



California
Department of
Health Services

SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

September 21, 2006

PPL No. 06-019

TO: Local Governmental Agency Coordinators for the
Targeted Case Management Program

SUBJECT: Revised Cost Report Instructions and Templates

The California Department of Health Services (CDHS) has revised the Local Governmental Agency (LGA) Targeted Case Management (TCM) Cost Report Instructions and Templates. Please review all documents for details of changes. The LGAs must use the revised instructions and templates for submission of the 2006-07 cost report(s).

Revised Templates

Revised cost report and time survey templates, as well as 2006-07 Cost Report and Time Survey Training Presentations, are available on the TCM website. LGAs are advised to review the website at www.dhs.ca.gov/tcm for the most current information.

This change is effective for cost reports due November 1, 2006, which will establish encounter rates for fiscal year 2006-07.

Submission of the Cost Report

The “soft copy” of the cost report must be sent via e-mail to the Audit Review and Analysis Section. Email your cost report(s) templates and time survey templates to: dhsaitcm@dhs.ca.gov.

Local Governmental Agency Coordinators for the
Targeted Case Management Program
Page 2
September 21, 2006

If you have any questions or need additional information please contact Vivian Sultan,
TCM Analyst, at (916) 552-9475 or Vsultan@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Section

cc: Ms. Cathleen Gentry
MAA/TCM Consultant
Local Governmental Agency
455 Pine Avenue
Half Moon Bay, CA 94019

Mr. Gary Diffenderffer
Supervisor, Audits & Investigations
California Department of Health Services
MS 2106
P.O. Box 997413
Sacramento, CA 95899-7413