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Director

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



ARNOLD SCHWARZENEGGER
Governor

September 22, 2008

PPL No. 08-021

TO: All Local Governmental Agency (LGA) Coordinators for Targeted Case Management (TCM)

SUBJECT: TCM Coding for Time Survey and Time Survey Training

This Policy and Procedure Letter (PPL) is a notification of proper time coding for staff who meet the criteria to time survey for TCM (supervisors of case managers, case managers, and support staff to case managers).

DHCS has reviewed and discussed this policy with the LGA TCM Coordinators and received guidance from DHCS legal staff. DHCS recommends that all staff should be adequately trained prior to the beginning of the time survey period. However, if it is necessary to conduct time survey training during the time survey period, this PPL clarifies how to legitimately claim the direct and indirect costs of the TCM Program.

How to properly code time on the time survey and during time survey training:

1. Training conducted, other than time survey training, that is specific to the TCM Program and related duties, must be coded to TCM.
2. Time spent at time survey training related to the TCM duties must be coded to TCM.
3. Time spent at time survey training not related to the TCM Program, including how to code, must be coded to General Administration.
4. The activity involved in completing the time survey form and compiling the secondary documentation must be coded to General Administration.

If you have questions regarding this PPL, please contact Ms. Tracy Albano, Chief, TCM Unit, at (916) 552-9538 or Tracy.Albano@dhcs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local and
Schools Services Branch

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Targeted Case Management (TCM)

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cc: Ms. Cathleen Gentry
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