



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

Date: June 22, 2011

PPL No. 11-009

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

SUBJECT: **Fiscal Year 2011/12 Annual Participation Survey for Targeted Case Management.**

This Policy and Procedure Letter releases the Department of Health Care Services (DHCS) Targeted Case Management (TCM) Annual Participation Survey (APS) and related requirements. The APS must be submitted by Local Governmental Agencies (LGAs) as notification of their intent to participate in the TCM program. These requirements are also 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).

If you intend to participate in TCM, submit electronically a completed APS with any required documents by **August 1, 2011**. LGAs will not be able to participate in any of the TCM target population for the State's fiscal year (FY) 2011/12 if the electronic APS with the required documentation is not received timely by DHCS.

DHCS has submitted five new State Plan Amendments (SPAs) for TCM services to the federal Centers for Medicare and Medicaid Services. These SPAs define five new target populations which are included in this APS. These new target populations will replace the six existing target populations of Public Health, Outpatient Clinic, Public Guardian, Linkages, Adult Probation, and Community.

DHCS anticipates CMS approval of the new SPAs timely to be effective July 1, 2011. If approval is delayed, LGA participation in the existing target populations will continue until further guidance is provided. However, LGAs should indicate in which of the new target populations they want to participate in this APS by the due date indicated below.

If you do **not** intend to participate, please send an email stating your LGA will not be participating in TCM to CRTraining@dhcs.ca.gov by **August 1, 2011**.

The APS provides DHCS with TCM participation information to ensure compliance with regulations and to develop program projections.

The APS gathers the following information and forms:

- LGA intent to participate in TCM.
- LGA target population(s) participation for FY 2011/12.
- LGA target population program estimates.
- 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 which 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 LGA did not participate in TCM last fiscal year.*
- TCM System Invoice Signature Authority Request Form which 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 your LGA did not participate in TCM last fiscal year.*

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 and Program Policy Letter 11-008. 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 subcontracted CBOs/LPEs.

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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 is required to submit the APS to DHCS via email, the email functions as the LGA coordinator's signature. LGA Coordinators must complete the electronic version of the APS and return via email, along with any required documentation, to TCM by **August 1, 2011**, 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 August 1, 2011. LGAs unable to do so should contact TCM for further direction.

If you have any questions, please contact Denise Boyd, TCM analyst, at (916) 552.9079 or by email at Denise.Boyd@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY GERI BAUCOM

Geri Baucom, Chief
Administrative Claiming Local and
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Enclosure

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