

DEPARTMENT OF HEALTH SERVICES

714 / 744 P STREET
P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 654-0499



March 5, 2001

N.L.: 01-0301
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TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS AND MEDICAL CONSULTANTS,
CHIEF/SUPERVISING THERAPISTS, STATE CHILDREN'S MEDICAL
SERVICES (CMS) STAFF

SUBJECT: INSTRUCTIONS FOR COMPLETION OF THE "STATE-APPROVED 100
PERCENT STATE-FUNDED STAFF ALLOCATIONS FOR COUNTY
MEDICAL THERAPY PROGRAMS" FORM

The purpose of this letter is to provide instructions to county CCS programs and CMS Branch Regional Offices on staffing that is funded 100 percent by the State for the implementation of the AB 3632 Interagency Regulations. This letter supersedes numbered letter 20-0898, dated August 14, 1998. Compliance with the interagency regulations requires the county CCS programs to provide staffing for specific therapist functions. These functions include:

1. Providing a Medical Therapy Program (MTP) liaison to the Local Education Agency (LEA) to coordinate MTP activities with special education;
2. Having a therapist attend Individualized Education Program (IEP) meetings when requested by the parent of LEA; and,
3. Providing additional clerical support.

The cost for providing staff to perform these duties is reimbursed 100 percent by the State CCS program for counties with Medical Therapy Units (MTUs).

Annually, the CMS Branch will issue a CCS Information Notice requesting county CCS programs to complete and submit the "State-Approved 100 Percent State-Funded Staff Allocations for County Medical Therapy Program" form (see enclosure). The data necessary for the State CMS Branch to determine the amount of the allocation to each county CCS program for these functions is submitted on this form. In order to approve the therapy staff claimed on the quarterly expenditure invoice, the county CCS program needs to provide the following information to the State CMS Branch:

1. The number of LEAs and Special Education Local Planning Areas (SELPA) with which the county CCS program is coordinating to determine the full-time equivalents (FTEs) needed for the MTP liaison to the LEA.
2. The total number of children currently followed by the MTP as "open cases." The number of "open cases" is defined as an unduplicated count of all MTP-eligible children receiving either physical therapy, occupational therapy, medical therapy conference, or any combination of these services. A child is not to be counted more than once.
3. The number of MTUs in the county. Satellites or any facility that does not meeting MTU status are not included in this count.
4. The total number of children in the county MTP with IEPs. To determine the number of therapists necessary to attend IEP meetings when requested.
5. The total number of children in the county with MTP Individualized Family Service Plans (IFSPs). To determine the number of therapists necessary to attend IFSP meetings when requested.
6. The prescribed hours per week of both physical and occupational therapy in the MTP.

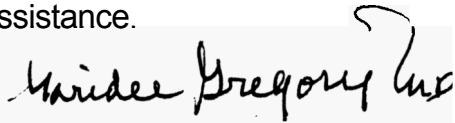
The form is to be completed by the county MTP and then reviewed for accuracy and signed by both the chief/supervising therapist or equivalent, and the CCS program administrator. The form will be requested on an annual basis through a "Request For Completion of the State Approved 100 Percent State Funded Staff Allocations for County Medical Therapy Programs."

The information on the form, submitted on an annual basis, along with the formulas identified in the "Staffing Standards for MTP Coordination with SELPA/LEA" will be used to determine the number of 100 percent state-funded FTEs necessary for the county CCS program to comply with the interagency regulations. After the CMS Branch has calculated the number of positions to be approved based on the submitted data, a letter will be sent to the county CCS program to inform them of the number of positions allocated at 100 percent state funding for the current fiscal year.

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The funding for staff required to perform the duties implementing the interagency regulations is incorporated into the CCS therapy expenditure invoice. The CCS Expenditure Invoice form for the MTP allows counties to claim 100 percent State funding for approved staff.

If you have questions about the information required on the form or the calculations relating to the 100 percent state-funded positions, please contact your regional office therapy consultant. If you have questions about the quarterly invoice submission, please contact the Administrative Unit at (916) 654-0499. Thank you for your assistance.

A handwritten signature in black ink, reading "Maridee Gregory MD". The signature is written in a cursive style and is positioned above a light gray rectangular box.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosure

**State-Approved 100 Percent State-Funded Staff Allocations
For
County Medical Therapy Programs (MTPs)**

Fiscal Year _____ / _____

TO BE COMPLETED BY COUNTY CCS PROGRAM

County _____ Date _____

Total No. of MTUs in County _____ Total No. of Children on MTP Caseload _____

Total No. of LEAs in County _____

Total No. of SELPAs in County _____ Total No. of Children on MTP Caseload with IEPs _____

Prescribed Hours per week of Physical Therapy _____ Total No. of Children on MTP Caseload with IFSPs _____

Prescribed Hours per week of Occupational Therapy _____

Chief Therapist/Unit Supervisor (Print Name) CCS Administrator (Print Name)

Signature Signature

TO BE COMPLETED BY STATE THERAPY CONSULTANT

100 Percent State Funded Positions:	No. of FTEs
1. MTP Liaison to the SELPA (Therapist)	
2. MTP Liaison to the SELPA (Clerk)	
3. Therapist(s) for IEP Attendance/Consultation	

Approved by: _____ Date _____
State Therapy Consultant