



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: April 14, 2020 REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

CONTACT PERSON: Vienna Barnes PHONE: 624-8075

SUBJECT: Ratify the submission of a grant application, accept an award, and approve the Allocation Agreement with the California Department of Health Care Services for the Medi-Cal Navigator Project

REQUEST(S):

That the Board of Supervisors:

1. Ratify and authorize the submission of a grant application to the California Department of Health Care Services on October 18, 2019 for an amount not to exceed \$579,503 in funding to be used in creation of the Medi-Cal Enrollment Navigators Project.
2. Find that the Board had authority to submit this application as of October 18, 2019, and that it was in the County's best interest to submit it on that date.
3. Accept the Medi-Cal Enrollment Navigator Project award in the amount of \$579,503 from the California Department of Health Care Services.
4. Approve the Allocation Agreement with the California Department of Health Care Services, retroactive from January 1, 2020 through June 30, 2021 for the Medi-Cal Navigator Project. This agreement is retroactive due to the short window of time allotted by the State for grant application submission after making the application available to counties.
5. Find that the Board had authority to approve the allocation agreement as of January 1, 2020, and that it was in the County's best interest to approve it on that date.

SUBJECT: Ratify the submission of a grant application, accept an award, and approve the Allocation Agreement with the California Department of Health Care Services for the Medi-Cal Navigator Project
DATE: April 14, 2020

6. Authorize the Chair of the Board to sign three (3) copies of the Allocation Agreement.
7. Authorize the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).

SUMMARY:

On June 27, 2019, Governor Newsom signed the Budget Act of 2019. This legislation authorized the Department of Health Care Services (DHCS) to manage and fund Medi-Cal outreach, enrollment, retention, and troubleshooting services within the State of California. The DHCS identified ten (10) priority populations on which to focus health navigation efforts. On September 13, 2019, DHCS issued a notice to counties regarding a grant opportunity to receive funding to focus on outreach to the priority populations identified. On October 18, 2019, Tulare County Health and Human Services Agency (HHSA) submitted a grant application for the Medi-Cal Enrollment Navigator Project. On December 11, 2019 HHSA received notification of being awarded the grant. Ratification of the application is necessary as the time between notification to apply and application due date was not sufficient to schedule for advance Board approval.

HHSA currently conducts Medi-Cal navigation services using fourteen (14) TulareWORKs dedicated staff members stationed at twenty-three (23) outstation sites to assist with navigation efforts in nine (9) Tulare County cities. Outstation staff assists applicants and beneficiaries with applications for Medi-Cal, completion of Annual Redetermination forms, and processing reported changes in circumstances. These efforts are currently conducted at various sites such as Community Health Clinics, Hospitals, Mental Health Facilities, Recovery Centers, Probation Departments, County Jail, Adult Protective Agency, Adult Schools, and Community Services and Employment and Training centers.

Accepting this grant would allow TulareWORKs to expand navigation efforts to include the following targeted populations: aged persons, persons who are homeless, persons incarcerated in county jail, immigrants, families of mixed immigration status, persons with limited English proficiency, and uninsured children or youth formerly enrolled in Medi-Cal. Some of the barriers HHSA faces in serving these populations include the inability of staff to attend outreach events outside of the locations currently designated (including outstation sites), the reluctance of applicants/recipients to enter a designated office or site, and/or lack of transportation. To overcome these barriers, HHSA will partner with the Tulare County library to utilize the seventeen (17) libraries located within Tulare County - including locations in rural areas with no HHSA staff representation - to host outreach events and assist clients. Because the library is utilized as both a warming and cooling center in the Winter and Summer seasons for the homeless community, this partnership will provide a significant opportunity to reach a population we might not otherwise reach. This funding will also afford the opportunity to increase staff

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dedicated to outreach. Approximately half of the residents in Tulare County receive health care coverage through the Medi-Cal program.

The request to receive Board approval for the grant application is retroactive due to the short window of time allotted by the State for grant application submission after making the application available to counties.

