



TOBY DOUGLAS
DIRECTOR

State of California—Health and Human Services Agency

Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

PPL No. 14-005

DATE: March 25, 2014

TO: Local Governmental Agency (LGA) Coordinators that participate in the County-Based Medi-Cal Administrative Activities (CMAA) and/or the Targeted Case Management (TCM) Program.

SUBJECT: **Notification of the Fiscal Year (FY) 2013-2014 Forth Quarter Time Survey Start Date for CMAA and/or TCM Budget Units with 100 or more time survey participants.**

The FY 2013-2014 forth quarter time survey start date for CMAA and/or TCM Budget Units with 100 or more time survey participants begins on **Monday April 14, 2014.**

Specific guidelines regarding the time survey frequency requirements can be found on page 30 of the [CMAA/TCM Implementation Plan \(v11-05-13\)](#) [Section II, C, 4]. However, the table below provides a basic guideline of how the time survey frequency start date would be implemented, assuming that all of the participants have a regular Monday through Friday workweek.

Number of Budget Unit Participants	Time Survey Frequency	Notification Date for DHCS	Notification Date for the LGA	Time Survey Start Date	Time Survey End Date
400 or more	5 Consecutive Work Days	August 9 th	August 23 rd	August 30 th	September 5 th
200 to 399	10 Consecutive Work Days	August 9 th	August 23 rd	August 30 th	September 12 th
100 to 199	20 Consecutive Work Days	August 9 th	August 23 rd	August 30 th	September 26 th

MAA/TCM Coordinators are required to notify all participants who must complete a time survey at least 5 days prior to the selected random time survey start date. To ensure prompt and efficient communication, all contact regarding the Worker Log Time Survey start date between the MAA/TCM Coordinators and the required participants will be via email or telephone. MAA/TCM Coordinators must also ensure that all participants have completed Time Survey Training prior to September 30, 2013. A complete list of all MAA/TCM Coordinator requirements regarding the time survey process can be found on page 36 of the [CMAA/TCM Implementation Plan \(v11-05-13\)](#) [Section II, E, 1].

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LGA budget units may use the DHCS time survey form provided in Appendix B of the CMAA/TCM Implementation Plan or they may utilize their own documents to account for time survey participant time as long as the LGA documents utilized meet the guidelines found on page 35 of the [CMAA/TCM Implementation Plan \(v11-05-13\)](#) [Section II, C, 7]. Participants who complete DHCS time survey entries on a 5, 10, or 20 consecutive workday basis are also required to complete a Time Survey Activity Description document (included with Appendix B).

[The CMAA/TCM Implementation Plan materials](#)

[The CMAA/TCM Implementation Plan Training Materials](#)

If you have any questions or require further assistance regarding this PPL, please contact Michelle Kristoff, Chief, Administrative Claiming Local School Services Branch, at (916) 341-6106 or Michelle.Kristoff@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Administrative Claiming Local School Services Branch

cc: Mr. Patrick Sutton
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