DEPARTMENT: County Counsel  BY: Jeffrey G. Green  PHONE: 209/966-3625

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the reclassification of the extra-help position of CHDP Coordinator/Tobacco Cessation Administrative Assistant at a salary of $7.75 per hour to the new extra-help position of Child Health and Disability Prevention Program Coordinator/CHDP Clinic Coordinator at a salary of $10.00 per hour, and adopt the new proposed class specification as attached, to be effective upon approval of this resolution.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

This proposed new job classification incorporates two separate job functions - that of the CHDP Program Coordinator, which is administrative and related to both the state grant funding process and oversees the program at all four provider sites in the County (Yosemite Medical Clinic, Mariposa Family Medicine, John C. Fremont Hospital, and the Public Health Department), and the CHDP Clinic Coordinator which is medico/administrative and oversees the one specific clinic operating at the Public Health Department. The requested new hourly salary is consistent with the findings from a recent salary survey.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed reclassification, new extra-help class specification and salary.

Revise this class specification and salary as deemed necessary.

COSTS:  (X) Not Applicable
A. Budgeted current FY  $__
B. Total anticipated costs  $__
C. Required additional funding  $__
D. Internal transfers  $__

SOURCE:  ( ) 4/5ths Vote Required
A. Unanticipated revenues  $__
B. Reserve for contingencies  $__
C. Source description:  
Balance in Reserve for Contingencies, if approved:  $__

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLerk’S USE ONLY:
Res. No.: 543.336  Ord. No.  
Vote - Ayes: 8 Absent: 1  Abstained: 0  
Approved ( ) Denied ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 
ATTEST: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California
By: Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:
This item on agenda as:
Recommended  Not Recommended  For Policy Determination  Submitted with Comment  Returned for Further Action
Comment: 
A.O. Initials: 

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: CHILD HEALTH AND DISABILITY PREVENTION PROGRAM COORDINATOR/CHDP CLINIC COORDINATOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To implement the policies and procedures required to operate the County CHDP Program in compliance with state and Federal Regulations. Oversee case management of Medi-Cal and non-Medi-Cal eligible children. Provide liaison with physicians, welfare, educational workers, PHN's, Health Officer, County staff, parents, and general staff. Employees in this class perform outreach and public relations with the community, set up and coordinate health screening clinics within the Public Health Department, maintain medical records on all children seen, and distribute appropriate forms and materials to private providers. This job class schedules CHDP clinics at the Public Health Department, assures that necessary logistical support for scheduled clinics is in place, supervises non-clinic activities of the Medical Technician during the clinic, arranges follow-up as necessary with specialists for all clients in whom a medical problem as been found, and oversees the necessary paperwork for billing the state on the fee for service basis for this program.

SUPERVISOR: Public Health Officer

TYPICAL DUTIES:

- Plan, organize and conduct the CHDP Program.

- Plan and implement ongoing information regarding CHDP to community organizations, medical providers and school personnel.

- Work with school administrators to achieve compliance with the required school testing of students via the CHDP Program.

- Assist CHDP Deputy Director in orienting new CHDP providers to the Program.

- Order educational materials for CHDP Program and maintain library of these materials.

- Maintain records on all children receiving exams in Mariposa County, and maintain all records required by State CHDP.
MARIPOSA: CHILD HEALTH AND DISABILITY PREVENTION PROGRAM
COORDINATOR/CHDP CLINIC COORDINATOR

TYPICAL DUTIES (Cont'd):

- Participate with in-service training of new case workers at Social Services regarding CHDP Program.

- Assist CHDP Deputy Director (PHN) with provider in-service training.

- Prepare and disseminate information regarding the CHDP Program aimed at education of the public.

- Provide information to the public regarding available services in the community including transportation and assistance in scheduling of appointments for CHDP.

- Make home visits when necessary on a case-by-case basis for client follow-up.

- Review documentation of screening examinations by providers for accuracy and completeness.

- Assist CHDP Deputy Director for follow-up as necessary of findings discovered during screening examinations.

- Assist CHDP Deputy Director in quality assurance audit of providers and in completion of State Plans and Budgets.

- Collect, analyze and maintain data.

- Oversee submission of quarterly invoices to the State for payment.

- Attend required State and local meetings regarding the Program.

- Make contact with the Program Medi-Cal referrals and follow-up for compliance, and help develop strategies to encourage utilization of CHDP services by the Medi-Cal target population.

- Type necessary medical correspondence.

- Assist in developing and obtaining educational materials for providers and clients; assist in developing and printing of newsletters; and disseminate letters, educational materials and program up-dates to CHDP providers.
TYPICAL DUTIES (Cont'd):

- Coordinate and implement all CHDP health screening clinics.

- Train and supervise medical technician, and train clerical staff regarding eligibility for CHDP and scheduling of appointments.

- Schedule clinics, arrange for clinic equipment and personnel, and work with the Nurse Practitioner, LVN, and Medical Technician regarding their availability; contact each scheduled client by telephone the day prior to the clinic to remind them of appointment; schedule referral and follow-up appointments with specialists for patients found to have medical problems during the examination; and follow-up with parent or specialist to ensure that treatment has been accomplished.

- Oversee the fee for service billing process, and keep statistical records regarding clinics, referrals, and revenues generated.

- Order all necessary Program supplies.

- Perform other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Possession of:

- a valid California driver's license

Knowledge of:

- the principles and practices of public administration
- program planning and development
- health education methods and materials
- community agencies and resources
- the delivery of health care services to children and youth
Ability to:

- plan, coordinate and implement an effective CHDP program
- supervise and train personnel
- work with diverse individuals and groups
- prepare reports, distribute and collect survey data
- assist in writing applications for project grants and to obtain state funds
- communicate effectively in both oral and written form
- establish and maintain effective working relationships with those contacted in the performance of required duties

A typical way to gain the knowledge, skill, and ability outlined above is:

- equivalent to graduation from High School plus advanced training with some coursework in health-related fields such as nursing, medical technology, health science, sociology or psychology, and two years experience working in an area providing or delivering health service to children and youths.