The following terms within the agreement deviate substantively from the standard County boilerplate: 1) County must sign first; 2) County agrees to waive all claims and recourse against the State, including the right to contribution for loss or damage to persons or property arising from the agreement, except claims arising from the concurrent or sole negligence of the State; 3) County agrees to indemnify the state; and 4) DHCS may terminate for cause for any of the following reasons: a) Upon DHCS' knowledge of a violation of this Agreement by Business Associate, DHCS may in its discretion: 1) Provide an opportunity for Business Associate to cure the violation and terminate this Agreement if Business Associate does not do so within the time specified by DHCS; 2) Terminate this Agreement if Business Associate has violated a material term of this Agreement; 3) DHCS may terminate this Agreement if Business Associate is found to have violated HIPAA, or stipulates or consents to any such conclusion, in any judicial or administrative proceeding.

FISCAL IMPACT/FINANCING:

The total revenue for this award allocation is \$579,503 for use during the period of January 1, 2020 to June 30, 2021. For Fiscal Year 2019/20, an AUD 308 form is required to adjust the HHS Unit 4030 Revenues and Expenditures in the amount of \$220,470. For Fiscal Year 2020/21, the remaining revenue amount of \$359,033 will be budgeted in the HHS Unit 4030. The funding is derived from the State of California Department of Health Care Services, Federal Medi-Cal. There are no additional county costs for this agreement.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

Tulare County's five-year strategic plan includes the Quality of Life initiative to promote and encourage the provision of quality supportive services for at-risk adults, youth and children in state and federally mandated programs. This agreement increases the ability to fulfill that obligation with the provision of increased access to services at more locations throughout the community.

ADMINISTRATIVE SIGN-OFF:

/s/Anita Ortiz
Anita Ortiz
Director of Human Services

cc: County Administrative Office

SUBJECT: Ratify the submission of a grant application, accept an award, and approve the Allocation Agreement with the California Department of Health Care Services for the Medi-Cal Navigator Project

DATE: April 14, 2020

Attachment(s) Allocation Agreement
AUD 308
Grant Application (Work plan)
Award Letter

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF RATIFY THE) Resolution No. _____
SUBMISSION OF A GRANT APPLICATION,) Agreement No. _____
ACCEPT AN AWARD, AND APPROVE THE)
ALLOCATION AGREEMENT WITH THE)
CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES FOR THE MEDI-
CAL NAVIGATOR PROJECT

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Ratified and authorized the submission of a grant application to the California Department of Health Care Services on October 18, 2019 for an amount not to exceed \$579,503 in funding to be used in creation of the Medi-Cal Enrollment Navigators Project.
2. Found that the Board had authority to submit this application as of October 18, 2019, and that it was in the County's best interest to submit it on that date.
3. Accepted the Medi-Cal Enrollment Navigator Project award in the amount of \$579,503 from the California Department of Health Care Services.
4. Approved the Allocation Agreement with the California Department of Health Care Services, retroactive from January 1, 2020 through June 30, 2021 for the Medi-Cal Navigator Project. This agreement is retroactive due to the short

window of time allotted by the State for grant application submission after making the application available to counties.

5. Found that the Board had authority to approve the allocation agreement as of January 1, 2020, and that it was in the County's best interest to approve it on that date.
6. Authorized the Chair of the Board to sign three (3) copies of the Allocation Agreement.
7. Authorized the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).



Medi-Cal Health Navigator Outreach & Enrollment Grant
(Insert Name of County Department or Community Organization)
Navigators Project Goals and Objectives Plan
Attachment 1; Submit to DHCS no later than 10/11/2019



Introduction: This Goal and Objectives form should be used as a guide for navigation planning. Please make sure to provide enough detail so that the selection committee has a clear idea of the organization's mission, target populations¹, service locations, barriers to current outreach, goals for grant, and specific objectives for grant funding. The Department of Health Care Services (DHCS) has identified ten (10) priority populations to focus health navigation efforts. While priority will be given to organizations who engage with these populations, DHCS will take other selection criteria into consideration when accessing applicants and final allocations.

