



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

PPL No. 14-008

DATE: May 05, 2014

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

SUBJECT: **Fiscal Year (FY) 2014/15 Annual Participation Prerequisite for TCM**

This Policy and Procedure Letter (PPL) addresses the Department of Health Care Service's (DHCS) TCM Annual Participation Prerequisite (APP) (formerly know as the Annual Participation Survey) and related requirements. The APP 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 APP provides DHCS with TCM's participation information to ensure compliance with regulations and to develop program projections. The APP gathers the following information and forms:

- LGA's intent to participate in TCM,
- LGA's target population(s) participation for FY 2014/15,
- LGA's target population program estimates,
- Time Survey Frequency (New),
- 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: used to update and verify the accuracy of the information on file for each LGA within the TCM System,
- TCM System LGA Signature Authority Request Form: 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 2014/15***),
- Performance Monitoring Plan (PMP) : The PMP must specifically address how the LGA ensures non-duplication of services as stated in the TCM Provider Manual and PPLs. 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). The PMP must include, at a minimum, procedures for TCM programs for case managers to coordinate with Managed Care Health Plans (MCP) per PPL 11-006 and 11-008.

- 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, and
- Contract/Memorandum (if applicable): If an LGA subcontracts TCM services to a private non-profit CBO/LPE, a copy of the subcontract between the LGA and the CBO/LPE is required to be submitted.

If the LGA intends to participate/continue participating in TCM:

Submit a completed APP using the instructions in the "submit" tab with the required documents to CRTraining@dhcs.ca.gov by **July 1, 2014***. Since the LGA Coordinator is required to submit the APP 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 2014/15 if the required documentation is not received by the above deadline. If you are new to TCM participation please visit our website for detailed information about the TCM Program (see TCM website link below).

<http://www.dhcs.ca.gov/provgovpart/Pages/TCM.aspx>.

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

If the LGA does not intend to participate in TCM:

Please send an email to CRTraining@dhcs.ca.gov by **July 1, 2014** stating your LGA will not be participating in TCM for FY 2014/15. A "Close out" Cost Report must be filed with A&I by November 1st.

If you have any questions regarding this PPL, please contact Ms. Vivian Sultan, Chief, TCM Unit at (916) 552-9271, or by email at Vivian.Sultan@DHCS.ca.gov.

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Sincerely,

Original Signed by Michelle Kristoff

Michelle Kristoff, Chief
Administrative Claiming, Local and Schools Services Branch

Enclosure