



California
Department of
Health Services

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State of California-Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

June 18, 2007

CCS Information Notice No.: 07-06

**TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS, MEDICAL AND THERAPY CONSULTANTS,
CHIEF/SUPERVISING THERAPISTS, STATE CHILDREN'S MEDICAL
SERVICES (CMS) BRANCH AND REGIONAL ADMINISTRATORS,
MEDICAL AND THERAPY CONSULTANTS**

**SUBJECT: UPDATED IMPLEMENTATION PROCEDURES FOR THE QUARTERLY
TIME STUDY (QTS) FOR MEDICAL THERAPY PROGRAM (MTP) FOR
100 PERCENT STATE FUNDING TO COMPLY WITH INTERAGENCY
REGULATIONS (ASSEMBLY BILL 3632)**

In September 2006, CCS Information Notice 06-07 provided revised implementation instructions and timelines for the QTS for the MTP. County CCS programs were given a transition period to move from the position allocation methodology to completion of a quarterly time study that would be integrated into the Quarterly Report of Expenditures (QRE) process. The transition period ends on June 30, 2007, and beginning July 1, 2007, counties will follow all processes outlined in CCS Numbered Letter (N.L.) 05-0406 and CCS Information Notice 06-07. The purpose of this information notice is to provide additional instructions/clarification of the time study process, and to remind counties of the implementation date.

I. Contractor Letter

N.L. 05-0406 (Section I) allows contract staff to perform interagency activities when given special permission by the State Regional Office. This permission is given to individual contract staff, not the county as a whole. The CMS Branch will send out this permission letter when requested by the county, and the contractor meets established criteria. The letter must be attached to the QTS for the MTP Summary Sheet each quarter it is turned in with the QRE.

II. QTS for the MTP Summary Sheet

County programs are to attach the summary sheet to the Quarterly Report of Expenditures (QRE) for the MTP. The individual time study forms are to be maintained by the county CCS program and should not be sent to the CMS Branch with the QRE.

III. Local Education Agency (LEA) Support of the MTP

CCS Information Notice 07-01 contains the revised Interagency Agreement (IA) between the Department of Education, Special Education Division, and Department of Health Care Services, CMS Branch. Attachment 1 to the IA describes the method the LEA uses to support the medical therapy unit (MTU) facility by including funds for equipment and supplies in their annual service delivery plan. This plan is part of the agency's annual budget plan. Attachment 1 also contains tables that identifies specific equipment and supply items and which agency is responsible for providing them for the MTU. The MTU staff prioritizes its needs and meets annually (minimum) with the education agency to decide which equipment and supply items the education agency needs to obtain for the MTU in the upcoming fiscal year. If the LEA cannot meet its equipment and supply obligation for the upcoming year or during the current fiscal year, it must notify the MTU, in writing, which items it cannot provide. Only then, is the county able to request that CCS pay for these items. The LEA must also, in writing, commit to devoting funds in its annual service delivery plan process to meet its equipment and supplies obligation to the MTU. This letter from the LEA must be included with the QRE or any other request for the county CCS program to purchase equipment or supplies that are the responsibility of the education agency.

If you have any questions, please contact your CMS Regional Office Therapy Consultant. Thank you for your assistance in this process.

Original signed by Marian Dalsey, M.D., M.P.H.

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