Tulare County Health and Human Services Agency currently conducts Medi-Cal navigation services. We have 14 dedicated staff members stationed between 23 outstation sites to assist with navigation efforts in 9 cities in Tulare County. Outstation staff assist applicants and beneficiaries when applying for Medi-Cal, completing their Annual Redetermination, and taking and processing reported change in circumstances. Our efforts are currently conducted in 9 cities at various sites such as Community Health Clinics, Hospitals, Mental Health facilities, Recovery Centers, Probation Departments, County Jail, Adult Protective Agency, Adult Schools, and Community Services and Employment and Training centers.

This grant would allow us to expand our navigation efforts to include the following targeted populations: aged persons, persons who are homeless, persons who are in county jail, immigrants and families of mixed immigration status, persons with limited English proficiency, and uninsured children or youth formerly enrolled in Medi-Cal. The programs offered through Library Literacy (Question 32, page 17 of the Medi-Cal Health Enrollment Navigators Project Survey) target these specific populations through their current outreach efforts and available programs. In addition, the Library is utilized as both a warming and cooling center in the Winter and Summer seasons, respectively, which appeals to the homeless population; homeless individuals congregate at local libraries to escape from the elements.

Current challenges we face in navigation efforts is availability of staff to be able to host and attend outreach outside of our current locations (including outstation sites). Applicants and Recipients are often times reluctant to enter a designated office or outstation site or may lack the transportation to get to a designated site. Reluctance can be attributed to a variety of reasons such as the stigma associated with entering a public building, the uncomfortableness of entering a law enforcement building, or unwillingness to expose themselves to the illnesses contained at local community clinics and hospitals. There are 17 library locations within Tulare County, with locations in rural areas where outstation and Tulare County Health and Human Services offices are not present, making it difficult to reach individuals in these areas. The Library Literacy staff have the flexibility to host and attend outreach events, but lack the funding and means to be able to hire additional staff to dedicate to outreach. In collaboration with Library Literacy, we will be able to provide staffing needs, dedicated to reaching the targeted population outlined in this survey.

¹ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



Medi-Cal Health Navigator Outreach & Enrollment Grant
(Insert Name of County Department or Community Organization)
Navigators Project Goals and Objectives Plan
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Goal 1

Enroll 625 individuals into Medi-cal.

Objectives:

1. Go to local jails and assist individuals who will be exiting the institution within the next 30-60 days apply for Medi-Cal.
2. Host monthly workshops for Medi-Cal application submissions.
3. Dedicate a workstation at each library location designated for Medi-Cal applications and utilizing Extra Help Library Assistants to assist with enrollment.
4. Make available paper applications/ Pub 68's at circular desks at each branch location.

Goal 2

Assist 1,200 individuals retain their current Medi-Cal coverage.

Objectives:

1. Travel to rural/unincorporated areas monthly to provide the means to renew their coverage.
2. Dedicate a workstation at each library location designated for Medi-Cal renewals and utilize Extra Help Library Assistants to assist with retention efforts.
3. Make available paper annual redetermination forms at circular desks at each branch location.

Goal 3

Attend/Host outreach events at least monthly to spread information about Medi-Cal and assist individuals in applying/renewing their Medi-Cal coverage.

Objectives:

1. Host a booth at Red Ribbon Week in October of the funding year.
2. Host a booth at Family Literacy night in February of the funding year
3. Host a booth at Summer Night Lights in June/July.
4. Host a booth at the Farmers Market.
5. Host a booth at Dia de los Ninos in April of the funding year.
6. Attend school/district/parent meetings once per month

Tracking and Reporting Measures

1. Are you capable of identifying and tracking the performance measures listed below? If no, please see question 2.

Yes No

Target Population (based on DHCS identified priority populations)



Medi-Cal Health Navigator Outreach & Enrollment Grant
(Insert Name of County Department or Community Organization)
Navigators Project Goals and Objectives Plan



Attachment 1; Submit to DHCS no later than 10/11/2019

Yes No Age, race, gender, income of target population

Yes No Outreach and enrollment strategy

effectiveness-

Yes No How many individuals did your organization target,

Yes No How many individuals enrolled in Medi-Cal,

Yes No How many individuals retained Medi-Cal coverage, etc.

