



Department of Health Care Services
BULLETIN 2020-008

DATE: 07/31/2020

TO: Counties and Community-Based Organizations

FROM: Medi-Cal Health Enrollment Navigators Project (Navigators Project)

SUBJECT: Revision Instructions (including Phase III) and Reporting Expectations

ATTACHMENT: Phase III Timeline

The Health Navigators Project (NP) is providing this Revision Instructions and Reporting Expectations Bulletin to participating Counties and Community-Based Organizations (CBOs). County and CBO partners are expected to follow the guidance below when revising their current approved Allocation Agreement documents.

If a County or CBO needs to revise its Work Plan or Budget Plan through the course of the project (not just during Phase III), this document provides direction on how to submit revised NP documents. Upon receipt of any revised NP documents, the Department of Health Care Services (DHCS) will review all submissions and provide written confirmation that the revised document(s) are approved and can be implemented.

PHASE III OVERVIEW

- Current County and CBO Partners: Phase III is an opportunity for CBO and County partners to revise their approved work plan given the challenges the current public health emergency (PHE) may have presented, and to update and/or expand work efforts accordingly. CBO and County partners will have an opportunity to:
 - Revise work plan activities due to the impacts of COVID-19, reassessing outreach opportunities.
 - Add new targeted population(s).
 - Add new activities due to creative workarounds during the pandemic, such as review Cal-Fresh in-reach cases.
 - Add new CBO partnerships.
 - Update goals and objectives.
 - Revise projected enrolled and retained numbers.
 - Request additional funding due to work plan revisions or other necessary considerations.
 - Move funds between approved budget line items.
- New Applicants for Unserved Counties: Phase III is open to all interested CBOs (new and currently participating) to submit a proposal to provide NP services in any unserved/un-awarded county. The CBO must demonstrate that they have a

presence in the county they propose to serve. Proposals submitted should focus on:

- Increasing Medi-Cal enrollment and retention in one or more of these specific counties:
 - Alpine
 - Contra Costa
 - Inyo
 - Modoc
 - Sierra
 - Sonoma
 - Tulare

REVISION INSTRUCTIONS (FOR USE IN PHASE III AND THROUGHOUT PROJECT)

As Counties/CBOs propose revisions to their current approved Budget Plan and Work Plan (including Goals and Objectives), they must submit an updated package that encompasses all activities (approved and proposed) and funding needs.

Important note: Counties/CBOs must submit an Allocation Agreement **Amendment*** when requesting an increase to their approved Allocation Agreement, a decrease to their approved Allocation Agreement Budget Plan, and/or an extension to their project performance date to December 31, 2021. In addition to the revision steps outlined below, counties/CBOs must submit a signed copy of the Allocation Agreement **Amendment** for DHCS to counter-sign in order to obtain formal approval and authority to enact requested changes.

*Moving funds between line items and/or fiscal years within an approved Budget Plan, and/or when updating the narrative of a Work Plan (including the Goals and Objectives) does not constitute an Amendment. These revisions should be reflected in the revised proposal package as outlined below, and can be implemented upon DHCS written approval and notification to the NP partner.

A revised proposal package must follow the following steps:

- Counties/CBOs must work with their assigned analyst to return the following documents to DHCS for review:
 - Revised Work Plan
 - Use ~~strike through~~ and *italicize* for any deletions.
 - Use **bold** and underline for any new information.
 - Title revised plan as Work Plan R-(revision date), e.g., R-7.22.20.
 - Revised Goals and Objectives Plan
 - Use ~~strike through~~ and *italicize* for any deletions.
 - Use **bold** and underline for any new information.
 - Title plan as Goals and Objectives Plan R-(revision date), e.g., R-7.22.20.
 - Revised Budget Plan
 - Title plan as Budget Plan R-(revision date), e.g., R-7.22.20.

- Use your actual expenditures for Fiscal Year (FY) 1 (agreement execution date by DHCS through 6/30/2020) budget amount.
 - Revise the FY 2 budget (7/1/2020 through 6/30/2021) and FY 3 budget (7/1/2021 through 12/31/2021) for your projected expenditures.
 - Include a concise narrative justification of why the budget changes are needed for the project.
 - Include requests to move funds between budget line items that exceed 5% of the FY budget amount.
 - Revise outreach, enrolled and retained numbers to reflect the new totals for each category.
 - Revise and update target populations, as needed.
- Submit the revised proposal package to your NP Analyst and carbon copy (cc) the Health Navigators inbox at healthnavigators@dhcs.ca.gov.
- The Navigators team will review your documents and reach out to you if there are any questions.
- Once all documents are reviewed and approved, you will receive an approval e-mail from your NP Analyst.
- As noted above, if additional funds are being requested, your county/CBO will receive an Allocation Agreement **Amendment** from DHCS. When a county is required to secure Board of Supervisor (BOS) approval for any changes, it must notify its NP Analyst of this requirement prior to engaging in the Allocation Agreement **Amendment** process. The county must provide estimated dates that the agreement will be submitted to the BOS for its consideration and returned to DHCS for counter-signature.

PROJECT REPORTING EXPECTATIONS

- DHCS expects each county/CBO to submit all documents, including quarterly invoices and progress reports, by the provided due dates. If a county/CBO is unable to submit the revised documents within the provided timeline, notify the assigned NP analyst as soon as possible.
- A county/CBO must notify its assigned NP analyst as soon as possible when its approved FY budget amount exceeds its anticipated expenditures for the designated FY.
- A county/CBO must notify its assigned NP analyst immediately if it would like to withdraw from the project.
- DHCS expects a county/CBO to use all of its allocation funding. If it appears that a county/CBO is not spending close to all of its allocation for each quarter (i.e., invoicing for about 25% of its annual allocation by the end of Quarter 1), the assigned NP analyst will contact the county/CBO to understand the reason for the over/under-expenditure so that expenditures can more closely align with the approved budget.
- A county/CBO must notify its NP analyst immediately if it does not anticipate spending its full allocation. This will give DHCS an opportunity to engage in

dialogue to understand some of the challenges and proactively work with the county/CBO to maximize the work activities performed and funds spent.

If you have any questions, please contact your assigned NP analyst.

In Partnership,

Health Enrollment Navigators Project

Phase III Timeline		
Expectation	Instruction	Due No Later Than
Revise the current Work Plan and Goals and Objectives based on changes due to COVID-19 or other project changes. Revisions may include adding new target populations, adding new CBO partners who can address unmet needs, and new creative activities you have used during the pandemic.	<ul style="list-style-type: none"> • Strike through and <i>italicize any</i> deletions. • Bold and <u>underline</u> the new information. • Title as Work Plan R-(revision date), e.g., R-7.22.20. 	August 31, 2020
Revise the approved Budget Plan. Look at your budget line items and ensure your budget is in line with your projected expenditures.	<ul style="list-style-type: none"> • Title as Budget Plan R-(revision date), e.g., R-7.22.20. • Fiscal Year (FY) 1 (agreement execution date by DHCS through 6/30/2020): Use your actual expenditures for the budget amount. Revise the FY 2 budget (7/1/2020 through 6/30/2021) and FY 3 budget (7/1/2021 through 12/31/2021) for the projected expenditures. 	August 31, 2020
Participating CBOs: Submit a proposal to provide Navigators Project services in any uncovered county: Alpine, Contra Costa, Inyo, Modoc, Sierra, Sonoma, and Tulare.	<ul style="list-style-type: none"> • Submit a work plan, budget plan, and goals and objective plan proposal. • More details will be provided by July 31, 2020, to participating CBOs on the proposal submission process. 	August 17, 2020