

**In-Home Support Services (IHSS) Quality Assurance (QA) Annual Budget Plan Instructions****Part 1. Quality Assurance Annual Budget Planning**

County:	Select the county that is reporting
Fiscal Year:	Select the fiscal year being reported
Date completed:	Enter the date the QA Annual Budget was completed
Name of person completing QA Annual Budget:	Enter the name
Title of person completing QA Annual Budget:	Enter the title
Telephone number:	Enter the telephone number of the contact person

**A. Personnel costs**

Item(s):	Enter each position/title assigned to QA.
Description / Duties:	For each line item, enter the number of staff, specify what percentage of an FTE, and include a very brief description of the assigned duties.
Annual cost per item (\$):	Enter the total annual cost for each line item. If one line item includes three FTEs at an annual cost (including benefits) of \$125,000 each, enter \$375,000.

**B. Operating expenses**

Item(s):	Enter all ongoing expenses associated with QA activities.
Description:	Briefly describe each expense.
Annual cost per item (\$):	Enter the total annual cost for each line item.

**C. Travel / Training**

Item(s):	Enter all travel/trainings for professional purposes planned for QA staff in the coming fiscal year. Include all reimbursable costs associated with travel and training.
Description:	Briefly describe each expense.
Annual cost per item (\$):	Enter the total annual cost for each line item.

**D. Subcontracts**

Item(s):	Enter all subcontracts required for QA.
Description:	Briefly describe each subcontract.
Annual cost per item (\$):	Enter the total annual cost for each line item.

**E. Equipment expenses**

Item(s):	Enter all equipment purchases planned for the coming fiscal year.
Description:	Briefly describe each piece of equipment, including its intended purpose.
Annual cost per item (\$):	Enter the total annual cost for each line item.

**F. Other expenses**

Item(s):	Enter any QA expenses that are not appropriate in any of the above categories.
Description:	Briefly describe each expense.
Annual cost per item (\$):	Enter the total annual cost for each line item.

**Part 2. Quality Assurance Annual Budget Justification**

Enter a concise but detailed justification for each category of expenses that apply from A through F.

<b>A. Personnel costs</b>	Enter a justification for the number of staff required for running the QA Function i.e. based on QA activities, workload, abilities required, etc.
<b>B. Operating expenses</b>	Enter a justification for operating expenses associated with running the QA Function i.e. monthly payments for specific expenses, average expenses on gasoline per month, etc.
<b>C. Travel / Training</b>	Enter a justification for all travels/trainings for professional purposes planned for QA staff i.e. number of people attending, who will be attending, benefits, etc.
<b>D. Subcontracts</b>	Enter a justification for all subcontracts to be required for QA.
<b>E. Equipment expenses</b>	Enter a justification for all equipment purchases planned for QA in the coming year.
<b>F. Other expenses</b>	Enter a justification for all expenses claimed under "Other" in Part 1.

*Examples*

	Item(s)	FTE / Description / Duties	Annual cost per item (\$)
A. Personnel costs	QA Social Worker I	0.5 FTE QA SW I / Case reviews / Home Visits	\$ 42,000
	QA Social Workers II	3 FTE QA SWs II / QA Case reviews, Home Visits, Death Match, QI	\$ 375,000
	QA Supervisor	Supervises QA staff and manages QA activities in the county	\$ 124,000
	Item(s)	Description	Annual cost per item(s) (\$)
B. Operating expenses	Office Supplies	Paper, toner, others	\$ 30,000
	Rent	Office rental in downtown	\$ 90,000
	Utilities	Electricity	\$ 8,000
	Official vehicles maintenance	Maintenance and gasoline for Home Visits and special assignments	\$ 2,500
	Item(s)	Description	Annual cost per item(s) (\$)
C. Travel / Training	IHSS Special areas	2 days training course in Sacramento for 3 QA Social Workers	\$ 8,000
	Hotel	3 SWs staying 2 nights in Sacramento	\$ 2,000
	Flights	3 round trip flights SD-SMF-SD for training in Sacramento	\$ 1,800

Justification	
A. Personnel costs	In FY 11-12 "A" County increased its caseload from X to Y recipients and the QA Case Reviews increased from C to D. In order to successfully review this number of cases we require 3.5 Social Workers and 1 QA Supervisor. We are also reviewing internal processes to improve performance indicators such as: a, b, c.