Yes No Location of targeted population (region, county, and/or city)

Comments: Booths for outreach events will be equipped with technology for individuals to apply and renew their coverage in addition to paper forms. Extra Help Library Assistants available at each event to assist with the application/renewal completion.

2. What are the organization's barriers to tracking and reporting such information?

A: N/A.



(Name of COUNTY or COMMUNITY BASED ORGANIZATION (CBO))
NAVIGATORS PROJECT WORK PLAN

Attachment 2; Submit to DHCS no later than 10/11/2019



Activity 1 – Program Planning and Startup

Activity 1: Identify major Navigators Project's planning and startup objectives, milestones, strategies, and activities. Identify target population groups¹, completion dates, and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/ activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ¹	COMPLETION DATE	RESPONSIBILITY List organization responsible, and staff position responsible.	GOAL Indicate the number of individuals or increase by percentage each objective plans to reach. (I.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).
Hire Extra Help Staff	January 1, 2019 or prior	Flyers on the Tulare County HR&D website recruiting for Extra Help Library Assistants outlining job duties.		Hiring process completed by date of implementation of program. Recruiting, interviewing, and selection occurring in December 2019.	Tulare County Library Literacy and HR&D Department	Hire five Extra Help staff to assist with Enrollment and Retention to reach our goal of enrolling and retaining a total of 1825 individuals.
Purchase of Equipment	January 1, 2019 or prior	Meeting with County Fiscal Staff to arrange purchase agreement and obtain approval of items.		12/15/2019 to allow for set up and training of equipment	Tulare County HHS (Unit Manager and Program Specialists)	Obtain list of items required to initiate program efforts, such as iPads, outreach kits, and signage. This is to ensure all

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						tools needed to assist staff with enrollment and retention are acquired.
Supply paper applications, renewals, and supplementary forms to each location	January 1, 2019	Order large quantities of SSApp, SAWS 2 Plus, Renewal forms, and supplementary forms to make available at all 17 Library Circular desk locations.		This will be an ongoing activity.	Library Literacy Staff (Library Assistant/Branch Manager)	To ensure each location is fully supplied with outreach material to assist with enrollment and retention at each location.
Schedule to attend and host outreach	Monthly	Schedule to host and/or attend the 15-20 outreach events throughout the County to provide information about Medi-Cal and assist individuals in applying/renewing their Medi-Cal coverage.		Scheduling will occur on an ongoing basis so final completion date would be one month prior to the end of program implementation.	Library Literacy (Library Assistant) and Tulare County HHS (Eligibility worker/Program Specialist)	Scheduling dates in advance will provide planning efforts to meet our goal of enrollment and retention and target the populations for the duration of the funding period.
Training	Prior to program implementation	Library Literacy staff will be trained to navigate online MyBCW and how to complete Medi-Cal forms and instructions to operate equipment purchased.		December 15, 2019	Tulare County HHS	



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Activity 2 – Navigation Activities

Activity 2: Identify major Navigators Project's outreach and enrollment activities objectives, milestones, strategies, and activities. Identify target population groups², completion dates and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ²	COMPLETION DATE	RESPONSIBILITY List organization responsible, and staff position responsible.	GOALS VS. ACTUALS Indicate the number of individuals or increase by percentage each objective plans to reach. (i.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).
Monthly Application workshop	Monthly	Reserve computer lab at library for events. Solicit individuals through signage (posters/digital signage) and Extra Help staff within library locations.	Immigrants and families of mixed immigration status, persons with limited English proficiency, uninsured children or youth formerly enrolled in Medi-Cal, persons who are homeless.	Monthly, beginning January 2020 through June 2021	Library Literacy (Library Assistant) and Tulare County HHS (Eligibility worker/Program Specialist)	Increase Medi-Cal enrollment monthly by 3% of the targeted goal of 625, for a total percentage enrolled (at the end of the duration period) of 50% of the targeted goal.
Dedicated Application Stations	Daily	Purchase iPads for each location for individuals to check out to	Immigrants and families of mixed immigration status, persons	Daily, beginning January 2020	Library Literacy (Library Assistant)	Efforts would enroll at least 1% of the targeted goal of 625 monthly for an

² Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal.



