



SANDRA SHEWRY
Director

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



ARNOLD SCHWARZENEGGER
Governor

March 17, 2008

PPL No. 08-005

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

SUBJECT: **County-Based MAA/TCM Time Survey Training and TCM Cost Report Training Dates, and Registration Process For Fiscal Year (FY) 2008-09**

This Policy and Procedure Letter is to announce that the Department of Health Care Services (DHCS) has scheduled mandatory CMAA/TCM Time Survey Training in June 2008 and mandatory TCM Cost Report Training in July 2008.

CMAA/TCM Time Survey Training sessions will be held:

Tuesday, June 10, 2008

9:00 a.m. to 4:00 p.m.

Alameda County
ECC Conference Center
1100 San Leandro Blvd, Rm A
San Leandro, CA 94577
(510) 875-2400

Capacity= 70

Monday, June 16, 2008

9:00 a.m. to 4:00 p.m.

Sacramento County
Health & Human Services
7001 A East Parkway,
Suite 100
Sacramento, CA 95823
(916) 875-1397

Capacity = 90

Tuesday, June 24, 2008

9:00 a.m. to 4:00 p.m.

Orange County
Children and Family Svcs
Annex Auditorium
744 N. Eckhoff St.
Orange, CA 92868

Capacity = 100

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TCM Cost Report Training sessions will be held:

Tuesday July 22, 2008

10:00 a.m. to 4:00 p.m.

Social Services Agency
Children & Family Services
Annex Auditorium
744 N. Eckhoff Street
Orange, CA 92866

Capacity = 100

Tuesday July 29, 2008

10:00 a.m. to 4:00 p.m.

Sacramento County
Health & Human Services
7001 A East Parkway,
Suite 100
Sacramento, CA 95823

Capacity = 90

Thursday July 31, 2008

10:00 a.m. to 4:00 p.m.

DHCS
1500 Capitol Ave
Training Rooms A,B & C
Sacramento, CA 95814

Capacity = 100

CMAA / TCM Time Survey Training

CMAA/TCM Time Survey training attendance is **mandatory** for all LGA Coordinators who will be claiming CMAA and/or TCM for fiscal year 2008/2009.

LGAs will not be allowed to claim CMAA for fiscal year 2008/2009 if their Coordinator **or** the Coordinator's authorized and DHCS approved alternate representative fails to attend one session of the CMAA/TCM Time Survey Training sessions.

TCM Cost Report Training

Attendance for 2008/2009 TCM Cost Report training is **mandatory** for all LGA Coordinators or the Coordinator's authorized DHCS approved alternative representative. TCM Cost Reports submitted by LGAs that fail to meet this training attendance requirement will not be accepted by DHCS for "Acceptance" or "Approval" and LGAs will not be allowed to claim for TCM for fiscal year 2008/09.

Authorized Alternates

If you are unable to attend CMAA/TCM Time Survey Training and/or the TCM Cost Report Training and wish to send an authorized alternate representative in your place (i.e. an alternate representative from your staff and/or the claiming unit staff) a written notification must be sent to DHCS by May 2, 2008. Please send the CMAA/TCM Time Survey Training alternate requests to TSTraining@dhcs.ca.gov and send the TCM Cost Report Training alternate requests to CRTraining@dhcs.ca.gov. DHCS will respond to all alternate requests by May 9, 2008.

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The Time Survey training sessions are designed as "Train the Trainer" sessions and space is limited to between 70-100 participants at each location (note capacity in each location block). Priority will be given to LGA Coordinators and their designated training staff or authorized alternate.

- Registration for all of the training sessions is required and will be coordinated by DHCS.
- Only registration forms received through the LGA Coordinators will be accepted.
- The enclosed CMAA/TCM Time Survey Training registration form must be sent to the LGA Coordinator by May 12, 2008.
- The TCM Cost Report Training registration form must be sent to the LGA Coordinator by June 23, 2008.
- The LGA Coordinator will forward the registration form(s) to DHCS thereby giving the registrant(s) permission to enroll.
- Registration forms that are not submitted by an LGA Coordinator will not be processed. An email will be sent to registrant and the LGA Coordinator stating that registration must be submitted by the LGA Coordinator or authorized alternate.

LGA Coordinators Only:

- Please submit Time Survey Training Registration Forms to DHCS no later than close of business on May 16, 2008 to TSTraining@dhcs.ca.gov.
- Please submit Cost Report Training Registration Forms no later than close of business on June 30, 2008 to CRTraining@dhcs.ca.gov.

If you have any questions regarding CMAA, please contact your program analyst, or for questions regarding TCM, please contact Vivian Sultan, of the TCM Unit at vivian.sultan@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY ELIZABETH TOUHEY

Elizabeth Touhey, Chief
Administrative Claiming Local
and Schools Services Branch

Enclosures

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cc: Ms. Cathleen Gentry
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