



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



ARNOLD SCHWARZENEGGER
Governor

July 23, 2007

PPL No. 07-015

TO: Local Governmental Agency (LGA) Coordinators of
Medi-Cal Administrative Activities (MAA) and
Targeted Case Management (TCM)

SUBJECT: **COMBINED TIME SURVEY FORM FOR COUNTY-BASED MAA (CMAA)
AND/OR TCM**

This Policy and Procedure Letter (PPL) is to transmit the revised Combined Time Survey form **DHS 7093 (7-2007)** and to remind MAA/TCM Coordinators that this is the only acceptable form to be used for Fiscal Year (FY) 2007/08 time surveys.

The California Department of Health Care Services (DHCS), in coordination with the LGA Consortium, developed the CMAA/TCM Combined Time Survey form in 2005 to provide a single form for both programs. The combined time survey captures all time spent on claimable and non-claimable CMAA and TCM activities for the entire time survey month, and has been required to be used since FY 2005/06.

The results of the CMAA/TCM Combined Time Survey are an important factor in determining reimbursable costs for claimable activities in both programs. The form now accommodates breaking out time spent on Program Planning and Policy Development (PP&PD) for both Skilled Professional Medical Personnel (SPMP) and non-SPMP activities instead of providing supplemental documentation.

To obtain the CMAA/TCM Combined Time Survey form, go to www.dhs.ca.gov/tcm or to www.dhs.ca.gov/maa. At the bottom of the right hand column, click on the CMAA/TCM Combined Time Survey single, 30, 60 or 200 forms. The forms will be available online no later than July 31, 2007.

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If you should have any questions concerning this policy, please contact your CMAA
or TCM analyst directly or at (916) 552-9113.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
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Enclosure

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