April 25, 2002

TO: All Local Governmental Agencies (LGAs)
   Targeted Case Management (TCM) Coordinators

SUBJECT: TCM INVOICE DUE DATES FOR FISCAL YEAR 2002/2003

The purpose of this transmittal is to inform each LGA of the due dates for TCM encounters and invoices.

Pursuant to Welfare and Institutions (W & I) Code Section 14115, reimbursement for an original invoice shall be submitted not more than six months after the month in which the service is rendered. To meet the six-month deadline, encounters must be entered into the TCM system as well as invoices submitted to the Department, within six months after the month of service. The Department considers the submittal date to be the date the invoice is postmarked. Invoices submitted past the six-month limit will be subject to a reduction in reimbursement.

Reimbursement for invoices submitted between seven and twelve months after the month of service shall be reduced as follows:

- The amount shall be reduced by 25 percent for invoices submitted during the seventh through the ninth month after the month of service.
- The amount shall be reduced by 50 percent for invoices submitted during the tenth through the twelfth month after the month of service.
- Invoices submitted after the twelfth month after the month of service are not eligible for reimbursement.

Do your part to help California save energy. To learn more about saving energy, visit the following web site: www.consumerenergycenter.org/flex/index.html
To be eligible for the full Medi-Cal reimbursement, invoices must be submitted not more than six months after the month of service. To satisfy the invoice submittal requirement, invoices must be postmarked according to the enclosed invoice postmark schedule.

Pursuant to W & I Code section 14115(a)(b) and (f), reductions to invoices submitted between the 7th and the 12th month after the month of service will apply, except as follows:

- A patient does not identify himself or herself to the provider as a Medi-Cal beneficiary within four months after the month in which the service was rendered.
- The director finds that a delay in the submission of invoices was caused by circumstances beyond the control of the LGA.
- A state of emergency has been declared by either the President of the United States or the Governor, or the director, due to destruction, loss, or inaccessibility of data as a result of the emergency situation.

If the reason for the late invoice meets one of the preceding exceptions, and the LGA chooses to appeal, the LGA coordinator must submit a written request to:

Attention: Patricia Morrison, Chief
Administrative Claiming and Support Section
Department of Health Services
714 P Street, Room 1640
Sacramento, CA  95814

Because the invoice deadlines are based on the month of service, DHS recommends that invoices be submitted on a monthly basis rather than quarterly.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Administrative Claiming Policy and Systems Unit, at (916) 657-0716 or by e-mail at etouhey@dhs.ca.gov

Sincerely,

Original Signed by P. Morrison

Patricia L. Morrison, Chief
Administrative Claiming and Support Section

Enclosure

cc: See next page
cc: Ms Linda Minamoto  
Associate Regional Administrator  
Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
Division of Medicaid, Region IX  
75 Hawthorne Street, Fourth Floor  
San Francisco CA 94105-3903

Mr. Larry Lee, Accountant  
Division of Medicaid  
801 I Street, Room 210  
Sacramento CA  95814

Ms. Cathleen Gentry  
MAA/TCM Consultant  
Local Governmental Agency  
455 Pine Avenue  
Half Moon Bay CA 94109
## TCM Invoice Postmark Dates

### Fiscal Year 2002-03

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>6-month Postmark Date</th>
<th>7-9 month Postmark Date</th>
<th>10-12 month Postmark Date</th>
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<td>January 31, 2003</td>
<td>April 30, 2003</td>
<td>July 31, 2003</td>
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<td>June 30, 2003</td>
<td>September 30, 2003</td>
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