



DAVID MAXWELL-JOLLY
Director

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



ARNOLD SCHWARZENEGGER
Governor

April 22, 2009

PPL No. 09-009

TO: All Local Governmental Agency (LGA) Coordinators for the County-Based Medi-Cal Administrative Activities (CMAA) and Targeted Case Management (TCM) Programs

SUBJECT: CMAA/TCM Time Survey Training Registration Process for Fiscal Year (FY) 2009-10

This Policy and Procedure Letter is to announce that the Department of Health Care Services (DHCS) has scheduled mandatory CMAA/TCM Time Survey Training in June 2009.

CMAA/TCM Time Survey Training sessions will be held:

Training 1:
Wednesday, June 24, 2009

9:00 a.m. to 4:00 p.m.
Orange County
Annex Auditorium
744 N. Eckhoff Street
Orange, CA
92868
(714) 834-2003
Capacity Max 100

Training 3:
Monday, June 29, 2009

9:00 a.m. to 4:00 p.m.
Alameda County
ECC Conference Center
1100 San Leandro Blvd,
Room A
San Leandro, CA 94577
(510) 875-2400
Capacity Max 70

Training 2:
Friday, June 26, 2009

9:00 a.m. to 4:00 p.m.
Sacramento County
Health & Human Services
7001 A East Parkway,
Suite100
Sacramento, CA 95823
(916) 875-1397
Capacity Max 90

Training 4:
Friday, July 10, 2009

9:00 a.m. to 4:00 p.m.
Fresno Unified School
District Center for
Professional Development
1833 E. Street
Fresno CA 93726
(559) 457-3173
Capacity Max 90

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CMAA / TCM Time Survey Training

CMAA/TCM Time Survey training attendance is **mandatory** for all LGA Coordinators who will be claiming CMAA and/or TCM for fiscal year 2009-2010.

LGAs will not be allowed to claim CMAA/TCM for fiscal year 2009-2010 if their Coordinator **or** the Coordinator's authorized and DHCS approved alternate representative fails to attend one session of the CMAA/TCM Time Survey Training sessions.

The Time Survey training sessions are designed as "Train the Trainer" sessions and space is limited to between 70-100 participants at each location (note capacity in each location block). Priority will be given to LGA Coordinators and their designated training staff or authorized alternate.

- Registration for all of the training sessions is required and will be coordinated by DHCS.
- Only registration forms received by the LGA Coordinators **electronically** will be accepted.
- Registration forms that are not submitted by an LGA Coordinator will not be processed and the registration form will be returned.
- The time survey registrant must send the enclosed CMAA/TCM time survey training registration form to the LGA Coordinator by May 12, 2009.
- LGA Coordinators: Please submit CMAA/TCM Time Survey Training Registration Forms, including approved alternate, to DHCS no later than close of business on May 15, 2009 to TSTraining@dhcs.ca.gov.
- An email confirming enrollment will be sent to registrant and the LGA Coordinator after May 15, 2009.

Authorized Alternates

If you are unable to attend CMAA/TCM Time Survey Training and wish to send an authorized alternate representative in your place (i.e. an alternate representative from your staff and/or the claiming unit staff) a written notification must be sent to DHCS by May 8, 2008. Please send the CMAA/TCM Time Survey Training alternate requests to TSTraining@dhcs.ca.gov DHCS will respond to all alternate requests by May 12, 2009.

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If you have any questions regarding the registration form, please contact Mr. Shahin Kaviani at (916) 319-9593.

Sincerely,

ORIGINAL SIGNED BY BOB BAXTER FOR

Elizabeth Touhey, Chief
Administrative Claiming Local
and Schools Services Branch

Enclosures

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