

# California Department of Public Health Office of Oral Health



## Fiscal Training

**February 22 and 28, 2019**



# Presenters

**Rosanna Jackson**

*Chief, Community and Statewide Interventions Section*

**Kimberly Steele**

*Chief, Administrative Support Unit*

**Brandee Miller**

*Contract Manager*



# General Meeting Information

- **Is this meeting being recorded?** No. The slides and Q&As will be posted on the OOH webpage, along with other meeting materials.
- **Mute:** All participants will be on mute during the meeting.



# Questions

- **During Meeting:** Use the Chat Box. Questions will be answered at the end of each segment and at the end of the presentation as time permits.
- **After Meeting:** Submit questions to [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov)
- **Summary of Q&A:** Posted on OOH webpage



# Agenda

- Welcome & Introductions
- Budget
- Grant Amendments
- Invoicing
- Program Letters



# Budget FI\$Cal Transition

Beginning July 1, 2018, California Department of Public Health transitioned to the new Financial Information System for California (FI\$Cal).

The new system often lengthens the processing time of procurement which include contracts, amendments, service and purchase orders and payment processing, which means invoice payments have been delayed.



# Budget Tips

## Budget revision permitted 2X each year

### **\*\*Due Dates Revised\*\***

- **Due April 30**
  - Realign budget if needed based on actual spending
  - Required if appears cost will exceed approved line items amounts
- **Due September 30**
  - Revise prior year budget to show actual spending
  - Move unspent budget to next FY and adjust accordingly
  - Personnel should not be a placeholder
  - Update justification with each revision

# Budget Tips

## Personnel Changes

| Position Title               | Monthly Salary  | Monthly | Annual   | FTE %                         | Months | Original Budget | Revision       | Proposed Budget |
|------------------------------|-----------------|---------|----------|-------------------------------|--------|-----------------|----------------|-----------------|
|                              | Range           |         |          |                               |        |                 |                |                 |
| Public Health Program Manger | \$4,568-\$7,086 | \$6,317 | \$75,802 | <del>10.7%</del> <b>8.60%</b> | 6      | \$4,055         | <b>\$2,275</b> | \$1,780         |
| Licensed Vocational Nurse    | \$3,092-\$4,796 | \$4,072 | \$48,863 | <del>50%</del> <b>23.42%</b>  | 6      | \$12,216        | <b>\$9,047</b> | \$3,169         |
| Registered Nurse I (A)-TBD   | \$4,046-\$6,276 | \$4,953 | \$59,433 | <del>25%</del> <b>0%</b>      | 6      | \$7,429         | <b>\$7,429</b> | \$0             |



# Budget Tips

## Building Year 3 Budget:

- LOHPs are required to have a program coordinator at least 50%.
- Do not use personnel as a placeholder.
- Any changes to the approved budget must be reflected on the justification.

# Budget Tips

Updated:

- Timelines and Due Dates
- Contract Manager Assignments



# Questions?



# Grant Amendments

Staff are working on grant amendment packages and will be reaching out to our grantees soon with the following:

- Revised CDPH 1229;
- Revised Exhibit B;
- Original Document D submitted with grant application, for reference;
- Blank Document D to request changes to the scope of work, if needed; and
- Blank Document B to revise, if needed.

# Grant Amendments

- Requested forms are due on or before **March 8**.
- Staff will send the request with instructions and the required forms.
- At this time we are allowing changes to Objectives 8-11, if applicable, by revising Document D, Scope of Work and Deliverables FY 2017-2022 to align work plan revision objectives.



# Questions?



# Invoicing

Submit invoices electronically to  
[DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov)

- Invoices due 60 days following end of each quarter except the final.

July – September due Nov 30

October – December due Feb 28

January – March due May 30

April – June **FINAL** due September 30

# Invoicing

- Expenditures cannot exceed approved budget line item. If overspent, revision must be submitted and processed for payment.
- In the header of the tracking page please add the grantee name, invoice number and invoice period in the upper right hand corner.





# Questions?



# Program Letters



**18-01** Proposition 56 Continuous Appropriation Guidance

**19-01** Local Oral Health Program Work Plan Revisions and Scope of Work Amendments

**19-02** Local Oral Health Program progress Report Guidance



# Questions?



Questions can be submitted to [DentalDirector@cdph.ca.gov](mailto:DentalDirector@cdph.ca.gov). A summary of the questions and responses will be posted on the OHP webpage.



# Thank You

