



JENNIFER KENT
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: September 25, 2015

**PPL 15-009R
(Revised)**

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

SUBJECT: **Introduction of Enrollment/Re-enrollment Request, Withdrawal Request, and TCM Program Requirements Checklist**

This Policy and Procedure Letter (PPL) is to notify the LGA Coordinators of three documents related to the TCM Program. These documents are attached to this notice and can be found at the Department of Healthcare Services (DHCS) website at the following location:

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

Enrollment/Re-Enrollment Request Form: Complete before December 31 of the year prior to enrolling and/or re-enrolling. Once the form is complete, sign in blue ink, and submit to the address provided on the form.

Withdrawal Request Form: Complete before July 1 of the year the LGA is withdrawing. Once the form is complete, sign in blue ink, and submit to the address provided on the form. After the Withdrawal form is submitted, LGAs are required to submit the LGA's last Cost Report by November 1.

TCM Program Requirements Checklist: Refer to the TCM Program Requirements Checklist for a list of all important due dates related to participation in the TCM Program. This checklist is designed as a tool to assist LGAs and ensure that all requirements are met prior to beginning participation in the TCM Program. LGAs are not required to submit this checklist to DHCS. It is meant for internal LGA use only.

Note: Per Title 22 *California Code of Regulations*, Section 51271, an LGA requesting to participate in TCM target populations, must "Notify the department in writing of the intent to claim targeted case management for a specific targeted group. Such notice shall be received by the department no later than September 1 of each year." The LGA declares

LGA TCM Coordinators
Page 2
September 25, 2015

their participation in the TCM target populations using the “LGA Participation” page of the Annual Participation Prerequisite which is due by July 1 of each year.

If you have any questions regarding this PPL, e-mail the TCM Program at dhcs-tcm@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

Michelle Kristoff, Chief
Medi-Cal Administrative Claiming Section

Enclosures