

SECTION 8

TARGETED CASE MANAGEMENT CLAIMING FOR CONTRACT AGENCIES

Table of Contents

Subject	Page
Subcontract Agencies And Community-Based Organizations	T.8-1-1

SUBCONTRACT AGENCIES AND COMMUNITY-BASED ORGANIZATIONS

Overview

Local Governmental Agencies (LGAs) may use subcontractors (including independent subcontractors and Community-Based Organizations) to perform some or all of their functions. Under certain conditions, these subcontractors may participate in Targeted Case Management (TCM).

LGAs choosing to use subcontractors for TCM will include the TCM costs of the subcontractors in their annual TCM Cost Report. The TCM encounter rate is developed for each program area within the LGA, e.g., Public Health, Public Guardian. This rate will apply to all LGA units and LGA subcontractors. Subcontractors must submit claims for TCM encounters through the LGA.

Conditions for Participating in TCM

Federal and state policies place some limitations on the terms by which subcontractors may participate in TCM. These policies are summarized as follows:

1. Subcontracts.
 - A subcontract must be in place between the LGA and the subcontractors. This subcontract must be effective on the first day of the quarter in which a TCM claim is submitted to DHS.
 - The subcontract must contain language that the subcontractor will perform TCM and that funds are available for match.
 - The subcontract must contain language that the subcontractor will comply with the conditions described in the TCM Provider Agreement between the LGA and DHS.
2. TCM Cost Report and Time Survey.
 - If the subcontract between the LGA and the subcontractor does not specify the amount to be paid for TCM services, the subcontractor's staff must participate in the annual TCM time survey to determine the subcontractor's TCM costs. The costs associated with the provision of TCM services are reported in the

“Contractor TCM Costs – Non-Specific” section of the TCM Cost Report.

- If the subcontract between the LGA and the subcontractor does specify the amount to be paid for TCM services, it is not necessary for subcontractor staff to time-survey. The costs associated with the provision of TCM services are reported in the “Contractor TCM Costs – Specific” section of the TCM Cost Report.
- In addition to TCM costs, the subcontractor must provide TCM encounter data to the LGA for preparation of the LGA’s TCM Cost Report.

3. TCM Claims.

- TCM claims for each subcontractor must be submitted to the LGA and are included as part of the LGA’s TCM claims submittal to DHS. The number of encounters for the subcontractor is included on the TCM Summary Invoice for the LGA. Subcontractors shall not submit claims separately.

4. Federal Financial Participation (FFP).

- All TCM claims are reimbursed at an amount equal to the approved TCM encounter rate multiplied by the FFP rate.

5. The Match for FFP.

- The subcontractor is required to provide match funds for FFP. These may be funds received from the LGA for the performance of TCM or other funds that are eligible to be used as match for TCM.