



TOBY DOUGLAS
DIRECTOR

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



EDMUND G. BROWN JR.
GOVERNOR

DATE: January 30, 2015 **PPL No. 15-003**

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

SUBJECT: **Targeted Case Management Fiscal Year (FY) 2013-2018 Provider Participation Agreement Amendment (PPA) for Claiming Federal Financial Participation for Targeted Case Management Services**

This Policy and Procedure Letter (PPL) is notification to the LGAs participating in the TCM Program that the FY 2013-2018 PPA, must be amended to include the following:

- DUNS number requirement
- Health Insurance Portability and Accountability Act (HIPAA) Business Associate Addendum (BAA) Exhibit A
- Medical Eligibility Data System (MEDS) Access Liaison responsibility
- New Cost Report Template procedures
- Memorandum of Understanding (MOU) with Medi-Cal Managed Care Health Plan(s)

Once the Amendment A to the PPA is received from the Department of Health Care Services (DHCS), forward the signed amendment, HIPAA BAA Exhibit A, Exhibit D (F), and CCC-307 to the person with the requisite authority to sign the PPA amendment on behalf of the LGA. After the LGA representative has reviewed and signed the amended PPA and the CCC-307, mail the documents to DHCS. **Remember to retain a copy of the entire amended PPA for your files and mail DHCS two (2) copies with the LGA representative's signature.** (An original signed PPA amendment containing the DHCS representative's signature will be mailed to the LGAs.)

LGA TCM Coordinators

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Mail the required signed PPA amendment and documents by **April 30, 2015 to:**

Regular Mail:

Department of Health Care Services
Safety Net Financing Division, MS 4603
Targeted Case Management Unit
P. O. Box 997436
Sacramento, CA 95899-7436

Overnight Mail:

Department of Health Care Services
Safety Net Financing Division, MS 4603
Targeted Case Management Unit
1501 Capitol Avenue, Suite 71.3024
Sacramento, CA 95814-5005

Failure to mail the signed Amendment A to the PPA by April 30, 2015, may result in termination of the PPA by DHCS pursuant to section 7.

If you have any questions regarding this PPL, email the TCM program at dhcs-tcm@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY MICHELLE KRISTOFF

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

Enclosures