



TOBY DOUGLAS  
DIRECTOR

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



EDMUND G. BROWN JR.  
GOVERNOR

**SAMPLE**

**MAA/TCM Implementation Plan Quarterly Summary**

November 15, 2013

Gloria Nagle, Ph.D., MPA  
Associate Regional Administrator  
Centers for Medicare and Medicaid Services  
90 Seventh Street, Suite 5-300 (5W)  
San Francisco, CA 94103

Dear Ms. Nagle:

As requested by the Centers for Medicare and Medicaid Services (CMS), the California Department of Health Care Services (DHCS) is submitting a quarterly summary report for the first quarter (Q1) of Fiscal Year (FY) 2013/2014 for the Medi-Cal Administrative Activities (MAA)/Targeted Case Management (TCM) Implementation Plan. FY 2013/2014-Q1 is the first quarter of activity since the approval of the MAA/TCM Implementation Plan.

Prior to July 1, 2013, DHCS received documentation from each participating LGA indicating the number of claiming units in each LGA and the number of participating staff in each claiming unit. Using this information, DHCS was able to determine the time survey frequency requirements for each claiming unit.

Those claiming units with less than 100 participating staff were instructed to time survey each workday within the claiming quarter (from July 1, 2013 to September 30, 2013) on a perpetual basis. Those claiming units with 100 to 199 participating staff were instructed to time survey for 20 consecutive work days during the randomly selected time survey period. Those claiming units with 200 to 399 participating staff were instructed to time survey for 10 consecutive work days during the randomly selected time survey period. Those claiming units with 400 or more participating staff were instructed to time survey for 5 consecutive work days during the randomly selected time survey period.

To determine the start date of the randomly selected time survey period, DHCS employed the use of a random number generator. The universe of dates eligible for selection consisted of Mondays through Fridays, excluding major holidays and the last 30 days of the claiming quarter. Utilizing a Monday through Friday start date accounts for all potential work schedules. Excluding the last 30 days of the claiming quarter ensures that all participants who are required to complete a 20 consecutive work day time survey will be able to complete the time survey prior to the end of the claiming quarter.

To ensure all time survey participants were properly notified of the random quarterly time survey start date, DHCS issued a Policy & Procedure Letter (PPL) to all participating LGAs

21 days prior to the time survey start date. The PPL included all documentation requirements for the time survey and instructions to the MAA/TCM Coordinators to notify all participants required to complete a time survey at least 5 days prior to the selected random time survey start date. The randomly selected time survey period for claiming units with 100 or more participating staff for FY 2013/2014-Q1 was **[Random Date]**.

DHCS generated a spreadsheet [enclosed] to provide a summary of the time survey activity for each participating LGA, including:

- The number of claiming units in each participating LGA.
- The number of participating staff in each claiming unit.
- The variance in the number of participating staff in each claiming unit relative to the prior claiming quarter.
- The amount invoiced by each claiming unit.
- The variance in the amount invoiced by each claiming unit relative to the prior claiming quarter.
- Assurance that claiming units following any of the non-perpetual time survey frequency requirements (5, 10, or 20 consecutive work days) are meeting the requirements for statistical validity.
  - If a claiming unit has over 400 participants and follows the 5 consecutive work day time survey frequency requirement, that claiming unit must maintain over 400 participants in each claiming quarter to continue to utilize the 5 consecutive work day time survey frequency.
  - If the number of participants falls below 400 in a subsequent claiming quarter, that claiming unit must adjust their time survey frequency to maintain statistical validity. If the claiming unit does not adjust their time survey frequency to maintain statistical validity, the claiming unit is prohibited from submitting a claim during that claiming quarter.

All eligible invoices for FY 2013/2014-Q1 will not be received or processed until September 30, 2015 in accordance with the two-year claiming limit guidelines; however, DHCS confirms that the worker log time survey methodology and program operations are in complete compliance with the MAA/TCM Implementation Plan. DHCS will continue to monitor the MAA/TCM Implementation Plan processes and procedures and provide CMS with quarterly reports with our findings. If you have questions or concerns regarding this report, please contact James "Rob" Williams at (916) 552-9075 or via email at James.Williams2@dhcs.ca.gov.

Thank you,

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