September 10, 2003

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

SUBJECT: TCM INVOICE DUE DATES FOR FISCAL YEAR 2003/2004

The purpose of this transmittal is to inform each LGA of the due dates for TCM encounters and invoices for fiscal year (FY) 2003/2004.

Pursuant to Welfare and Institutions (W&I) Code Section 14115, to be eligible for full reimbursement, 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 and invoices must be postmarked to the California Department of Health Services (DHS) within six months from the end of the month in which the service was provided. DHS considers the submittal date to be the date the invoice is postmarked. Invoices postmarked after the six-month limit will be reduced in reimbursement.

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

- The amount of reimbursement shall be reduced by 25 percent for invoices postmarked to DHS during the seventh through the ninth month after the month of service.
- The amount of reimbursement shall be reduced by 50 percent for invoices postmarked to DHS during the tenth through the twelfth month after the month of service.

Invoices postmarked to DHS later than the end of the twelfth month following the month of service are not eligible for reimbursement.

To be eligible for the full Medi-Cal reimbursement, invoices must be postmarked to DHS no later than the end of the sixth month following the month of service. To satisfy the invoice submittal requirement, invoices must be postmarked according to the enclosed invoice postmark schedule.

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Pursuant to W&I Code Section 14115(a)(b) and (f), reductions to invoices submitted between the seventh and the twelfth 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 of DHS 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, 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:

Department of Health Services  
Medi-Cal Benefits Branch  
Local & Schools Services Unit  
Attn: Elizabeth Touhey, Chief  
1501 Capitol Avenue, MS 4603  
P.O. Box 942732  
Sacramento, CA  94234-7320

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

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Local & Schools Services Unit, at (916) 552-9616 or by email at etouhey@dhs.ca.gov.

Sincerely,

Original signed by Mary Lamar-Wiley

Mary Lamar-Wiley, Acting Chief  
Medi-Cal Benefits Branch

Enclosure

cc:  See Next Page
cc:  Ms. Susan Ruiz  
Health Insurance Specialist  
Centers for Medicare & Medicaid Services  
75 Hawthorne Street, Fifth Floor  
San Francisco, CA  94105

Mr. Brian Burdullis, Accountant  
Centers for Medicare & Medicaid Services  
Division of Medicaid and Children’s Health  
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 2003/2004

<table>
<thead>
<tr>
<th>Period of Service</th>
<th>6-month Postmark Date</th>
<th>7- to 9-month Postmark Date</th>
<th>10- to 12-month Postmark Date</th>
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<tbody>
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<td>1st Quarter</td>
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<tr>
<td>7/1/03–7/31/03</td>
<td>January 31, 2004</td>
<td>April 30, 2004</td>
<td>July 31, 2004</td>
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<td>8/1/03–8/31/03</td>
<td>February 29, 2004</td>
<td>May 31, 2004</td>
<td>August 31, 2004</td>
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<td>9/1/03–9/30/03</td>
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<td>June 30, 2004</td>
<td>September 30, 2004</td>
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<td>2nd Quarter</td>
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<td>July 31, 2004</td>
<td>October 31, 2004</td>
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<td>11/1/03–11/30/03</td>
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<td>August 31, 2004</td>
<td>November 30, 2004</td>
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<td>December 31, 2004</td>
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<td>1/1/04–1/31/04</td>
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<td>October 31, 2004</td>
<td>January 31, 2005</td>
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<td>4th Quarter</td>
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<td>January 31, 2005</td>
<td>April 30, 2005</td>
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<td>March 31, 2005</td>
<td>June 30, 2005</td>
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