April 27, 2010

PPL No. 10-002

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

SUBJECT: 2010-11 Annual Participation Survey for TCM

The Department of Health Care Services (DHCS) has released the requirements for the Targeted Case Management (TCM) Annual Participation Survey (APS) 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 of the APS. If you intend to participate in TCM, submit electronically a completed APS with any required documents by June 30, 2010. LGAs will not be able to participate in any of the TCM target groups for the State’s fiscal year (FY) 2010-11 if the electronic APS with the required documentation is not received by TCM.

The APS provides TCM participation information to ensure compliance with regulations and to develop program projections. LGAs will not be audited based on this information.

The APS gathers the following information:

- LGA’s intent to participate in TCM.
- LGA’s target population(s) for FY 2010-11.
- LGA’s target population program estimates.
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- Supplemental information for each CBO and LPE subcontracted for the provision of TCM.
- Subprogram Codes assigned to participating provider agencies.
- 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 or if you are a new LGA.*
- TCM System Invoice Signature Authority 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 or if you are a new LGA.*

**Required Program documentation**

If applicable, please submit the following documents:

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.

In addition, if an LGA contracts TCM services to a private non-profit CBO, a copy of the contract with the LGA and the following documentation is also required on the supplemental sheet (CBO/LPE Provider Agency Supplemental Information) of the APS:

1) The expected sources of funding for the contracted TCM services.

2) The methods the LGA will use to monitor its CBO contracts, and

3) CBO National Provider Identifier (NPI) number (only if the CBO provides Medi-Cal services other than TCM).
Since the LGA Coordinator emails the APS to us, the email functions as the LGA signature. LGAs must complete the electronic version of the APS and return via email, along with any required documentation, to TCM by **June 30, 2010**, using the instructions in the “Submit Tab”.

Please note that the TCM email size limit is 30 MB. Compression software such as WinZip must be used to email the APS and all required documentation to TCM by June 30, 2010. LGAs unable to do so should contact TCM for further direction.

If you have any questions, please contact Teresita Madani, TCM analyst, at (916) 552-9591 or by email at Teresita.Madani@dhcs.ca.gov.

Sincerely,

**ORIGINAL SIGNED BY GERI BAUCOM**

Geri Baucom, Acting Chief
Administrative Claiming Local and
Schools Services Branch

Enclosure

**cc:** Mr. Patrick Sutton
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