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Director

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



ARNOLD SCHWARZENEGGER  
Governor

June 1, 2009

**PPL No. 09-015**

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

SUBJECT: **2009/10 TCM PARTICIPATION SURVEY**

The Department of Health Care Services (DHCS) has reviewed and revised the requirements for the Targeted Case Management (TCM) Participation Survey submitted by Local Governmental Agencies (LGAs) as notification of their intent to participate in the TCM program. These requirements are intended to encourage LGAs to carefully consider basic TCM requirements before declaring their intent to participate in TCM and before subcontracting TCM services to private non-profit Community-Based Organizations (CBOs) and to Local Public Entities (LPEs). Please complete the attached electronic survey, if you intend to participate in TCM. LGAs will not be able to participate in any of the TCM target groups for State fiscal year 2009-10 if the electronic Participation Survey and all requested documentation are not received by DHCS. Please keep mind that if emailed by the LGA Coordinator, the email functions as the signature. DHCS will review and analyze the survey information for program planning purposes only and will not audit LGAs based on this information.

*Availability to reimburse for Public Guardian and/or Adult Probation target populations is tentative and subject to regulation CMS-2237-IFC. DHCS will issue further guidance once known. For purposes of this survey, please select Public Guardian and/or Adult Probation if you would like to participate in those target populations.*

The Participation Survey is attached. LGAs must submit a completed Participation Survey and any required documents by June 30, 2009.

- Annual Participation Survey (APS) of LGAs participating in TCM.
- Target Group Survey document indicating to which target group(s) you will be providing TCM services.

- Supplemental information for all CBOs and LPEs subcontracted for the provision of TCM.
- TCM system LGA Profile Request Form – this form is used to update and verify the accuracy of the information on file for each LGA within the TCM system. *Submit only if there are changes from the prior year.*
- TCM system Invoice Signature Authority Request. *Submit only if there are changes from the prior year.*
- Program documents required:
  - 1) The Performance Monitoring Plan (PMP), which must specifically address how the LGA ensures non-duplication of services as is stated in the TCM Provider Manual, Section T.7-1-3 and T.7-1-4. The plan must also include specific protocols and procedures to ensure coordination and continuity of care that is provided to eligible beneficiaries.
  - 2) Fee Mechanism and instructions for use. LGAs must have an established fee mechanism specific to TCM services that may include a sliding fee schedule based on income. The fee mechanism may vary by program as is stated in the TCM Provider Manual Section T.7-1-4.
  - 3) Contract/Memorandum with CBOs/LPEs.

If an LGA contracts TCM services to a private non-profit CBO, in addition to a copy of the contract with the LGA, the following documentation is also required on the supplemental page (CBO/LPE Supplemental Information Sheet) of the participation form:

- 4) The expected sources of funding for the contracted TCM services.
- 5) The methods the LGA will use to monitor its CBO contracts, and
- 6) CBO Medi-Cal provider number (if CBO provides Medi-Cal services other than TCM).

LGAs must complete the electronic version of the Participation Survey and return via email to DHCS by June 30, 2009, using the instruction in the “Submit Tab”. Please note that the DHCS email size limit is 30 MB. Compression software such as winzip, should be used to email the Participation Survey and all required supporting documentation to HCS by the due date. LGAs unable to do so should contact DHCS for further direction.

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If you have any questions, please contact Ms. Candace Banks, Analyst, Targeted Case Management Unit, at (916) 440-7821 or by email at [candace.banks@dhcs.ca.gov](mailto:candace.banks@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY ELIZABETH TOUHEY**

Elizabeth Touhey, Chief  
Administrative Claiming Local and  
Schools Services Branch

Enclosure

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