



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



GAVIN NEWSOM
GOVERNOR

DATE: June 30, 2020

PPL No. 20-025

TO: Local Governmental Agency (LGA) Coordinators for the
County-Based Medi-Cal Administrative Activities (CMAA) Program and/or
Targeted Case Management (TCM) Program

**SUBJECT: One-time Extension to the Time Survey Training Requirement due to
the State of Emergency**

The purpose of this Policy and Procedure Letter (PPL) is to notify LGAs that the Centers for Medicare and Medicaid Services (CMS) has granted the CMAA/TCM Programs a one-time emergency-related extension to complete time survey training for the state fiscal year (SFY) 2020-21 by September 30, 2020, due to the state of emergency caused by the outbreak of the novel coronavirus known as COVID-19.

Background

The CMAA/TCM Time Survey Methodology (page 39) requires DHCS to present the time survey training to the CMAA/TCM LGA Coordinators prior to the start of each new SFY. Thereafter, CMAA/TCM LGA Coordinators are required to train their budget/claiming units and all CMAA/TCM staff who time survey prior to the beginning of each new SFY, or by July 1 of each year.

Each CMAA/TCM time survey participant must complete the training before they are permitted to time survey and before LGAs may claim federal financial participation (FFP) for CMAA and TCM services.

CMS' one-time emergency-related extension provides LGA staff and time survey participants additional time to conduct and/or receive time survey training and to time survey for SFY 2020-21 quarter one (Q1).

LGA Coordinator Responsibility

It is the LGA Coordinator's responsibility to ensure that all participants complete the required training no later than September 30, 2020. All activities/encounters claimed by CMAA/TCM time survey participants who fail to complete the training by

September 30, 2020, will be ineligible for FFP through the CMAA and/or TCM programs.

The deadline for the time survey training will revert back to the start of each SFY, or July 1, beginning SFY 2021-20. (See, CMAA/TCM Time Survey Methodology, page 39.)

The CMAA/TCM Time Survey Methodology has been updated to include the one-time emergency-related extension which will be provided by DHCS via email to all LGAs. In addition, it will be available upon request from CMAA/TCM program staff. For questions regarding this PPL, please email the CMAA Unit at cmaa@dhcs.ca.gov and the TCM Unit at dhcs-tcm@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY

Shelly Taunk, Chief
County-Based Claiming and Inmate Services Section
Local Governmental Financing Division