

DEPARTMENT OF HEALTH SERVICES

714/744 P STREET
P.O. BOX 942732
SACRAMENTO, CA 94234-7320



(916) 657-1460

July 25, 1996

PPL No. 96- 011

All County Medi-Cal Administrative Activities/
Targeted Case Management Coordinators
Advisory Committee Members

**FISCAL YEAR 1995-96 TARGETED CASE MANAGEMENT TIME SURVEY
PERCENTAGES FOR COST REPORT COMPUTATION**

This letter is for all Local Governmental Agencies (LGAs) who are required to submit a Targeted Case Management (TCM) cost report. The TCM cost report is used by the Department of Health Services (DHS) to establish the rate of reimbursement for TCM services provided to Medi-Cal eligible beneficiaries.

In January 1996, LGAs notified DHS that the results of the TCM time survey conducted in September 1995 were not representative of actual time spent providing TCM services. The LGAs alleged that the instructions as to who should participate in the time survey, and how to record TCM time were unclear. Further, LGAs alleged that TCM case managers did not understand the full range of TCM related services that should have been recorded as TCM.

DHS approved a second TCM time survey which was conducted during the month of March 1996. In April 1996, DHS distributed a questionnaire which was completed by all LGA programs participating in both the September 1995 and March 1996 TCM time surveys. The questionnaire asked each of the participating programs to record the number of encounters (all TCM encounters versus Medi-Cal only encounters) and TCM percentages for both time survey periods.

Based on an analysis of the reported information, a determination has been made that LGAs shall supplant the September 1995 TCM time survey data with the March 1996 TCM time survey results. The March 1996 survey results will be used by LGAs to prepare the TCM cost report for fiscal year (FY) 1994-95, which will be used to establish the TCM rate for FY 1995-96. The TCM cost report for FY 1994-95 must be submitted to DHS by **September 30, 1996**. Under separate transmittal, DHS shall return all previously submitted TCM cost reports based on the September 1995 TCM time survey.

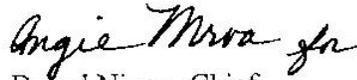
The acceptance of the March 1996 TCM time survey results is to correct first year start-up deficiencies in TCM data collection and reporting for FY 1995-96 only. Subsequent annual TCM cost reports shall be based on a single TCM time survey period to be determined by DHS.

All County Medi-Cal Administrative Activities/
Targeted Case Management Coordinators
Advisory Committee Members
PPL No. 96- 011
Page 2

As a reminder, the TCM cost reports based on prior FY program expenditures, must be received by DHS by **November 1 of each year**. Failure to submit the TCM cost report by the due date will violate the provisions of Article II (A), (B) and (I) of the Medi-Cal Targeted Case Management Provider Participation Agreement (reference California Code of Regulations, Section 51535.7) and will jeopardize TCM reimbursement for the entire FY.

If you have any questions regarding this policy, please contact the Patient Access Unit program analyst assigned to your jurisdiction.

Sincerely,


Dafnyl Nixon, Chief
Medi-Cal Benefits Branch

cc: Cathleen Gentry
Host County Liaison
455 Pine Avenue
Half Moon Bay, CA 94019

Medi-Cal Administrative Activities:	
Targeted Case Management:	X
Policy Effective Date:	7/1/95
Policy Reference:	Section 51535.7, Title 22, California Code of Regulations. Section 14132.44(f), Welfare and Institutions Code.