

You can “upload” an electronic file of encounters from your local system to the TCM System over the Internet.



Here are the steps to follow. . .



The Electronic File

- ☐ Data must be in a "fixed block text" format
- ☐ Data fields must match the layout described in the "TCM File Format for Uploaded Encounter Record" (see "Training Topics" web page).
- ☐ You may obtain a template in Microsoft Access® from DHCS if you have a licensed copy of Access®.

Targeted Case Management

File Format for *Uploaded* Encounter Record

Field Name	Start Position	End Position	Length	Type	Format	Option	Permitted Values	Notes
Case Manager ID	001	009	09	AN		Required		
Client ID	010	018	09	AN		Optional		Required if Client Last Name is left blank.
Date of Service	019	028	10	Date	MM/DD/CCYY	Required		Must be equal to or greater than 07/01/2000.
Date of Birth	029	038	10	Date	MM/DD/CCYY	Required		
Client Last Name	039	058	20	AN		Optional		Required if Client ID is left blank.
Client First Name	059	073	15	AN		Optional		
Client Middle Initial	074	074	01	AN		Optional		
Program Type Code	075	078	02	N		Required	06 07 09 10 11 12 13	06 = Public Health 07 = Outpatient Clinics 09 = Public Guardian 10 = Linkages 11 = Probation 12 = Adult Protection 13 = Home Visitation
Location	077	082	06	AN		Required	Office Home Other	Spaces will be permitted on an upload, but actual value is needed prior to invoicing.
Newborn Date of Birth	083	092	10	Date	MM/DD/CCYY	Optional		
Optional Field 1	093	102	10	AN		Optional		Defined by the LGA. If not used the field should be equal to spaces.
Optional Field 2	103	112	10	AN		Optional		Defined by the LGA. If not used the field should be equal to spaces.
Optional Field 3	113	122	10	AN		Optional		Defined by the LGA. If not used the field should be equal to spaces.
Sub Program	123	128	04	AN		Optional		Defined by the LGA. Permitted Values must be previously defined to the system.
Record Format: Fixed Block (FB)							Record Length: 126	

Revision Date: 09/14/2000 6:22 PM

Page 1 of 1

Close Full Screen

TCM - Targeted Case Management - Microsoft Internet Explorer

File Edit View Go Favorites Help

Address <https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet>

CALIFORNIA THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE GOVERNOR'S HOMEPAGE

Organizations Comments Search Home



Targeted Case Management

- LGA Administrator
 - Home
 - Encounters
 - Invoice
 - Report
 - User ID
 - Data Transfer
 - Upload
 - Download
 - Log Off



TCM Home Page

Welcome to the Targeted Case Management System.

Start here



WARNING: All information entered into and received from the TCM System is confidential Medi-Cal information.
See Welfare & Institutions Code, Section 14100.2.



Internet zone

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [upl... | TCM - Targeted Case... | 4:40 PM

TCM - Targeted Case Management - Microsoft Internet Explorer

File Edit View Go Favorites Help

Address <https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet>

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Organizations Comments Search Home


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Upload Page

Browse...

Submit

Click on "Browse"

Internet zone

Start | Inbox - Microsoft Outlo... | Microsoft PowerPoint ... | TCM - Targeted C... | Microsoft Word - Enco... | 5:31 PM

The screenshot shows a Microsoft Internet Explorer window titled "TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services". A "Choose file" dialog box is open, displaying the contents of a 3 1/2 Floppy (A:) drive. The files listed are data.txt, data.xls, datast.xls, template.mdb, test.mdb, trial.mdb, and upload.txt. The "Files of type" is set to "All Files (*.*)". The "File name" field is empty. The "Open" button is highlighted. The web page in the background is titled "Upload Page" and features a "Submit" button. A callout box points to the "Submit" button with the text: "After you have selected the file, click on 'Submit'". Another callout box points to the "Open" button with the text: "A sub-window will appear. Select the correct drive, select the file you want to upload and then click on 'Open.' Remember it must be a 'text' file." The browser's address bar shows "EN STATE" and "CALIFORNIA GOVERNOR'S HOMEPAGE". The taskbar at the bottom shows the time as 2:00 PM and the system tray includes the Internet zone icon.

A sub-window will appear. Select the correct drive, select the file you want to upload and then click on "Open." Remember it must be a "text" file.

After you have selected the file, click on "Submit"

TCM - Targeted Case Management - Microsoft Internet Explorer

Address: https://tcmdev.dhs.ca.gov/test/servlet/gov.ca.dhs.tcm.user.UserServlet

CALIFORNIA THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

exiting Task with a status of 1

Options: Proceed

Pending: 00308

Expired: 00000

Claimable: 00000

Not Eligible: 00047

Duplicate: 00223

Dup Seq Nums: 00102, 00113, 00116, 00117, 00121, 00125, 00129, 00130, 00131, 00132, 00137, 00138, 00139, 00140, 00141, 00147, 00148, 00149, 00150, 00151, 00152, 00154, 00157, 00158, 00159, 00162, 00163, 00166, 00168, 00170, 00171, 00174, 00175, 00177, 00178, 00180, 00182, 00186, 00188, 00189, 00190, 00192, 00193, 00194, 00196, 00198, 00200, 00202, 00213, 00216, 00217, 00221, 00225, 00229, 00230, 00231, 00232, 00237, 00238, 00239, 00240, 00241, 00247, 00248, 00249, 00250, 00251, 00252, 00254, 00257, 00258, 00259, 00262, 00263, 00266, 00268, 00270, 00271, 00274, 00275, 00277, 00278, 00280, 00282, 00286, 00288, 00289, 00290, 00292, 00293, 00294, 00296, 00298, 00300, 00302, 00313, 00316, 00317, 00321, 00325, 00329, 00330, 00331, 00332, 00337, 00338, 00339, 00340, 00341, 00347, 00348, 00349, 00350, 00351, 00352, 00354, 00357, 00358, 00359, 00362, 00363, 00366, 00368, 00370, 00371, 00374, 00375, 00377, 00378, 00380, 00383, 00386, 00388, 00389, 00390, 00392, 00393, 00394, 00396, 00398

The TCM System will display the results of the upload so you can determine whether or not to proceed, delete duplicates or cancel the process.

Targeted Case Management

LGA User:

- Home
- Encounters
- Data Transfer
- Upload
- Log Off

Internet zone

Start | Inbox - Microsoft ... | Find: All Files | Microsoft Power... | TCM - Target... | 9:01 AM

TCM - Targeted Case Management - Microsoft Internet Explorer provided by CA Dept. of Health Services

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address <https://tcm.dhs.ca.gov/servlet/gov.ca.dhs.tcm.user.UserServlet>

CALIFORNIA THE GOLDEN STATE CALIFORNIA GOVERNOR'S HOMEPAGE GOVERNOR'S HOMEPAGE

Organizations Comments Search Home

Upload Information

Upload Complete

Pending:	00000
Expired:	00000
Claimable:	00000
Not Eligible:	00000
Duplicate:	00001

LGA User:
 Home
 Encounters
 Data Transfer
 Upload
 Log Off

Targeted Case Management

2:06 PM

Done Internet zone

The system will provide a summary of the results of the upload process.