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		apply, renew, or submit documents for their case. Promote through signage in front of library, digital signage, posters.	with limited English proficiency, uninsured children or youth formerly enrolled in Medi-Cal, persons who are homeless.	through June 2021		increased enrollment of 17% at the end of the duration period.
Supply paper applications, and supplementary forms to each location	Daily	SSApp, SAWS 2 Plus, and supplementary forms will be available at Library Circular desks at all 17 locations	Aged persons, (senior centers, and other organizations geared to seniors who are in close proximity to the main branch), immigrants and families of mixed immigration status, persons with limited English proficiency, uninsured children or youth formerly enrolled in Medi-Cal, persons who are homeless.	Monthly, beginning January 2020 through June 2021	Library Literacy Staff (Library Assistant/Branch Manager)	Goal is to enroll at least 15% of individuals onto Medi-Cal via this method for the duration of the funding year.
Travel to rural/unincorporated areas monthly	Monthly milestone	Utilize the Library Literacy mobile to travel to 2 different locations each month and	Aged persons, persons who are homeless, immigrants and families of mixed immigration	Monthly beginning June 2020 through June 2021	Library Literacy (Library Assistant) and Tulare County HHS (Eligibility)	Traveling to 2 locations each month for a total of 12 months we will be able to enroll at



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		provide assistance with applications.	status, persons with limited English proficiency, and uninsured children or youth formerly enrolled in Medi-Cal.		worker/Program Specialist)	least 5% of our targeted goal.
Attend/host outreach events at least monthly to spread information about Medi-Cal and assist individuals in applying for coverage.	Monthly milestone	The Library Literacy partners with many local agencies and dedicates a booth at specified events throughout the year. The Library Literacy attends 15-20 events annually. Each event is geared towards certain populations such as Senior Day in the Park (geared to seniors), Dia de los ninos (geared to children and families), Family Literacy Night (geared to families), Thanksgiving community lunch (targets the	All	January 2020 through June 2020	Library Literacy (Library Assistant) and Tulare County HHSA (Eligibility worker/program specialist)	Based on attendance and size of events, goal will be to enroll 10% of our targeted goal for the duration of the funding period.



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		homeless population), in addition to many other events.				
Go to local jails and assist individuals who will be exiting the institution within the next 30-60 days apply for Medi-Cal	Monthly milestone	The Library Literacy Program assists individuals within the jail facilities with adult literacy hosting classes that teach mothers how to read to their children.	Persons who are in county jails	January 2020 through June 2021	Library Literacy	Based on weekly visits to the jail goal will be to enroll 5% of our targeted goal for the duration of the funding period.



(Name of COUNTY or COMMUNITY BASED ORGANIZATION (CBO))
NAVIGATORS PROJECT WORK PLAN

Attachment 2; Submit to DHCS no later than 10/11/2019



Activity 3 – Retention

Activity 3: Identify major Navigators Project's retention objectives, milestones, strategies, and activities. Identify target population groups³, completions dates, and how many individuals from each group you intend to enroll.

OBJECTIVE Use the objectives indicated in the "Navigators Project Goals and Objectives" form to outline each partner's responsibility.	MILESTONE Detail of milestone in objective's strategic plan	STRATEGIES AND ACTIVITIES What strategies/activities will be used to achieve these goals and objectives?	TARGET POPULATIONS See below ³	COMPLETION DATE	RESPONSIBLE ENTITY and LOCATION List responsible organization and location.	GOALS VS. ACTUALS Indicate the number of individuals or increase by percentage each objective plans to reach. <i>(i.e. Increase the number of Medi-Cal eligible clients targeted by O&E efforts by X).</i>
Dedicated Renewal Stations	Daily	Purchase iPads for each location for individuals to check out to apply, renew, or submit documents for their case. Promote through signage in front of library, digital signage, posters.	Immigrants and families of mixed immigration status, persons with limited English proficiency, uninsured children or youth formerly enrolled in Medi-Cal, persons who are homeless.	Daily, beginning January 2020 through June 2021	Library Literacy (Library Assistant)	Retain Medi-Cal recipients by 3.5% each month at all 17 locations for a percentage retained of 60% of the targeted goal for the duration of the funding period.
Supply paper renewals and supplementary forms to each location	Daily	Renewal forms and supplementary forms will be available at	Aged persons, (senior centers, and other organizations geared to	Monthly, beginning January 2020 through June 2021	Library Literacy Staff (Library Assistant/Branch Manager)	Goal is to retain 10% of individuals in Medi-Cal for the duration of the funding period.

³ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



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		circular desks at all 17 locations	seniors who are in close proximity to the main branch), Immigrants and families of mixed immigration status, persons with limited English proficiency, uninsured children or youth formerly enrolled in Medi-Cal, persons who are homeless.			
Travel to rural/unincorporated areas monthly	Monthly milestone	Utilize the Library Literacy mobile to travel to 2 different locations each month and provide assistance with applications and renewals.	Aged persons, persons who are homeless, immigrants and families of mixed immigration status, persons with limited English proficiency, and uninsured children or youth formerly enrolled in Medi-Cal.	Monthly beginning June 2020 through June 2021	Library Literacy (Library Assistant) and Tulare County HSA (Eligibility worker/Program Specialist)	Traveling to 2 locations each month for a total of 12 months to retain 5% of our targeted goal.



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<p>Attend/host outreach events at least monthly to provide information about Medi-Cal and assist individuals in renewing their Medi-Cal coverage.</p>	<p>Monthly milestone</p>	<p>The Library Literacy partners with many local agencies and dedicates a booth at specified events throughout the year. The Library Literacy attends 15-20 events annually. Each event is geared towards certain populations such as Senior Day in the Park (geared to seniors), Dia de los ninos (geared to children and families), Family Literacy Night (geared to families), Thanksgiving community lunch (targets the homeless population), in addition to many other events.</p>	<p>All</p>	<p align="center">January 2020 through June 2021</p>	<p>Library Literacy (Library Assistant) and Tulare County HHSA (Eligibility worker/Program Specialist)</p>	<p>Based on attendance and size of events, our goal will be to retain 25% of our targeted goal for the duration of the funding period.</p>



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Activity 4 – Tracking and Reporting

Activity 4: Identify major Navigators tracking and reporting measures. Identify target population groups⁴. Identify the initial and final reporting measures and % change of each measure. Please include data source.

TRACKING and REPORTING MEASURE Include a description of each measure, and assumptions	LOCATION	TARGET POPULATION See below ⁴	INITIAL	FINAL	% CHANGE	REPORTING PERIOD	COMPLETION DATE Date reported to DHCS	RESPONSIBLE ENTITY List responsible organization

⁴ Priority target populations are: Persons with mental health disorder needs; Persons with substance use disorder needs; Persons with other disabilities; Aged persons; Homeless persons; Young people of color; Persons in jails, prison, parole probation or post release community supervision; Immigrants and families of mixed immigration status; Persons with limited English proficiency; Low wage workers and their families; Uninsured children and youth formerly enrolled in Medi-Cal



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NAVIGATORS PROJECT WORK PLAN
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(TULARE)

MEDI-CAL HEALTH ENROLLMENT NAVIGATORS PROJECT BUDGET PLAN

- List all personnel positions and the corresponding time base for each staff member (i.e. full time = 1.0, half time = .50).
- Identify the projected budget amount for each line item per fiscal year and the projected total amounts.
- Identify the costs of benefits for each fiscal year and project the total amount.
- List all non-personnel expenses, which may include, but not limited to, operating costs, program supplies, travel, technology equipment, and subcontractors.
- Provide a projection for each fiscal year and the total projected amounts.

