



California
Department of
Health Services

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Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

July 11, 2006

PPL No. 06-012

TO: Local Governmental Agency Coordinators of
Medi-Cal Administrative Activities and
Targeted Case Management

SUBJECT: Combined Time Survey Form for County-Based
Medi-Cal Administrative Activities and/or
Targeted Case Management

This Policy & Procedure Letter (PPL) is a reminder that time surveys for County-Based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) will be conducted using only the CMAA-TCM Combined Time Survey form. The California Department of Health Services (CDHS), in coordination with the LGA Consortium, revised the Program Time Survey for Employees Performing CMAA and TCM in 2005. The CMAA-TCM Combined Time Survey form was developed to provide a single form for both programs, which has been required since fiscal year (FY) 2005-06.

The time survey captures all time spent on claimable and non-claimable CMAA and TCM activities for the entire month. The results of the CMAA-TCM Combined Time Surveys are an important factor to determine reimbursable costs for eligible activities in both programs. Please note that overtime or CTO is only recorded on the time survey form at the time when it is earned. It is not recorded on the time survey form when it is taken.

Notable Changes

- The CMAA-TCM Combined Time Survey form has the same activity categories as the former CMAA Time Survey and the TCM Time Survey. They have been grouped and listed by program activities (CMAA-only activities, CMAA or TCM activities, and TCM-only activity).

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- A checkbox for “CBO” has been added to “SPMP” and “Non-SPMP” as an option to identify the person time-surveying.
- CMAA Claiming Unit Function codes, labeled “CUF,” are displayed next to the CMAA activities.
- The instructions have been updated to match the groupings on the front page.
- Contrary to previous time survey training materials (including the CMAA Provider Manual, page M.7-2-1), the staff of private community-based organizations may time-survey to and perform both CMAA and TCM. A separate PPL on this topic is forthcoming.

To obtain the CMAA-TCM Combined Time Survey forms go to (www.dhs.ca.gov/tcm), at the bottom of the right-hand column, click on the CMAA-TCM Combined Time Survey single, 30, 60, or 200 forms.

If you have any questions concerning the CMAA-TCM Combined Time Survey form, please contact your CMAA or TCM analyst at (916) 552-9797.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
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cc: Ms. Cathleen Gentry
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