



TOBY DOUGLAS  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

**PPL No. 13-003**

**DATE:** May 22, 2013

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

**SUBJECT:** **Fiscal Year (FY) 2013/14 Annual Participation Survey for TCM**

This Policy and Procedure Letter (PPL) addresses the Department of Health Care Service's (DHCS) TCM Annual Participation Survey (APS) and related requirements. The APS must be submitted by 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 (CBO) and to Local Public Entities (LPE).

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's intent to participate in TCM,
- LGA's target population(s) participation for FY 2013/14,
- LGA's target population program estimates,
- Supplemental information for each CBO and LPE subcontracted for the provision of TCM services,
- 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 this form only if there are changes from the prior FY or if your LGA did not participate in TCM last FY)*

- TCM System Invoice Signature Authority Request form which is used to update and accurately verify the validity of authorized signers for invoices submitted for claiming. (***New form(s) must be submitted for all authorized signers for FY 2013/14***)

**If you intend to participate in TCM:**

Submit a completed APS using the instructions in the “submit” tab with the required documents to [CRTraining@dhcs.ca.gov](mailto:CRTraining@dhcs.ca.gov) by **July 1, 2013\***. Since the LGA Coordinator is required to submit the APS to DHCS via email, the email will function as the LGA Coordinator’s signature. LGAs will not be able to participate in the TCM target populations for the State FY 2013/14 if the required documentation is not received by the above deadline.

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

The following required documentation must accompany the APS, if applicable:

- 1) Performance Monitoring Plan (PMP)  
The PMP must specifically address how the LGA ensures non-duplication of services as stated in the TCM Provider Manual, Section T.7-1-3 and T.7-1-4, and PPLs 11-006 and 11-008. The PMP must include specific protocols and procedures to ensure coordination and continuity of care that is provided to eligible beneficiaries. The PMP must also identify all other Medi-Cal programs or waivers that provide case management services to clients in their LGA (e.g., California Children’s Services, Mental Health TCM, Childhood Lead Team, etc.),
- 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 stated in the TCM Provider Manual, Section T.7-1-4, and
- 3) Contract/Memorandum  
Required if TCM is subcontracted to a private non-profit CBO and/or LPE.

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In addition, if an LGA subcontracts TCM services to a private non-profit CBO, a copy of the subcontract 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 private non-profit CBO contracts, and
- 3) If the CBO provides Medi-Cal services other than TCM, the private non-profit CBO National Provider Identifier number (only).

**If you do not intend to participate in TCM:**

Please send an email to [CRTraining@dhcs.ca.gov](mailto:CRTraining@dhcs.ca.gov) by **July 1, 2013** stating your LGA will not be participating in TCM for FY 2013/14.

If you have any questions regarding this PPL, please contact Mr. Dan Dias, Chief, TCM Unit at (916) 552-9056, or by email at [Daniel.Dias@dhcs.ca.gov](mailto:Daniel.Dias@dhcs.ca.gov).

Sincerely,

**ORIGINAL SIGNED BY GERI BAUCOM**

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

Enclosure

cc: Mr. Patrick Sutton  
[lgaconsultant@gmail.com](mailto:lgaconsultant@gmail.com)