

**DEPARTMENT OF HEALTH SERVICES****MEDI-CAL BENEFITS BRANCH****MEDI-CAL POLICY DIVISION**

714 P Street, Room 1640

P.O. Box 942732

Sacramento, CA 94234-7320

(916) 657-1460



July 6, 2001

TO: All Local Governmental Agencies (LGAs)  
Targeted Case Management (TCM) Coordinators

**PPL No. 01-008****SUBJECT: SUBMITTAL REQUIREMENTS FOR TCM ENCOUNTERS AND INVOICES**

The purpose of this transmittal is to inform each LGA of the submittal requirements for TCM encounters and invoices.

Pursuant to Welfare and Institutions (W & I) Code section 14115, reimbursement for an original invoice shall be submitted not more than six months after the month in which the service is rendered. To meet the six-month deadline, encounters must be entered into the TCM system as well as invoices submitted to the Department, within six months after the month of service.

**Effective 7/31/01**, invoices submitted past the six-month limit will be subject to a reduction in reimbursement.

Reimbursement for invoices submitted between six and twelve months after the month of service shall be reduced as follows:

- The amount shall be reduced by 25 percent for invoices submitted during the seventh through the ninth month after the month of service.
- The amount shall be reduced by 50 percent for invoices submitted during the tenth through the twelfth month after the month of service.
- Invoices submitted after the twelfth month after the month of service are not eligible for reimbursement.

The TCM System allows encounters to be entered up to six months after the month of service. Encounters entered after six months are coded as "expired", and are not claimable through the TCM System. To be reimbursed for encounters that weren't entered into the TCM System within six months after the month of service, the LGA must submit the encounters on a disk under the old system, using the old file format, along with a hard copy of the invoice. To maximize federal reimbursement, it is important to research ineligible and pending encounters within the six-month billing period.

To be eligible for the full Medi-Cal reimbursement, invoices must be submitted not more than six months after the month of service. The Department considers the submittal date to be the date the invoice is postmarked. To satisfy the invoice submittal requirement, invoices must be postmarked according to the enclosed invoice postmark schedule.

Pursuant to W & I Code section 14115(a)(b) and (f), reductions to invoices submitted between the 6<sup>th</sup> and the 12<sup>th</sup> month after the month of service will apply, except as follows:

- A patient does not identify himself or herself to the provider as a Medi-Cal beneficiary within four months after the month in which the service was rendered.
- The director finds that a delay in the submission of invoices was caused by circumstances beyond the control of the LGA.
- A state of emergency has been declared by either the President of the United States or the Governor, or the director, due to destruction, loss, or inaccessibility of data as a result of the emergency situation.

Since the invoice deadlines are based on the month of service, DHS recommends that invoices be submitted on a monthly basis rather than quarterly.

If you have any questions, please contact Ms. Elizabeth Touhey, Chief of the Administrative Claiming Policy and Systems Unit, at (916) 657-0716 or by email at [etouhey@dhs.ca.gov](mailto:etouhey@dhs.ca.gov)

Sincerely,

**Original Signed by P. Morrison**

Patricia L. Morrison, Chief  
Administrative Claiming and  
Support Section

Enclosure

cc: See next page

All Local Governmental Agencies (LGAs)  
Targeted Case Management (TCM) Coordinators  
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cc: Ms Linda Minamoto  
Associate Regional Administrator  
Department of Health and Human Services  
Health Care Financing Administration  
Division of Medicaid, Region IX  
75 Hawthorne Street, Fourth Floor  
San Francisco, CA 94105-3903

Mr. Larry Lee, Accountant  
Division of Medicaid  
801 I Street, Room 210  
Sacramento, CA 95814

Ms. Cathleen Gentry  
MAA/TCM Consultant  
Local Governmental Agency  
455 Pine Avenue  
Half Moon Bay, CA 94109

<b>Current Fiscal Year</b>						
<b>Period of Service</b>	<b>6-month</b>		<b>7-9 month</b>		<b>10-12 month</b>	
	<b>Postmark Date</b>		<b>Postmark Date</b>		<b>Postmark Date</b>	
	<b>No Reduction</b>		<b>25% Reduction</b>		<b>50% Reduction</b>	
7/1/00-7/31/00	July 31, 2001		NA		July 31, 2001	
8/1/00 - 8/30/00	July 31, 2001		NA		August 31, 2001	
9/1/00 - 9/30/00	July 31, 2001		NA		September 30, 2001	
10/1/00 - 10/31/00	July 31, 2001		July 31, 2001		October 31, 2001	
11/1/00 - 11/30/00	July 31, 2001		August 31, 2001		November 30, 2001	
12/1/00 - 12/31/00	July 31, 2001		September 30, 2001		December 31, 2001	

<b>Starting Fiscal Year 2001-02 and Beyond</b>						
<b>Period of Service</b>	<b>6-month</b>		<b>7-9 month</b>		<b>10-12 month</b>	
	<b>Postmark Date</b>		<b>Postmark Date</b>		<b>Postmark Date</b>	
	<b>No Reduction</b>		<b>25% Reduction</b>		<b>50% Reduction</b>	
1/1/01-1/31/01	July 31, 2001		October 31, 2001		January 31, 2002	
2/1/01-2/28/01	August 31, 2001		November 30, 2001		February 28, 2002	
3/1/01-3/31/01	September 30, 2001		December 31, 2001		March 31, 2002	
4/1/01-4/30/01	October 31, 2001		January 31, 2002		April 30, 2002	
5/1/01-5/31/01	November 30, 2001		February 28, 2002		May 31, 2002	
6/1/01-6/30/01	December 31, 2001		March 31, 2002		June 30, 2002	
7/1/01 - 7/31/01	January 31, 2002		April 30, 2002		July 31, 2002	
8/1/01 - 8/31/01	February 28, 2002		May 31, 2002		August 31, 2002	
9/1/01 - 9/30/01	March 31, 2002		June 30, 2002		September 30, 2002	
10/1/01 - 10/31/01	April 30, 2002		July 31, 2002		October 31, 2002	
11/1/01 - 11/30/01	May 31, 2002		August 31, 2002		November 30, 2002	
12/1/01 - 12/31/01	June 30, 2002		September 30, 2002		December 31, 2002	
1/1/02 - 1/31/02	July 31, 2002		October 31, 2002		January 31, 2003	
2/1/02 - 2/28/02	August 31, 2002		November 30, 2002		February 28, 2003	
3/1/02 - 3/31/02	September 30, 2002		December 31, 2002		March 31, 2003	
4/1/02 - 4/30/02	October 31, 2002		January 31, 2003		April 30, 2003	
5/1/02 - 5/31/02	November 30, 2002		February 28, 2003		May 31, 2003	
6/1/02 - 6/30/02	December 31, 2002		March 31, 2003		June 30, 2003	