Please identify your specific timeframes of your contract per fiscal year, modify if necessary (i.e. Fiscal Year 1 = 01/01/20 – 06/30/20; Fiscal Year 2 = 07/01/20 – 06/30/21. Furthermore, for each fiscal year of your contract, include total costs and overall costs for Total Personnel, Total Non-Personnel, Direct Costs (Projects: i.e. equipment specific for outreach and enrollment), and Indirect Costs (Overhead: i.e. health insurance) and identify the percentage, and the Grand Total amounts.

Medi-Cal Navigators Project (AB 74)	Time Base	SFY 1 1/01/20 – 6/30/20	SFY 2 7/1/20 – 6/30/21	Total Amount
Personnel Staff				
1.5 FTE Self Sufficiency Counselors III	1.50	\$ 36,605	\$ 74,673	\$ 224,996
0.25 FTE Program Specialist II - CalWORKs	0.25	\$ 7,374	\$ 14,748	\$ 22,122
0.25 FTE Program Specialist - CalWORKs	0.25	\$ 8,870	\$ 17,741	\$ 26,611
0.08 FTE HHS Unit Manager I - CalWORKs	0.08	\$ 3,154	\$ 6,308	\$ 9,462
0.05 FTE CalWORKs Statistical Analyst	0.05	\$ 1,971	\$ 3,943	\$ 5,914
3.75 FTE Benefits	2.13	\$ 23,791	\$ 48,534	\$ 119,177
Total Personnel Expenses		\$ 81,766	\$ 165,947	\$ 247,713
Non-Personnel – Direct Costs				
Office Expenses		\$ 1,200	\$ 2,400	\$ 3,599
Equipment		\$ 0	\$ 0	\$ 0
Travel (Mileage)		\$ 889	\$ 1,779	\$ 2,668
Training		\$ 0	\$ 0	\$ 0
Conference/Meetings		\$ 0	\$ 0	\$ 0
Outreach Material		\$ 5,000	\$ 10,000	\$ 15,000
Total Budget for All CBOs		\$ 110,637	\$ 136,950	\$ 247,587

-Other Costs		\$ 0	\$ 0	\$ 0
Total Direct Costs		\$ 117,726	\$ 151,129	\$ 268,855
Non-Personnel – Indirect Costs				
Workman Comp	2.13	\$ 3,116	\$ 6,231	\$ 9,347
IT Support	2.13	\$ 6,692	\$ 13,385	\$ 20,077
Allocated Agency Overhead	2.13	\$ 11,170	\$ 22,341	\$ 33,511
Total Indirect Costs		\$ 20,978	\$ 41,957	\$ 62,935
Total Personnel Expenses		\$ 81,766	\$ 165,947	\$ 247,713
Total Direct Costs		\$ 117,726	\$ 151,129	\$ 268,855
Total Indirect Costs @ 26.99 % of Total Personnel Costs		\$ 20,978	\$ 41,957	\$ 62,935
Grand Total		\$ 220,470	\$ 359,033	\$ 579,503



RICHARD FIGUEROA
ACTING DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

December 9, 2019

Anita Guerrero-Ortiz
Human Services Director
Health & Human Services Agency
County of Tulare
5957 South Mooney Boulevard
Visalia, CA 93277

**SUBJECT: DEPARTMENT OF HEALTH CARE SERVICES MEDI-CAL HEALTH
ENROLLMENT NAVIGATORS PROJECT ALLOCATION AGREEMENT**

Dear Ms. Guerrero-Ortiz:

Congratulations! The Department of Health Care Services (DHCS) is pleased to inform you that your county agency/department has been chosen as a recipient for the Medi-Cal Health Enrollment Navigators Project (Navigators Project) Allocation (Allocation) funding authorized by Assembly Bill (AB) 74 (Chapter 23, Statutes 2019).

Your county's allocation award amount is \$579,503. The receipt of the grant funding is for the intended purpose of enrollment and retention for an estimated 1,825 individuals of the following target populations: aged persons; persons who are homeless; persons in jails, in state prison, on state parole, on county probation or under post release community supervision; immigrants and families of mixed immigration status; persons with limited English proficiency; and uninsured children and youth formerly enrolled in Medi-Cal. As a condition of this allocation funding, your organization is required to sign and comply with the Medi-Cal Health Enrollment Navigators Project Agreement (Agreement) to be released soon.

