level II):** (Lines 7 + 10) | | $0.00 | **Enter on FSR** |

### III. Case Management Services (Maximum of six services per eligibility year per client without prior authorization by MDHHS)

| | | | | | |
|---|---|---|---|---|---|
| 12. | _____ | # of services provided to Title V clients | X $201.58 | $0.00 | PCA 88010 |
| 13. | _____ | # of services provided to Title V/XIX clients | X $201.58 | $0.00 | PCA 89650 |
| 14. | _____ | # of services provided to Title XIX clients | X $201.58 | $0.00 | PCA 89650 |
| 15. | | **TOTAL CSHCS Case Management Services billed this period:** (Lines 12 + 13 + 14) | | $0.00 | **Enter on FSR** |

# Vaccine Grant Intent

- The goal of this funding is to support efforts to increase vaccination rates among children with disabilities and special health care needs, along with parents and family members of children with special health care needs.
- The funds are intended for the CSHCS Program.
- Funds are not intended to fund actual vaccinations.
- CSHCS needs an annual report detailing how funds were utilized.

# The Vaccine Initiative Funding Details

- Funding Source:  Centers for Disease Control and Prevention Funds distributed to the MDHHS Division of Immunizations.
- Three-year grant running through 6/30/2024.
- Each health department receives a set amount that is automatically distributed.
- Quarterly FSRs indicate what funds have been spent.
- If Grant is not fully expended at fiscal year end (9/30) funds will be pulled back.

* There is rarely any reason to amend this grant.

## Amendments:

- Require multiple staff and departments to approve thus we need as much notice as possible.
- Take about 6 week to go live.

## May be unnecessary because:

- We allow budget line deviation between budget categories up to 15% of the total grant or $10,000- whichever is greater.
- If an amendment was submitted for your LHD and you don't know why, please contact the contract manager.

Terra Depew: Depewt@Michigan.gov

Kelly Gram: Gramk2@michigan.gov