To All County Medi-Cal Administrative Activities (MAA)/
Targeted Case Management (TCM) Coordinators and
Advisory Committee Members

TARGETED CASE MANAGEMENT (TCM) AND MEDI-CAL ADMINISTRATIVE
ACTIVITIES (MAA) TIME SURVEYS FOR FISCAL YEAR 1998-99

The purpose of this transmittal is to advise all Local Governmental Agencies (LGAs)
participating in the TCM and/or MAA programs, that the fiscal year 1998-99 time survey shall
take place during the month of September 1998. Time survey training will be provided during
the month of August 1998. Additional information relative to the training dates and locations
will be provided under separate cover.

The time surveys are to be conducted using only forms DHS 7093 and DHS 7094 with a
new revision date of July 1998 (7/98). The revised forms are enclosed and all previous versions
of these forms are to be discarded. The survey forms have been revised as discussed below:

1. Incorporate Policy and Procedure Letter (PPL) Number 98-014, dated July 16, 1998,
   which advised that supervisors of TCM case managers, who are not themselves TCM
case managers, are allowed to time-survey MAA-related program planning and policy
development (PP&PD) activities. Note that this time is only claimable when the PP&PD
activity is not related to TCM.

2. To include Non-Medi-Cal Healthy Families application activities under the Other
   Programs/Activities category. Time is to be coded to this activity only when the
   "Healthy Families" box is checked on page 1, of Part A, of the Healthy
   Families/Medi-Cal Application.

   To include Healthy Families/Medi-Cal eligibility application under the Facilitating
   Medi-Cal Application (Eligibility Intake) category. Time is to be coded to this activity
   when the "Medi-Cal" and/or the "Medi-Cal for Pregnant Women" boxes are checked on
   page 1, of Part A, of the Healthy Families/Medi-Cal Application.

   For additional regarding the new Healthy Families Application, please call the Healthy
   Families Program, at 1-800-880-5305.