The Agreement is being used in lieu of a formal, state contract. The Allocation funds will be paid to your organization utilizing an allocation process. In order to receive this Allocation, your organization is not required to obtain Board of Supervisor's Approval unless that is the prescribed protocol. The Agreement outlines requirements and provisions of Allocation Funding, required deliverable templates, and timeframes for submitting required deliverables.

To assist with the success of outreach, enrollment, and retention activities, DHCS will hold regular meetings to assist in the continued communication of information and ongoing expectations of the terms of the approved allocation agreement. Additionally,

Medi-Cal Eligibility Division
1501 Capitol Avenue, MS 4607
P.O. Box 997413, Sacramento, CA 95899-7413
(916) 552-9200 phone • (916) 552-9477 fax
Internet Address: www.dhcs.ca.gov

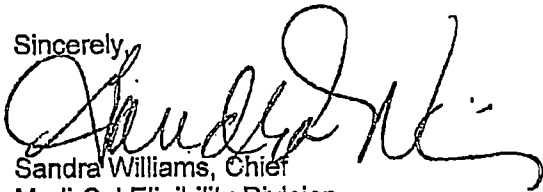
Anita Guerrero-Ortiz
Page 2
December 9, 2019

DHCS will be directly coordinating with the county for questions or areas of concerns upon DHCS's review of routine deliverables and attachments as outlined in this Agreement.

Please contact your DHCS Navigators Project Liaison at HealthNavigators@dhcs.ca.gov upon receipt of the Agreement to provide details regarding the process that your organization is required to follow in order to obtain allocation approval. You must sign and electronically return Page 1 of the Agreement to HealthNavigators@dhcs.ca.gov upon receipt. Then, your liaison will work with you directly in regards to a Quarterly Invoice and Deliverable Schedule.

We look forward to working with your organization and appreciate your commitment to the Navigators Project's efforts in your community. If you have additional questions or need clarification regarding the Agreement, please contact your DHCS Navigators Project Liaison.

Sincerely,



Sandra Williams, Chief
Medi-Cal Eligibility Division
Department of Health Care Services

AUD-308 - Budget Adjustment Form 10:16 AM

Date: 03/31/2020	Document ID Number	10/20	2020
Health and Human Services Agency		Hal McCauley	624-7483
Agency Name		Contact Person	Phone
			Extension

Action** A,C,D	Fund	Dept	Appr #	LEVEL 1 Finish Here			Current Amount	Revised Amount	Inc / Dec Amt
C	001	142	142SUP				150,941,003	151,050,836	109,833
C	001	142	INTRA				58,844,315	58,954,952	110,637

Appropriations Total *Need Not Equal Zero* 209,785,318 210,005,788 220,470

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev.	LEVEL 2 Start Here		
C	001	142	142SSUP	4030	7066		1,799,597	1,909,430	109,833
C	001	142	142INTRA	4030	9333		355,718	466,355	110,637
C	001	142		4030		5201	48,569,897	48,790,367	(220,470)

Line Total *Must Equal Zero* \$ 50,725,212 \$ 51,166,152 \$ -

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail).

The total revenue amount for the Medi-Cal Navigator Project is \$579,503 for use during the period of January 1, 2020 to December 31, 2021. The purpose of this AUD is to adjust the HHS Unit 4030 Revenue and Expenditures in the amount of \$220,470 for current year budget. The remaining revenue amount of \$359,033 will be budgeted in the Unit 4030 Fiscal Year 2020/21 budget. The funding is derived from the State of California Department of Health Care Services, Federal Medi-Cal.

Other Affected Dept Head Signature

Checked By: _____ County Executive Office Action: No. _____ Date: _____ () Approved () Disapproved By: _____ Board of Supervisors Action: No. _____ Date: _____	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
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**** Action Codes: A=Add, C=Change, D=Deactivate**

* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs

* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa

* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa

Handwritten initials